



minutes

TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Type: **Regular Monthly Meeting**
 Chair: **Steve Marshall** (deputizing for Simon Tries)
 Scheduled: **0830h – 1030h**
 Date: **Wednesday, 2020-07-15**
 Location: **180-2043**
 Opened: **0833h**
 Closed: **1035h**

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

1. 2020-07-29: Agenda submissions open
2. 2020-08-05: Agenda submissions close
3. 2020-08-12: Agenda target release date
4. 2020-08-19: Next scheduled meeting

1.2.3. Communications from the Chair of Academic Board

AB Chair Report (June 2020) – Noted that date at top of report should read “June” rather than “July”.

The report format reflects the template style for the new Board of Directors.

At Academic Board, all the subcommittee chairs are present and they take note of content that may be relevant for their committees.

1.2.4. Communications from the Chair of QAB

QAB Chair Report (June 2020) – Noted.

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

1. **(Deputy Chair)** Steve Marshall
2. Anna Wheeler – Arr. 0839h (apologies for late arrival)
3. Antoinette Wessels
4. Arun Deo
5. Bashar Barmada
6. Cris De Groot
7. Daniel Irving – Dep. 1027h
8. Diane Fraser
9. Eric Stone
10. Jayne Mercier
11. Lupeti Fihaki – Arr. 0836h (apologies for early departure)
12. Maura Kempin
13. Mirjana Bogosanovic
14. Paul Jeurissen – Arr. 0908h
15. Sadegh Aliakbarlou
16. Simon Nash
17. Steve Varley
18. Te Hau Hona – Arr. 0844h (apologies for late arrival)

Kairiwhi | Proxies

1. Sarah Sommerville (to 0950h)
(For: Andrea Thumath)

Not Present**Ngā whakapāha | Apologies**

1. Andrea Thumath (to 0950h)
(Proxy: Sarah Sommerville)
2. Aroha Dykes
3. Lian Wu
4. Linda Aumua
5. Simon Tries
6. Tracy Chapman

Kore i tae ā-tinana | Absent

1. Chantelle Daniels
2. Jake Curran

The Chair welcomed Bashar Barmada and Sadegh Aliakbarlou to their first in-person meeting as members of Te Poari Whai Kouna.

Kōrama | Quorum

The Chair noted that a quorum of 14 members was present and declared the meeting open.

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz

MOTION

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

Moved: A Deo

Seconded: S Aliakbarlou

MOTION CARRIED

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

Members agreed that the Minutes represent a true and accurate record of the meeting/s.

MOTION

That Te Poari Whai Kounga approve the Minutes of:

- Meeting 2020-06-17

Moved: S Varley

Seconded: M Bogosanovic

MOTION CARRIED

1.5. Mahia Atū | Matters Arising

1.5.1. Distribution of PEP 2019 Final Report Feedback to APMs

Related: QAB Minutes 2020-06-17, Item 1.6.2. Work Plan, April – Action for Eric Stone

Investigation found that Heads of School had been charged with managing the process of distribution of PEP Report Feedback or its contents to their staff for sub-degree programmes at their discretion.

Members agreed that this posed a serious risk to the quality and validity of the PEP Process and self-assessment capability if Academic Programme Managers were not in receipt of the Feedback (for whatever reason) prior the next PEP Workshops.

ACTION → Simon Nash and Eric Stone to work with Nick Sheppard and undertake that:

- 1) all sub-degree PEP Report Feedback be resent to the HOSs
- 2) noting the concerns and support of Te Poari Whai Kōunga, request to the HOSs that they all distribute the Feedback to their APMS with priority.

Action #: Action-031

1.6. Committee Management

1.6.1. Attendance Tracker

Noted.

