Unitec New Zealand Limited

Meeting of Te Poari Whai Kounga | Quality Alignment Board

10 March 2021

Title	Oversight of Academic Quality related systems
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For:	**DISCUSSION**

Recommendation

That Te Poari Whai Kounga:

- **agree**:
    - o The overarching approach to rating each quality system noted below
    - o The rubric to be utilised for rating each quality system
- **Advise:** of any further information required to be assured that it has sufficient oversight of the three quality systems outlined.
- **Consider:** the value in expanding the approach used for assuring the consistency of graduate outcomes at levels 1-6 to include level 7-10 programmes.

Purpose

The purpose of this paper is to outline the approach for Te Poari Whai Kounga to maintain oversight of key academic quality systems, including:

- Degree Monitoring
- Programme Review
- Assuring Consistency

This paper must be considered in conjunction with the Oversight Reports for:

- Degree Monitoring
- Assuring Consistency
- Programme Reviews

Introduction

Te Korowai Kahurangi, on behalf of the institute, supports and maintains oversight of key academic quality systems. The management of programmes is supported through the provision of advice and guidance on the requirements of these quality assurance (QA) systems as they relate to specific programmes. Te Korowai Kahurangi then reports at each hui of Te Poari Whai Kounga on the extent

to which individual programmes are prepared for and are meeting the requirements of the QA system. This includes reporting on the extent to which the programme team/School management is prepared for quality related events, the outcomes from these events, and the progress of any actions which need to be taken as a result of an event. Summary reports are also provided to each hui of Te Komiti Mātauranga | Academic Committee.

A summary of how each programme in each system is measured, on both process and outcomes, is detailed below. Common across each system is the rating of each programme on one or more factors utilising a four-point scale: Excellent, Good, Marginal or Poor. This approach aligns with the New Zealand Qualifications Authorities' (NZQA) Evaluative Quality Assurance Framework.

The rating of each programme in each system is guided by a rubric unique to that system and allows for consistency and transparency across the institute. The ratings are intended to be considered by Te Poari Whai Kounga and Programme Academic Quality Committees to provide a quick "traffic light" style view. A summarised report is also provided to Te Kōmiti Mātauranga | Academic Committee at each hui.

The rating is undertaken by Te Korowai Kahurangi staff and based on available evidence and input from Schools/programme teams, as required. Where ratings are Marginal or Poor then a supporting comment will be added to the Oversight Report which provides a rationale for the rating.

Specific Systems Reporting

Degree monitoring

Each programme at level 7 and above at Unitec is required to be monitored by an external monitor each year. The role of the external monitor is to provide an objective evaluation of the extent to which the programme continues to be delivered as per its approval and to report on the extent to which the programme is achieving its intended outcomes.

In maintaining oversight of degree monitoring, Te Korowai Kahurangi reports on four key measures:

- General preparation for the visit
- Preparation for the monitoring event
- The monitoring outcome
- Follow up on actions from the monitoring event

Maintaining oversight using these four ratings is intended to provide Te Poari Whai Kounga with an independent institute wide view that monitoring is progressing as intended, that the outcomes are appropriate and, where there are issues/gaps, these are being appropriately addressed.

The four key measures are rated using the Degree Monitoring rubric which is appended to the Degree Monitoring oversight report.

Assuring Consistency

Assuring Consistency is an NZQA process which seeks to confirm that graduates of New Zealand qualifications (Level 1 – 6) within and across institutes are consistently meeting the graduate outcomes of their qualifications. To achieve a positive Consistency Review outcome, a programme team must demonstrate that:

a) The course/programme outcomes align with the Graduate Profile Outcomes of the qualification

b) External Moderation must confirm the validity of the assessment (and hence course/programme) outcomes
c) Feedback from *each cohort* of graduates on the extent to which the believe they have met the individual graduate outcomes of the qualification
d) Feedback from employers/end users of the graduate *from each cohort* on the extent to which they believe the graduate has achieved the individual graduate outcomes of the qualification[1]

Oversight of Assuring Consistency/Consistency reviews is provided through the use of a rubric by which each programme is measured across four key measures:

- General preparation for a consistency review (primarily driven by the collection/availability of graduate outcome evidence) (points *c)* and *d)* above)
- Preparation for a specific consistency event
- The consistency review outcome
- Management of follow-up on actions from a consistency review

Each of the above is rated using the Consistency Review rubric which is appended to the Consistency Review oversight report.

There is value in considering whether the approach to assuring the consistency of graduate outcomes at levels 1-6 should be expanded to level 7-10 programmes.

Programme Review

Programme reviews are intended to confirm that a programme as currently delivered is meeting stakeholder needs. It is a more substantial review than the annual Programme Evaluation and Planning (PEP) process and requires engagement with all key programme stakeholders, including external stakeholders). The requirement to undertake regular programme reviews is one of the criteria for obtaining and maintaining programme approval from NZQA and should be utilised as a mechanism for identifying changes / improvement in the programme (including its delivery) and qualification. The programme review system at Unitec currently focuses on level 7+ programmes. Programme reviews fall into one of the following categories:

- Graduating year reviews – following the first full delivery of the programme (i.e., following the graduation of the first cohort of students)
- 5-year reviews
- Special Reviews – reviews required to be undertaken for a particular purpose

Oversight of the Programme Review process is achieved through the use of a rubric to rate a single key measure:

- Programme Review progress
- Standard of Review

The outcome of a Programme Review is either:

- To continue to deliver the programme *as is*; or
- To make changes to a programme, in which case the programme development and management process is followed (i.e., approval to change via the Portfolio Leadership Group); or
- To cease delivery of the programme

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[1] There is a separate project currently underway which is exploring how to improve and better support this data collection

A Programme Review is considered complete when the review report is received by the Programme Academic Quality Committee (PAQC). A summary statement on the outcome will also be included in future QAB reporting.

Programme reviews for New Zealand Qualifications (Level 1-6) generally follow an NZQA scheduled Qualification Review (also undertaken by NZQA). Outcomes from a Qualification review may require a Unitec Programme of Study to be changed to meet the new qualification requirements. A modified Programme Review focussed on localised stakeholder needs is an important step before implementing any required changes.

Programme Review progress is rated using the Programme Review rubric which is appended to the Programme Review oversight report.

Other Quality Systems

Moderation
The development of a Centralised Overview of Moderation Practices was approved at the 21 October 2020 hui of Te Poari Whai Kounga and is currently under development[2].

Programme Development and Management
Te Komiti Whakamana Hotaka Hou | Academic Approvals (AAC) maintains oversight of new academic provision and changes to existing provision.

Academic Risk Management
Academic Risk Management is reported separately to Te Poari Whai Kounga.

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[2] Refer to agenda item 4.3.2 from the 21 October 2020 hui of Te Poari Whai Kounga .