



# minutes

## TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Date: **2020-05-20**  
 Scheduled: 0830h – 1030h  
 Actual: **0832h – 1032h**  
 Focal Location: Zoom Videoconference Link → <https://zoom.us/j/9442491823>

### 1. **Whakatuwheratanga** | Opening

#### **1.1. Karakia Timatanga** | Opening Prayer

Manawa mai te mauri nuku  
 Manawa mai te mauri rangi  
 Ko te mauri kai au  
 he mauri tipua  
 Ka pakaru mai te pō  
 Tau mai te mauri  
 Haumi e, hui e, taiki e!

*Embrace the power of the earth*  
*Embrace the power of the sky*  
*The power I have*  
*Is mystical*  
*And shatters all darkness*  
*Cometh the light*  
*Join it, gather it, it is done!*

## **1.2. Mihi Whakatau | Welcome Speech**

### **1.2.1. Committee Self-Assessment**

(None)

### **1.2.2. Important Dates**

- 2020-05-27: Agenda submissions open
- 2020-06-03: Agenda submissions close
- 2020-06-10: Agenda target release date
- 2020-06-17: Next scheduled meeting

### **1.2.3. Communications from Academic Board**

- AB Chair's Report for April (2020-04-19)

### **1.2.4. Communications from the Chair of QAB**

Noted – QAB Subcommittee Report for April (2020-04-28), sourced from Academic Board 2020-05-06, Item 4.2.6.

### **MOTION**

That Te Poari Whai Kounga receive the:

- Chair Report, Academic Board (2020-04-19)
- Subcommittee Report, Quality Alignment Board (2020-04-28)

Moved: D Fraser

Seconded: D Beisembayeva

**MOTION CARRIED**

### **1.2.5. Membership**

- Darren Tolmie – Resignation from Unitec
  - Community Studies temporarily to be represented by Katie Bruffy
- Rosemary Dewerse – Resignation
- Eric Stone – Replacing the role of Rosemary Dewerse

**1.3. Tae Ā-Tinana | Attendance****Tae ā-tinana | Members Present**

1. **(Chair)** Simon Tries
2. Andrea Thumath
3. Anna Wheeler
4. Antoinette Wessels
5. Aroha Dykes
6. Arun Deo – Dep. 1000h
7. Diane Fraser – Dep. 1015h
8. Dila Beisembayeva
9. Eric Stone
10. Katie Bruffy
11. Lian Wu – Dep. 1032h
12. Lupeti Fihaki
13. Mirjana Bogosanovic – Dep. 1030h
14. Paul Jeurissen
15. Simon Nash
16. Steve Marshall – Dep. 1031h
17. Steve Varley
18. Te Hau Hona – Dep. 1012h
19. Tracy Chapman – Dep. 1007h

**Akutō | Late**

(None)

**Kairiwhi | Proxies**

1. Maureen Perkins  
(For: Maura Kempin)

**Ngā whakapāha | Apologies**

1. Maura Kempin  
(Proxy: Maureen Perkins)
2. Chantelle Daniels
3. Cris De Groot
4. Jake Curran
5. Linda Aumua
6. Daniel Irving

**MOTION**

That Te Poari Whai Kouna accept the apologies for the meeting.

Moved: D Fraser  
Seconded: A Wessels

**MOTION CARRIED****Kōrama | Quorum**

A minimum of 13 members was required. Quorum was achieved and held.

**Hunga mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz
2. Rosemary Dewerse

**Kore i tae ā-tinana | Absent**

(None)

## **1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s**

### **1.4.1. Correction to Minutes of QAB 2020-04-22**

Page 11, Recommendation 12

- Original statement:  
“All End-of-Year PEP Reports get sent to NZQA. The HOSs and the EER Steering Committee should work on any further matters regarding this recommendation.”
- Corrected statement:  
“All End-of-Year PEP Reports *for degree and postgraduate programmes* get sent to NZQA. The HOSs and the EER Steering Committee should work on any further matters regarding this recommendation.”

### **1.4.2. Deferred Approval of Minutes of QAB 2020-04-22**

Members agreed there had been insufficient reading time to review the Minutes prior to the meeting. Members should have the meeting agenda, complete with the Minutes of the previous meeting, sent out to them one week prior to the meeting date.

