



minutes

Te Poari Whai Kounga | Quality Alignment Board

Type: **Regular Monthly Meeting**
 Chair: **Simon Tries**
 Scheduled: **0830h – 1030h**
 Date: **Wednesday, 2020-11-18**
 Location: **180-2043**
 Opened: **0835h**
 Closed: **1023h**

- [Terms of Reference \(2020\)](#)
- [Membership \(2020\) as of 2020-11-18](#)
- [Membership \(2020\) with Terms of Office as at 2020-11-18](#)

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Te Poari opened with a karakia timatanga.

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

(Refer to Item 5.2 for Response)

TOPIC: How well is the Committee achieving its Terms of Reference?

1.2.2. Important Dates

2021 meeting dates to be confirmed.

1.2.3. Chair Reporting, Te Komiti Mātauranga*Source: Te Komiti Mātauranga 2020-11-04, Item 1.2.3*

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

1.2.4. Chair Reporting, Te Poari Whai Kouna*Source: Te Komiti Mātauranga, 2020-11-04, Item 4.2.6*

Chair Report, Te Poari Whai Kouna (October 2020) - Noted

1.3. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies**Mema | Members Attending**

- | | | |
|------------------------|------------------------|--------------------|
| (Arr. 0848h) | 8. Dila Beisembayeva | 16. Simon Nash |
| (Arr. 0855h) | 9. Eric Stone | 17. Steve Marshall |
| (Arr. 0912h) | 10. Jake Curran | 18. Steve Varley |
| 1. (Chair) Simon Tries | 11. Jayne Mercier | 19. Susan Bennett |
| 2. Andrea Thumath | 12. Judy Nicholson | (For: L Aumua) |
| 3. Anna Wheeler | (For: D Fraser) | 20. Te Hau Hona |
| 4. Antoinette Wessels | 13. Maura Kempin | |
| 5. Aroha Dykes | 14. Michelle Smith | |
| 6. Arun Deo | (For: A Pitovao) | |
| 7. Bashar Barmada | 15. Sadegh Aliakbarlou | |

Ngā Whakapāha | Apologies

1. Annette Pitovao
(Proxy: M Smith)
2. Diane Fraser
(Proxy: J Nicholson)
3. Lian Wu
4. Linda Aumua
(Proxy: S Bennett)
5. Lupeti Fihaki
6. Mirjana Bogosanovic
7. Paul Jeurissen
8. Rowena Fuluifaga
9. Trude Cameron

Absences

1. Chantelle Daniels
2. Cris De Groot
3. Jake Curran

Hunga Mahi | Staff in Attendance

1. (Acting Secretary) Riza Aguilar

Kōrama | Quorum

The Chair declared quorum with a majority of members being present. Quorum was held throughout the meeting.

MOTION

That Te Poari Whai Kouna accept the apologies for the meeting.

Moved: M Kempin

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 2020-10-21.

Moved: D Beisembayeva

Seconded: A Wessels

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

Two papers from the previous agenda were carried over due to the limited amount of time afforded these items in the October hui.

1.6. Committee Management

1.6.1. [Attendance Tracker](#)

1.6.2. Work Plan

1. November

1. Te Poari Whai Kounga: Final Report 2020

1. Self-Assessment (2020)
2. Terms of Reference (2021)
3. Membership (2021)

Items deferred for the next 2021 meeting of the Committee. The Chair will discuss membership with the Chairs of Te Komiti Mātauranga and Ako Ahimura.

1.6.3. Ngā Tautapu Arotake | [Actions Tracker](#) (Updated 2020-11-18)

- Action-013 → (Paused)

All other actions have been completed.

2. Mea Hei Whakaae | Items to Approve

2.1. Student Non-completions

Author: Trude Cameron
 Presenter: Simon Tries

Te Poari Whai Kounga, through the Chair, acknowledges the significant mahi that Trude has put into this paper. The long list of recommendations shows the interconnectedness of many of the issues.

Te Poari Whai Kounga discussed the recommendations and raised the following queries:

- What oversight role will this Committee have in the implementation of the recommendations
- Who will form the working group that will look into the recommendations
- Will the actions to address the issues be completed by Semester 1 2021?

