TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Date: **2020-06-17**
Scheduled: 0830h – 1030h
Location: Zoom Video Link

Chair: Steve Marshall (deputizing for Simon Tries)

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1.   Whakatuwheratanga | Opening

1.1.   Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*Join it, gather it, it is done!*

1.2.   **Mihi Whakatau** | Welcome Speech

1.2.1. **Committee Self-Assessment**

1. Topic: Suggestions for Committee Performance Improvement

1.2.2. **Important Dates**

1. 2020-06-24: Agenda submissions open
2. 2020-07-01: Agenda submissions close
3. 2020-07-08: Agenda target release date
4. 2020-07-15: Next scheduled meeting

1.2.3. **Communications from Academic Board**

- AB Chair's Report (May 2020) – Noted.
- This report also goes to the new shared Board of Directors.

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

- QAB Subcommittee Report (May 2020) – Noted.

1.2.5. **Membership Changes**

1. Incoming
    1. Senior Academic – School of Building Construction: Sadegh Aliakbarlou
    2. Senior Academic – School of Community Studies: Jayne Mercier
    3. Senior Academic – School of Computing, Engineering & Applied Technology: Bashar Barmada (Coming next week.)
2. Outgoing
    1. Senior Academic – School of Computing and Information Technology: Dila Beisembayeva (replaced by Bashar Barmada)

The committee noted that it may be useful to recruit Dila Beisembayeva again to represent the work in her new role related to Short Courses, especially as they are an important part of the institutes strategic direction.

1.3. Tae Ā-Tinana | Attendance

Tae ā-tinana | Members Present

1. **(Deputy Chair)** Steve Marshall
2. Andrea Thumath
3. Anna Wheeler
4. Antoinette Wessels – Dep. 0944h
5. Aroha Dykes
6. Arun Deo
7. Daniel Irving
8. Diane Fraser
9. Dila Beisembayeva
10. Eric Stone
11. Jake Curran – Dep. 0856h
12. Jayne Mercier

13. Lian Wu
14. Linda Aumua
15. Lupeti Fihaki
16. Maura Kempin
17. Mirjana Bogosanovic
18. Paul Jeurissen
19. Sadegh Aliakbarlou
20. Simon Nash
21. Steve Varley
22. Te Hau Hona
23. Tracy Chapman – Dep. 1000h

Akutō | Late

None

Kairīwhi | Proxies

None

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Sue Crossan

Ngā whakapāha | Apologies

1. Chantelle Daniels
2. Simon Tries

Kore i tae ā-tīnana | Absent

1. Cris De Groot

MOTION

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

Moved: S Marshall
Seconded: D Fraser

MOTION CARRIED

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

MOTION

That Te Poari Whai Kounga approve the Minutes of:

- Meeting 2020-04-22 (Corrected)
- Meeting 2020-05-20

Moved: A Thumath
Seconded: S Nash

MOTION CARRIED

1.5.   **Mahia Atu** | Matters Arising

(None)

1.6.   **Committee Management**

1.6.1. **Attendance Tracker**

All roles in the committee are now filled.

1.6.2. **Work Plan**

Revised Work Plan presented by the Chair.

April

1. **Report on Process and Outcomes from PEP Process**
   1. Process Report → *Completed at QAB 2020-04-22, Item 2.1.*
   2. Outcomes Report → *Work in progress.*

ACTION → Eric Stone to investigate why some academic staff have received their PEP feedback through HOSs and others have not.

2. **Student Performance Report** – *Refer to Item 3.3.*

May

3. **Report on the IER –** *Delayed due to impact of Lockdown restrictions. New ETA is still TBC.*
4. **Report on Stakeholder Engagement –** *Chair has contacted Simon Nash and Heather Stonyer to discuss reporting requirements.*

June

5. **Results of Annual Attestation Compliance Process** (i.e. Statutory Declarations to NZQA) – *Refer to Item 3.4.*

July

6. **PAQC Chair Reports for 2020-Q2 –** *Rescheduled from June to July to allow for the end of Semester 1, 2020, and delayed to August due to the impact of Lockdown restrictions.*
7. **PAQC Thematic Report for 2020-Q2 –** *Rescheduled from June to July to allow for the end of Semester 1, 2020, and delayed to August due to the impact of Lockdown restrictions.*

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

(See following pages)

Committee:	Te Poari Whai Kounga | Quality Alignment Board				
Document:	Committee Actions Tracker				
Updated:	2020-06-29 post June meeting				

		S	**M**	**R**	**T**	**A**
Source	**Action #**	**Specification**	**Measure / Progress**	**Responsibility**	**Time Target / Closed**	**Achievement Status**
2019-02-28 Item 4.06	Action-013	**[Working Group]** <u>**Affected Performance Consideration**</u> *(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): *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.* 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. 2020-06-17: Due to the impact of Lockdown restrictions, many APCs have been received. Evidence requirements for students impacted by Lockdown have been lowered. A review and report of the new process shall be postponed to after the end of Semester 2, 2020, i.e. Sunday, 2020-11-22.	~~Trude Cameron~~ **Sue Crossan** Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman	~~2019-05-02~~ ~~2020-02-19~~ ~~2020-07-15~~ TBC for a date later than 2020-11-22	**Paused**