#### **MOTION deferred to QAB 2020-06-17**

That Te Poari Whai Kounga approve the Minutes of:

- Meeting 2020-04-22

Moved: -

Seconded: -

**MOTION deferred**

## **1.5. Mahia Atu | Matters Arising**

### **1.5.1. Response to Questions Arising on QAB 2020-04-22 E-Meeting, Item 3.1. AQAP Updates**

Refer to: Item 3.1. Academic Quality Action Plan (AQAP) Updates.

## **1.6. Committee Management**

### **1.6.1. Attendance Tracker**

Noted that:

- Senior Academic – Building Construction: Role still to be filled.
- Senior Academic – Community Studies: Resignation from Unitec; member to be replaced.
- Lead, Quality Systems: To change from Rosemary Dewerse to Eric Stone

### **1.6.2. Work Plan**

Revised Work Plan presented by the Chair.

#### **April**

- 1. Report on Process and Outcomes from PEP Process**
  - a. Process Report → Done. Refer to QAB 2020-04-22, Item 2.1.
  - b. Outcomes Report → Work in progress.
- 2. Student Performance Report**
  - a. Expected QAB 2020-06-17

#### **May**

- 3. Report on the IER**
  - a. Delayed due to impact of Lockdown restrictions. New ETA is still TBC.
- 4. Report on Stakeholder Engagement**

- a. ACTION: Simon Tries to confirm the continued existence and reporting specifications with the Stakeholder Engagement Team, then report back to QAB 2020-07-15.

#### **June**

- 5. Results of Annual Attestation Compliance Process** (i.e. Statutory Declarations to NZQA)
  - a. All received, except one.
  - b. ETA 2020-06-03 to Academic Board and 2020-06-17 to QAB.
- 6. PAQC Chair Reports for 2020-Q2**
  - a. PAQC Chair Reports are due end of June / start of July after the end of Semester 1, 2020.
  - b. Thematic Report should be scheduled for QAB 2020-07-15. ACTION: Secretary to adjust Work Plan.
- 7. PAQC Thematic Report for 2020-Q2**
  - a. Expected QAB 2020-07-15.

### **1.6.3. Ngā Tautapu Arotake | Actions Items**

(See following pages)

Committee:  
Document:  
Updated:

## Te Poari Whai Kōunga | Quality Alignment Board

Committee Actions Table  
2020-04-22 Pre-meeting

Source	Action #	S Specification	M Measure / Progress	R Responsibility	T Time Target / Closed	A Achievement Status
2019-02-28 Item 4.06	Action-013	<b>[Working Group] Affected Performance Consideration</b> (formerly "Special Assessment Circumstances") Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.	2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron. 2019-05-30, Verbal update: Out for consideration and feedback from QAB members. 2019-06-27: The Committee commended the leadership of Trude Cameron with this work. Link to Proposed New SAC Documents folder emailed to Committee Members. 2019-07-25: Some feedback was received. The Committee arrived at consensus postpone full implementation until Semester 1, 2020. Between now and then, the Working Group shall consult and gather feedback, pilot the new SAC process with Summer Semester 2019. Senior Academic QAB members shall be a channel for consultation to the Schools. Feedback response timeframes are TBC. 2019-08-29: Work in progress. Consultation closes 2019-09-30. 2019-09-26: Members encouraged to spread the word to submit feedback. 2019-10-31: Trude Cameron replaced by Sue Crossan. 2019-11-28 (Meeting cancelled): <i>Update TBC - Name of "Special Assessment Circumstances" changed to "Affected Performance Consideration". Confirm wording for name change of Action-013. Pilot over 2019-SS. Pilot evaluation report to 2020-02-19.</i> 2020-02-19: Not enough submissions have yet come in. A report shall be made for the end of Semester 1, 2020; no reports / updates will come before then.	<del>Trude Cameron</del> <b>Sue Crossan</b>  Dila Beisembayeva Rowena Fulufifaga Sue Palfreyman	<del>2019-05-02</del> <del>2020-02-19</del> 2020-07-15	<b>Paused</b>