MOTION

That Te Poari Whai Kounga receives

1. The memo on Non-completions
2. Discuss and provide guidance on the recommendations included in the report.

Moved: S Tries

Seconded: D Beisembayeva

MOTION CARRIED

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

Presenter: Eric Stone

Agenda item deferred in from the last meeting

Te Poari Whai Kounga discussed the:

- discussed the timeframes for 2020 for the End of Year PEPs
- noted:
 - the Focus areas
 - the feedback from stakeholders about additional support

MOTION

That Te Poari Whai Kounga

1. Receive the *Āta-tuhi: Te Korowai Kahurangi Analysis of the 2020 Interim (Mid-Year) PEP Process Report*.
2. Discuss and provide guidance on the recommendations included in the report.

Moved: S Nash

Seconded: D Beisembayeva

MOTION CARRIED

2.3. Programme Evaluation & Planning (PEP): 2020 EoY PEPs

Author/Presenter: Eric Stone

Te Poari Whai Kounga noted that:

- The 2020 EoY PEP process will not be drastically different from the interim one
- The template will be
 - more flexible
 - programme-centric
 - consolidates progress in terms of evaluative writing and greater use of rubric.
- Support will include
 - Conduct of Āta-kōrero workshops
 - Training of workshop facilitators with support from Rosemary Dewerse
- The template is about 30 pages long but includes the rubric, guidance, exemplars and has questions that will improve evaluative writing and help indicate the narrative or explain the data

MOTION

That Te Poari Whai Kounga approves the recommendations detailed for the 2020 EoY PEP process

Moved: A Thumath

Seconded: S Bennett

MOTION CARRIED

3. Mea Hei Kōrero | Items to Discuss

3.1. Programme Academic Quality Committee (PAQC) Reporting

Author/Presenter: Steve Marshall

Te Poari Whai Kounga had previously discussed the report and noted that the author has attended the Ako Ahimura meeting at which the following points were noted.

- The template needs further amendments to ensure the desired reporting occurs.
- PAQCs need to be given clear instructions on what information QAB requires from them.
- Good practice across PAQCs is should be shared with other Schools especially with regards to the CEP and PEP processes.
- Concerns had been raised about student survey results not being fed-back to students on time or in a regular manner.

There will be two PAQC Chair Hui scheduled 30 Nov and 02 December 2020 and this will be the right venue to have further discussions with Chairs

ACTION

→ Chair to form a working group that will look into how student survey results are fed back to students.

→ Group to be chaired by Eric/Steve

MOTION

That Te Poari Whai Kounga:

1. receive the thematic report
2. create a working group to address how student survey results are fed back to students

Moved: A Wessels

Seconded: S Varley

MOTION CARRIED

3.2. Graduate Outcomes Plans

Author: Sue Crossan

Presenter: Simon Tries

Te Poari Whai Kounga noted that:

- 46 programmes engaged with the project, with 33 more being followed up
- The project excludes:
 - short courses
 - L1-6 programmes which are not “New Zealand” qualifications
 - L7+ suspended programmes

MOTION

That Te Poari Whai Kounga approve:

1. Receive the *Report on the Graduate Outcomes Project*
2. Discuss and provide guidance on the recommendations included in the report.

Moved: D Beisembayeva

Seconded: A Deo

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports**4.1.1. [Māori Success](#)**

Source: *Te Komiti Mātauranga, 2020-11-04*

Author: Toni Rewiri

Presenter: Te Hau Hona

4.1.2. [Pacific Success](#)

Source: *Te Komiti Mātauranga, 2020-11-04*

Author: Falaniko Tominiko

Presenter: Lupeti Fihaki

4.1.3. [Under-25s Success](#)

Source: *Te Komiti Mātauranga, 2020-11-04*

Author/Presenter: Andrea Thumath

4.1.4. International Success

Source: *Te Komiti Mātauranga, 2020-11-04*

Author: Annette Pitovao

All reports taken as read.

Te Poari Whai Kōunga noted the different format was in support of the EER process.