2019-06-27	Action-025	**Pre-requisite Enrolment Issues** 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.	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 the impact of Lockdown. 2020-05-20: Developing a solution is very complicated. Request update for QAB 2020-06-17. 2020-06-17: This matter also arose at the Academic Resolutions Committee which agreed that it was systemic across Unitec. Simon Nash (Chair, ARC) has written to ELT to review this set of enrolment-related issues and assign Trude to investigate. Referred to Academic Resolutions Committee; paused for QAB.	~~Aroha Lewin~~ **Chantelle Daniels** Steve Marshall IT Department	~~2020-02-19~~ 2020-03-18	Paused

2020-03-18 Item 5.2.1.	Action-026	**Multiple Reenrolments into a Single Course** Work with relevant others to investigate, create a problem statement and report back to the QAB 2020-04-22 with recommendations for further action.	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. 2020-04-22: No update due to shift in priorities resulting from the impact of Lockdown. 2020-05-20: No update. Simon Nash to meet with Dila and Steve after today's meeting. Request updated for QAB 2020-06-17. 2020-06-17: Referred to Academic Resolutions Committee; paused for QAB.	**Dila Beisembayeva** Steve Marshall Tracy Chapman Chantelle Daniels Simon Nash	TBC	Paused
2020-05-20 Item 3.1.	Action-027	**Review of School of Business** Request update from the School regarding progress related to AQAP Recommendation 12c.	2020-06-17: Discussions held with Schools of Applied Business and Trades. Generally satisfied with progress. Reporting memo sent to Board of Directors; copy of memo shall be presented to QAB 2020-07-15.	**Simon Nash**	TBC	Active
2020-05-20 Item 4.2.1.5.	Action-028	**Discrepancy in PAQC-ELEC Quarterly Report** Investigate why the name of Mirjana Bogosanovic is listed in the "Completions" table without her knowledge.	2020-06-17: This matter relates to the NCEEE programme which is signed of by an external body, not by Mirjana. Discussions held with Te Korowai Kahurangi. In the past, Unitec was responsible for these programmes, but not anymore. It is essentially a legacy issue in PeopleSoft. Mark action as completed.	**Steve Marshall** **Mirjana Bogosanovic**	2020-06-17	Completed

Next item #   Action-029

2.   **Mea Hei Whakaae** | Items to Approve

(None)

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

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

Source: Academic Board 2020-06-03, Item 4.1.9.

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

IER recently concluded.

- 2.5 weeks
- About 10 focus areas
- 4 panel sessions per focus area
- All sessions held via Zoom
- IER panel feedback expected to the Leadership Team next Monday

Initial feedback indicated that great progress has been made. It was clear to the panels that Unitec has cohesively networked strategies and has much better self-assessment capability than previously. The focus area teams have access to the Zoom recordings for reflection and continued preparation toward EER.

The quality of PEP reporting was raised. This has become a factor for the delay to the PEP Outcomes report. One aspect is to implement the stricter use of evaluation rubrics. The PEP report for Sport and Recreation was noted as being very good. PAQCs need to more thoroughly review the PEP reports before endorsing them.

Academic Board has areas needing improvement. A self-improvement plan / schedule could be developed. Members need to display deeper understanding of institutional governance. The committee is not yet functioning satisfactorily.

3.2.   **Academic Risk Management**

Presenter: Steve Marshall, on behalf of Simon Tries

Presentation

PAQCs are working to improve their capabilities in risk management. Some PAQCs are authentically engaging in discussion with the Programme Risk Registers and APMs. Consistency of rating risks is improving. Discussion is moving toward the approach of "so what?", i.e. what actions will the risk stakeholders take to mitigate the risks before they become issues? Progress in capability has been rapid, given the impact of Lockdown restrictions.

3.3.   **Student Performance Report 2019**

Presenter/s: Simon Nash, on behalf of Simon Tries

This report has been presented to Academic Board, and they continue to process its content. It is important that QAB reviews this report. Of note is the gap between course completion and qualification completion, which Unitec is not yet able to articulate an explanation for. HOSs are writing an Evaluative Response to the PEPs and Student Performance Report which could help explain the gap.

QAB shall wait for the release of the HOS Evaluative Response/s to add commentary alongside the Student Performance Report.

Consideration is needed for how PAQCs can contribute to the evaluation and review of the Student Performance Report.

ACTION → Steve Marshall to discuss the feedback and considerations with Simon Tries.