2019-06-27	Action-025	<p><b><u>Pre-requisite</u></b> <b><u>Enrolment Issues</u></b>Lead a Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools' leadership and proposed solutions plan for Semester 1, 2020.</p>	<p>2019-07-25: Still in progress. Timeframe for delivery is TBC. Commendation was given to Aroha for her related work with the School of Building Construction resulting in VOEs dropping from over 1000 to around 10. 2019-08-29: In progress. Report to come to next meeting. The number of VOEs have reduced. Reasons for system overrides with VOEs tend to be coming from technical issues with the system rather than school / operations issues. 2019-09-26: This work is really part of a much larger project inside Operations, not isolated only to BCONS. It should be closed off as a QAB item. Phase 1 of the project is due to complete by 12 December, after which a report could be presented to QAB. The AAQ team, led by Steve Marshall, have been checking requisites and study plans. This needs to complete before open the Enrolment Cart can open. Although not directly impacting this Action's particular challenge, it is related to how we use the system. IMS is also working with the project team. A number of concerns were raised around the lateness of pre-requisite checks, students who enrol for a full year but then fail a course in first semester, and involvement of SEMs at School Marking Meetings. Members wanting to contribute to Aroha's work (e.g. Mirjana, Dila, Antoinette, et alia) should meet and discuss the issues / opportunities with Aroha as part of the Operations project. 2019-10-31: N/A 2019-11-28 (Meeting cancelled): N/A 2020-02-19: Aroha Lewin has been seconded to a new position. Handover to Chantelle Daniels is still in progress. An update is expected at QAB 2020-03-18. 2020-03-18: Refer to Item 4.3.1. Update received. Next progress update expected 2020-04-22. 2020-04-22: No update due to shift in priorities resulting from Covid-19 circumstances. 2020-05-20: Developing a solution to this issue is very complicated. Update to be requested by Secretary for QAB 2020-06-17.</p>	<p><b>Chantelle Daniels</b> Steve Marshall IMS Team</p>	<p><del>2020-02-19</del> 2020-03-18</p>	Active
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2020-03-18 Item 5.2.1.	Action-026	<p><b><u>Multiple Reenrolments into a Single Course</u></b></p> <p>Work with relevant others to investigate, create a problem statement and report back to the QAB 2020-04-22 with recommendations for further action.</p>	<p>2020-03-18: A concern was raised about an ongoing unresolved issue whereby students are able to re-enrol into the same course multiple times. This results in the achievement of the same course, along with its course credits, appearing multiple times on students' transcripts. So, for example, a student may have graduated from a 360-credit degree, but 45 of those credits may have come from a single 15-credit course taken three times. The related operational processes cross between departments and a solution has never been implemented.</p> <p>2020-04-22: No updates due to urgent priorities related to COVID-19 Lockdown response.</p> <p>2020-05-20: No update. Simon Nash to meet with Dila and Steve after meeting today's. Update requested for QAB 2020-06-17.</p>	<p><b>Dila Beisembayeva</b></p> <p>Steve Marshall Tracy Chapman Chantelle Daniels Simon Nash</p>	TBC	Active
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Next item #      Action-027



## 2. Mea Hei Whakaae | Items to Approve

### 2.1. Programme Evaluation & Planning (PEP) for 2020 Interim

Presenter/s: Simon Tries

#### Discussion

##### *Timeframes*

Some programmes and courses will not be completed by the proposed dates because external stakeholders have postponed examination dates into July.

Consideration should be given to adding the following items into the Timeframe.

- Collect data (after “Grade processing”)
- Write draft report (after the evaluative conversations)

##### *Possible Adjustment to the Reporting Channel*

Consideration was given to adjusting Interim PEPs to be a work item that reports up through PAQCs rather than a separate self-evaluation activity. It was concluded that for the time being, the process should remain stable in order to keep consistency and minimize any further contribution to the existing change fatigue among staff. The PEP process has seen significant improvement in reporting capability at many levels of the institute. In addition, if PEPs had PAQCs as their target audience, rather than QAB, then it would mean that many of the same individuals would be acting as the proverbial “defendant, judge and jury”.