1.6.2. Work Plan

1. April

1. **Programme Evaluation & Planning 2019 Annual Report**

1. Process Section - *Completed at QAB 2020-04-22, Item 2.1.*
2. Outcomes Section - *Work in progress.*

2. **Degree Monitoring 2019 Annual Report** - *Delayed ETA 2020-08-19 due to Lockdown impact.*

3. **Consistency Review 2019 Annual Report** - *Delayed ETA 2020-08-19 due to Lockdown impact.*

2. May

1. **Report on the IER** - *ETA yet TBC due to Lockdown impact.*

2. **Report on Stakeholder Engagement** - *ETA 2020-07-15 as a Late Submission* *2020-06-17: Chair has contacted Simon Nash and Heather Stonyer. QAB to discuss the purpose and objectives this report.* *2020-07-15: Work still in progress.*

3. **Graduate Survey Report** - *Delayed ETA 2020-08-19 due to Lockdown impact.*

3. August

1. **Student Performance Report (Semester 1, 2020)**

2020-07-15: Deferred to 2020-08-19 for discussion alongside evaluative responses from HOSs.

2. **Course Evaluation & Planning (CEP) Outcomes Report (Semester 1, 2020)**

2020-07-15: Scheduling needs to change to September, but delayed ETA to due to Lockdown .

3. **Programme Evaluation & Planning (PEP) 2020 Interim Annual Report**

2020-07-15: Scheduling needs to change to September, but delayed ETA due to Lockdown for 2020 October meeting.

4. **PAQC Quarterly Chair Reports 2020-Q2**

2020-07-15: Change from a "Quarterly" approach to a "Term" approach. Refer to Discussion.

5. **PAQC Thematic Report 2020-Q2**

2020-07-15: Change from a "Quarterly" approach to a "Term" approach. Refer to Discussion.

Discussion

PAQC “Quarterly” Chair Reports should be rescheduled to a “Term” approach to reflect the reality of academic work seasons. The remaining reports in Work Plan 2020 thus change as follows.

<u>Quarterly Approach</u>	<u>Term Approach</u>		
	Item Name	Due date for submission to QAB@unitec.ac.nz	QAB Work Plan Scheduling for presentation
PAQC Quarterly Chair Report 2020-Q2 August	PAQC Chair Report 2020-T2	<i>PAQC Reports</i> End of July 2020-07-31 <i>Thematic Report</i> 2020-08-05	August meeting 2020-08-19
PAQC Quarterly Chair Report 2020-Q3 September	PAQC Chair Report 2020-T3	<i>PAQC Reports</i> End of September 2020-09-30 <i>Thematic Report</i> 2020-10-07	October meeting 2020-10-21
PAQC Quarterly Chair Report 2020-Q4 November	PAQC Chair Report 2020-T4	<i>PAQC Reports</i> End of December 2020-12-31 <i>Thematic Report</i> Date TBC for 2021	February meeting Date TBC for 2021

ACTION → Secretary to update QAB Work Plan 2020.

1.6.3. Ngā Tautapu Arotake | Actions Tracker

(See following pages)

Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2019-02-28 Item 4.06	Action-013	[Working Group] Affected Performance Consideration (formerly "Special Assessment Circumstances") Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.	<p>2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron.</p> <p>2019-05-30, Verbal update: Out for consideration and feedback from QAB members.</p> <p>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.</p> <p>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.</p> <p>2019-08-29: Work in progress. Consultation closes 2019-09-30.</p> <p>2019-09-26: Members encouraged to spread the word to submit feedback.</p> <p>2019-10-31: Trude Cameron replaced by Sue Crossan.</p> <p>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></p> <p>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.</p> <p>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.</p> <p>2020-07-15: No change.</p>	<p>Trude Cameron Sue Crossan</p> <p>Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman</p>	<p>2019-05-02 2020-02-19 2020-07-15</p> <p>TBC for a date later than 2020-11-22</p>	Paused

2019-06-27	Action-025	<p><u>Pre-requisite Enrolment Issues</u> 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 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. 2020-07-15: Academic Recovery Committee has referred it to ELT who has appointed Trude Cameron to work on the matter.</p>	<p>Aroha Lewin Chantelle Daniels Steve Marshall IT Department</p>	<p>2020-02-19 2020-03-18</p>	Paused
2020-03-18 Item 5.2.1.	Action-026	<p><u>Multiple Reenrolments into a Single Course</u> 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. 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</p>	<p>Dila Beisembayeva Steve Marshall Tracy Chapman Chantelle Daniels Simon Nash</p>	TBC	Paused

