



minutes

TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Type: **Regular Monthly Meeting**
 Chair: **Simon Tries**
 Scheduled: **0830h – 1030h**
 Date: **Wednesday, 2020-09-23**
 Location: **180-2043**
 Actual: **0833h – 1036h**

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

*Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!*

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Topic: To what extent is Te Poari Wahi Kounga assured that Unitec's Academic Quality Assurance system is effective?

(Refer to Item 5.2. for responses.)

1.2.2. Important Dates

1. 2020-09-02: Agenda submissions open
2. 2020-09-09: Agenda submissions close
3. 2020-09-16: Agenda target release date
4. 2020-09-23: Next scheduled meeting

1.2.3. Communications from the Chair of Te Poari Mātauranga

Chair Report, Te Poari Mātauranga (August 2020) – Noted

1.2.4. Communications from the Chair of Te Poari Whai Kōunga

Chair Report, Te Poari Whai Kōunga (August 2020) – Noted.

1.3. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies

Mema | Members Attending

- | | | |
|-------------------------------|-----------------------|-------------------------|
| 1. (Chair) Simon Tries | 10. Dila Beisembayeva | 17. Maura Kempin |
| 2. Andrea Thumath | (Co-opted 0840h; | 18. Mirjana Bogosanovic |
| 3. Anna Wheeler | Dep. 1014h) | 19. Nigel Adams |
| 4. Antoinette Wessels | 11. Eric Stone | (For: Diane Fraser) |
| 5. Aroha Dykes | 12. Jake Curran | 20. Paul Jeurissen |
| 6. Arun Deo | (Dep. 1013h) | (Arr. 0843h) |
| (Dep. 1012h) | 13. Jayne Mercier | 21. Sadegh Aliakbarlou |
| 7. Bashar Barmada | 14. Lian Wu | 22. Simon Nash |
| 8. Cris De Groot | (Dep. 1035h) | 23. Steve Marshall |
| 9. Daniel Irving | 15. Linda Aumua | (Dep. 1027h) |
| (Dep. 1025h) | (Dep. 1021h) | 24. Steve Varley |
| | 16. Lupeti Fihaki | (Arr. 0846h) |
| | (Dep. 1014h) | |

Ngā Whakapāha | Apologies

1. Diane Fraser
(Proxy: Nigel Adams)

Absences

1. Chantelle Daniels
2. Te Hau Hona

Kōrama | Quorum

The Chair declared quorum with a majority of members being present.

Hunga Mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Lai Kei Pang
3. Sue Crossan
(Arr. 0845h; Dep. 1013h)
4. Trude Cameron
(Dep. 0925h)

MOTION

That Te Poari Whai Kounga accept the apologies for the meeting.

Moved: S Nash

Seconded: S Aliakbarlou

MOTION CARRIED

1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

Members agreed that the Minutes represented a true and accurate record of the meeting/s.

MOTION

That Te Poari Whai Kounga approve the Minutes of Meeting 2020-08-19.

Moved: S Marshall

Seconded: L Wu

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

1.5.1. Correction of Motion for QAB Minutes 2020-08-19, Item 2.1. Industry Engagement Strategic Framework

The Board noted that the Seconding of this Motion should have been by a Member, rather than Dila Beisembayeva who was not a Member at that time. However, the Motion is accepted because it was Carried by the Board.

1.5.2. Membership Co-opt

MOTION

That Te Poari Whai Kounga co-opt Dila Beisembayeva to Membership as Project Manager, Short Courses, for the duration of her secondment, that being until July 2021.

Moved: A Wessels

Seconded: M Bogosanovic

MOTION CARRIED

1.5.3. Withdrawal of Agenda Item: QAB 2020-08-19, Item 3.2. Report on School Evaluative Commentary (Student Performance 2019)

Presenter/s: Simon Tries (Chair)

The Board noted that the Chair has withdrawn this item from the agenda due to the temporal value of it having passed. The reports were based on data over the year 2019; more current reports based on Semester 1, 2020 are about to come out.

1.6. Committee Management

1.6.1. Attendance Tracker

The Board noted that:

- Work is underway to have Michelle Smith fill the role left by Tracy Chapman's departure.
- Chairs of Academic Governance Committees should consider composing a report on the improved attendance that has occurred over 2019 – 2020.

1.6.2. Work Plan

1. July

1. **QAB Review of Graduate Survey Report**
Refer to Item 3.3.

