To	Te Poari Whai Kounga | Quality Alignment Board	**From**	Eric Stone
			Te Korowai Kahurangi
Title	Expiring programmes update	**Date**	17 August 2020

Recommendation/s

That Te Poari Whai Kounga | Quality Alignment Board:

- receive the update on programmes being taught out and/or discontinued

Purpose

The purpose of this report is to provide Te Poari Mātauranga with an update on the status of programmes being taught out and/or discontinued.

Background

Unitec is in the process of expiring programmes in response to both the Mandatory Review of Qualifications (MRoQ) and the 2018 Programme Renewal process, which resulted in a total of 21 programmes having their enrolments suspended. As Unitec's programme portfolio changes other programmes are added to the lsit of expiring progrpgrammes.

A key concern in both instances is ensuring that appropriate transition arrangements are in place to manage students so they are able to complete the qualification they are enrolled in and are not disadvantaged as a result of the potential or actual closure of their programme, and oversee programmes to their expiry date.

The *Suspension and Withdrawal of Academic Provision Procedure* (AC1.10) provides guidance to ensure that an appropriate process is followed.

This reporting on expiring programmes moved from Te Poari Mātauranga | Academic Board to Te Poari Whai Kounga | Quality Alignment Board on 19 August 2020.

Commentary

Since the last report to Academic Board the rating scale to report on progress has been reviewed. The three-point scale (red, amber, green) has been redeveloped using a four-point scale (excellent, good, marginal and poor). This is attached and will become the basis for ongoing progress reporting.

The submission to IT to improve automation of the checking process is awaiting further information. A proposal to manually change student status in PeopleSoft using temporary staff capacity in Te Korowai Kahurangi has been favourably received by Enrolments and Academic Operations provided a shared tracker is maintained and will be used on a School-by-School basis. There has been no change in the remainder of this report since the 24 June update. This is due to capacity issues.

In June we reported:

As part of the process to discontinue a programme completion checks are undertaken where a student has an active (AC) record and has achieved the required number of credits or greater to complete.

Noteworthy:

- 27% (171 out of 533) of completion checks undertaken as at 23 June, resulted in the generation of the CACR (Certificate Approval and Certificate Request)

Completion checking (CC) update (Previous month in brackets)

There are 77 (81) expiring academic provisions[1] (programmes) as at 23 Jun 2020 requiring 3249 (3250) completion checks.

As at 24 Jun:

- 53 (48) programmes representing 65% (59%) of the number of expiring programmes have been checked.
- 633 (533) course completion records, 19% (16%) have been analysed

The analysis of the 633 (533) records show:

309 (309), 49% (58%)	students had records where they have completed (CM) however had multiple (mainly two but as high as four) records, one of which was active (AC), therefore they remained "on our books".
171 (71), 27% (13%)	students had records that were checked against the programme regulations. A CACR has been generated for AB approval.
153 (153), 24% (29%)	students had records where they achieved the required total or greater number of total credits to complete however did not have the correct credits required for the award, according to the programme regulations.

Next Steps

AAQs to concentrate on completing the "completion checks" now that Semester 1 grades are processes and Semester 2 enrolments are underway.

Establishment of a shared tracker Te Korowai Kahurangi and Enrolments and Academic Operations to record changes in student status per School.

The School-by-School approach to expiring programmes will start with the School of Business.

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[1] Academic provision includes but not limited to:
- Programmes, including parts of programmes (majors, compulsory and elective courses)
- Training schemes and micro-credentials, including components
- For clarity, short courses are out of scope.

Attachments

Expiring Programme Tracking Sheet and Rubric as at 14 August 2020

Contributors

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