Te Poari Whai Kounga | Quality Alignment Board

Type: Regular Hui
Date: Wednesday, 202104-21
Location: 180-2043
Chair: Simon Tries
Scheduled: 0830h – 1030h   Actual: 0832h – 1134h

---

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

1.2.1.   Mema | Members

1. **(Chair)** Simon Tries
2. Anna Wheeler (Arr. 0839h)
3. Antoinette Wessels
4. Destiny Povey (For: Aroha Dykes) (Arr. 0836h)
5. Bryan Davis
6. Diane Fraser
7. Eric Stone
8. Linda Aumua
9. Maura Kempin
10. Norberto Ricacho
11. Paul Jeurissen
12. Rebecca Wood
13. Steve Marshall
14. Steve Varley
15. Tahreem Zia
16. Te Hau Hona (Arr. 0904h)
17. Wesley Verhoeff
18. Yusef Patel

1.2.2. Kōrama | Quorum

The Chair noted that a quorum of 12 members was present and declared the meeting open.

1.2.3. Ngā Whakapaha | Apologies

1. Andrea Thumath
2. Anna Wheeler – Lateness
3. Aroha Dykes
   (Proxy: Destiny Povey)
4. Falaniko Tominiko
5. Martin Carroll
6. Te Hau Hona – Lateness

Resolved:

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

Moved: P Jeurissen	Seconded: D Fraser	Motion: **CARRIED**

1.2.4. Absences

1. Mirjana Bogosanovic
2. Sadegh Aliakbarlou

1.2.5. Hunga Mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Trude Cameron

ACTION → Chair to write to Absent members.

1.3. Committee Management

1.3.1. Tracker: Attendance

Te Poari noted the Attendance.

1.3.2. Tracker: Work Plan

Te Poari noted the Work Plan

1.3.3. Ngā Tautapu Arotake | Tracker: Actions

- *Action-013   [Working Group] Affected Performance Considerations*
  Progress: No update.
  Status: Active

1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

Resolved:

That Te Poari Whai Kounga approve the Minutes of the following meeting/s:

- Regular: 2021-03-10

Moved: L Aumua	Seconded: D Fraser	Motion: **CARRIED**

1.5.   Mahia Atu | Matters Arising

- (None)

1.6.   Key Dates

Mahi based around the next QAB hui scheduled for Wednesday, 2021-06-02 (June).

1. 2021-05-19:   Due date for submission of agenda items
2. 2021-05-26:   Target release for June agenda meeting pack
3. 2021-06-02:   Hui o Te Poari Whai Kounga
4. 2021-06-09:   Target release for June draft Minutes

1.7.   Chair Reporting

1.7.1. Te Poari Whai Kounga

Te Poari noted the reporting for:

- Te Poari Whai Kounga   (Submitted to Te Komiti Mātauranga 2021-03-24)
- Memo to PAQCs: Outcomes from March QAB Hui (Dated: 2021-03-23)

Page 2 Escalation One

Te Poari discussed performance and workload associated with PAQCs.

- Effectiveness and collective maturity of PAQCs are improving.
- Workload and role tends to be underestimated within Schools.
- Elevation of the role of PAQCs and possible ways to achieve this.
- Clarity needed for the role, responsibilities and authority of the PAQC, especially differentiated from that of an APM.

> ACTION → Simon Tries (Chair) to discuss w PAQC Chairs at Hui the support, and consistency across Schools of, that PAQC Chairs receive from Schools in their workload for their roles and responsibilities to effectively act as Chair.

Resolved:

That Te Poari Whai Kounga note the reporting from the Chair of   Te Poari Whai Kounga.

Moved: S Varley   Seconded: Wessels   Motion: **CARRIED**

The Chair welcomed Norberto Ricacho to his inaugural hui of Te Poari Whai Kounga. All participants briefly introduced themselves.

1.7.2. Te Komiti Mātauranga

Resolved:

That Te Poari Whai Kounga receive the reporting from the Chair of Te Komiti Mātauranga.

Moved: L Aumua   Seconded: B Davis   Motion: **CARRIED**

1.8. Committee Self-Assessment

Rather than undertaking explicit self-assessment at each hui, Te Poari agreed that a better approach will be to undertake self-assessment via special sessions twice each year.

- Hui 2021-07-14
- Hui 2021-11-17

2. Oversight Reporting

2.1. Programme Academic Quality Oversight

2.1.1. Consistency Reviews

Presenter/s: Eric Stone

Te Poari noted that:

- The upcoming year of thirteen reviews have been scheduled.
- Programme teams should always be ready with evidence regardless of when a review is scheduled.
- The SMART goals flowing out of the Reviews often need to be SMARTer, especially the ones that receive Marginal ratings.
- A survey is being developed which shall collect information on preparation practices across programme teams and raise awareness of being prepared for Consistency Reviews.