##### *Resourcing and Feasibility*

Capacity for APMs and staff teams to undertake the Interim PEP process in 2020 needs serious consideration of sufficiency of support and resources, rather than just the timeframes. Resourcing is a major concern among many teams. Even the Āta-kōrero process and support team is not adequately resourced. The scope of resource needs includes everything from note-taking in the Āta-kōrero PEP Workshops to the writing of the PEP Reports and the PAQC review and approval.

The Āta-kōrero Team consists of 14 trained facilitators. Of these, 8 are academic staff who have had extraordinarily high workload due to the impact of Lockdown restrictions. About 70 workshops need to be facilitated. In the last round, Rosemary Dewerse facilitated about one-third of them; she will not be available for the next round.

Te Puna Ako agrees that feasibility related to resource and workload is a concern. Maura Kempin (Manager, Te Puna Ako) will need to be consulted if Te Puna Ako is to be used again for the process. Also, the writing guidelines developed by Te Korowai Kahurangi need to be checked for consistency with the ones that Te Puna Ako has.

Representation from the Schools affirmed the concern about resourcing, and that the Āta-kōrero Workshops had been a huge step forward in self-evaluative capability. Commendation was given to Rosemary Dewerse. Under-preparation of data also contributed to increased resource consumption; however, PowerBI data and training is now available to all staff so this should mean that staff will bring richer and more consistent

information to the workshops. Thus, at this stage, gradual improvement to the process is preferred over major changes.

Acknowledgement was given to the fact that Lockdown has added workload to many staff. In lieu of this, consideration may be given to reducing the size or scope of this round of PEPs, rather than skipping it entirely. Interim PEPs for 2020 will be highly valuable in preparing for EER in mid-October 2020. The institute must take care to avoid overloading staff beyond their already exceptionally high workload.

#### *Other comments*

- This round of PEPs presents Unitec with a great opportunity to review the impact of the Lockdown restrictions and Unitec's response to them.
- Āta-kōrero plays a key role in gaining staff buy-in of the PEP Reports.
- Te Puna Ako would like to be involved with setting the Template Guidelines.
- Lockdown restrictions meant that some staff were under-loaded. These staff could possibly assist with the next round of workshop facilitations.
- The final decisions on conducting the 2020 Interim PEPs need to be made before the end of May in order to allow time for scheduling the workshops and facilitators and staff teams.
- The writing of the first draft of the PEP Report by Te Puna Ako / Te Korowai Kahurangi was commended as really helpful to reducing the stress and workload of APMS.
- In terms of readiness of data for the workshops, it is the responsibility of Schools and Programmes to ensure their grades are submitted to Te Korowai Kahurangi on time. If data is submitted late to Te Korowai Kahurangi, then the data for the workshops may not be fully prepared / complete.

#### **Summary from the Chair**

- Interim PEPs for 2020 should continue as planned.
- Flexibility can be given to timeframes if needed.
- Interim PEPs provide a self-evaluative snapshot in time. They are an opportunity for Unitec to check in and learn lessons to drive continuous improvement.

**ACTION** → Simon Tries to present this item and its following Motion to the HOSs for discussion on resourcing and feasibility of the 2020 Interim PEPs.

#### **MOTION**

That Te Poari Whai Kouna, pending discussion on resourcing and feasibility between Simon Tries (Manager, Te Korowai Kahurangi) and the Heads of School, support in principle the Focus Areas (detailed in the Memo):

1. Successful Course Completion
2. Graduate Outcomes
3. Implementation of various actions relating to the various strategies and plans (e.g. I See Me initiatives)
4. Impact and support relating to COVID-19, the campus Lockdown and the shift to online learning
5. Progress against action plans, and setting of any new actions

That Te Poari Whai Kouna support flexibility for courses and programmes with late end dates and subsequent processing of grades.

Moved: S Varley  
 Seconded: S Nash  
 Against: M Bogosanovic

**MOTION CARRIED**

### **3. Mea Hei Kōrero | Items to Discuss**

#### **3.1. Academic Quality Action Plan (AQAP) Updates**

*Source:* Academic Board 2020-05-06, Item 4.1.9.

