

Committee:
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Te Poari Whai Kounga | Quality Alignment Board
PAQC Actions (Escalations) for QAB
2020-07-15 updates for meeting of 2020-08-19

Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2020-04-22 Item 4.2.1. > Memo > Recommendations	PAQC_Action-002	<u>Support for Mātauranga Māori within Medical Imaging</u> Further assistance to Medical Imaging staff to support them to successfully encapsulate Mātauranga Maori within their courses	2020-05-20: Simon Tries - Contact made with Joanna Thorogood, Maura Kempin and Toni Rewiri. Response requested by 2020-05-11. Update at QAB 2020-06-17. 2020-06-17: Verbally reported as being completed. 2020-07-06: Inadequate evidence of outcomes reported. Action left live to ensure more adequate reporting and closure. 2020-07-15: Steve Marshall to follow up with Joanna Thorogood for information on the outcome and impact of this escalation to substantiate its closure. 2020-08-19: ____	Simon Tries (Chair, QAB) Joanna Thorogood Maura Kempin Toni Rewiri	*	Closed
2020-04-22 Item 4.2.1. > Memo > Escalations	PAQC_Action-003	<u>Computer Labs at Waitakere for Medical Imaging</u> Medical Imaging have identified a need to increase computer lab availability at Waitakere, if even on a temporary basis.	2020-05-20: Simon Tries - Contact made with Joanna Thorogood and Hamish Martin. Response requested from Hamish Martin. 2020-06-17: Verbally reported as being completed. 2020-07-06: Inadequate evidence of outcomes reported. Action left live to ensure more adequate reporting and closure. 2020-07-15: Steve Marshall to follow up with Joanna Thorogood for information on the outcome and impact of this escalation to substantiate its closure. 2020-08-19: ____	Simon Tries (Chair, QAB) Joanna Thorogood Hamish Martin	*	Closed
2020-05-20 Item 4.2.1. > Memo > Requests	PAQC_Action-005	<u>Training for Online Course Evaluation & Planning (CEP)</u> Sport requests CEP training for new on-line format.	2020-06-17: No update. 2020-07-15: Discussion noted that Semester 1, 2020 was intended to be a transitional round to introduce the online CEP system, with ability to complete CEPs on paper if needed. Confusion exists within staff as to whether or not they can complete paper-based CEPs for Semester 2, 2020. Tracking and management of paper-based CEPs is problematic. Support with the online CEP system is being provided by Sue Crossan (process) and Michelle Sun (technical). MOTION That Te Poari Whai Kounga endorse that all Course Evaluation & Planning must be completed using the online system for Semester 2, 2020 and into the future, without exception. Moved: J Mercier Seconded: C De Groot MOTION CARRIED Sue Crossan has reached out to Sport with multiple offers of support for online CEP training, none of which have been taken up. Confirmation shall be sought from Sport that the request can be cancelled. 2020-08-19: ____	Simon Tries (Chair, QAB) Chair, PAQC-Sport	*	Closed
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-009	<u>Attendance Tracking of International Students</u> That support with an institutional process for Moodle engagement or an alternative, to allow tracking on International Students' attendance was required.	2020-06-17: No update. 2020-07-15: The scope of work has grown. Simon Tries shall continue to follow up for an updates. 2020-08-19: ____	Simon Tries (Chair, QAB) TBC others	*	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-010	<u>Coordination of Committee Self-Assessment</u> That QAB (or AB) provide a specific topic for PAQC self-evaluation each quarter to assist with a standardised approach and to ensure consistency.	2020-06-17: No update. 2020-07-15: No update. 2020-08-19: ____	Simon Tries (Chair, QAB) Simon Nash (Chair, AB) PAQC Chairs	*	Active
2020-05-20 Item 4.2.1. > Memo > Escalations	PAQC_Action-011	<u>Student Management System Issues with Apprenticeship Programmes</u> Trades noted an issue with missing grades that it feels is attributable to learners enrolled in apprenticeship programmes. The committee wishes to initiate conversations to adapt Unitec systems / process and reporting to better suit the apprenticeship mode of study.	2020-06-17: No update. 2020-07-15: The scope of work has grown. Investigation into many aspects is underway. Systems do not always meet the needs and could require significant investment to become adequate. 2020-08-19: ____	Simon Tries (Chair, QAB) TBC others	*	Active
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-012.1	<u>Student Representation on PAQCs</u> Some PAQCs have still not secured Student Representatives.	- PAQC Chairs and APMs to identify and secure student representative to serve on the PAQC, ensuring that they are aware of their role and responsibility. - Once the student has agreed to serve on the Committee, their details are to be forwarded to HR for processing.	PAQC Chairs APMs	End September	New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-012.2	<u>Student Representation on PAQCs</u> That the process for employing and managing student membership to PAQCs be re-examined with a view to streamlining the process from an HR perspective to ensure that students can easily be appointed and contribute to the work of the PAQC.	- Steve Marshall to work with HR on streamlining the employment process for student reps.	Steve Marshall, Lead Quality Partnering	End September	New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-013	<u>Data gathering for Consistency Reviews</u> That Institutional support for gathering ongoing data for Consistency Reviews especially with regard to ongoing surveying of graduates and employers be established to ensure consistency of format and approach. Schools feel that they do not have the resources to track of Alumni and graduate destinations in a meaningful ongoing way	- Refer to main Action Tracker for related activities. - APMs requested to develop plans for requirements for data gathering for their programmes and provide to PAQC by end of October - Forthcoming dates for review to be estimated and included in PAQC agenda	PAQC Chairs & APMs for plan development Committee Secretaries for Forthcoming Dates	End September	New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-014	<u>Programme Resourcing</u> That resourcing issues for those programmes with unexpected increasing numbers of students be addressed to ensure the student experience is not compromised.	Determined as beyond the remit of the QAB. - Referred to Schools for addressing in future planning.	Heads of School/APMs		Referred to Schools. Closed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-015	<u>PAQC Workload allocation</u> That a standardized workload model be established for PAQC Chairs and members to ensure that work of Committees is effective and efficient.	- Information on time requirements and existing workload requirements for PAQC is being collected from PAQC Chairs. When available results will be shared with APMs/HoS for consideration of allocations	Simon Tries to gather information HoS for Workload Allocation	End September	New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-016	<u>CEP Formats</u> That the CEP be reviewed to ensure that the format is supporting the needs of all Programmes. It was noted that some programmes have unique issues that make it hard to generalise when completing the current online form. It is understood that work is underway to resolve this issue.	- CEP review is underway to inform for Sem1. This request will be added into that process.	TKK (Sue Crossen) undertaking review	End October	New