Te Poari discussed:

- Progress toward systems to share best practice
- The need to achieve consistency across the institute in the Consistency Review process
- The state of institutional engagement with alumni

ACTION → Eric Stone (via Secretary) to share the link to the new Sharepoint site for Consistency Reviews.

2.1.2. Degree Monitoring

Presenter/s: Steve Marshall

Te Poari noted that 2021 has had one monitoring visit to date (Bachelor of Nursing) and it received a rating of Excellent. Many visits are scheduled to complete before the end of June, so the tracker will change a lot in coming months.

2.1.3. Programme Reviews

Presenter/s: Simon Tries

Te Poari noted that letters were written to relevant HOSs arising from the concerns of QAB. Three letters were sent; two written responses were received. The one remaining concern had a Review completed and sent to its PAQC.

Te Poari noted that every Programme Review writes a Report goes to PAQC and agreed that QAB does not need read each single Report. PAQC Chair Reports can report on the Review Reports and any issues from them.

2.1.4. Oversight of Quality Assurance Systems

Presenter/s: Simon Tries

Te Poari noted this item is provided for reference only and that the memo is directed to Te Komiti Mātauranga.

Te Poari noted that:

- The new dashboard is designed to meet the needs of multiple levels of academic governance committees – Te Komiti Mātauranga; Te Poari Whai Kounga; PAQCs.
- Feedback from PAQCs will be requested during the year regarding how they are using the dashboard.
- Weightings on the rating calculation should remain constant for at least one academic cycle before review is considered.
- Suggestion to present the dashboard to HOSs and APMs.

2.1.5. Programme Reviews (Specific HOS Responses)

Presenter/s: Simon Tries

2.1.5.1.   Letter to HOS-CEAT regarding Bachelor of Applied Technology (BAT)

Noted.

2.1.5.2.   HOS Response: BAT (Susan Bennett)

Te Poari discussed the response including the following points.

- The words "TKK requirements" are inaccurate and should be "NZQA requirements".
- The response seemed to lack coherence.
- Programme Review should be conducted prior to a decision to undertake Programme Renewal, rather than the approach proposed in the Response.
- Te Poari is not confident in the quality of the proposed approach and its engagement with stakeholders.
- Renewal / redevelopment of a degree programme involves a large amount of work. Given the movement toward Te Pūkenga, it is best to get advice from Te Pūkenga on such an initiative to avoid duplicating work.
- When Te Pūkenga moves to develop a common degree programme, they would surely give minimal consideration to programmes which do not have strong evidence drawn from the Programme Review process.
- A template for the HOS to follow could have improved the coherence and clarity of the Response.

Resolved:

That Te Poari Whai Kounga, via the Chair, direct the School to complete a Programme Review before undertaking any Programme Redevelopment or Renewal which would need approval from Portfolio Leadership Group and ELT.

Moved: S Tries   Seconded: A Wessels   Motion: **CARRIED**

ACTION → Secretary to distribute link to members of Programme Review process page on The Nest.

2.1.5.3.   Letter to HOS-CI regarding Bachelor of Performing and Screen Arts (BPSA)

Noted.

2.1.5.4.   HOS Response: BPSA (Vanessa Byrnes)

Te Poari agreed that the response provided a satisfactory plan.

ACTION → S Tries to reply to HOS-CI (V Byrnes) with thanks and anticipation of receiving news of the outcomes

2.1.5.5.   Letter to HOS-HSP regarding Bachelor of Social Practice (BSP)

Noted.

2.1.5.6.   HOS Response: BSP (Linda Aumua)

Te Poari received a verbal update that a response had been written and was scheduled for discussion by the relevant PAQC.

General Discussion on Programme Reviews

Te Poari discussion included the following points.

- Programmes Reviews are a legal requirement to be undertaken until 2023 when Unitec Institute of Technology Limited will be disestablished.
- Even after 2023, the principle of meeting stakeholder needs will need to be satisfied in some form.
- Teaching out programmes is a very costly activity.
- Under Te Pūkenga, if one subsidiary ceases to deliver a programme then a learner should be able to conveniently transition to another subsidiary's delivery.

2.1.6. Programme Closures

Presenter/s: Eric Stone

Te Poari noted the deferral of this reporting to the next hui.

Resolved:

That Te Poari Whai Kounga receive the collective reporting on Programme Academic Quality Oversight.