2. September

1. **Course Evaluation & Planning (CEP): Outcomes Report (Semester 1, 2020)**
Refer to Item 3.2.
2. **Programme Evaluation & Planning (PEP): Interim Report 2020**
Delayed

3. October

1. **PAQC Chair Reports (Term 3, 2020)**
Due to QAB Account by 2020-09-20.
2. **PAQC Thematic Report (Term 3, 2020)**

4. November

1. **Te Poari Whai Kounga: Final Report 2020**
 1. Self-Assessment (2020) – *Chair to present framework in October.*
 2. Terms of Reference (2021)
 3. Membership (2021)

1.6.3. Ngā Tautapu Arotake | Actions Tracker

- Action-013 → (Paused)
- Action-025 → Incorporated into work assigned to Trude Cameron from the Academic Recovery Committee. **[CLOSED]**
- Action-026 → Incorporated into work assigned to Trude Cameron from the Academic Recovery Committee. **[CLOSED]**
- Action-030 → Still active, but no progress to report.

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

3.1. Academic Quality Action Plan (AQAP) Updates

Source: *Te Poari Mātauranga 2020-09-02, Item 4.1.9.*

Presenter/s: Simon Nash (Executive Director, Ako)

The Board noted that 80% overall completion is on track because the actions needing completion by EER are almost 100%. The other actions are tracking well and not due for EER.

3.2. Graduate Survey Report

Source: *Te Poari Whai Kōunga 2020-08-19, Item 3.4.*

Presenter/s: Simon Tries; Lai Kei Pang

The Board noted that:

- The response rate for the surveys is accepted and reliable at the institute level. However, some programmes have exceptionally low response rates which means that action is needed to raise those response rates.
- In terms of 5-year trends, the 1st Wave survey for 2020 tracked well for Employment. However, the 2nd Wave occurred during Lockdown and shows a large drop in the percentage of graduates employed.

The Board discussed anomalies in the Survey results, such as:

- Graduate NPS for the School of Community Studies
- “Qualification Worth the Investment” for the School of Architecture and the School of Environmental and Animal Science and Research
- Higher GESC ratings for Māori and Pacific learners, but lower for International and Under-25s
- Availability of benchmarking data now as compared to what may be under NZIST
- Possible effect of Unitec’s short time between Graduation and running the Survey
- The learner’s perceived value of making the effort to respond to the Survey

Changes to the Survey in response to the findings and feedback are not expected to appear in the next Survey (October 2020), but in the one after that.

MOTION

That Te Poari Whai Kounga receive the Graduate Survey Report and endorse Simon Tries (Chair) to form a Working Group to address the recommendations in the memo and the feedback from the committee, and to present a planned approach and work plan to next meeting.

Moved: S Nash

Seconded: M Bogosanovic

MOTION CARRIED

3.3. Course Evaluation & Planning (CEP): Progress Report

Presenter/s: Sue Crossan

The Board received an introduction to the history and development of the CEP Process, and commended Sue Crossan for her excellent support work.

The Board discussed the fact that CEPs are useful for multiple purposes, but are primarily to facilitate evaluation by teaching staff of their own teaching practices in order to improve practices and outcomes.

Robust discussion was had on the level of engagement by teaching staff with the CEP process in Semester 2, 2020.

ACTION → Simon Tries and Sue Crossan to investigate and clarify who has and has not engaged yet and the reasons for the current level of engagement by teaching staff with the CEP Process. Communications shall go out to teaching staff. Follow-up on the recommendations in the report shall also be undertaken.

Members encouraged to submit thoughts and feedback to Sue Crossan (scrossan@unitec.ac.nz).

MOTION

That Te Poari Whai Kounga:

1. Consider a different online tool as Qualtrics doesn't seem to be fit for purpose (investigations underway).
2. Consider other options for reporting from courses which fall outside the 'norm' such as annual or 6 monthly reporting for short courses and micro-credentials with a shorter template which is fit for purpose (consultation is already taking place).
3. Continue to support staff to engage with the online version and upskill in terms of evaluation commentary (Sue Crossan is available to support teams in this capacity).

Moved: S Varley

Seconded: P Jeurissen

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

4.1.4. Māori Success

Source: Academic Board, 2020-09-02
 Author: Toni Rewiri
 Presenter: Te Hau Hona - *Absent*

The Board commended the successes coming out of the work of Hāpai Ō.

4.1.2. Pacific Success

Source: Academic Board, 2020-09-02
 Author: Falaniko Tominiko
 Presenter: Lupeti Fihaki

The Board noted the very slow completion of Pacific Badges and that discussions are happening with the Schools to improve the completion rate.

4.1.3. International Success

Source: Academic Board, 2020-09-02
 Presenter: (None)

4.1.4. Under-25s Success

Source: Academic Board, 2020-09-02
 Presenter: Andrea Thumath

MOTION

That Te Poari Whai Kounga receive the Strategic Reports for:

1. Māori Success
2. Pacific Success
3. International Success
4. Under-25s Success

Moved: D Beisembayeva

Seconded: J Mercier

MOTION CARRIED

4.2. Oversight Reporting

4.2.1. Te Komiti o ngā Hotaka | Programme Academic Quality Committees (PAQCs)

Presenter/s: Steve Marshall; Simon Tries

- PAQC_Action-009 → Communications have already been sent out to APMs from James Oldfield. Investigation needed to identify a possible communications issue.

