
To	Programme Academic Quality Committees	From	Simon Tries, Chair, Te Poari Whai Kounga Quality Alignment Board
Cc	Academic Programme Managers		
Title	QAB Chair's report to PAQCs	Date	7 September 2020

Recommendation/s

That Programme Academic Quality Committees:

- receive the report; and
- note the requirement for each programme to have a plan for the collection of graduate outcome data presented to the PAQC by 30 October 2020.
- Consider the two self assessment questions

Purpose

To provide Programme Academic Quality Committees and Academic Programme Managers with a summary of recent discussions at QAB.

Commentary

Papers and minutes outlining the work of Te Poari Whai Kounga can be found on the Nest:

<https://thenest.unitec.ac.nz/TheNestWP/our-unitec/academic-governance-committees/qab/>

The following key points from the QAB hui are noted for your information and discussion.

PAQC Chairs' Quarterly Reports

The PAQC Chairs' Quarterly reports were extremely useful to QAB in providing insights into the work and issues of the PAQCs. The eighteen individual reports were themed with an overarching report (*PAQC Thematic Report*) also provided to QAB. These reports will continue to be one of the key mechanisms for the institute to gain assurance that programmes are being effectively managed, and that issues, where identified, are appropriately dealt with. There were a number of matters identified for escalation to the QAB in the PAQC Chairs' reports. Responses to each of these escalations will be considered at the next QAB meeting on 23 September 2020.

It is important to note that matters should only be escalated where they are unable to be resolved at PAQC level. It is also important to note that QAB's mandate is limited (in broad terms) to academic quality.

Academic Risk

There has been an improvement in the understanding and application of risk management processes to individual programmes. This is evident both in the *August 2020 Academic Risk Summary* report but also in the PAQC Chairs' reports.

The August Summary report was supported by the vast majority of APMs (or their delegates) assessing the risk to your programmes and updating the registers accordingly. A number of actions have been placed on PAQCs and other parties to address matters identified through this process.

The Academic Risk Action Table is appended for your information (and action, if appropriate), along with the *August 2020 Academic Risk Summary*.

Training in the use and consideration of the Academic Risk Register and associated processes is available on request. Email stries@unitec.ac.nz to arrange a time.

Industry Engagement Framework

QAB approved the adoption of the *Industry Engagement Framework*. This Framework outlines Unitec's agreed approach to Industry/stakeholder engagement, including expectations and responsibilities. It is strongly recommended that PAQCs engage with the framework at the earliest opportunity. The memorandum with background is available in the QAB papers. The Framework itself is appended to this memorandum.

Collection of graduate outcome data

QAB considered the need for a more coherent approach to the collection of graduate outcomes data. This includes the collection of data from:

- Unitec graduates on the extent to which they have met the graduate outcomes of their qualification
- Employers/end users (of graduates) on the extent to which Unitec graduates have met the graduate outcomes of their qualification

This issue has been raised through PAQC Chairs reports, lessons from recent Consistency Reviews and through the Industry Engagement framework. As a result, two primary actions have been determined:

1. For APMs to develop a plan for the collection of the above graduate outcome data for each of their programmes by 30 October 2020, for consideration by their PAQCs
2. For a working group to be formed to consider both the actions noted in 1. above and to consider what broader institutional approaches required to ensure the requisite data is collected on an ongoing basis.

Further information, including available support, will be forthcoming in the near future.

Self-assessment question

There has been a request to provide PAQCs with questions to support their self-assessment. The following are provided

- To what extent is the PAQC assured that the programmes for which it is accountable continue to be effectively managed?
 - o Consider the [14 risk areas](#) as a starting point.
- Has the PAQC struck the correct balance between *planning for the future* and *reporting on the past*?

Appended:

2. PAQC Thematic Report Memo_PAQC-Reporting_SM_20200811
3. August 2020 Academic Risk Summary with amended recommendations 20200830
4. Industry Engagement Framework excerpt

[Papers from the August meeting of the Quality Alignment Board.](#)