
To	Te Poari Whai Kounga Quality Alignment Board	From	Kathryn Davies School of Building Construction/ PAQC
Title	PAQC Chair's Quarterly Report July 2020	Date	2020/08/05

Overview

The PAQC has met twice since the last quarterly report, both times via Zoom. Focus is on getting clarity on the role of the PAQC while also ensuring that we are prepared and equipped for the EER.

General Committee Health Check

What is going well?

PAQC meeting attendance and engagement is good. Student representatives are involved (though still slightly confused as to their role) and we have also had very useful contribution from the staff representative from another school.

What improvements can be made?

Concerns have been raised by some members about process and involvement in delegated responsibilities which had been determined prior to the current committee makeup - these have been scheduled for discussion for future meeting agendas.

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

The proposed training for PAQC chairs and members has still not been delivered, no time allocation has been made against workloads for committee members and Chair, and employment processes for Student Reps who were recruited in March have still not been completed.

Progress against 3 (max.) key actions

The PAQC completed the BCONS and GDCPM End of Year 2019 PEP review, and responded to the BCONS Monitor Report 2019.

Preparations for the BCONS 2020 Monitor's visit are in place for it to take place on 3 August, after it was postponed from June due to impact of COVID.

Successful preparation for and participation in the IER.

Priority Group Strategies

Process

Staff training and awareness has been improved through training badges and refresher sessions in staff meetings; good engagement in Orientation activities.

Strong liaison with Academic Development and Learner Outreach, as well as in-house tutorials, to support students at risk.

Staff have been involved in recent presentations to schools to increase awareness in target group areas.

Outcomes

Staff awareness, provision of tutorials and increased liaison with support services should all result in improved completion rates for priority group students. Due to the impacts of COVID confounding outcomes across the board it is impossible to see if this is evident from Semester 1, but will be observed across Semester 2.

Long-term outcomes of engagement with schools include increased numbers of Maori and Pacifica students entering the programmes.

Risk management

Summary

Programme Risks have changed rapidly at the start of the semester particularly for Diplomas. Previously, the highest risk was identified as falling numbers of EFTs. This didn't happen, and in fact there was a high influx of students at the start of Semester 2 with the introduction of the government's Targeted Training and Apprenticeships Fund (TTAF). This increased the risk level of staffing and resourcing factors, and this is currently being managed.

The GDCPM and BCons still face a risk of declining EFTs, due primarily to the reduced number of international students. The potential risk of degree students moving to the fees-free diploma does not appear to have transpired.

COVID-related risks

Many of the Semester 1 courses required an extension for late grades to allow staff to complete marking and moderation processes; these have now all been completed and the grades have been approved and notified. The following table contains a list of courses that received an extension for late grades for Semester 1 2020:

Subject	Catalog Nbr	Descr	Class Nbr	Start Date	End Date
CIBC	6041	Contract Administration	2611	24/02/2020	28/06/2020
CIBC	6042	Design in the Built Environmnt	2612	24/02/2020	28/06/2020
CIBC	6014	Financi Admn Constrctn Contrct	2627	24/02/2020	28/06/2020
CIBC	6014	Financi Admn Constrctn Contrct	2628	24/02/2020	28/06/2020
CONS	5812	Economic Principles	3017	4/05/2020	28/06/2020
CONS	5812	Economic Principles	3018	4/05/2020	28/06/2020
CONS	7203	Measurement and Estimation 3	3029	10/02/2020	21/06/2020
CONS	7418	Integrated Desn Constructn Mgt	3031	10/02/2020	21/06/2020
CONS	7821	Industry Project Part 1	3032	10/02/2020	21/06/2020
CONS	7905	Property Management	3034	10/02/2020	21/06/2020

A high number of APCs were processed with students affected by COVID measures, and deferred completion (DEF grade) was agreed in a number of cases to allow students to complete Semester 1 courses. All cases have agreed requirements and deadlines, and are being managed appropriately.

Improvements

Management and reporting of risk management process is improving as PAQC and APMs get to grips with the tool and process.

Quality Reporting

Student Success

Grades and Completions

All Semester 1 2020 grades have been ratified, as follows:

Term	Main Program	Number of courses	Grading status
1202	BCONC	16	Posted
1202	GDCPM	2	Posted
1202	NZDC	14	Posted
1202	NZDAT	7	Posted

As previously noted, a number of courses provided for deferred completion by students affected by COVID-measures. The Missing Grades and DEF grades by course (to date) are set out in the following table.

Grades not published and DEF grades by course

Course Subject Code	Course Catalog Number	Course Name	EFTS	Grade Count	Course End Date
CIBC	5044	Scoping and Preliminary Design	0.25	2	4/19/2020
CONS	7821	Industry Project Part 1	1.13	9	6/21/2020
CONS	7822	Industry Project Part 2	0.63	5	6/21/2020
CONS	7418	Integrated Desn Constructn Mgt	0.38	3	6/21/2020
CONS	7203	Measurement and Estimation 3	0.13	1	6/21/2020
CONS	7403	Planning and Organisation 3	0.75	6	6/21/2020
CONS	7906	Property Development	0.25	2	6/21/2020
CONS	7905	Property Management	0.50	4	6/21/2020
CIBC	5004	Building Services	0.25	2	6/28/2020
CIBC	4043	Construction Documentation	0.25	2	6/28/2020
CIBC	5005	Construction for Small Builds	0.13	1	6/28/2020
CIBC	6050	Construction Industry Project	0.25	2	6/28/2020
CIBC	6013	Constructn Industry Procuremnt	0.13	1	6/28/2020
CONS	5812	Economic Principles	0.13	1	6/28/2020
CIBC	5003	Environmental Impact	0.13	1	6/28/2020
CIBC	5011	Estimation for Small Buildings	0.13	1	6/28/2020
CIBC	6012	Programming for Medium Builds	0.13	1	6/28/2020

The Changes of Grades processed to date are set out in the following table. This number includes some of the DEF grades where students have already completed the missing requirements.