			meeting. Request updated for QAB 2020-06-17. 2020-06-17: Referred to Academic Resolutions Committee; paused for QAB. 2020-07-15: Academic Recovery Committee has referred it to ELT who has appointed Trude Cameron to work on the matter.			
2020-05-20 Item 3.1.	Action-027	<u>Review of School of Business</u> 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. 2020-07-15: Refer to Item 3.1. and its supporting Copy of Memo to Board of Directors.	Simon Nash	2020-07-15	Complete
2020-06-17 Item 4.1.2.	Action-029	<u>Pacific Research Learners</u> An update was requested on progress of the "Pacific Success Research looking at why Pacific learners are withdrawing and not completing their programmes".	2020-07-15: Information related to this matter has been included in Item 4.1.2. Pacific Success Report.	Lupeti Fihaki	2020-07-15	Complete
2020-06-03 Academic Board Item 3.2.	Action-030	<u>Statutory Declaration to NZQA</u> Action to follow up detected noncompliances shall be delegated to Te Poari Whai Kounga Quality Alignment Board.	2020-07-15: Refer to Item 3.4. Follow-up still in progress. Review and report still in progress. ETA 2020-08-19 from Steve Marshall. Simon Tries to determine how to provide assurance of completion back to Academic Board.	Simon Tries (Chair, Te Poari Whai Kounga)	TBC	Active

Next item # Action-031

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 2020-07-01, Item 4.1.9.

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

IER feedback commended Unitec for its focus on doing BAU well and undertaking to embed a culture of continuous quality improvement. An institute that operates at Category 1 should be ready at any time for EER-type questions from NZQA. This is what Unitec aims for.

Student NPS shows they appreciate the Unitec response and manaaki shown under the Lockdown situation. Unitec has evidence from the Lockdown of its ability to manaaki students and its ability to self-assess and respond appropriately.

In self-assessment, Unitec needs to take care not to use Lockdown as an excuse for low performance. Some programmes have had surprisingly little slippage in student performance due to Lockdown. It is important that Unitec keeps the work of self-assessment as being of greater importance than the performance results *per se*.

No Motion was deemed necessary for this update.

3.2. Academic Risk Management

Presenter: Eric Stone, on behalf of Simon Tries

Discussion

The committee engaged in rich and robust discussion. Main points included the following.

- Technical Issues – For various reasons, some staff worked around the standard process of reporting. These workarounds may not appear in the statistics on engagement. Any technical issues with the process need to be reported to tkkinsights@unitec.ac.nz.
- The engagement statistics seem to consider Inactive Programmes in their count. These need to be removed.
- If an APM considers that risks have not changed within the last month, then they may not feel it necessary to spend the time accessing the register. This then appears as non-engagement, even though they have actually reviewed the risk in their programmes.
- The measure of whether or not an APM accesses the spreadsheet may need to be reconsidered because it is more a measurement of engaging the process (clicking a few buttons) rather than engagement with matters of risk.

- PAQCs that engage with the Register/s and APMs in their meetings find that it supports valuable kōrero. PAQCs have been delegated the task of assuring QAB that the Registers are being engaged.
- At present, the metrics presented in the memo are what Unitec has. Stakeholders need to engage with the standard process as it currently, and additionally contribute feedback toward the improvement of the process.
- Rich engagement of the registers should have three key players – the APM, the HOS and the PAQC. It needs to be 3-way engagement. HOSs need to understand the priority of risk engagement in relation to EER.
- The next round of PAQC Chair reports will contain richer reporting on risk engagement.
- The reported low engagement is now the second month in a row. The memo reflects a real concern and request for assistance from QAB. It cannot afford to wait another month nor can it wait for discussion at Academic Board. Resolution of the matter should also include the Executive Leadership Team due to its aspects of performance and priority for EER.

MOTION

That Te Poari Whai Kounga endorse:

1. The conclusion that the report contains such inconsistency in accurate and timely data completion of Programme Risk Registers within Schools that Te Poari Whai Kounga cannot be confident in the data.
2. Simon Nash (Executive Director, Ako) to write to ELT and escalate the issue of engagement and timeliness of Programme Risk Register updates by Academic Programme Managers. (Action-032)
3. Paul Jeurissen and Linda Aumua to advise and inform fellow Heads of School to prioritise the proactive resolution of issues of noncompliance regarding engagement and timeliness of Programme Risk Register updates by Academic Programme Managers. (Action-033)

Moved: A Wessels
Seconded: E Stone

MOTION CARRIED

3.3. Student Performance Report 2019

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

Discussion

- The gaps between Māori and Pacific success and the average appears to be increasing.
- PAQCs contribute to the evaluation and review of the Student Performance Report through the Programme Evaluation and Planning process.

