
To	Te Poari Whai Kounga Quality Alignment Board	From	Gerard Lovell Computer & Information Technology
Title	PAQC Chair's Quarterly Report	Date	2020 / 07 / 30

Overview

Since the last report we have had two meetings – a total of four hours. The minutes of the first meeting are available but the second meeting took place last Thursday 16 July and will not be available before this report is due. Additionally, the grade ratification subcommittees have met and the programme development subcommittee for the BCS. The largest topic dealt with was external moderation which was flagged as a concern last year and in my first report.

The former APM for pre-degree has been seconded to another position and we have a new APM. This leaves the position of deputy chair vacant.

General Committee Health Check

What is going well?

Last meeting went well. Much of the agenda was covered. We had moved into a larger room which gave a better feel to the meeting. The HoS was present for the first time. We now know the state of external moderation for 2019 and can track it.

What improvements can be made?

We are slowly making improvements in the membership of the committee, the training needed that TKK often provides at the meeting.

Minutes of meetings. Today is 30 July. No minutes yet from the last meeting. This means that action points aren't dealt with until publication which leaves little time for APMs to respond.

Appoint a new deputy chair.

What support is required (actions required) and/or what issues need to be escalated to Quality Alignment Board | Te Poari Whai Kounga?

The main issue is workload. The Chair receives a 50 hours allowance for the year and the staff members nothing.

Progress against 3 (max.) key actions

1. Sorting out PAQC Membership

These were the few important roles that were either not filled in or not working up to expectations but mostly sorted now

- HoS attended the last meeting for the first time and sorted out his delegation issue. Initially he had chosen the two APMs as his delegates but the Lead of TKK's Quality Partnering Team advised it should be one delegate. Besides, it would be good if the delegate for the HoS was somebody other than any of the APMs. So the HoS agreed that he would choose somebody to be his delegate when he would not be attending.

- The Chair has now indicated to the HoS that there is presently no-one on the committee with the skills needed to be deputy chair or his delegate. The people present at the meetings already have defined roles to plan. Two further staff members have been nominated - one a senior lecturer and the other an associate professor both of whom were on the PAQC last year.
- The position of an external academic has been filled in with inclusion of the chair of the Applied Business PAQC
- School is actively trying to get two Student Representatives on board. One Student Representative for the pre-degree programmes was nominated by the aligned academics. Unfortunately, it did not work out at the end. But following up on that has been made an action item to be completed before the next meeting in end August. Student Representative for the degree programmes has been nominated too and name forwarded to the HR for appointment.

2. External Moderation

The PAQC has been working to resolve this historic problem within the school

At the June meeting (4 June 2020) the matter was extensively discussed. It was agreed that school would move on with a rigorous process for implementation of an external moderation plan approved by the PAQC at the first meeting of the year. In view of the facts that external moderation of BCS courses was not running smoothly, the APM for the degree and post degree programmes confirmed that she would work on this and find out if cluster moderation could be a good option.

External moderation was followed up at the last meeting on 16 July when an academic staff who was previously coordinating school's moderation gave a general perspective of how external moderation was going in the school and also a status report of external moderation in 2019. Many are out with external moderators but some have not been completed by staff (often casual which was resolved this year). The APM said she would look at the residue while preparing an external moderation plan for Semester 2 2020. She also said she was in contact with a professional body (CITRENZ) that offered external moderation services for a fee.

There would be an update again at the next meeting.

Meanwhile TKK have taken over the responsibility of sending out moderation materials to approved external moderators and keep track of external moderation reports and responses.

3. PAQC subcommittees

The sub-committees are working well.

The Grade Approval Subcommittees approved all grades from 8/9 programmes on time and meticulously with participation of the teaching staff for each course. The PAQC was yet to receive any grade appeal though the APM said there were a few complaints which would be looked into by suitable academic staff with subject specific knowledge.

The Programme Development Group for the degree and post degree programmes met a number of times and held zoom meetings during the lockdown to discuss an extensive

Type 2 change in the BCS curriculum. Change proposal was received by the PAQC at the last meeting and discussed before it was to be forwarded to the ACC for approval.

Priority Group Strategies

Not discussed

Risk management

If this section refers to the risk register which looked at briefly at the last meeting, all but the APMS are unfamiliar with the tool.

The chair was exposed to it in his capacity as programme coordinator working with the previous pre-degree APM.

As this is important, committee members need a better understanding of what this item is about so that we can make worthwhile quality comments.

The traffic light system was displayed and the APM elaborated on the reason she had given extreme rating to some items because of Covid and international students situation

Quality Reporting

Student Success

Grades and Completions

The grade ratification committees met. At the pre-degree meeting there was one DEF grade that has now been resolved.

The APM for degree is working on resolving DEF grades for BCS.

Completions not discussed.

Moderation

Moderation plans

We now have external moderation plan for 2020.

Internal moderation plans have not yet been tabled although staff are moderating all course assessments as was required in 2019. All have completed a moderation badge and understand the importance of moderation.

Moderation outcomes

The moderation plan for 2019 was tabled demonstrating the progress that has been made since my last report. Nearly all courses that were due for external moderation have their moderators' reports returned, now waiting for staff comments to be sent to relevant programme committees.

Degree Monitoring

BCS monitoring is scheduled to take place in semester 2, 2020

Programme Review

BCS programme development committee chaired by degree APM submitted work done so far and received feedback. These changes will come into effect in semester 1, 2021 pending NZQA approval.

Consistency Review

Next consistency reviews of pre degree programmes in 2024.

Professional Accreditation/Other

Not applicable

Stakeholder Engagement

An item was on the agenda for 16 July meeting but because of time constraints, it will be concluded on the next meeting.

Programmes overseen by the PAQC:

New Zealand Certificate in IT Essentials (NZ2594); New Zealand Diploma in Information Systems (L5) (NZ2597); New Zealand Diploma in Cyber Security (L6) (NZ3837); Bachelor of Computing Systems (CA2209); Graduate Diploma in Computing (CA2297); Master of Computing (CA2270); Post Graduate Diploma in Computing (CA2271); Doctor of Computing (CA2311)