
To	Te Poari Whai Kounga Quality Alignment Board	From	Steve Varley Language Studies PAQC
Title	PAQC Chair's Quarterly Report	Due Date	2021/02/25

1. Overview

This overview provides brief reflection of the work of the PAQC during 2020.

General Committee Health Check

What worked well?

Very engaged committee with stable membership. Good representation of SLs from all programmes governed by the PAQC. Programme Co-ordinator membership rotated.

Effective process for reviewing and approving mid-year PEPs with special meeting scheduled.

Useful contributions for student members. Great support from the 2 TTK members.

What improvements have been/will be made for 2021?

Membership will continue unchanged apart from rotating PC and new student members – good continuity. Work plan now includes tracking of all PEP/CR goals which is good.

What support is required (actions required) to achieve these improvements?

Still waiting to hear about centralising of moderation planning/processes.

Improvements have been good to location/distribution of agenda papers but some confusion re where documents are and how to access.

What issues (if any) need to be escalated to Quality Alignment Board | Te Poari Whai Kounga?

I have not heard what if any changes will be made to the process for recruiting and paying student members – this needs sorting before we approach students this coming semester.

Progress against 3 (max.) key actions

1. NZCE4 – completion of actions arising from the monitoring of this programme and on revising its structure – to better deliver the 5 EAP Unit Standards and offer a bridge to mainstream programmes.

Progress: in 2020 we continued to monitor the actions in response to the NZQA monitoring of Level 4 in 2019. All actions now complete. We approved the formation of a PDG to develop a Type 2 proposal to restructure Level 4 into 4 new 15 credit courses. This was approved and new structure begins March 1.

2. Process for reviewing and approving mid-year PEPs. We introduced a 2 stage process, allocating PEPs to committee members not from the programme, asked them to prepare a draft report which a special PAQC meeting considered. Revisions were proposed and the chair undertook to confirm revisions had been addressed prior to presenting PEPs to PAQC for final approval. Will use similar process for 2020 end-of-year PEPs.
3. Monitoring of student evaluations. As chair, I collected the summaries of issues and team responses as they featured in the programme CEPs and tabled at PAQC so that members could check and be assured that student comments were a) being collected and summarized b) being responded to and the response communicated to students.

Risk management

Process

A snapshot of the BI risk register for each programme is tabled at each PAQC meeting which members are asked to read. However, most helpful has been having a report from the APM, using TKK's recommended format. This summarises risks and mitigating actions and is useful focus for committee discussion.

Outcomes

The areas of high risk have been falling EFTS (all 4 NZCEL programmes) and rising demand/team communication issues (CLI). The APM reports indicate numerous strategies to maximise enrolments – whilst recognising the impact of Covid on international numbers (usually half of NZCEL EFTS). The committee has commented on and added to those strategies. We have asked for further action from the HoS regarding formal stakeholder engagement

2. Student support and achievement

Priority Group Strategies

Process

The PAQC is confident that programmes are implementing initiatives to improve outcomes for priority groups. We are aware of significant activity regarding the Under 25s group which is the group across our programmes whose SCC results are significantly below target.

Outcomes

We are expecting updates (via PEPs, CEPs, updates on smart goals in the PAQC workplan) regarding all priority group initiatives but especially Under 25s. We will expect to see improved SCCs for this group over 2021

Student Feedback

The PAQC is very confident that student feedback is being sought through mid-semester student surveys and is responded to. We are slightly less confident regarding the Unitec end of course survey as the response is lower despite our efforts to assist with completion in labs.

Outcomes of issues and improvement plans

We are very confident that student feedback is sought and responded to appropriately.

3. Academic quality outcomes

Moderation

Moderation plans

Plan was approved and followed in 2020 – not sure what process will be in 2021.

Moderation outcomes

The PAQC is confident that actions arising from moderation activity have been taken.

Summary of any known issues and any mitigation plans

We have not yet seen plans for external moderation in 2021. We would expect to see these on March 24.

Research

N/A

4. Programme design, delivery and review**Course Evaluation and Planning****Process**

We took a keen interest in CEPs through 2020, receiving updates each meeting. NZCEL and CLI have implemented these effectively and in a timely was. Completion is 100% for both semesters.

[CEP 2020 Sem 1](#)

[CEP 2020 Sem 2](#)

Outcomes

The PAQC is confident that the CEPs are being used to reflect on course delivery and record planned changes. This was a developmental change through 2020 but helped by the fact that CEPs are mostly completed by teams and so collaboration facilitates their completion..

Programme Evaluation and Planning (PEP)**Process**

The PAQC has a high level of confidence in the process used to reflect, draft, evaluate and finalise the PEPs for NZCEL and CLI.

Outcomes

The PAQC is very confident that programmes are being effectively evaluated, that action plans are appropriate and actions are being implemented as required.

Degree Monitoring

N/A

Consistency Review**Process**

During 2020 the PAQC received regular updates on preparation for 2 Reviews – NZCEL Level 4 in November 2020 and NZCEL Level 5 in January 2021, in particular regarding methods to obtain feedback from graduates and next-users.

Outcomes

The PAQC has received informal reports of excellent outcomes from the 2 recent reviews. We will receive the formal report of the Level 4 review on March 24 and will also approve the smart goals that the programme has formulated in response.

Professional Accreditation/Other

N/A

Stakeholder Engagement**Process**

The PAQC has mainly heard of stakeholder engagement via the APM's risk management report, via updates on Consistency Reviews and also via updates on the development of micro-credentials to replace CLI. We are aware through these means that there is significant stakeholder engagement happening across the programmes but it is not necessarily co-ordinated.

We asked the HoS to update the PAQC at our August meeting. He explained how Bridgepoint does not have industry stakeholders as other Schools do but said formal stakeholder engagement planning would be a priority early in 2021.

Outcomes

The PAQC has seen through the risk management reports, Consistency Review planning, programme development updates that there is significant engagement but we would like to see some formal co-ordination in 2012.

Programme Review

N/A

Graduate Outcomes

Process

The PAQC has seen that collection of data re graduate outcomes has been a major focus in 2020 for NZCEL, given the 2 Consistency Reviews at the end of the year. Processes have been refined and extended and the data collected for the reviews was impressive. The PAQC secretary was able to locate and present very useful data regarding students who progressed to other programmes at Unitec. The only area that seemed to have gaps was that of getting richer feedback from lecturers in destination programmes at Unitec.

[Graduate Survey Dashboard](#)

Outcomes

The PAQC is confident that extensive data is being collected and analysed regarding the graduate outcomes of students.

Reference:

[PAQC Terms of Reference](#)