3.4.   **Statutory Declaration to NZQA**

Presenter/s: Steve Marshall, on behalf of Simon Tries

Noted that it was "much better" than last year. No concerns were raised.

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

4.1.   <u>**Strategic Reports**</u>

4.1.1. **Māori**

Source: *Academic Board, 2020-06-03*
Author: Toni Rewiri (Director, Māori Success)
Presenter: Te Hau Hona

- Committees for Te Reo and Tikanga have now been set up.

4.1.2. **Pacific**

Source: *Academic Board, 2020-06-03*
Author: Falaniko Tominiko (Director, Pacific Success)
Presenter: Lupeti Fihaki

- (Highlight 4) An update was requested on progress of the "Pacific Success Research looking at why Pacific learners are withdrawing and not completing their programmes".

4.1.3. **International**

Source: *Academic Board, 2020-06-03*
Presenter: Tracy Chapman (Director, International Success)

- Due to early departure, Tracy was not present for this item. Members can email any questions to Tracy.

4.1.4. Under-25s

Source: *Academic Board, 2020-06-03*
Presenter: Andrea Thumath (Director, Under-25s Success)

- The report format is being modified so that both actions and outcomes can be reported.

4.2.   Oversight Reporting

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

Presenter/s: Steve Marshall

- PAQC_Action-002 Affected Performance Consideration Student Evidence Form Improvement
  → Completed
- PAQC_Action-003 Support for Mātauranga Māori within Medical Imaging
  → Completed
- PAQC_Action-006 Zoom Licences
  → Request cancelled due to no longer being needed.

4.2.2. PAQC Actions for QAB

(See following pages)

Committee:			**Te Poari Whai Kounga | Quality Alignment Board**			
Document:			**PAQC Actions for QAB**			
Updated:			**2020-06-17**			

		S	**M**	**R**	**T**	**A**
Source	**Action #**	**Specification**	**Measure / Progress**	**Responsibility**	**Time Target / Closed**	**Achievement Status**
2020-04-22 Item 4.2.1. > Memo > Recommendations	PAQC_Action-002	**Support for Mātauranga Māori within Medical Imaging** 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.	**Simon Tries** (Chair, QAB) Joanna Thorogood Maura Kempin Toni Rewiri	2020-06-17	Completed
2020-04-22 Item 4.2.1. > Memo > Escalations	PAQC_Action-003	**Computer Labs at Waitākere for Medical Imaging** 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.	**Simon Tries** (Chair, QAB) Joanna Thorogood Hamish Martin	2020-06-17	Completed
2020-04-22 Item 4.2.1. > Memo > Escalations	PAQC_Action-004	**Facilities for Design & Contemporary Arts Programmes** 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.	**Simon Tries** (Chair, QAB) Leon Tan Clint Hill	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Requests	PAQC_Action-005	**Training for Online Course Evaluation & Planning (CEP)** Sport requests CEP training for new on-line format.		**Simon Tries** (Chair, QAB) Chair, PAQC-Sport	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Requests	PAQC_Action-006	**Zoom Licenses** TKK PAQC Secretariat request a license for Zoom to facilitate meetings on behalf of committees.		**Simon Tries** (Chair, QAB) *TBC others*	2020-06-17	Cancelled

2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-007	**Support for Student Literacy and Numeracy** Trades recommends that there be an institutional response to providing support for students identified as having poor numeracy and literacy skill/s.		**Simon Tries** (Chair, QAB) Chair, PAQC-Trades	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-008	**Presentation of Programme Risk Registers** That APMs undertake to brief the PAQCs about progress against the risk register at each meeting.		**Simon Tries** (Chair, QAB) Academic Programme Managers PAQC Chairs	2020-06-17	Completed
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-009	**Attendance Tracking of International Students** That support with an institutional process for Moodle engagement or an alternative, to allow tracking on International Students' attendance was required.		**Simon Tries** (Chair, QAB) *TBC others*	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-010	**Coordination of Committee Self-Assessment** That QAB (or AB) provide a specific topic for PAQC self-evaluation each quarter to assist with a standardised approach and to ensure consistency.		**Simon Tries** (Chair, QAB) **Simon Nash** (Chair, AB) PAQC Chairs	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Escalations	PAQC_Action-011	**Student Management System Issues with Apprenticeship Programmes** 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.		**Simon Tries** (Chair, QAB) *TBC others*	TBC	Active

4.2.3. Degree Monitoring

Author/s: Jackie Tims

The reset of Degree Monitoring visits due to the impact of Lockdown restrictions means that all visits are now onsite and better relationships with the monitors have been formed. However, some reports are overdue from monitors, so the monitor contracts are being re-read to see what action can be taken to get the reports.

4.2.4. Consistency Reviews

Author/s: Jackie Tims

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

General feedback included:

1. Request to record any online meetings.
2. Request to return to physical meetings.
3. Some members prefer online meetings.

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!*