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<b>To</b>	Te Poari Whai Kounga   Quality Alignment Board	<b>From</b>	Wesley Verhoeff Community studies PAQC
<b>Title</b>	PAQC Chair's Quarterly Report	<b>Date</b>	2020 / 08 / 07

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## Overview

### General Committee Health Check

#### *What is going well?*

Attendance not a single meeting has not had Quorum.

Transition to Nest version of agenda has worked well. It was easy to look up all the information I need for this report from the links on the Nest.

As, a new chair I am finding my feet and starting to understand the role more because of the chairs meetings.

Annual work plan has worked well it gives each meeting clear direction.

#### *What improvements can be made?*

More time allocated to the reading of PEP across the school.

Student evaluations are still not working. – further detail in Student Evaluation of Courses section

PAQC Chairs need time allocation to be able to do a better job. No time allocation has been given to this role and the roles workload has grown. Hence why this report is late.

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

Student evaluations response rates needs to be improve across Unitec. A more indepth review is needed.

### Progress against 3 (max.) key actions

A plan is now in place to allow the committee members to spend more time reviewing PEP's and allowing more time to correct any issues before the deadline

Risk register training has been completed as a school with Simon Tries. We now have a better understanding about how to use this tool at PAQC and at a department level

We now have 2 student representatives accepted on to our committee.

### Priority Group Strategies

#### Process

The school of community studies has been highly engaged in the I See Me initiatives. All staff have just attended a refresher with actions to come. Community studies PAQC is highly confident in the schools engagement in Unitec institutional strategies.

Some challenges have been the balance between priorities of teaching and learning and compliance and oversight particularly for ECE and Sport. These two programmes have strong whakawhanaungatanga built into the first 6 weeks of semester. The mandatory engagement in Unitec wide I See me initiative meant each programme had to give up some of the existing initiatives driven internally. Whanau, Fono evening and powhirir were examples of where each programme were already engaging and now have to integrate into Unitec wide initiatives. Unitec wide initiatives unfortunately don't cater to specifically creating whakawhanaungatanga within the programmes. We do understand the need for Unitec to

help programmes that were not engaging in these initiatives however there has been a cost to the programmes already engaging. Feedback has been given about each initiative and we are sure improvements will be made in the future.

Learner outreach programme has been another instance of the difficulty in balance where programmes have been running their own student at risk tracking. The new Unitec tracking system hasn't worked yet for the school. The LOP has had to much workload allocated to trades and community studies. Positively the school is now being allocated a full time LOP were we can now work on integrating the two systems.