2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-017	<u>Reporting requirements</u> That data requirements and reporting for the NZCSL be considered to ensure that it aligns with the delivery model of the programme. Supported Learning have no data to complete CEPs and interim PEPs due to the nature of their year-long rather than semester-based Programme.	TKK advised to ensure issue considered as part of the broader CEP review and to inform CEP for 2021. - TKK to discuss with teaching team to confirm their data requirements.	Eric Stone to follow up	End October	New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-018	<u>Additional Data Requirements</u> That data requirements for shared courses and courses which do not follow standard patterns of delivery be considered to ensure that timely and accurate data is available to Schools for planning and reporting processes.	- TKK advises Schools to complete the request form on the NEST for any such requests. - https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/tekorowai-kahurangi/unitec-reporting/ General data queries can be emailed to tkkinsights@unitec.ac.nz	TKK Insights		Closed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-019	<u>Re-enrolment Issues</u> That QAB be advised of a continuing problem with the Re-enrolment processes where student study plans do not align with the enrolment portal which results in some students choosing courses which are not part of their agreed study plan.	Refer to work being undertaken by Schools Operations Manager (reported to QAB separately)	Trude Cameron		Referred to other work already underway
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-020	<u>Support for Under 25's</u> Architecture request targeted support for Under 25 group. The Committee reports that their needs are overwhelming in this current climate and the School does not have the resources to sufficiently support them.	School has been advised to contact Andrea Thumath for advice on under 25's Priority Groups	APM / Andrea Thumath		New
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-021	<u>Student Evaluation of Courses</u> That the process of undertaking Student Evaluation of Courses be re-examined to address the declining response rates.	Matter considered by Ako Ahimura on 26 Aug, action being overseen by Ako Ahimura.	Ako Ahimura		Referred to other work already underway