*Related:* Item 1.5.1. Response to Questions Arising on QAB 2020-04-22 E-Meeting, Item 3.1. AQAP Updates

*Presenter/s:* Simon Nash (Executive Director, Ako)

#### **Responses to Questions Arising**

- *What steps need to be taken to progress these actions?*
  1. *Academic Board oversight - REC6a & REC4a*
  2. *Student Support and Completion – REC3b & 5e*
  3. *Review of Plumbing and Gasfitting – all actions*
  4. *Review of School of Business – REC12c*

One – Academic Board oversight: Progress is underway through the following mahi.

- Non-Completions Working Group set up by Academic Board.
- Learner Outreach Project
- Investigation into unpaid fees, led by Andrea Thumath
- Review of Withdrawal Form

Two – Student Support and Completion: Priority Group Directors are focusing on embedding content within a selection of core courses.

Three – Review of Plumbing and Gasfitting: Work is happening under Project Takohanga.

Four – Review of School of Business: ACTION → Simon Nash to request update from the School of Business on progress related to AQAP Recommendation 12c.

#### **Discussion**

- Course Evaluation and Planning (CEP) forms now have additional questions through which staff can reflect on their actions and progress toward the parity targets.
- Pacific Success representatives will meet with HOSs at the end of the week and shall question them on relevant progress.
- Outside factors, e.g. family circumstances and Lockdown restriction impacts, can affect outcomes such as Successful Course Completion. Thus, there is no absolute and direct causal relationship between Unitec activity to improve outcomes, such as *I See Me*, and the success rates which will actually be achieved.
- Outcomes of *I See Me* are reported up through the Priority Group Director Reports to Academic Board. Academic Board has affirmed their strategies and plans. At present,

no data has been presented that would indicate adjustments should be made to these. The institute does need to ensure that the Directors and other relevant leadership and governance have full access to the necessary data.

- Because only a few months, not even one semester, have occurred since *I See Me* was implemented, questions for HOSs should be framed as asking how we are progressing against the agreed *I See Me* actions, rather than the outcomes per se.
- For more information, refer to the *I See Me* Initiatives on Moodle.
  - <https://moodle.unitec.ac.nz/course/view.php?id=825>

## MOTION

That Te Poari Whai Kounga receive the report/s for Academic Quality Action Plan updates.

Moved: M Perkins

Seconded: S Marshall

**MOTION CARRIED**

## 3.2. Managing Academic Risk

Presenter: Simon Tries

### Presentation

- Due to the extra workload on academic staff generated by Lockdown restrictions, the Registers are not being updated on time. This issue is being escalated to Academic Board.
- APMs have also reported that access to H Drive and the ability to work on such a large spreadsheet with only one screen on their laptop also impedes updates.
- At present, it is difficult to discern whether a) Programme Risk Registers (PRRs) need improvement to their design to better enable input and edits, or b) they simply have not been updated.

The greatest risks reported are as follows.

1. Continuing decline in EFTS and revenue
2. Programme targets not met
3. Insufficient resources to support successful programme delivery
4. Insufficient staff capability / capacity to meet the needs of learners.

### Discussion

- High commendation and thanks was given for the progress of implementing the management of Academic Risk.
- Only two or three PRRs have no response.
- It is a large amount of work for APMs to complete. They need training.
- The role of PAQCs is to oversee the PRRs submitted by their APMs.
- A risk lies in the capacity of the Manager (Te Korowai Kahurangi) to manage the Academic Risk system. More resourcing should be considered.
- More of the background information of the high risks needs to be captured for institutional governance and oversight. This is part of the role of the Academic Risk Working Group.

An anecdote reported that a particular PAQC:

- Did not clearly understand what they should do with the PRR.
- Detected inconsistency in the way that different APMs rate similar risks.
- Found the “comments” column valuable for understanding the rationale behind the given ratings. This column should not be removed.

#### **MOTION**

That Te Poari Whai Kounga:

- Note the ongoing difficulty in obtaining (confirmation of) currency of the risk ratings within the required timeframes.
- Discuss the findings from the thematic review of the Programme Risk Registers contained within the “May 2020 Academic Risk Summary”.