## Risk management

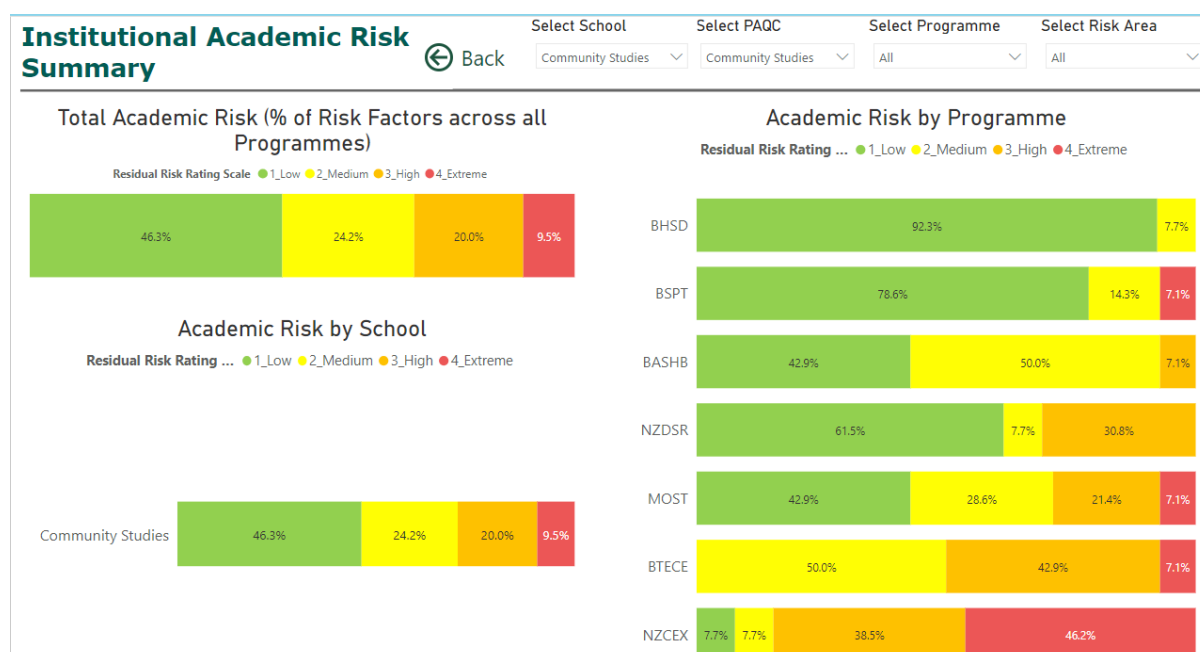
### Summary

#### NZEX and BSPT

Several inaccuracies have been highlighted in the data and several attempts have been made to update the data which did not save. There are no Extreme risk categories for these programmes

**BTECE** – The BTECE risk registrar is rated less favorably than the explanations provided. For example, extreme risk is related to compliance with teaching council. All ECE programmes are up for redevelopment Nationally because of new teaching council requirements. These need to be completed in 2022. Currently, the team is waiting on the business case approval from Unitec before redevelopment can occur. We suggest a review of the registrar in relation to the risk matrix.

**MOST** –The extreme risk identified is related to the potential loss of teaching staff having a significant impact on all students. As this is a teach out programme and there are not many students left. Any specialized staffing that is lost will have a large impact on all the remaining students. The chair is however happy with the management of this risk as it cannot be fully removed.



Issues identified: 1202 SPORT 6927 Skill Acquisition class n#2185 has been given an extension by HoS until August 2020 due to Covid/ Practicum issues.

## Quality Reporting

## Student Success

### Grades and Completions

The committee this a significant amount of work to clean up any pre COVID-19 missing grades. The current missing grades are now from the previous semester and will be tracked and addressed. Some of which have already been addressed.

## SUMARY REPORT FOR 2019

### Missing & DEF Grade Report by Course Main Prog - Summary

Click on the    button below (top left of the table) to drill down to the next level

Grade Code	Missing Grade		DEF		Total	
School Name	Grade Count	EFTS	Grade Count	EFTS	Grade Count	EFTS
NZDE			4	0.50	4	0.50
Community Studies			5	0.63	5	0.63
BTECE			5	0.63	5	0.63

## SUMARY REPORT FOR 2020

### Missing & DEF Grade Report by Course Main Prog - Summary

Click on the    button below (top left of the table) to drill down to the next level

Grade Code	Missing Grade		DEF		Total	
School Name	Grade Count	EFTS	Grade Count	EFTS	Grade Count	EFTS
BETMG	613	82.88	8	1.38	621	84.25
NZDAT	313	39.13	5	0.63	318	39.75
NZDC	1858	232.25	7	0.88	1865	233.13
NZDE	789	98.63	12	1.50	801	100.13
NZDS	124	15.50	1	0.13	125	15.63
Community Studies	1323	168.88	32	4.00	1355	172.88
BASHB	96	12.00	1	0.13	97	12.13
BHSD	33	4.13	1	0.13	34	4.25
BSPT	34	5.25	8	1.00	42	6.25
BTECE	604	75.50	14	1.75	618	77.25
MOST	52	9.00			52	9.00
NZDSR	176	22.00	8	1.00	184	23.00
PSPTS	328	41.00			328	41.00
Computing, Electrical & Applied Technology	2493	300.03	25	3.13	2518	303.16
BAT	262	33.88	9	1.13	271	35.00
BCS	617	93.63	5	0.63	622	94.25
GAENG	64	2.88			64	2.88
<b>Total</b>	<b>26273</b>	<b>3,385.61</b>	<b>351</b>	<b>48.08</b>	<b>26624</b>	<b>3,433.69</b>

