Te Poari Whai Kounga | Quality Alignment Board

Type:	**Regular Monthly Meeting**
Chair:	**Simon Tries**
Scheduled:	**0830h – 1030h**
Date:	**Wednesday, 2020-10-21**
Location:	**180-2043**
Opened:	0834h
Closed:	1012h

1.   Whakatuwheratanga | Opening

1.1.   Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*Join it, gather it, it is done!*

1.2.   Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

(Refer to Item 5.2. for responses.)

Topic: Does the current Oversight Reporting (Section 4.2.) provide sufficient assurance to the institute that programmes are being effectively managed?

1.2.2. Important Dates

1. 2020-10-28: Agenda submissions open

2. 2020-11-04: Agenda submissions close
3. 2020-11-11: Agenda target release date
4. 2020-11-18: Next scheduled meeting

1.2.3. Chair Reporting, Te Komiti Mātauranga

Chair Report, Te Komiti Mātauranga (September 2020) – Noted

1.2.4. Chair Reporting, Te Poari Whai Kounga

Chair Report, Te Poari Whai Kounga (September 2020) – Noted.

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

Mema | Members Attending

1. **(Chair)** Simon Tries
2. Andrea Thumath
3. Anna Wheeler
   Arr. 0837h
4. Aroha Dykes
   Dep. 1000h
5. Diane Fraser
6. Dila Beisembayeva
7. Jayne Mercier
8. Lupeti Fihaki
9. Maura Kempin
10. Sadegh Aliakbarlou
11. Simon Nash – Dep. 0856h; Ret. 0932h
12. Steve Marshall
13. Steve Varley

Ngā Whakapaha | Apologies

1. Antoinette Wessels – *Sick*
2. Arun Deo – *Sick*
3. Bashar Barmada
4. Cris De Groot - *Sick*
5. Eric Stone – *Sick*
6. Jake Curran – *Sick*
7. Lian Wu – *Teaching*
8. Linda Aumua
9. Mirjana Bogosanovic
10. Paul Jeurissen
11. Te Hau Hona

Absences

1. Chantelle Daniels
2. Daniel Irving

Kōrama | Quorum

The Chair declared quorum with a majority of Members being present. Quorum was lost at times when various Members departed from the meeting for short periods, but gained for necessary items of business.

Hunga Mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Susan Bowerbank – Dep. 0840h
3. Trude Cameron

MOTION
That Te Poari Whai Kounga accept the apologies for the meeting.
Moved: S Varley   Seconded: D Beisembayeva   **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 2020-09-23.
Moved: D Beisembayeva   Seconded: J Mercier   **MOTION CARRIED**

1.5.   <u>**Mahia Atu**</u> <u>| Matters Arising</u>

(None)

1.6.   <u>Committee Management</u>

1.6.1. **Attendance Tracker**

- Director, International Success
- Director, Enrolments & Academic Operations

1.6.2. **Work Plan**

1. <u>September</u>

    1. **Programme Evaluation & Planning (PEP): Interim Report 2020**
       [Refer to Item 2.2.]

2. <u>October</u>

    1. **PAQC Chair Reports (Term 3, 2020)**
       [Refer to Item 3.2.]
    2. **PAQC Thematic Report (Term 3, 2020)**
       [Refer to Item 3.2.]

3. <u>November</u>

    1. **Te Poari Whai Kounga: Final Report 2020**
        1. Self-Assessment (2020)
        2. Terms of Reference (2021)
        3. Membership (2021)

1.6.3. **Ngā Tautapu Arotake** | Actions Tracker

- Action-013 → (Paused)
- Action-030 → All actions have been addressed. A memo shall be presented to Te Komiti Mātauranga. (Completed)

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2. **Mea Hei Whakaae** | Items to Approve

2.1. **Academic Calendar 2022**

Presenter/s: Susan Bowerbank, on behalf of Hung Ngo (Manager, Timetabling)

Te Poari Whai Kounga reviewed the calendar and discussed the consultation process and exceptions of the standard calendar.

MOTION
That Te Poari Whai Kounga approve the Academic Calendar 2022.
Moved: D Beisembayeva   Seconded: D Fraser   **MOTION CARRIED**

2.2. **Programme Evaluation & Planning (PEP): Interim Report 2020**

Presenter/s: Jayne Mercier, speaking on behalf of Eric Stone

Te Poari Whai Kounga noted that this item was a very late submission.

Te Poari Whai Kounga discussed the key points of the Memo and noted that:

- Programme Teams need to be provided with the due date for the report before the Workshops begin.
- A balance needs to be achieved between the needs of programme-specific delivery, institutional reporting, enrolments, timeliness and SDR reporting.
- Resources needed for undertaking PEP Reporting is significant. Capacity of academic and support staff needs to be considered.

Te Poari Whai Kounga agreed to discuss the Report more deeply at the November meeting.

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3. **Mea Hei Kōrero** | Items to Discuss

3.1. **Academic Quality Action Plan (AQAP) Updates**

Source: Academic Board 2020-10-07, Item 4.1.9.

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

Te Poari Whai Kounga noted:

- The completion of all EER-related actions.
- That the reporting on remaining actions shall be incorporated into existing reporting mechanisms.

A verbal update was presented on the status of the current EER panel activity.

3.2. Programme Academic Quality Committee (PAQC) Reporting – Term 3, 2020

Presenter/s: Steve Marshall

Te Poari Whai Kounga noted that this item was a very late submission.