Moved: S Tries  
Seconded: A Thumath

**MOTION CARRIED**

### **3.3. Activities to Support a Positive EER 2020 Outcome**

Presenter/s: Simon Tries

- Academic Staff who may not have reviewed feedback on their 2019 End of Year Programme Evaluation and Planning (PEP) Reports should contact their APM or HOS. Feedback was sent to all HOSs.
- Interim PEP Reports shall be conducted in 2020. The work is scheduled to occur immediately after Semester 1 courses end.

#### **MOTION**

That Te Poari Whai Kounga note some of the activities planned or underway to improve our understanding of learner success and contribute to a positive External Evaluation and Review.

Moved: S Tries  
Seconded: A Wessels

**MOTION CARRIED**

### **3.4. Progress Report for Online Course Evaluation and Planning (CEP)**

Presenter/s: Rosemary Dewerse, on behalf of Sue Crossan

- Implementation of Online CEPs has been a steep learning curve.
- At the moment, CEP dashboards are retrospective. Work is happening toward making them a live system. A number of APMs are keen to be involved in this development.
- Feedback should go to Sue Crossan: [scrossan@unitec.ac.nz](mailto:scrossan@unitec.ac.nz)
- Unitec no longer has a PowerBI software developer.

#### **MOTION**

That Te Poari Whai Kouna discuss and provide feedback on the uptake and progress reported here on the use of the online Course Evaluation Planning (CEP) to date

Moved: A Wessels

Seconded: T H Hona

**MOTION CARRIED**

#### **4. Ngā Tukunga | Items to Receive**

##### **4.1. Strategic Reports**

###### **4.1.1. Māori**

Source: *Academic Board, 2020-05-06*

Author: Toni Rewiri (Director, Māori Success)

Presenter: Te Hau Hona

- Information on / See Me initiatives is published on Moodle.

###### **4.1.2. Pacific**

Source: *Academic Board, 2020-05-06*

Author: Falaniko Tominiko (Director, Pacific Success)

Presenter: Lupeti Fihaki

- The Learner Outreach Project has contacted almost 100% of Pacific students.
- Pacific Success has identified a need to develop progress monitoring and reporting capability of outcomes.

###### **4.1.3. International**

Source: *Academic Board, 2020-05-06*

Presenter: Tracy Chapman (Director, International Success)

- Highlight 1 – The work on the Code of Practice relates to Focus Area 5. Since the time of writing, completion has now risen to over 50% of teams.
- Lockdown restrictions have impeded progress. A number of actions needed to be suspended, especially those related to student engagement.
- Online learning was generally received well by students, in that they felt they would still succeed in their learning. However, they also felt they may not achieve as highly as they could have, if Lockdown-driven online learning had not occurred.

###### **4.1.4. Under-25s**

Source: *Academic Board, 2020-05-06*

Presenter: Andrea Thumath (Director, Under-25s Success)

- Mahi kotahi on PeopleSoft with Unitec's Information Technology services has produced a suite of Positive Service Indicators (PSI). One example of a PSI would be if a student enrolled in Unitec as a result of connection with the marae.

- PSIs will be a useful tool for understanding Learner Journeys. In a learner's PeopleSoft record, it appears as a small red star near, but different from, the No Service Indicator.

## **MOTION**

That Te Poari Whai Kounga receive the report/s for:

1. Māori
2. Pacific
3. International
4. Under-25s

Moved: T H Hona

Seconded: M Perkins

**MOTION CARRIED**

## **4.2. Oversight Reporting**

### **4.2.1. Te Komiti o ngā Hotaka | Programme Academic Quality Committees (PAQCs)**

Presenter/s: Steve Marshall

#### **Presentation**

Seven key points were presented.