## Moderation

### Moderation plans

The PACQ Chair has completed and Audit of the school's internal moderation and confirm it has been completed for Semester 1 2020.

Comments: As per grade approval meetings comments: All pre-post moderation has been completed for all programmes. CEP completion rate is 41.2% as per August 4, 2020. No external moderation has been reported to be completed.

## Student Evaluation of Courses

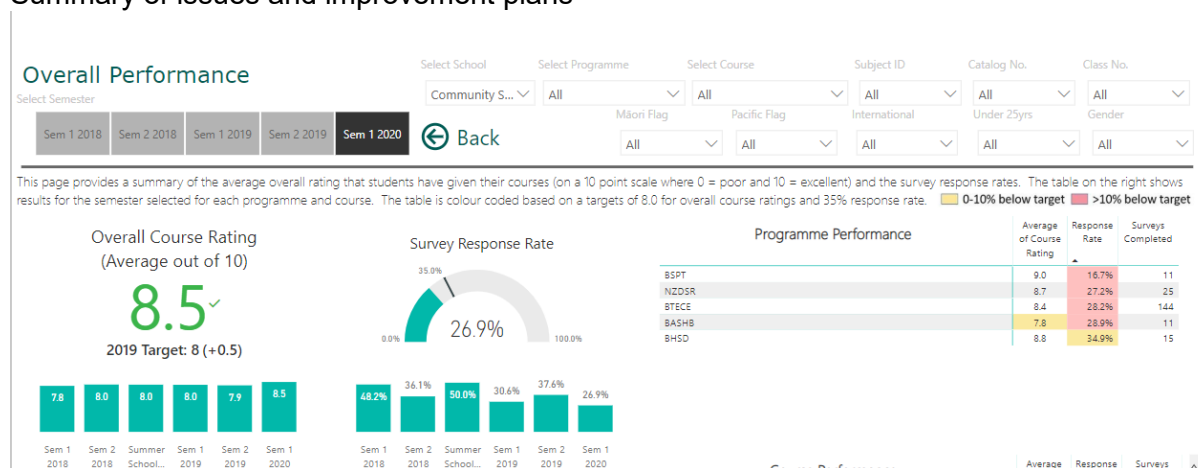
### Summary of response rates for programmes

Engagement continues to be an issue. Across the school response rates are far below the target. Another more in depth review needs to take place. Ongoing issues such as the evaluations being sent from Simon Nash's email where students reported deleting it as they thought it was spam. Improvements in the response rates are needed as the low number limits the confidence and conclusions that can be drawn from the data.

BHSD's higher response rate is due to being a teach out programme where 4 students make up the 34.9%

Community studies PAQC is not satisfied with the survey response rate.

### Summary of issues and improvement plans



## Course Evaluation and Planning

CEP format has be a source of contention not easily accessible and has parts that staff don't understand

CEP completion rate needs to be tracked after department have complete their Ata Korero.

## CEP Completion Rates

Select School

Select Programme

Select Course

Community Studi...

All

All

This page provides the number of CEP forms required and submitted by school and programme. CEPs completed are forms that have been filled out fully and submitted at the end.

