To	Te Poari Whai Kounga | Quality Alignment Board	**From**	Nick Kearns
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Title	PAQC Chair's Quarterly Report	**Date**	12 /10 /2020

1. Overview

Tasks completed in this quarter include GAC round for S1 2020. Incorporating change to risk management into PAQC chair/APM routines. Updates re moderation plan, CEP etc.

General Committee Health Check

Business as usual. Attendance good. Level of informed debate improving. Greater flexibility in managing agenda items emerging. And . . of . . course interim PEPs. Remember them? they were great (!)

What is going well?

The PAQC has appointed another student rep, and she has attended first meeting. (HR process seems cumbersome for appointment of PAQC reps). More understanding of what can be reported to PAQC and what needs to be discussed is streamlining meetings.

The interim PeP template with consistent presentation of data and benchmarks and an assessment rubric resulted in improved discussion by the PAQC in reviewing the ratings provided for each KEQ. SAB staff took full advantage of TKK support in interim PEP process (Ata Korero, review, PAQC response) which was excellent PD for many staff and resulted in a better process, although deadlines proved an issue (again).

SAB celebrated success of new MPA and MAB applications.

What improvements can be made?

Nothing to report this time.

What support is required (actions required) and/or what issues need to be escalated to Quality Alignment Board | Te Poari Whai Kounga?

Student Course Evaluation Surveys.
Discussion around upcoming student survey at recent PAQC meeting noted the low response rate and a lack of confidence in the process being run from a central point, removed from student contact. The feeling was that involving the lecturer will greatly increase response rate, and that any bias from this would be minimal.

There is also the issue of courses that run over half of the semester (as in NZDB5) or outside semester timetables (NZCRE) which have been left out of the usual survey timing.

Progress against 3 (max.) key actions

External stakeholder engagement continued with a successful IAC meeting held by zoom for industry input to the review of BBus graduate profile and proposed majors.

Risk management

Process
APM updates to risk register now use template to summarise key risks and actions to mitigate them which is useful for consistent reporting. The PAQC Chair and APMs team meet monthly to review and discuss risks before the PAQC mtg.

Outcomes
The declining EFTS risk from the impact of COVID19 on international students through border closure and Unitec's place in domestic student market remains the biggest risk, although strong management efforts are in play, such as a semester 2B intake in NZDB5, new Master of Applied Business & Master of Professional accounting programmes for 2021, and the review of the BBus underway.

Research outputs for level 7+ programmes is the second main risk. (40% medium / 60% low). Research Leaders are aware of this risk and are supporting staff well.

2.   Student support and achievement

Priority Group Strategies

Process

PAQC ran a survey of all course as part of interim PEP process which showed that ISeeMe intiatives are being reported in all courses, although the actions taken were variable. A weakness in Pacific content stands out as a key risk.

At this stage PAQC is confident that ISeeMe is well underway as a 'work-in-progress', and that after our survey we have identified some gaps in ISeeMe delivery. A soft re-launch for S1, 2021 - especially of Pacific initiatives is recommended.

Staff capability continues to grow with another SAB-wide badge effort in S2, 2020 on the Te Tipare framework for Matauranga Maori.

Outcomes

Still no real impact seen in course outcomes (SCC), but anecdotal evidence of students engaging more as a result of ISeeMe actions are emerging at staff meetings.

CEP completion at end of S2, 2020 could provide an opportunity for staff to report in more detail.

Student Success

Student Outcomes

The second Covid19 lockdown affected the start of S2, 2020, and this has led to some students disengaging, and this may affect SCC by end of the semester, although staff are working well to support them to catchup.

SAB has recently appointed a success champion (U25) (0.5 FTE) which completes the coverage of priority group support. PAQC is confident that the resourcing of student support is comprehensive, and we should be able to fully implement ISeeMe and deal with student issues well.

Grades and Completions

Power BI is showing 3 DEF grades from 2019 for SAB, although these are prefix CISC (MAP) and may be wrongly reported against the MAP(PA). Investigation underway. Confidence on resolving is high.

Student Feedback

Process
We have started a NZDB5 course survey as block delivery means the Unitec student feedback survey will miss half the courses in the NZDB5 core, This has proved successful in the courses already surveyed, and gets higher response rates than the Unitec survey.

Outcomes
Overall SAB response rate of 32.8% and rating of 8.5 for S1, 2020 shows response rate declining and rating improving. Better data from higher response rates is desirable, and we need to address this.

Summary of issues and improvement plans

PAQC is reasonably confident that actions from student feedback and closing the loop with students is happening. The SAB has a policy of posting changes made as a result of student feedback in our course information the following semester, which provides closure and continuity.

3. Academic quality outcomes

Moderation

Moderation plans

The PAQC is confident that Moderation plans for external moderation are in place and being followed.

SAB has internal pre &post moderation of all courses every semester.

Moderation outcomes

PAQC is confident that reporting and processing of changes from external moderation is improving through more rigorous oversight.

Summary of any known issues and any mitigation plans

An audit of S1,2020 internal moderation shows a weakness in filing of documents persists, in both detailed completions (especially lecturer countersigning, inclusion of marking guides) and filing using the agreed method. A review of the process and instructions to lecturers is planned.

An issue is that the AAQ's have been operating a separate moderation planning tracker from the school. The information reported in the two systems is currently being reconciled. This has highlighted a lack of communication between AAQ's and programme co-ordinators.

Research

All programmes presently green lit, although a risk of level 7+ programme research outputs has been raised.

4. Programme design, delivery and review

Course Evaluation and Planning

Process

95.5% CEP activity at this report. Recent TKK advice that text boxes can take more than one word answers possibly a bit 'sotto voce'.

Very little evaluative content in most CEPs reviewed from S1, 2020.

Outcomes

PAQC is not confident that CEPs are being fully used as a basis for reflection, evaluation and decision making, but they are being completed and the CEP practice will improve if we keep a focus on it.

Programme Evaluation and Planning (PEP)

Process

There remains an issue with meeting the deadlines for interim PEPs, which relates to the time of academic year and workload from S1-S2 changeover for APM who are PEP authors.

PEP process maturity has improved in SAB this round with more use of TKK support and more SAB staff involved.

Outcomes

PEP evaluation and PAQC response was still not 100% as some staff appeared to miss the process required, possibly due to the covd19 lockdown which disrupted our training.

On the whole most PEPs gained a moderately successful review.

Degree Monitoring

Monitoring meetings for scheduled for early November for the under grad (BBS / GDBS /GDPA/ GCPA) and post grad (MBS /PGDBS /MAP(PA)) programmes.

Consistency Review

This year we have had a successful consistency review for NZCRE (Real Estate Certificate) and for the NZCR (Retail Certificate lvl 3), both gaining 'sufficient'.

Professional Accreditation/Other

New accreditation guidelines have been issued by CAANZ and CPA Australia. The SAB provided feedback to an NZIST representative where a combined submission from all ITPs was given. The final accreditation guidelines have been circulated and accredited providers have until December 2021 to make changes to courses.

Stakeholder Engagement

Process

We have an active stakeholder engagement log, have recently held an IAC held in August with valuable input from industry provided on the review of BBus graduate profile.

Outcomes

BBus input – very useful.

Programme Review

Process

BBus review and redevelopment underway for S2, 2020.

Outcomes

tbc

Graduate Outcomes

Process

Graduate destination data is still problematic, due to low response rates to destination surveys.

Outcomes

The data show moderate outcomes in GESC (74%) and qualification relevance (77%).

Reference:
PAQC Terms of Reference

Programmes overseen by the PAQC:

PAQC Secretary to complete