1. PAQCs need guidance on how to approach the business of risk. One idea is that APMS should undertake to brief the PAQCs about progress against their Programme Risk Register/s at each PAQC meeting.
2. PAQCs have been meeting over Zoom. Simultaneously, attendance from members has greatly improved. The process of moving all PAQC meeting Agendas and Minutes onto The Nest, in alignment with how the institute-level Academic Governance Committees operate, is going well.
3. PAQC Reporting to QAB has changed from monthly to quarterly, in response to feedback.
4. Getting PAQC Reports in on time has been difficult. A number of Chairs are not comfortable with being the lead authors of these reports because PAQCs may not be covering everything in the report template.
5. PAQCs want direction from QAB (or its parent committee Academic Board) on what topic should be the focus of each quarterly Self-Assessment, in order to compare responses across all PAQCs and draw meaning from them.
6. Chairs want more direction on what their Work Plan and Agendas should cover.
7. The feedback loop / communication between PAQCs, QAB and Academic Board seems to be lacking.

#### **Discussion**

- PAQCs need to develop capability in risk management, not just to identify risks but to also assess and mitigate them.

**ACTION** → Simon Tries (Chair, QAB) to hold discussion meetings with the PAQC Chairs to improve two-way communication between QAB and PAQCs, and for PAQC Chairs to receive guidance on the purpose, requirements and focus of the Quarterly Reports.

**ACTION** → Steve Marshall and Mirjana Bogosanovic to investigate why Mirjana's name is listed in the "Completions" table (Item 4.2.1.5. Electrical and Applied Technology, p3) without her knowledge.

**ACTION** → Simon Tries (Chair, QAB) to (re-)advise the PAQC Chairs of the due date for 2020-Q2 Reports.

## **MOTION**

That Te Poari Whai Kounga:

1. Receives the TEN remaining 2020-Q1 PAQC Quarterly Reports.
2. Receive the revised 2020-Q1 PAQC Quarterly Report from Community Studies.
3. Receives the summary information of received 2020-Q1 PAQC Quarterly Reports contained within the Memo.
4. Approves the resulting recommendations contained at the end of the Memo, as follows.
  - a. That an institutional response be made to providing support for students identified as having poor numeracy and literacy skill/s.
  - b. That APMs undertake to brief the PAQCs about progress against their Programme Risk Register/s at each PAQC meeting.
  - c. That institutional process and support be developed to allow the tracking of attendance of International Students through Moodle engagement or an alternative.
  - d. That QAB, or its parent committee Academic Board, provide a specific topic for PAQC Self-Assessment each quarter to assist with a standardised approach and to ensure consistency.
5. Discusses the items identified by PAQC as requiring escalation and determine a response for each.

Moved: S Nash

Seconded: S Marshall

**MOTION CARRIED**

## **4.2.2. PAQC Actions for QAB**

(See following pages)



Committee:  
Document:  
Updated:

## Te Poari Whai Kounga | Quality Alignment Board

## PAQC Actions for QAB

2020-05-20

Source	Action #	S Specification	M Measure / Progress	R Responsibility	T Time Target / Closed	A Achievement Status
2020-04-22  Item 4.2.1. > Memo > Recommendations	PAQC_Action-001	<b><u>Affected Performance Consideration (APC) Student Evidence Form Improvement</u></b> That the Affected Performance Consideration Student Evidence Form include a specific place, and requirement for a GP to affix their Stamp.	2020-05-20: Simon Tries - Contact made with Sue Crossan. Changes seen on Unitec website for APCs.	<b>Simon Tries</b> (Chair, QAB)  Sue Crossan	2020-05-20	Completed
2020-04-22  Item 4.2.1. > Memo > Recommendations	PAQC_Action-002	<b><u>Support for Mātauranga Māori within Medical Imaging</u></b> Further assistance to Medical Imaging staff to support them to successfully encapsulate Mātauranga Maori within their courses	2020-05-20: Simon Tries - Contact made with Joanna Thorogood, Maura Kempin and Toni Rewiri. Response requested by 2020-05-11. Update at QAB 2020-06-17.	<b>Simon Tries</b> (Chair, QAB)  Joanna Thorogood Maura Kempin Toni Rewiri	TBC	Active
2020-04-22  Item 4.2.1. > Memo > Escalations	PAQC_Action-003	<b><u>Computer Labs at Waitākere for Medical Imaging</u></b> Medical Imaging have identified a need to increase computer lab availability at Waitakere, if even on a temporary basis.	2020-05-20: Simon Tries - Contact made with Joanna Thorogood and Hamish Martin. Response requested from Hamish Martin.	<b>Simon Tries</b> (Chair, QAB)  Joanna Thorogood Hamish Martin	TBC	Active
2020-04-22  Item 4.2.1. > Memo > Escalations	PAQC_Action-004	<b><u>Facilities for Design &amp; Contemporary Arts Programmes</u></b> Design and Contemporary Arts wishes to inform the QAB that the provision of fit-for-purpose facilities; no confirmed facilities beyond 2021; as well as the ongoing shift of technical workshops for Design is seen as a significant risk. The PAQC requests some commentary regarding proposed timelines for decision making regarding this issue.	2020-05-20: Simon Tries - Contact made with Clint Hill and Leon Tan. Response requested from Clint Hill.	<b>Simon Tries</b> (Chair, QAB)  Leon Tan Clint Hill	TBC	Active
2020-05-20  Item 4.2.1. > Memo > Requests	PAQC_Action-005	<b><u>Training for Online Course Evaluation &amp; Planning (CEP)</u></b> Sport requests CEP training for new on-line format.		<b>Simon Tries</b> (Chair, QAB)  Chair, PAQC-Sport	TBC	New