21

CEPs Completed

41.2%

CEP Completion Rate

School	CEPs Required	CEPs Completed	CEP Completion Rate
Community Studies	51	21	41.2%
<b>Total</b>	<b>51</b>	<b>21</b>	<b>41.2%</b>

Main Program	CEPs Required	CEPs Completed	CEP Completion Rate
NZDSR	5	5	100.0%
BHSD	9	7	77.8%
BASHB	6	2	33.3%
BSPT	9	3	33.3%
BTECE	16	4	25.0%
MOST	5		
PSPTS	1		
<b>Total</b>	<b>51</b>	<b>21</b>	<b>41.2%</b>

Long Title	CEPs Required	CEPs Completed	CEP Completion Rate
Academic Literacy for Tertiary Studies	1	1	100.0%
Coaching in Action	1	1	100.0%
Concepts of Sport and Exercise Science	1	1	100.0%
Current Trends in Healthcare	1	1	100.0%
Event Leadership	1	1	100.0%
Health Education	1	1	100.0%
Health, Politics and the Media	1	1	100.0%
Intro to Research	1	1	100.0%
Introduction to Exercise	1	1	100.0%
Introduction to Practicum	1	1	100.0%
Pain Science	1	1	100.0%
Personal Pedagogy and Leadership	1	1	100.0%
Planning and Management for Health and Community Programmes and Projects	1	1	100.0%
Professional Practice	1	1	100.0%
Sport Event Management	1	1	100.0%
Strategic Sport Marketing	1	1	100.0%
The Ethical Teacher	1	1	100.0%
Working with Groups and Communities	1	1	100.0%
<b>Total</b>	<b>51</b>	<b>21</b>	<b>41.2%</b>

## Degree Monitoring

### Process

Degree monitoring dates have been re-scheduled as per below:

Degree Monitoring [Tracker](#)

Bach Applied Science/Human Biology – September- date to be confirmed

Bach Health Social Development – 18 August 2020

Bach Sport – Tuesday 17 November 2020 (updated)

Bach Teaching Early Childhood Ed – 21 September 2020

Master Osteopathy – September- date to be confirmed

AQQ currently working with BHSD and BTECE to ensure documentation is ready and process is understood.

## Consistency Review

### Process

*Comment on how PAQC is assured that any consistency reviews required for its programmes over the next four years is being effectively managed (i.e., evidence from graduates and 'end users' is being gathered), or any actions being taken to ensure preparation of consistency reviews is being effectively managed.*

### Outcomes

These programmes are yet to have graduates

*Comment on the extent to which the PAQC is assured by the outcomes from any consistency reviews. Summarise the key actions from the report and why PAQC is assured that these are being effectively managed.*

Consistency Review – [Consistency Review Schedule](#)-

Unitec Programme	Consistency Review Date	NZQA Number	Title	Qualification Developer
<b>NZCSR</b>	19/02/2021	3572	New Zealand Certificate in Sport and Recreation (Community Development)	Skills Active Aotearoa Limited
<b>NZCCO</b>	21/05/2021	3230	New Zealand Certificate in Sport Coaching	Skills Active Aotearoa Limited

## Stakeholder Engagement

Programme	Date	Responsibility	Progress/actions
MOST & BASHB	12 February 2020	Sue Palfreyman	Next meeting scheduled for 12 August 2020.
BTECE	2 meetings already held.	Helen W. Yo Heta-Lensen	
BHSD	April 8, 2020	Daniel Stamp	Meeting with Ara Taiohi, youth development professional body to be held soon.
BSPT & NZDSR	29 <sup>th</sup> Sept 2020	Rob Gambolati	

## Programmes overseen by the PAQC:

Bachelor of Applied Science (Human Biology)  
 Bachelor of Health and Social Development  
 Bachelor of Sport  
 Bachelor of Teaching (Early Childhood Education)  
 Certificate in Community Skills  
 Diploma in Sport & Fitness Education  
 Master Osteopathy  
 New Zealand Certificate in Exercise  
 New Zealand Certificate in Sport and Recreation (Community Development)  
 New Zealand Certificate in Sport Coaching  
 New Zealand Sport, Recreation and Exercise  
 Police Studies Preparation Training Scheme