Te Poari Whai Kounga discussed the reporting and noted that:

- PAQCs are maturing in their understanding and performance of governance.
- PAQCs desire clearer direction from QAB.
- Systems and processes behind PAQC reporting and governance are improving iteratively.
- Consideration could be given to developing a dashboard that tracks much of the data needed for high quality governance of programmes, e.g. "Programme Academic Quality Management Dashboard".
- Areas of good practice exist where some programme teams have additional quality-checking processes which add value to the CEP and PEP processes.
- Online CEPs are adding value through their transparency to other programme teams across the institute. Consideration is underway as to how this awareness can improve the quality of other programmes.
- Effective engagement of the institute with student feedback has been a challenge for over ten years. Student Council is investigating ways to gather more holistic student feedback, and to collaborate with MIT approaches in 2021.

Te Poari Whai Kounga agreed to discuss the Report more deeply at the November meeting.

MOTION

That Te Poari Whai Kounga

1. receive the seventeen (17) 3rd Quarter PAQC Chair's reports.
2. receives this summary review of received PAQC Chair reports and approves the recommendations made as a result of the review.
3. discusses the items identified by PAQCs as requiring escalation and determine a response for each.

Moved: D Beisembayeva   Seconded: S Varley   **MOTION CARRIED**

4.   **Ngā Tukunga** | Items to Receive

4.1. Strategic Reports

Te Poari Whai Kounga noted that Strategic Reports are next expected until the November meeting.

4.1.4. Māori Success

Source: Te Komiti Mātauranga, 2020-11-04 (future)
Author: Toni Rewiri
Presenter: Te Hau Hona

4.1.2. Pacific Success

Source: *Te Komiti Mātauranga, 2020-11-04 (future)*
Author: Falaniko Tominiko
Presenter: Lupeti Fihaki

4.1.3. International Success

Source: *Te Komiti Mātauranga, 2020-11-04 (future)*
Presenter: TBC

4.1.4. Under-25s Success

Source: *Te Komiti Mātauranga, 2020-11-04 (future)*
Presenter: Andrea Thumath

4.2.   Oversight Reporting

4.2.1. Degree Monitoring

Presenter/s: Steve Marshall

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

ACTION → Simon Tries to follow up with HOS regarding the appointment of a Degree Monitor for the BLA programme.

4.2.2. Consistency Reviews

Presenter/s: Simon Tries, speaking on behalf of Eric Stone

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

4.2.3. Programme Reviews

Presenter/s: Simon Tries, on behalf of Jackie Tims

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

4.2.4. Programme Closures

Presenter/s: Simon Tries, speaking on behalf of Eric Stone

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

MOTION – Item 4.2.4.

That Te Poari Whai Kounga endorse to Te Komiti Mātauranga the closure of:

- Certificate in Computing Systems [CCSYS]

Moved: A Thumath   Seconded: D Beisembayeva   **MOTION CARRIED**

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

Presenter/s: Steve Marshall

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

- Attendance Tracking of International Students → Communications were sent out to Schools by James Oldfield.

ACTION → Steve Marshall to send a memo to Ako Ahimura regarding the detail surrounding PAQC_Action-023 as noted in the PAQC Chair Reports.

4.2.6. Academic Risk Management

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

ACTION → Simon Tries to contact the HOS and APM for NZCEE and BAT regarding the updating of the Academic Risk Register.

Te Poari Whai Kounga reviewed and discussed the items listed on the Tracker.

MOTION

That Te Poari Whai Kounga receive the reporting on:

1. Degree Monitoring
2. Consistency Reviews
3. Programme Reviews
4. Programme Closures
5. Programme Academic Quality Committees
6. Academic Risk Management

Moved: D Beisembayeva   Seconded: D Fraser   **MOTION CARRIED**

4.3.   Ētahi Atu Rīpoata | Any Other Reports

4.3.1. Maximum and Minimum Credit Values

Presenter/s: Steve Marshall

Related: Action-025; Action-026; PAQC_Action-019

MOTION

That the Te Poari Whai Kounga receive the following update on the resolution of an issue raised in Committee Actions regarding student's self-enrolment in more than 60 credits in a semester without requiring approval.

Moved: D Fraser   Seconded: M Kempin   **MOTION CARRIED**

4.3.2. Centralised Oversight of Moderation Practices

Presenter/s: Steve Marshall

MOTION

That the Te Poari Whai Kounga:

1. Receive the update on centralised oversight and support of moderation practices memo.
2. Approve the proposed changes to the tracking and reporting of moderation activity for implementation for 2021.

Moved: S Varley   Seconded: M Kempin   **MOTION CARRIED**

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5.   Kupu Whakamutunga | Closing

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

5.1.1. Resignation of Daniel Irving

Te Poari Whai Kounga received the resignation and agreed that, given the timing within the annual work cycle, consideration and follow-up of a replacement would be postponed to the start of 2021.

5.2.   Committee Self-Assessment

Topic: Does the current Oversight Reporting (Section 4.2.) provide sufficient assurance to the institute that programmes are being effectively managed?

Te Komiti responded, noting that:

*   The outcomes and evaluation of Degree Monitoring and Programme Reviews do not have exact rubrics or metrics.
*   The institute is stronger at evaluating processes than at evaluating outcomes.
*   A distilled summary report of all QMS Reports is being considered for reporting to Te Komiti Mātauranga, but the level of detail received by Te Poari Whai Kounga is appropriate for Te Poari Whai Kounga.

5.3.   **Karakia Whakamutunga** | Closing Prayer

Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē! Hui ē! Taiki ē!	*We are united, progressing forward!*