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<b>To</b>	Te Poari Whai Kouna   Quality Alignment Board	<b>From</b>	Eric Stone Te Korowai Kahurangi
<b>Title</b>	Expiring programmes update	<b>Date</b>	9 September 2020

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**Recommendation/s**

That Te Poari Whai Kouna | Quality Alignment Board:

- receive the update on programmes being taught out and/or discontinued
- approve the list of programmes in **Table 1 – Discontinued Programmes**, including notification of their discontinuation to relevant agencies (i.e., NZQA and TEC)

**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 list of expiring programmes.

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 Kouna | Quality Alignment Board on 19 August 2020. At this time, the three-point scale (red, amber, green) had been redeveloped using a four-point scale (excellent, good, marginal and poor). This is attached and will become the basis for ongoing progress reporting.

**Commentary**

Since the last report to QAB dated 17 August:

**Tracker update**

That Te Poari Whai Kouna at the 19 August meeting required Programme Teams to identify the date by which the tracker will be provided. At the time of this memorandum a reminder for this task has not been actioned due to capacity issues.

**IT automation of removing duplicate rows**

The submission to IT to improve automation to remove multiple student rows has received further information. The number of records that this affects has been more accurately identified as 1501. Due to this low number removal of these can be achieved manually.

**Resourcing to remove active student records**

Analysis has been undertaken to estimate the amount of time to remove all active student records from all programmes in teach-out. There are approximately 34000 student records to be discontinued. With an average time of two minutes per students the estimated time it will take for a single full-time staff member would be around 30 weeks, approximately seven to eight months. Further discussions with the Manager, Te Korowai Kahurangi are planned to address resourcing this work.

**Completion checking update**

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. Since the previous report there has been substantial **Completion checking** progress across all discontinuing programmes:

- AAQs to concentrate on completing the “completion checks” now that Semester 1 grades are processed and Semester 2 enrolments are underway.
- Establishment of a shared tracker for 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. This has eventuated in several programmes being recommended for discontinuation

There are 80 (77 previous month) expiring academic provisions<sup>1</sup> (programmes) as at 9 Sep 2020 requiring 3227 (3249) completion checks.

As at 9 Sep:

- 55 (53) programmes representing 69% (65%) of the number of expiring programmes have been checked.
- 602 (633) course completion records, 19% (19%) have been analysed

The analysis of the 602:

135	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”.
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<sup>1</sup> 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.

283	students had records that were checked against the programme regulations. A CACR has been generated for AB approval.
84	CACR previously been approved were found but the system was not updated.
100	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 continue completion checks
- Continue with the School-by-School approach. The next Schools to be targeted are the School of Architecture and School of Environmental and Animal Science.
- Discuss resource implications on changing status of active students in expiring programmes
- Send a reminder to programme contacts to update their tracker

## Attachments

- 20200909 Memo Expiring Programmes
- 20200909 Expiring Programme Tracking
- Expiring Programme Rubric

## Contributors

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**Table 1 - Discontinued Programmes**

	Programme	Level	P-Soft code	Prospect Code	School	MRoQ or Suspended
1	Graduate Diploma in Event Communication	7	GDEC	CA2378	Applied Business	Suspended
2	Certificate in Small Business	4	CSBUS	CA2244	Applied Business	MRoQ
3	Diploma in Enrolled Nursing	5	DEN	113690	Healthcare & Social Practice	MRoQ
4	National Certificate in Mental Health Addiction	4	NCMHA	1678	Healthcare & Social Practice	MRoQ