- PAQC_Action-010 → Self-Assessment questions have now been provided from Simon Tries (Chair) to the PAQCs.
- PAQC_Action-011 → This is being addressed through Project Takohanga.
- PAQC_Action-012.1 → An outcome is expected at the end of September. Steve Marshall and HR are collaborating.
- PAQC_Action-012.2 → (As per PAQC_Action-012.1)
- PAQC_Action-013 → APMs and PAQCs have been informed. Further communications and support are planned.
- PAQC_Action-014 → This matter has been referred back to the School and should be raised through the HOS.
- PAQC_Action-015 → Action assigned to Chair QAB. Information gathered from PAQC Chairs. To be discussed with relevant parties across Unitec.
- PAQC_Action-016 → Incorporated into the work on CEPs by Sue Crossan.
- PAQC_Action-017 → Incorporated into the work on CEPs by Sue Crossan.
- PAQC_Action-018 → Ongoing improvements are being made to how Te Korowai Kahurangi provides and represents data. Requests for data can be made via the online [Data Request Form](#).
- PAQC_Action-019 → Incorporated in to the work on Non-completions by Trude Cameron. (Refer to Item 4.3.1.)
- PAQC_Action-020 → Matter referred to Andrea Thumath (Director, Under-25s Success).
- PAQC_Action-021 → Delegated to Ako Ahimura and completed 2020-08-26.

The Board commended the PAQC Tracker for great work and visibility of oversight of PAQCs.

4.2.2. Degree Monitoring

Presenter/s: Steve Marshall

Current reporting focuses on adherence to the process. A rubric for rating the outcomes is under development.

4.2.3. Consistency Reviews

Presenter/s: Eric Stone

4.2.4. Programme Reviews

Presenter/s: Jackie Tims – *Absent*

4.2.5. Programme Closures

Presenter/s: Eric Stone

That Te Poari Whai Kounga receive the reporting for:

1. Degree Monitoring
2. Consistency Reviews
3. Programme Reviews
4. Programme Closures, and endorse the closure of the four listed programmes.

Moved: A Thumath

Seconded: A Wessels

MOTION CARRIED

4.2.6. Academic Risk Management

Presenter/s: Simon Tries (Academic Risk Working Group)

That Te Poari Whai Kounga:

1. Receive the September 2020 Academic Risk Summary.
2. Note:
 - a. that Academic Board approved the alignment of Academic Risk reporting to PAQC timeframes
 - b. progress against current Academic Risk related actions
3. Approve the recommendation put forward by the Academic Risk Working Group, being that an immediate response be requested from the relevant APMs, along with a response from the relevant PAQCs, for programmes where there is a 'High' or 'Extreme' risk that Assessment is not

Moved: S Tries

Seconded: S Varley

MOTION CARRIED

4.3. Ētahi Atu Rīpoata | Any Other Reports

4.3.1. Update on Issues Relating to Non-Completion

Presenter/s: Trude Cameron

The Board encouraged Members feedback to Trude Cameron (tcameron@unitec.ac.nz) especially with whatever relates to the experiences of teaching teams. Discussion indicated possible issues with learners and internal teams being unclear on how the Withdrawal process works and who does what with it.

A more definitive report is expected to Te Poari Whai Kounga 2020-11-18.

MOTION

That Te Poari Whai Kounga receive the update on the investigation of issues relating to non-completion: enrolment, re-enrolment, credits and graduation.

Moved: A Wessels

Seconded: A Thumath

MOTION CARRIED

5. Kupu Whakamutunga | Closing

5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

5.2. Committee Self-Assessment

Topic: To what extent is Te Poari Whai Kouna assured that Unitec's Academic Quality Assurance system is effective?

Committee Response

- A rubric would be useful for undertaking Self-Assessment.
- Tremendous improvement has occurred over the course of 2020 in performance of governance and information coming up to Te Poari Whai Kouna, e.g. Risks, CEPs, PAQC Chair Reports.
- PAQC Chair Reports, Escalations and Thematic Reports provide great information and oversight.
- The Board could take a stronger approach toward pushing the completion of CEPs.
- The Board should also continue the approach of educating and supporting teaching teams, especially during this year of exceptionally high workload pressures.
- Oversight of Moderation activities needs greater visibility.
- The system succeeds in capturing the broad perspective of overseeing institutional quality and this is reflected in the structure of the Agenda. Issues raised are mainly operational.
- Oversight is good, but communication is possibly marginal.
- The Board could undertake to identify risk areas to target over a term or semester.

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

*We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!*