2020-05-20 Item 4.2.1. > Memo > Requests	PAQC_Action-006	<b><u>Zoom License/s</u></b> TKK PAQC Secretariat request a license for Zoom to facilitate meetings on behalf of committees.	<b>Simon Tries</b> (Chair, QAB)  <i>TBC others</i>	TBC	New
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-007	<b><u>Support for Student Literacy and Numeracy</u></b> Trades recommends that there be an institutional response to providing support for students identified as having poor numeracy and literacy skill/s.	<b>Simon Tries</b> (Chair, QAB)  Chair, PAQC-Trades	TBC	New
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-008	<b><u>Presentation of Programme Risk Registers</u></b> That APMs undertake to brief the PAQCs about progress against the risk register at each meeting.	<b>Simon Tries</b> (Chair, QAB)  Academic Programme Managers PAQC Chairs	TBC	New
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-009	<b><u>Attendance Tracking of International Students</u></b> That support with an institutional process for Moodle engagement or an alternative, to allow tracking on International Students' attendance was required.	<b>Simon Tries</b> (Chair, QAB)  <i>TBC others</i>	TBC	New
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-010	<b><u>Coordination of Committee Self-Assessment</u></b> That QAB (or AB) provide a specific topic for PAQC self-evaluation each quarter to assist with a standardised approach and to ensure consistency.	<b>Simon Tries</b> (Chair, QAB) <b>Simon Nash</b> (Chair, AB)  PAQC Chairs	TBC	New
2020-05-20 Item 4.2.1. > Memo > Escalations	PAQC_Action-011	<b><u>Student Management System Issues with Apprenticeship Programmes</u></b> Trades noted an issue with missing grades that it feels is attributable to learners enrolled in apprenticeship programmes. The committee wishes to initiate conversations to adapt Unitec systems / process and reporting to better suit the apprenticeship mode of study.	<b>Simon Tries</b> (Chair, QAB)  <i>TBC others</i>	TBC	New

### 4.2.3. Degree Monitoring

Presenter/s: Steve Marshall

Activity suspended due to Lockdown restrictions; expected to resume in the next 4 to 6 weeks.

### 4.2.4. Consistency Reviews

Author/s: Jackie Tims

Presenter/s: Steve Marshall

Activity suspended due to Lockdown restrictions; expected to resume in the next 4 to 6 weeks.

### MOTION deferred to QAB 2020-06-17

That Te Poari Whai Kouna receive the report/s on:

- Degree Monitoring
- Consistency Reviews

Moved: -

Seconded: -

**MOTION deferred**

### 4.3. Ētahi Atu Rīpoata | Any Other Reports

(None)

## 5. Kupu Whakamutunga | Closing

### 5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

### 5.2. Committee Self-Assessment

(None)

### 5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou  
I raro i te rangimārie  
Te harikoa  
Me te manawanui  
Haumi ē! Hui ē! Taiki ē!

*We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward!*