

Unitec New Zealand Limited

Academic Board Meeting

2 September 2020

Title	Update on Course Durations actions
Provided by:	Simon Tries
Authored by:	
For:	Information

Recommendation

That the Board receive the update on the progress made in implementing the actions from the Course Durations Issue.

Purpose

The purpose of this paper is to report back to the Academic Board on progress against the actions outlined in the *Course Durations Issue – Final Report* memorandum received by the Academic Board at its February 2020 meeting.

Key Points

- The course durations investigation was concluded late 2019 and reported on in early 2020.
- A number of actions were identified and agreed.
- Progress against these actions has been significantly impacted by Covid-19, the Level 4 lockdown, and hence the time and resource available

Information/Background

The course durations issue, as it became known, was undertaken following the identification of issues across a number of programmes, with a full review of all programmes subsequently undertaken. This investigation was completed in late 2019 with the final report considered at the February 2020 Academic Board meeting.

The issues identified and partially addressed during the course durations investigation included:

- Extant programme documentation not being definitive
- Key programme data being inconsistent across Unitec, NZQA and TEC
- Courses within programmes were not always set up to ensure that programmes were being taught over the approved programme duration

- the total learning hours of a course not always being delivered over the total duration of a course (due to early final assessment)
- A lack of clear processes and requirements, including responsibilities and delegations
- A lack of historic accountability for programme setup in PeopleSoft

It is important to note that not all programmes had or were impacted by these issues.

The actions identified to address these issues are outlined below along with the status of the action.

The actions have not progressed to the extent desired, primarily due to the impact of Covid-19 and the subsequent Level 4 lockdown. Notwithstanding this, some good progress has been made.

Action	Current status
1. To make the necessary changes to the non-compliant programmes and to gain the NZQA and TEC approvals	In progress – integrated into Action 4 below
2. To review the external moderation undertaken for any courses which were taught over a reduced activity duration to confirm that there had been no impact on student outcomes	Not started
3. To determine the best approach to the investigation of any possible breach of StudyLink Rules	Not started
4. To resolve the root causes of the issues through the Programme Refresh Project which would:	In progress. See below for further detail
a. Review and, as necessary, update programme documentation and make necessary applications to NZQA and TEC to ensure programme delivery matches what is approved	
b. Review and document the Learning Hours of each course in line with NZQA and TEC requirements	
c. Revise relevant processes to bring greater control to programme change and class setup processes	

Programme Refresh Project

The *Programme Refresh Project* is one of the main mechanisms for addressing the immediate and longer term issues identified. The following has been achieved to date:

Review and, as necessary, update programme documentation and make necessary applications to NZQA and TEC to ensure programme delivery matches what is approved

To date, of Unitec's 83 active programmes:

- 14 out of 18 high priority programmes have been updated or confirmed as correct
- 29 out of 65 lower priority programmes have been updated or confirmed as correct

with applications made to NZQA and TEC where required.

This work has been ongoing but primarily focused on those programmes undergoing change as opposed to the original priority list.

Review and document the Learning Hours of each course in line with NZQA and TEC requirements

The original intent was to complete a full audit of all courses against their required hours (10 notional hours/credit) and to develop a mechanism to maintain this on an ongoing basis.

However, with the impact of the Level 4 lockdown and a time imperative to address this matter, a simpler approach was taken: to require a breakdown of the learning hours, in line with TEC requirements, in each course through the Course Evaluation and Planning (CEP) process. The CEP requires teaching staff to state the number of hours students are directed within their course across a number of learning methods. Details of what is required is outlined [on the Nest](#). This requirement has been embedded into the Semester 2 CEP. The results of this mahi has not yet been reviewed.

Revise relevant processes to bring greater control to programme change and class setup processes

Programme change processes have been partially reviewed and improvements made to the documentation which supports both new and changes to programmes. This includes the utilisation of a Programme Information Details sheet which outlines the key course and programme data for setting up in PeopleSoft and will ensure clarity of delivery regarding specific setup and delivery. While not fully implemented it is intended to be considered as part of any new or programme change application and will support the correct set up PeopleSoft and any STEO changes resulting from these.