Further attention on Item 3.3. Student Performance Report 2019 was deferred to Quality Alignment Board 2020-08-19, for presentation along with the evaluative responses to the Report being written by Heads of School.

3.4. Statutory Declaration to NZQA

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

Discussion

Moderation is a major category of noncompliance. However, most of this noncompliance is due to minor anomalies, e.g. exceptional issues with a handful of course grades within a programme which might then appear as the programme being 'noncompliant'. Explanations and Action Plans are being requested by Steve Marshall of every programme noncompliance issue with a report expected to QAB 2020-08-19. (Action-034)

MOTION

That Te Poari Whai Kounga receive the report on Statutory Declarations to NZQA.

Moved: S Marshall

Seconded: A Deo

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

4.1.1. Māori

Source: Academic Board, 2020-07-01

Author: Toni Rewiri (Director, Māori Success)

Presenter: Te Hau Hona

Discussion

The reference to “positive messages” includes the development of Māori engagement such as Te Reo Māori and Mātauranga Māori, but it was noted that these also need greater evidence and tracking of outcomes and impacts. Similarly, more consideration is needed for how to display and spread examples of good practice across the institute.

4.1.2. Pacific

Source: Academic Board, 2020-07-01

Author: Falaniko Tominiko (Director, Pacific Success)

Presenter: Lupeti Fihaki

Noted. No questions or comments raised.

4.1.3. International

Source: Academic Board, 2020-07-01

Presenter: Tracy Chapman (Director, International Success) – *Apologies*

Noted. No questions or comments raised.

4.1.4. Under-25s

Source: Academic Board, 2020-07-01

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

Noted. No questions or comments raised.

MOTION

That Te Poari Whai Kounga receive the Strategic Reports for:

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

Moved: T H Hona

Seconded: B Barmada

MOTION CARRIED

4.2. Oversight Reporting

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

Presenter/s: Steve Marshall

(Refer to following pages.)

Committee:

Document:

Updated:

Te Poari Whai Kōunga | Quality Alignment Board

PAQC Actions for QAB

2020-07-06 for meeting of 2020-07-15

		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	<u>Support for Mātauranga Māori within Medical Imaging</u> 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. 2020-06-17: Verbally reported as being completed. (2020-07-06: <i>Inadequate evidence of outcomes reported. Action left live to ensure more adequate reporting and closure.</i>) 2020-07-15: Steve Marshall to follow up with Joanna Thorogood for information on the outcome and impact of this escalation to substantiate its closure.	Simon Tries (Chair, QAB) Joanna Thorogood Maura Kempin Toni Rewiri	TBC	Active
2020-04-22 Item 4.2.1. > Memo > Escalations	PAQC Action-003	<u>Computer Labs at Waitākere for Medical Imaging</u> 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. 2020-06-17: Verbally reported as being completed. (2020-07-06: <i>Inadequate evidence of outcomes reported. Action left live to ensure more adequate reporting and closure.</i>) 2020-07-15: Steve Marshall to follow up with Joanna Thorogood for information on the outcome and impact of this escalation to substantiate its closure.	Simon Tries (Chair, QAB) Joanna Thorogood Hamish Martin	TBC	Active
2020-04-22 Item 4.2.1. > Memo > Escalations	PAQC Action-004	<u>Facilities for Design & Contemporary Arts Programmes</u> 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. 2020-06-17: No update. 2020-07-15: Announcement released from Merran Davis regarding development of Building 108 and the property plan which addresses the issues of this escalation.	Simon Tries (Chair, QAB) Leon Tan Clint Hill	2020-07-15	Completed

