



minutes

TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Type: **Regular Monthly Meeting**
Chair: **Simon Tries**
Scheduled: **0830h – 1030h**
Date: **Wednesday, 2020-08-19**
Location: **Zoom**

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

The Chair thanked Steve Marshall for Chairing the previous meeting, and acknowledged this as the final meeting for Tracy Chapman as she departs Unitec.

1.2.1. Committee Self-Assessment

(None)

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

AB Chair Report (July 2020) – Noted

1.2.4. Communications from the Chair of Te Poari Whai Kōunga

QAB Chair Report (July 2020) – Noted.

1.3. Tae Ā-Tinana | Attendance

| <u>Present</u> | <u>Not Present</u> |
|---|--|
| Tae ā-tinana Members Present <ol style="list-style-type: none"> 1. (Chair) Simon Tries 2. Anna Wheeler 3. Antoinette Wessels 4. Arun Deo 5. Bashar Barmada 6. Cris De Groot 7. Diane Fraser 8. Eric Stone 9. Jake Curran 10. Lian Wu 11. Linda Aumua 12. Lupeti Fihaki 13. Mirjana Bogosanic 14. Paul Jeurissen 15. Sadegh Aliakbarlou 16. Steve Marshall 17. Steve Varley 18. Te Hau Hona Akutō Apologies for Lateness <i>None</i> Kairiwhi Proxies <ol style="list-style-type: none"> 1. Maureen Perkins (For: Maura Kempin) | Ngā whakapāha Apologies <ol style="list-style-type: none"> 1. Andrea Thumath 2. Aroha Dykes 3. Jayne Mercier 4. Maura Kempin (Proxy: Maureen Perkins) 5. Simon Nash Kore i tae ā-tinana Absent <ol style="list-style-type: none"> 1. Chantelle Daniels 2. Daniel Irving 3. Tracy Chapman |

Kōrama | Quorum

The Chair noted that a quorum of 14 members was present and declared the meeting open.

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Dila Beisembayeva
3. Heather Stonyer
4. Trude Cameron

Motion

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

Moved: M Perkins

Seconded: C De Groot

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 Kōunga approve the Minutes of:

- Meeting 2020-07-15

Moved: S Marshall

Seconded: S Varley

Motion carried

1.5. Mahia Atū | Matters Arising

(None)

1.6. Committee Management

1.6.1. Attendance Tracker

Noted.

1.6.2. Work Plan

1. May

1. **Report on the IER – TBC**
2. **Report on Stakeholder Engagement – Refer to Item 2.1. [Completed]**

2. July

1. **Internal Evaluation & Review (IER) Report – TBC**
2. **QAB Review of Graduate Survey Report – Refer to Item 3.4. [Active]**

3. August

1. **Student Performance Report (Semester 1, 2020) – TBC**
2. **PAQC Chair Reports (Term 2, 2020) – Refer to Item 3.5. [Completed]**
3. **PAQC Thematic Report (Term 2, 2020) – Refer to Item 3.5. [Completed]**

4. September

1. Course Evaluation & Planning (CEP) Outcomes Report (Semester 1, 2020)
2. Interim Programme Evaluation & Planning (PEP) Report (2020)

5. October

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

1.6.3. Ngā Tautapu Arotake | Actions Tracker

- Action-013 → (Paused)
- Action-025 → (Paused)

- Action-026 → (Paused)
- Action-030 → This Action to incorporate Action-034. No progress.
- Action-031 → **[Completed]**
- Action-032 → Refer to **Item 4.2.6. Academic Risk Management. [Completed]**
- Action-033 → Discussed at HOS meeting. **[Completed]**
- Action-034 → Incorporated into Action-030. **[Closed]**

2. Mea Hei Whakaae | Items to Approve

2.1. Industry Engagement Strategic Framework

Presenter/s: Heather Stonyer

The Board acknowledged the excellent work done by the Industry Engagement Team with the Schools.

The Board questioned various aspects of the Framework and its rollout across Unitec, and fed back concerns, suggestions and commendations.

Motion

That Te Poari Whai Kounga approve:

1. The Draft Industry Engagement Framework (Table 1) including recommended evidence to be collected and reported, with agreed accountabilities
2. Development of alignment between academic risk register (industry engagement) and the draft industry engagement framework (Table 1) and use this framework to inform/validate level of academic risk and appropriate mitigation/management.
3. Align industry engagement reporting with School's end of semester 'evaluative summary' process:
 - a. August (interim and RAG update on work programme/foci)
 - b. February (full year and foci for current year).
4. Adoption and use of CRM can improve facilitation and speed of reporting (see Appendix 1).
5. Establishment of working group to focus on development of tools and approaches for employer/end user to improve gathering of employer feedback that better reflects programme/graduate/end user variations.

Moved: C De Groot

Seconded: D Beisembayeva

Motion carried

3. Mea Hei Kōrero | Items to Discuss

3.1. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board 2020-08-05, Item 4.1.9.

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

The Board noted the AQAP Updates.

3.2. Report on School Evaluative Commentary on the Student Performance Report 2019 & IER Self-Evaluation

Source: Academic Board 2020-08-05, Item 3.2.

Presenter/s: Simon Nash

This item was not discussed.

ACTION → Chair to manage when this Report shall be discussed at a future meeting.

3.3. Approved Reporting Framework (for Unitec Academic Governance Committees)

(Source: Te Poari Mātauranga 2020-08-05, Item 2.3.)

Presenter/s: Simon Tries, on behalf of Simon Nash

The Board noted the development of the improved reporting framework.

3.4. Graduate Survey Report

Presenter/s: Simon Tries

Defer to September due to technical issues.

ACTION → Secretary to email memo and attachments to Members.