MOTION

That Te Poari Whai Kōunga receive the reports from

1. Maori Success
2. Pacific Success
3. Under 25s Success
4. International Success

Moved: A Thumath

Seconded: S Marshall

MOTION CARRIED

4.2. Oversight Reporting

4.2.1. Degree Monitoring

Author/Presenter: Steve Marshall

Te Poari Whai Kōunga noted that:

- 2020 monitoring visits are well on track
- The process to prepare for 2021 has commenced and schools have been requested to confirm the following information by 30 November 2020:
 - Monitor details
 - Schedule of visits
 - Mode (F2F or virtual)
- Monitoring data is in the process of being migrated to the BI Dashboard;

4.2.2. Consistency Review

Author/Presenter: Eric Stone

Te Poari Whai Kōunga discussed the report and noted that:

- One more review is due this year (24 November 2020) for the NZCE4 programme
- Four of the reviewed programmes got Excellent on the final report outcome (NZCRE, NZCLD, NZCME and NZCSP)
- Reports from Bridgepoint were sent to NZQA ahead of schedule
- Marginal status for some programmes is due to the difficulty in getting graduate outcomes
- TTK support is well received by schools

Te Poari Whai Kōunga noted that a mechanism does not exist for good practice to be shared among schools and suggested that:

- A seminar-workshop could be conducted

- Sharing could occur through PAQCs
- There could be an annual review process

4.2.3. Programme Reviews

Author: Jackie Tims
Presenter: Simon Tries

Te Poari Whai Kounga discussed the report and noted that there is minimal change from the previous month and that some reviews are scheduled late this year.

4.2.4. Programme Closures

Presenter: Eric Stone

Te Poari Whai Kounga discussed the report and notes that:

- Completion checks have been completed on 80% of the expiring programmes
- 47% of the 1298 student checks have been completed in the system and the remaining remain in the books as these students are active in other programmes
- AAQs continue to check and complete students. However, at this time, AAQs will focus on posting grades and process completions for active programmes.
- Focus on providing support to schools and APMs specially for historical cases

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

Presenter: Steve Marshall

(Refer to Item 3.1.)

4.2.6. Academic Risk Management

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

Te Poari Whai Kounga noted from the report that:

- The working group did not meet this month
- There was no change in the risks and ratings earlier identified

Te Poari Whai Kounga noted from the risk summary that:

- Of the 80 programmes, 52.8% are rated low risk
- Highest level of risk among schools was recorded for Computing, Electrical and Applied Technology
- Key risk areas include:
 - Declining EFTS
 - Insufficient resources (spaces and consumables) for programmes
 - Programme targets not met
 - Staff capability/capacity does not meet learner needs

MOTION

That Te Poari Whai Kounga receive the reporting on:

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

Moved: S Varley

Seconded: A Deo

MOTION CARRIED

4.3. Ētahi Atu Rīpoata | Any Other Reports

(None)

5. Kupu Whakamutunga | Closing

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

TOPIC: How well is the Committee achieving its Terms of Reference?

Te Komiti responses, issues and concerns raised include:

- Whether information received through reports and RAG sheets provides sufficient information for the committee to have adequate oversight of processes aligned to it
- More work needed to be done on student evaluation of courses. The results belong with Ako Ahimura but the response and quality system support should be with this committee
- Recommendations and support from this Committee has resulted in huge improvements for some processes like moderation. Good practice should be shared amongst schools
- Not much of an oversight of stakeholder feedback except for an Industry Risk Register
- Te Komiti's efficiency can be hindered by the volume of items included for each meeting. Need more time for more robust discussions

Actions needed:

- Ako Ahimura and Te Poari Whai Kounga need to review their end to end oversight to ensure graduate profiles align with assessments, as part of the moderation process. This should be owned by the programmes, with support from TPA, TKK and guidance from this committee.
- Te Poari Whai Kounga to identify systemic issues, review quality management systems, identify and address gaps, if any.
- Ensure that approved recommendations (memos, etc.) to address issues are implemented to the expected standard.

- Address gaps in communications flow. How does the information filter down to relevant stakeholders.

ACTION → Chair to review TOR; committee membership; confirm meeting dates

The Chair thanked members for their support, hard work, commitment and participation in meetings

Te Komiti thanked the Chair for his guidance and leadership.

5.2. Karakia Whakamutunga | Closing Prayer

Te Poari closed with a karakia whakamutunga.