2020-05-20 Item 4.2.1. > Memo > Requests	PAQC_ Action- 005	<p><u>Training for Online Course Evaluation & Planning (CEP)</u> Sport requests CEP training for new on-line format.</p> <p>2020-06-17: No update. 2020-07-15: Discussion noted that Semester 1, 2020 was intended to be a transitional round to introduce the online CEP system, with ability to complete CEPs on paper if needed. Confusion exists within staff as to whether or not they can complete paper-based CEPs for Semester 2, 2020. Tracking and management of paper-based CEPs is problematic. Support with the online CEP system is being provided by Sue Crossan (process) and Michelle Sun (technical).</p> <p>MOTION That Te Poari Whai Kouna endorse that all Course Evaluation & Planning must be completed using the online system for Semester 2, 2020 and into the future, without exception.</p> <p>Moved: J Mercier Seconded: C De Groot</p> <p>MOTION CARRIED Sue Crossan has reached out to Sport with multiple offers of support for online CEP training, none of which have been taken up. Confirmation shall be sought from Sport that the request can be cancelled.</p>	<p>Simon Tries (Chair, QAB) Chair, PAQC-Sport</p>	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_ Action- 007	<p><u>Support for Student Literacy and Numeracy</u> Trades recommends that there be an institutional response to providing support for students identified as having poor numeracy and literacy skill/s.</p>	<p>Simon Tries (Chair, QAB) Chair, PAQC-Trades</p>	2020-07-15	Completed
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_ Action- 008	<p><u>Presentation of Programme Risk Registers</u> That APMs undertake to brief the PAQCs about progress against the risk register at each meeting.</p>	<p>Simon Tries (Chair, QAB) Academic Programme Managers PAQC Chairs</p>	2020-07-15	Completed

2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_ Action- 009	<u>Attendance Tracking of International Students</u> That support with an institutional process for Moodle engagement or an alternative, to allow tracking on International Students' attendance was required.	2020-06-17: No update. 2020-07-15: The scope of work has grown. Simon Tries shall continue to follow up for an updates.	Simon Tries (Chair, QAB) <i>TBC others</i>	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_ Action- 010	<u>Coordination of Committee Self-Assessment</u> That QAB (or AB) provide a specific topic for PAQC self-evaluation each quarter to assist with a standardised approach and to ensure consistency.	2020-06-17: No update. 2020-07-15: No update.	Simon Tries (Chair, QAB) Simon Nash (Chair, AB) PAQC Chairs	TBC	Active
2020-05-20 Item 4.2.1. > Memo > Escalations	PAQC_ Action- 011	<u>Student Management System Issues with Apprenticeship Programmes</u> 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.	2020-06-17: No update. 2020-07-15: Scope has grown. Investigation into many aspects is underway. Systems do not always meet the needs and could require significant investment to become adequate.	Simon Tries (Chair, QAB) <i>TBC others</i>	TBC	Active

Next item # PAQC_
Action-
012

4.2.3. Degree Monitoring

Author/s: Jackie Tims

Presenter/s: Steve Marshall

With Lockdown restrictions eased to Level 1, NZQA has restarted the scheduling process for Degree Monitoring.

MOTION

That Te Poari Whai Kounga approve the due date of 2020-08-19 (next meeting of Te Poari Whai Kounga) by which to schedule all outstanding Degree Monitoring events.

Moved: S Marshall

Seconded: E Stone

MOTION CARRIED

4.2.4. Consistency Reviews

Author/s: Jackie Tims

Presenter/s: Eric Stone

Discussion

Tracking graduands into employment and getting feedback from them and employers on graduate attributes is a real challenge. At present, the tools for getting this feedback centre around the surveys. Two key issues are: 1) increasing the capability of Unitec to track and engage alumni, and 2) finding better ways to gather feedback on graduate profiles, particularly engaging technology better for these ends.

ACTION → Steve Marshall, Eric Stone, Simon Tries: To investigate blockages in the gathering of graduate outcome data in the preparation process for Consistency Reviews.

Heather Stonyer and the industry engagement team are developing a report on their review of industry engagement, and using that to inform a draft strategy for industry engagement by Unitec. She has also drafted an addition to the Academic Risk Register which enables Academic Programme Managers and PAQCs to report on risks related to industry engagement.

4.3. Ētahi Atu Rīpoata | Any Other Reports

(None)

5. Kupu Whakamutunga | Closing

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

Commendation was passed on from the Heads of School to Te Korowai Kahurangi on the value and utility of PAQC Agendas being on The Nest and for advice and support with running meetings.

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!*