
To	Te Poari Whai Kounga Quality Alignment Board	From	Adam Parkinson Environmental and Animal Science (EAS)
Title	PAQC Chair's Quarterly Report	Date	07/10/2020

Overview

The committee has been approving BASCI interim PEP's and tracking the progress of CEP completion.

Monitor visits for two programmes have been completed, committee will discuss feedback.

Discussion and approval of changes to BVN course NSCI6747 Pacific Veterinary Nursing Practicum effective from Semester 2 2020 completed.

General Committee Health Check

What is going well?

Good attendance and engagement from the committee members. Steve Marshall has been present for a couple of the meetings which has been very valuable and informative.

What improvements can be made?

We still have no student presence on the committee. I was informed by the APM's the relevant paper work has been completed by two students who have agreed to attend the meetings, but I'm assuming this has not happened yet possibly due to Covid restrictions. I have asked May to follow up, and check the committee invites are sent to these students.

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

Nothing to report.

Progress against 3 (max.) key actions

Choose three actions that the PAQC feels have been completed in the recent cycle. This should be a brief summary of progress against key actions from the Work-plan Action Planner from the last cycle with a focus on how the action has made a difference. This is prepared by the Chair, with assistance from APMs, or provided from minutes of the discussion from the relevant meeting.

Risk management

Process

The APM's have taken a role within the meeting to present the risk register, and notify the committee of updates and discuss areas for concern (if any).

Outcomes

Stated risk for Bachelors is higher than what it should be, due to BASCI programme document being out of date. Lorne (APM) to investigate and present back to PAQC his findings. It was also acknowledged that the research category was higher risk, to be discussed during the leadership meeting and reported back to PAQC.

1. Student support and achievement

Priority Group Strategies

Process

A lack of priority group champions has been noted, this has now been addressed and the relevant people invited to attend the PAQC meeting.

However, there was a discussion around the announcement of another Fanau evening (we are awaiting further instructions)

The committee members received updates on priority group events happening with EAS students, and the dates they have been rescheduled for due to Covid.

No concerns were raised about any of the priority groups. There is sufficient evidence to show that they have been contacted, and where needed, well support over the lockdown period. This will be re-assessed when the students are back on sight and we are operating “normally”.

Outcomes

Student Success

Student Outcomes

Comment on the extent to which the PAQC:

- *is confident that programmes are (on track to) achieving their targets, including for priority groups.*
- *is satisfied that the necessary actions are being taken and that sufficient progress is being made to progress any actions relating to student outcomes.*

The committee is confident that the majority of courses are on track to finish despite Covid, those that have been effected, the end dates for these have been re-assessed, and the necessary processes have been actioned.

There are no, that the committee is aware of, concerns with students not achieving targets due to EAS school performance.

Grades and Completions

Comment on the extent to which the PAQC is confident that any missing or deferred grades are being appropriately followed up.

Where there are missing/deferred grades from 2019 or earlier, provide a summary, including timeframes, of what is being done to resolve these.

[Power BI “06 Missing Grade Dashboard \(TKK\)”](#)

No missing grades

Student Feedback*Process*

Comment on the extent to which the PAQC is satisfied that the mechanisms being used to gather feedback from students is effective.

The committee acknowledged that two students surveys from two programmes, had been received and the data was being assessed. The response rate was good from both surveys.

This could be student surveys, conversations with student reps, other mechanisms. Key question is whether sufficient feedback is being collected. If not, why not and what actions are being taken?

Outcomes

Summary of response rates for programmes – *Reported via TKK tracking*

Comment on the extent to which the PAQC is satisfied with survey response rates.

[03 Student Course Surveys Dashboard](#)

Summary of issues and improvement plans

Comment on the extent to which the PAQC is confident that course survey outcomes are being considered and acted upon, and that the loop with students is being closed.

Does PAQC have oversight of this? Is it satisfied?

2. Academic quality outcomes

Moderation

Moderation plans

The PAQC is satisfied that the internal moderation plan is being followed, and the tracking document is up to date for the semester.

Moderation outcomes

Summary of any known issues and any mitigation plans

There were concerns raised that some of the courses, according to the external moderation plan, are overdue and need to be externally moderated. A plan will be presented at the following PAQC meeting to address this

Research

According to the data, EAS programmes are “green lit”. Those staff who do not meet the criteria, will meet with the APM/head of school to discuss.

3. Programme design, delivery and review

Nothing to report

Course Evaluation and Planning

Process

The PAQC knows the completion rate for EAS and is confident that CEPs are being completed. The outstanding CEP's were noted, and are being discussed by the APM's with the relevant staff.

[CEP PowerBI Dashboard](#)

Outcomes

Many of the staff have expressed concerns over the online process, some difficulties with submitting and editing, but these issues seem have been resolved as staff have gotten used to the process.

Programme Evaluation and Planning (PEP)

Process

Comment on the level of confidence the PAQC has in the programme evaluation and planning (PEP) process, the timeliness of completion and the use of Āta-kōrero evaluative conversations. If there are major concerns, state what these are and what action the PAQC has taken to resolve them.

[State the level of confidence in the above](#)

Outcomes

Comment on the extent to which the PAQC is assured that programmes are being effectively evaluated, that action plans are appropriate and actions are being implemented as required.

[The PAQC is xxx that all/some/most/etc programmes are being ...](#)

Degree Monitoring

Process

Monitoring was recently completed. The PAQC is awaiting the monitors report.

Outcomes

Once the monitors report is received, the committee can comment on the results.

Consistency Review

Process

Nothing to report

Outcomes

Nothing to report

Professional Accreditation/Other

Process

Nothing to report

Outcomes

Nothing to report

Stakeholder Engagement

Process

The PAQC is maintaining oversight of the Programme Stakeholder Engagement Plan for 2020, and the evidence of IAC has been acknowledged, and dates for next years IAC discussed.

Outcomes

The information gathered from the IAC's has been discussed and actioned where appropriate. The IAC members have also been contacted regularly.

Programme Review

Process

A 5 year review of the BASCI has recently been held (Sept)

Outcomes

Lorne Roberts (APM) will be presenting the report to the PAQC in the near future for review.

Graduate Outcomes

Process

Nothing to report

[Graduate Survey Dashboard](#)



For Receipt

Outcomes

Reference:

[PAQC Terms of Reference](#)

Programmes overseen by the PAQC:

PAQC Secretary to complete