Unitec New Zealand Limited

Meeting of Te Poari Whai Kounga | Quality Alignment Board
18 November 2020

Title	2020 End-of-year Programme Evaluation and Planning process
Provided by:	Eric Stone, Academic Quality and Capability Partner
For:	**APPROVAL**

Recommendation

That Te Poari Whai Kounga approve the end-of-year 2020 Programme Evaluation and Planning (EoY PEP) as detailed in this memorandum.

Purpose

To provide Te Poari Whai Kounga with the opportunity to discuss the benefits and challenges of the process to support the EoY PEP for programmes and training schemes.

Justification

The Board should support the recommendations as the EoY PEP approach is:

- Flexible
- More programme-centric
- No radical changes
- Consolidates progress to-date
    - evaluative writing has improved
    - strengthen the use of rubrics
    - benchmark against previous years, school targets and across sector
    - judge more reliably, "What is "Excellent", "Good", Marginal" and "Poor"?
- Continue commitment to Āta-kōrero
- Some efficiency improvements

Background

Programme Evaluation and Planning is led by Manaakitia te Rito, our Te Noho Kotahitanga principles supported by Academic Committee and the Academic Evaluation, Review, and Improvements policy. In essence the process supports Unitec to manaaki the success of our learners and communities.

The overall purpose of the PEP is four-fold. To:

- monitor and improve performance in delivering positive outcomes for our students and other stakeholders
- monitor and improve our ability to reflect on the effectiveness of our actions in doing the above
- increase consistency in educational performance and self-assessment across the organisation
- report on educational performance and self-assessment capability to our key external stakeholder NZQA

Proposal

It is proposed the 2020 EoY PEP has the following scope, focus, timeframes, data and template approaches.

Scope

Schools will be provided with a full list of programmes, including those which have been excluded. Where a School wishes to vary what is proposed, this can be discussed with the Chair of Te Poari Whai Kounga.

In general, programmes will be open to exclusion based on the following:

- Less than 3-5 EFTS in 2020
- expiring due to 2018 Suspension of programmes
- expiring due to Mandatory Review of Qualifications

Focus

Key Evaluation Questions	Tertiary Education Indicators	Comments
KEQ 1	All	Based on January 2021 Single Data Return (SDR). All programmes shall use the January SDR data for finalising the PEP report. Note: PowerBI dashboards for this purpose will be available on 8 February.
KEQ 2	All	Some narrative applicable from the Interim PEP
KEQ 3	All	Some narrative applicable from the Interim PEP
KEQ 4	All	Some narrative applicable from the Interim PEP
KEQ 5	All	Scaffolded list of items to rate and discuss
KEQ 6	All	Scaffolded list of items will be available to check and to rate quality. APM to provide evidence and narrative on how well the programme is being delivered in accordance with the programme documentation and agreements with NZQA, TEC, sub-contractual requirements and professional bodies.
SMART Goals		Update current SMART goals and create new SMART goals

Timeframes

Generally, programmes have the ability to flexibly manage their own timelines provided the following are met:

22 November	End of (standard) semester
23 November – 18 December	Grade ratification and CEP completion
23 November – 23 April	Āta-kōrero (timing to be decided by programme leaders)
	i.e. Āta-kōrero in December may:
	- form part of grade ratification to evaluate KEQ 3, 4 and 5 - address previous SMART goals - create and implement SMART goals in readiness for 2021 Semester 1
8 February 2021	January SDR dashboard refreshed and available for KEQ 1 data and further Āta-kōrero and PEP completion
15 February - 9 April	Āta-kōrero continues in February to address January SDR
15 February - 23 April	Recommended time for PAQC evaluation of PEP reports
23 April	Deadline for submission of reports to qab@unitec.ac.nz
12 April – 1 May	Selection of programmes reviewed for quality assurance purposes. Programme Teams may be required to amend and resubmit their reports
10 May – 21 May	Te Korowai Kahurangi Evaluation of process of PEP cycle
30 June 2021	Submission of Level 7 and above PEPs to NZQA

Note: PEPs are to be used to inform School evaluative commentaries.

Data approach

In comparison with the 2020 Interim PEP the following applies:

Keeping

- Cover sheet pre-populated as per Interim PEP approach
- SMART goals pre-populated as per Interim PEP approach

Removing

- PDF files will NOT be provided except for GPOs and these will linked

New

- Provision of a purpose built PowerBI dashboard for PEPs based on January 2021 SDR
- Provision of a purpose built PowerBI dashboard for PEPs based on Peoplesoft dynamic data (for programmes to explain anomalies with EPIs based on January SDR)
- Data to be snipped and pasted from PowerBI dashboards by the PEP writer

Template approach

In comparison with the 2020 Interim PEP the following applies:

Keeping

- Highly scaffolded approach
- Cover sheet pre-populated
- Evidence guidance
- Evaluation rubrics for each KEQ and self-evaluation
- Exemplars of evaluative writing
- SMART goals pre-populated as per Interim PEP approach

New

- Provision for data in blocks to be snipped and pasted from PowerBI dashboards by the PEP writer

Removing

- Requirement to fill in tables with numbers
- PDF files will NOT be provided except for GPOs and these will linked

Next Steps

Communicate 2020 end-of-year PEP expectations

Confirm with academic programme leaders, programmes and training schemes that are in scope

Update or develop relevant templates and resources

Offer training for Āta kōrero facilitators

Contributors

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