Motion – DEFERRED TO NEXT MEETING

That Te Poari Whai Kōunga:

1. Consider the response rate for the surveys (37.1%), whether it is sufficient, and what action is required to be undertaken to improve the response rate
2. Note that insights from Schools, Priority Group Directors, and relevant others on the reasons for the results, is expected to be explored through the interim Programme Evaluation and Planning process and any subsequent School level reporting
3. Determine any specific areas of good practice or concern
4. Consider the extent to which the results provide assurance regarding the value of graduate outcomes and any actions which may be required.

3.5. Programme Academic Quality Committee (PAQC) Reporting – Term 2, 2020

Presenter/s: Steve Marshall

The Board noted that the quality of the reports is much higher than the Term 1 reports.

Motion

1. That Te Poari Whai Kounga accepts the eighteen (18) 2nd Quarter PAQC Chair reports
2. That Te Poari Whai Kounga accepts this summary review of received PAQC Chair reports and approves the recommendations made as a result of the review.
3. That Te Poari Whai Kounga endorse the Chair to work with the Author to review the escalations and to report back at the next committee meeting.

Moved: C De Groot

Seconded: M Perkins

Motion carried

3.6. Interim Programme Evaluation & Planning (PEP) Approach

Presenter/s: Simon Tries; Eric Stone

The Board noted the concern around the timeframes with academic staff and Te Korowai Kahurangi workloads impacted by the new Lockdown impacts, and the imperative behind completing them related to the need to submit Interim PEPs as part of a package to EER by the end of September.

Motion

That Te Poari Whai Kounga endorse the revised approach to evaluative practice proposed for the interim Programme Evaluation and Planning Āta-kōrero and related School/Discipline evaluations

Moved: A Wessels

Seconded: D Fraser

Motion carried

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

All line items noted as being under review regarding their reporting requirements and framework by Te Poari Mātauranga.

4.1.1. Māori

Source: Academic Board, 2020-08-05

Author: Toni Rewiri (Director, Māori Success)

Presenter: Te Hau Hona

4.1.2. Pacific

Source: Academic Board, 2020-08-05

Author: Falaniko Tominiko (Director, Pacific Success)

Presenter: Lupeti Fihaki

4.1.3. International

Source: Academic Board, 2020-08-05

Presenter: Tracy Chapman (Director, International Success)

4.1.4. Under-25s

Source: Academic Board, 2020-08-05

Presenter: Andrea Thumath (Director, Under-25s Success)

4.2. Oversight Reporting

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

Presenter/s: Steve Marshall

- PAQC_Action-002 → Refer to relevant PAQC Chair Report. **[Closed]**
- PAQC_Action-003 → **[Closed]**
- PAQC_Action-005 → **[Closed]**
- PAQC_Action-009 → No progress.
- PAQC_Action-010 → No progress.
- PAQC_Action-011 → Integrated into the work of Project Takohanga. Simon Tries to confirm and report back to next meeting.

4.2.2. Degree Monitoring

Presenter/s: Steve Marshall

The Board noted that this mahi is now again a fluid item due to the impact of the new Lockdown.

4.2.3. Consistency Reviews

Presenter/s: Eric Stone

The Board discussed various aspects of the Consistency Reviews, particularly the compliance risks related to a Marginal rating.

Motion

That Te Poari Whai Kounga:

1. Receive the update on 2020 Consistency Reviews.
2. Require each Programme Team to develop a plan for the collection, analysis and use of graduate and employer / end-user data for each cohort, including any required resources, and to provide this plan to PAQC for consideration and provision to Te Poari Whai Kounga on or before 31 October 2020. This mahi sits alongside that of Item 2.1., Motion Point 5.

Moved: A Wheeler

Seconded: E Stone

Motion carried

4.2.4. Programme Reviews

Presenter/s: Simon Tries

Motion

That Te Poari Whai Kounga receive:

1. Item 4.2.2. Degree Monitoring
2. Item 4.2.4. Programme Reviews

Moved: A Deo

Seconded: M Perkins

Motion carried

4.2.5. Programme Closures

Presenter/s: Eric Stone

The Board received the presentation of the new ratings and criteria, and questioned various aspects.

Motion

That Te Poari Whai Kounga receive the update on programmes being taught out and/or discontinued.

That Te Poari Whai Kounga require Programme Teams to identify the date by which the required information will be provided.

Moved: A Wheeler

Seconded: E Stone

Motion carried

4.2.6. Academic Risk Management

Presenter/s: Simon Tries

The Board received the presentation and discussed the Recommendations listed in the Summary.

Motion

That Te Poari Whai Kounga:

1. Receive the August 2020 Academic Risk Summary.
2. Note:
 - a. the improved engagement with the academic risk management process across most programmes
 - b. the need for further development of the PAQC Quarterly reporting mechanism to ensure it provides greater assurance regarding the effective management and oversight of Academic Risk
3. Approve the following recommendations put forward by the Academic Risk Working Group:

- a. That relevant Heads of School be requested to provide an explanation as to why registers in their schools were not reviewed/updated within the required timeframe and to provide assurance that this matter will be addressed
- b. That the recommendations relating to highlighted risk areas within the August 2020 Academic Risk Summary report be approved.

Moved: S Varley

Seconded: D Fraser

Motion carried

4.3. Ētahi Atu Rīpoata | Any Other Reports

4.3.1. Update on Issues Relating to Enrolment, Re-enrolment, Credits and Graduation

Presenter/s: Trude Cameron

The Board noted that when this Update is next presented, it should occur earlier in the Agenda to ensure adequate time is given for its discussion.

Motion

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

That Te Poari Whai Kounga receive an update on progress including a high level plan with actions, intended outcomes and timeframes.

Moved: A Wheeler

Seconded: E Stone

Motion carried

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

(None)

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!*