To	Te Poari Whai Kounga | Quality Alignment Board	**From**	Matthew Bradbury
			Landscape and Interior Design
Title	PAQC Chair's Quarterly Report	**Date**	2020 / 07 / 31

Overview

This PAQC has had two meeting since the Level 4 Covid-19 shutdown of the institution. This report covers the second quarter of the current academic year

General Committee Health Check

What is going well?
Quorums were achieved at the two meeting .
Student representatives attended and contributed
Steve Marshalls attendance was invaluable as was Riza Aguilar

What improvements can be made?
A few issues that were noted in the PAQC meeting can be added to the Chair's report to QAB, e.g. students at risk, graduands/employers survey for consistency review process, and resourcing issues for increasing student numbers.

Students at Risk

- Student Performance data will place a flag on the students "at risk", while teaching staff may not receive enough information to understand the situation well to support the "at risk" students.
- Student Rep commented that most students who have problems do not know where to go and who to talk to.
- Suggested actions: Regular teaching staff meetings to address, share and record the students with learning disabilities or wellbeing issues; A formal system in place for tracking and reporting; Approach LOP (Learning Outreach Person) in Student Success to bring the assigned LOP to school specific orientation for students to familiarize the support services available at campus; Refer students to campus counselling services for mental support; These issues and activities are included in the Chair's report to QAB.

Risk Register BI

- Risk register needs to be updated first week of every month to reflect the live data for risk management.
- A formal request to HOS for arrangement of the person responsible for updating the risk register in BI for Sandra A.
- Understand and interpret the data: Steve cited the example of declining EFTS in the programmes that would trigger investigation and analysis for the reason (e.g. industry shut down due to COVID); Sue cited the fees-free programme that increase the EFTS but the risk would be the school is not resourced for it.

Employers and graduands profile:

- The school is connecting with industry via Industry Advisory Committee to address how the programme learning outcome will fit into industry requirements.
- Concerns on how we conduct graduate and employer survey to gather more feasible feedback (e.g. survey held 6 month and 12-month post-graduation) will be addressed in the Chair's report to QAB.
- TKK is working on pooling all the programmes and staff who have been through the consistency review to gather feedback and project how the schools can be better supported during the process.
- TKK is working on the formula to project the next consistency review date for each Level 1-6 programme.

What support is needed (actions required)?
The Risk register is still a work in process . With the absence of Sandra Arnet responsibility for completing the risk register has been picked up by the HOD, Pete McPherson

Progress against 3 (max.) key actions

1.   A member from another discipline has yet to be selected as an additional member of the PAQC .
2.   The MLA/MARCH and NZCLD & NZDI5 PEPs have been completed and sent to QAB and sent to NZQA. The NZDL and the expired DID PEP's are completed and have been submitted to the QAB and sent to the NZQA.
3.   Continued discussion on the preparation of the PAQC work plan for the year.

Priority Group Strategies

Process

With the return of students and staff to the Unitec Campus the pre Covid systems are

Maori / Pacific. Mau Academy headed by Tau Lelalau was established at the beginning of the year to help Maori and Pacific students.

International. International students have been well supported by the International office and Xinxin Wang, a lecturer in the landscape programme whose job responsibility is pastoral care fr international students.

Under 25s . No issues at the moment.

Risk management

Summary

Inability of international students to return to NZ due to Covid
Future concerns about ability to maintain overseas student enrolments
Concerns around the number of students currently enrolled.
Compliance with H&S requirement esp. fr site visits while necessary is seen as laborious
Quality Reporting

Student Success
Grades and Completions

Statistical summary of previous semester grade ratification including resolution of previous outstanding grades

Programme	Term	# 0f Courses	# 0f students	Comments
BLA	1202	10	55	
NZDL	1202	3	21	
NZCLD	1202	2	19	
NZDI5	1202	4	41	Course grades for CIAR 5500 delayed till 5 Aug that was approved by HOS
NZDI6	1202	4	17	

Statistical summary of Completions including Graduation confirmation and any requests for correction of errors

Programme	Status	1202
BLA	Completed and Graduated	2
	Completed but not Graduated	0
	TOTAL Completed	2
NZDL	Completed and Graduated	7
	Completed but not Graduated	0
	TOTAL Completed	7
NZCLD	Completed and Graduated	8
	Completed but not Graduated	0
	TOTAL Completed	8
NZDI5	Completed and Graduated	1
	Completed but not Graduated	0
	TOTAL Completed	1

Moderation
Moderation plans

Moderation Planning for the cycle is complete

| Programme | Term | Planned (# of Courses) | | | |
		Internal Pre-event	Internal Post-event	Ext Mod	Comments
BLA	1202	10	10		
NZDL	1202	3	5		
NZCLD	1202	2	2		
NZDI5	1202	4	3		Internal post-event for CIAR 5500 was delayed and approved by HOS
NZDI6	1202	4	4		
MARCH/MLA	1202	0	0		

Summary of issues/or simply progress of External Moderation from last cycle

Programme	Term	Pre-event internal moderation	Post-event internal moderation	External moderation	Courses Ext moderated
BAS	1202	100%	100%		
NZDL	1202	100%	100%		
NZCLD	1202	100%	100%		
MLA	1202	100%	100%		
NZDI5	1202	100%	100%		
NZDI6	1202	100%	100%		
MARCH/MA	1202	NA	NA		

Student Evaluation of Courses
Poor response by students , more effort required by staff to ensure a better response

Course Evaluation and Planning
Engagement
See above

Degree Monitoring

Process

External monitors visit scheduled

1. BLA: 12 - 13 November 2020
2. MARCH: 30 Nov – 2 Dec 2020
3. MLA: 5 - 6 Nov 2020

Consistency Review

Process

We received a very good NZCLD Consistency Review Report commending our graduands who were very successful in either moving to further their studies or landing good employment that is related to their degree.

Action Plan:
1. Place a plan for the next five years to track graduands on a yearly basis and capture their activities after graduation.
2. Feedback from employers with specific industry wish list that are beyond the current programme requirements can be noted for the next round programme review.

Professional Accreditation/Other

Accreditation visit and NZQA process for the BLA and MLA /MARCHP has been post ponded till 2021 due to Covid shutdown.

Stakeholder Engagement

Process

NZCLD and NZDL qualification review

> Updates from Sue Wake who was involved in the ITO's 5-year review. This was conducted during the lockdown via Zoom meetings. There were three zoom meetings involving all institutes that are offering this programme (e.g. Unitec, MIT, Wintec, SIT, Invercargill City council).

> Report and feedback should be released from ITO in a few weeks and we would respond to the changes required for the programme by going through the programme change procedure and submitting them to NZQA for approval.

AP Matthew Bradbury attended the monthly meeting of the NZILA

Members of the NZILA attend the project reviews at all level of the BLA and MLA courses along with academic from fellow institutions

Research

Research traffic light meet by almost all staff. Recalcitrant colleagues are rectifying research shortfall.

In house journal, Asylum, is being established to help staff disseminate recent research

Programmes overseen by the PAQC:

MLA/MARCH BLA, NZCLD & NZDI5