Programme	Total COGs between May. 2020 – July 2020
BCONS	19
NZDC	18
NZDAT	6

Moderation

Moderation plans

Moderation planning was last reviewed by the PAQC in May 2020. The proposed 3-year cycle was changed to reflect the 4 or 5 year cycle of the cluster moderation carried out in both the BCons and diplomas working with other institutes nationally, and this was approved by PAQC.

Moderation outcomes

Internal moderation was carried out for all courses in Semester 1, and the PAQC is assured that the process continues to meet expected standards.

Summary of any known issues and any mitigation plans

The school is currently considering the process for the electronic archiving of moderation material, to replace hard copy storage in archive boxes. The extent of online assessment carried out during Semester 1 due to the coronavirus measures has meant that increased amount of assessment takes place through online processes so the management of the moderation through traditional hard-copy "archive boxes" has been quite arduous. This needs to be discussed with the moderators to ensure they can still access moderation material effectively with electronic archiving.

Student Evaluation of Courses

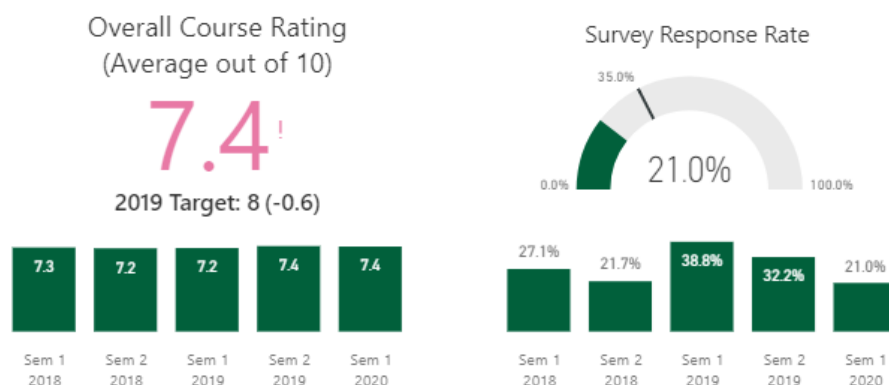
Summary of response rates for programmes.

Student evaluations continue to receive only limited engagement from students and response rates are poor across the School. Average course ratings across the school remain consistent with previous semesters despite the impact of COVID, but continue below the target.

Summary of issues and improvement plans

Previously several approaches had been proposed to improve response rates through timing of surveys to match our calendar, increased engagement with students through time allocated during in-person sessions, etc. None of these were able to be implemented due to the lockdown, but will be actioned in Semester 2.

A summary of Semester 1 2020 ratings and response rates for all programmes is shown below:



Semester 1 2020 results

Programme Performance	Average of Course Rating	Response Rate	Surveys Completed
GDCPM	8.1	21.2%	22
NZDC	7.7	22.4%	236
BCONS	7.0	17.1%	136
NZDAT	6.9	24.5%	119

Course Evaluation and Planning

Engagement

Completion rates of CEPs from Semester 1 are low, particularly for the BCons, although a number have recently been completed at the end of Semester. Training was held to support staff in completion of CEPs, but staff feedback on the forms and process remains negative. Staff consider that the process duplicates other evaluation and reporting mechanisms such as internal moderation, examiners meeting discussions etc, and many have been sceptical about the value of the CEPS – it would be useful to have more information provided on who uses the data and how, to help staff understand the reason it is necessary.

Main Program	CEPs Required	CEPs Completed	CEP Completion Rate
BCONS	17	1	5.9%
GDCPM	2	1	50.0%
NZDAT	7	3	42.9%
NZDC	15	8	53.3%
Total	41	13	31.7%

Outcomes

The low number of CEPs and poor outcomes identified in some courses has been raised by the PAQC and is to be addressed in the upcoming Ata korero and staff meetings.

Degree Monitoring

Process

The BCONS & GDCPM Monitor Visit is scheduled to take place on 03 August 2020; briefing material was provided to the monitor and Unitec staff; representatives from staff, students and industry have been scheduled to participate.

Outcomes

Not applicable - no report has been received during this reporting period.

Programme Review

Process

No formal programme review has been scheduled during this reporting period but a review of BCons programme documents has been undertaken to improve consistency and address gaps. TKK has been involved in guiding this which has been very helpful. The resulting document has recently been distributed to staff for comment. Overall, it has been a very slow

process which needs to be resolved with some urgency as there are currently issues affecting student completion due to errors or omissions in the programme documents.

Outcomes

None to report at present, but this needs further attention from the PAQC to ensure issues are resolved.

Consistency Review

Not applicable for this report. No Consistency Review has been scheduled during this reporting period.

Professional Accreditation/Other

The need to approach NZIOB to prepare for an accreditation review in the near future was raised recently, but all accreditations are currently up-to-date.

Stakeholder Engagement

Process

A stakeholder log is maintained in the school and regularly updated.

Outcomes

No concerns in this area; stakeholders are regularly consulted and many are involved in programmes as guest lecturers and reviewers.

Research

The PAQC is satisfied that all relevant research requirements have been met to date. There is some concern about the impacts that COVID is likely to have on publication this year given conference cancellation and postponement, as well as increased staff workload increases in Semester 1 due to the move to remote delivery.

Programmes overseen by the PAQC:

DATB, NZCCR, NZCCM, NZDAT, NZDC, GDCPM, BCONS, VTACS, VTCMT, VTCM