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Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-009	Attendance Tracking of International Students That support with an institutional process for Moodle engagement or an alternative, to allow tracking on International Students' attendance was required.	2020-06-17: No update. 2020-07-15: The scope of work has grown. Simon Tries shall continue to follow up for an updates. 2020-10-21: No update	Simon Tries (Chair, QAB) TBC others	*	Active
2020-05-20 Item 4.2.1. > Memo > Recommendations	PAQC_Action-010	Coordination of Committee Self-Assessment That QAB (or AB) provide a specific topic for PAQC self-evaluation each quarter to assist with a standardised approach and to ensure consistency.	2020-06-17: No update. 2020-07-15: No update. 2020-10-21: QAB Chair deployed topics to committees	Simon Tries (Chair, QAB) Simon Nash (Chair, AB) PAQC Chairs	*	Completed
2020-05-20 Item 4.2.1. > Memo > Escalations	PAQC_Action-011	Student Management System Issues with Apprenticeship Programmes Trades noted an issue with missing grades that it feels is attributable to learners enrolled in apprenticeship programmes. The committee wishes to initiate conversations to adapt Unitec systems / process and reporting to better suit the apprenticeship mode of study.	2020-06-17: No update. 2020-07-15: The scope of work has grown. Investigation into many aspects is underway. Systems do not always meet the needs and could require significant investment to become adequate. 2020-10-21: No update	Simon Tries (Chair, QAB) TBC others	*	Active
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-012.1	Student Representation on PAQCs Some PAQCs have still not secured Student Representatives.	- PAQC Chairs and APMs to identify and secure student representative to serve on the PAQC, ensuring that they are aware of their role and responsibility. - Once the student has agreed to serve on the Committee, their details are to be forwarded to HR for processing. 2020-10-21: Complete	PAQC Chairs APMs	End September	Completed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-012.2	Student Representation on PAQCs That the process for employing and managing student membership to PAQCs be re-examined with a view to streamlining the process from an HR perspective to ensure that students can easily be appointed and contribute to the work of the PAQC.	- Steve Marshall to work with HR on streamlining the employment process for student reps. 2020-10-21: No update	Steve Marshall, Lead Quality Partnering	End September	Active
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-013	Data gathering for Consistency Reviews That Institutional support for gathering ongoing data for Consistency Reviews especially with regard to ongoing surveying of graduates and employers be established to ensure consistency of format and approach. Schools feel that they do not have the resources to track of Alumni and graduate destinations in a meaningful ongoing way	- Refer to main Action Tracker for related activities. - PAQCs requested to develop plans for requirements for data gathering for their programmes.D12 - Forthcoming dates for review to be estimated and included in PAQC agenda - Graduate Profile project underway.	PAQC Chairs & APMs for plan development Committee Secretaries for Forthcoming Dates	End September	Active
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-014	Programme Resourcing That resourcing issues for those programmes with unexpected increasing numbers of students be addressed to ensure the student experience is not compromised.	– This is beyond the remit of the QAB. - Referred to Schools for addressing in future planning.	Heads of School/APMs		Completed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-015	PAQC Workload allocation That a standardized workload model be established for PAQC Chairs and members to ensure that work of Committees is effective and efficient.	– Information on time requirements and existing workload requirements for PAQC is being collected. - Results will be shared with HoS for consideration of allocations 2020-10-21: Raised again in this round of reports as still being an issue. Academic Service Time Allocation for Committee Members - Improvements are required to be made to ensure greater engagement in pre-meeting review of agenda and documentation by increasing academic service time allocation for members in 2021.	Simon Tries to gather information HoS for Workload Allocation	End September	Active & NEW
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-016	CEP Formats That the CEP be reviewed to ensure that the format is supporting the needs of all Programmes. It was noted that some programmes have unique issues that make it hard to generalise when completing the current online form. It is understood that work is underway to resolve this issue.	– CEP review is underway to inform for Sem1. This request will be added into that process. Include requirements from Action 017 2020-10-21: No update	TKK (Sue Crossen) undertaking review	End October	Active

2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-017	Reporting requirements That data requirements and reporting for the NZCSL be considered to ensure that it aligns with the delivery model of the programme. Supported Learning have no data to complete CEPs and interim PEPs due to the nature of their year-long rather than semester-based Programme.	- Add into review of CEP's above. - TKK to discuss with teaching team to confirm their data requirements. - Rolled up into Action 016	Eric Stone to follow up	End October	Completed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-018	Additional Data Requirements That data requirements for shared courses and courses which do not follow standard patterns of delivery be considered to ensure that timely and accurate data is available to Schools for planning and reporting processes.	– TKK advises Schools to complete the request form on the NEST for any such requests. - https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/unitec-reporting/	TKK Insights	End October	Completed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-019	Re-enrolment Issues That QAB be advised of a continuing problem with the Re-enrolment processes where student study plans do not align with the enrolment portal which results in some students choosing courses which are not part of their agreed study plan.	It is understood that work is underway to resolve this issue. Noted – refer QAB action tracker # 2020-10-21: New action identified and added to this project. Report back to QAB on completion	Trude Cameron		Active - Referred to other Project underway
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-020	Support for Under 25's Architecture request targeted support for Under 25 group. The Committee reports that their needs are overwhelming in this current climate and the School does not have the resources to sufficiently support them.	- The School is advised to contact Andrea Thumath for advice on under 25's Priority Groups - Passed on to Under 25 Strategy Lead.	APM / Andrea Thumath	End October	Completed
2020-08-19 Item 3.5 > Memo > Escalations	PAQC_Action-021	Student Evaluation of Courses That the process of undertaking Student Evaluation of Courses be re-examined to address the declining response rates.	- This was considered by Ako Ahimura on 26 Aug, action being overseen by Ako Ahimura.	Ako Ahimura		Active - Referred to other Project underway
2020-10-21 Item 5 > Memo > Escalations	PAQC_Action-022	Assessment retention policy – That a definitive process needs to be created and communicated for staff to ensure the retention of Moodle based assessment that enables samples to be easily retrieved at any time by any staff member.	- As TPA to take this up and to create a process that can be shared with all teaching staff	Te Puna Ako	End November/Early December	NEW
2020-10-21 Item 5 > Memo > Escalations	PAQC_Action-023	Student Course Evaluation Surveys – That clarification around the nature of the questions and the possibility of modified versions for each level and/or type of qualification, including those 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.	- Request to TKK BI Team to consider and respond.	TKK	End November/Early December	NEW
2020-10-21 Item 5 > Memo > Escalations	PAQC_Action-024	Academic Service Time Allocation for Committee Members - Improvements are required to be made to ensure greater engagement in pre-meeting review of agenda and documentation by increasing academic service time allocation for members in 2021.	- Could be combined into Action 015 above	Simon Tries to gather information HoS for Workload Allocation	End November	NEW
2020-10-21 Item 5 > Memo > Escalations	PAQC_Action-025	SEATS issues cause ongoing workload issues for staff - The constant non- performance of digital tracking needs to be addressed as it is causing frustration for everyone from HOS, APM, DL, Staff, LOP and importantly the students.	- Could be combined into Action 009 above	Simon Tries (Chair, QAB) TBC others	*	NEW