Moved: B Davis   Seconded: W Verhoeff   Motion: **CARRIED**

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

Presenter/s: Steve Marshall

- Memo to PAQCs (Dated: 2021-03-23)
  Title: Outcomes from March QAB Hui

ACTION → S Tries to send a Chair Letter to the PAQC Chairs and HOSs to acknowledge their responses and remind of importance of timely reporting.

Resolved:

That Te Poari Whai Kounga receive the PAQC Chair Reporting (Round 1, 2021) Late Reports:

1.   PAQC – Engineering
2.   PAQC – Nursing
3.   PAQC – Social Practice
4.   PAQC – UPC

Moved: E Stone   Seconded: A Wessels   Motion: **CARRIED**

2.3.   Academic Risk Management

Presenter/s: Trude Cameron; Simon Tries

- Memo to Heads of School (Dated: 2021-03-22)

Te Poari commended the mahi of Trude Cameron and the improved approach to the Review. Trude Cameron commended the HOS collective for their rich explanations of risks.

Te Poari noted that some PAQCs still have no Student Representative appointed.

ACTION → S Marshall to present analysis of PAQCs membership lists in order to provide confidence in the appointment of Student Representative members.

Action #:   Action-038

Te Poari discussed the escalation path for risks and how risk is managed systemically via governance and management functions.

ACTION → Chair and Tahreem Zia to collaborate on a memo regarding various concerns related to International Learners.

Resolved:

That Te Poari Whai Kounga:

1.   Receive the April 2021 Academic Risk Summary; and

2. Note the status of current actions in the QAB Risk Action Tracker, and approve the closure of actions #1-7
3. Approve the following recommendations made in the April Risk report:
3.1. that there is assurance sought from the School of Computing, Electrical and Applied Technology PAQC that they are satisfied with progress being made towards mitigating Efts decline, space for current classes and staffing
3.2. that there is assurance sought from the School of Creative Industries PAQC on progress towards securing teaching space
3.3. that there is assurance sought from the School of building Construction PAQC on progress towards securing additional space for their increased student numbers

Moved: S Varley   Seconded: R Wood   Motion: **CARRIED**

ACTION → Related to QAB Minutes 2021-04-21, Item 2.3., Recommendation 2, that Trude Cameron note the reasons for closing the seven actions on the Tracker, present them to the next hui and then remove them from the Tracker after the next hui.

3.   Mea Hei Whakaae | Items to Approve

- (None)

4.   Mea Hei Kōrero | Items to Discuss

4.1.   Annual Report 2020: Assuring Consistency (Consistency Reviews)

Presenter/s: Eric Stone

Resolved:

That the Board:

1. receives the 2020 Assuring Consistency Summary Report
2. approve the following:
2.1. The Chair of the QAB write to Heads of Schools whose programmes received a "Sufficient" rating and a citation from NZQA acknowledging this and congratulating them and their team.
2.2. That the Graduate Survey Review 2021 explicitly make recommendations regarding the collection of evidence regarding the extent to which Unitec graduates meet the graduate outcomes of their qualifications. To include graduates (in work, in study, in work and study, not in work or study) and next-users (employers, community, further education, iwi)

Moved: P Jeurissen   Seconded: A Wessels   Motion: **CARRIED**

4.2.   Annual Report 2020: Degree Monitoring

Presenter/s: Steve Marshall

Te Poari noted that:

- The institute has moved from high noncompliance to high compliance.

- Challenges in 2020 regarding rescheduling showed that online monitor visits over a few days can work really well compared to the usual shorter-duration in-person visits

Resolved:

That the Board:

1. receives the Unitec Degree Monitoring 2020 Summary Report
2. endorse the following:
2.1. That Monitor recommendations and associated action plans be formally incorporated into PEPs and reported on regularly through PAQC Work Plans to ensure that they are addressed in a timely manner.
2.2. That Academic Programme Managers are informed of the need for Degree Monitoring processes to meet the full NZQA reporting requirements in all circumstances, even when Monitoring takes place alongside other quality activities such as Professional Accreditation, Programme Review, etc

Moved: D Fraser   Seconded: L Aumua   Motion: **CARRIED**

4.3.   Annual Report 2020: Programme Reviews

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

Summary: None were completed in 2020 due to Lockdowns

Te Poari discussed:

- the definition and relationship of Stakeholders to the Review process
- the need for "rich" engagement with Learners and how this can occur

Resolved:

That the Board receives, notes and gives support to the recommendations (below), and where necessary provides feedback on the Programme Reviews Annual Report 2020.

1. That the Quality Alignment Board | Te Poari Whai Kounga provide a final date for completion of reviews that are outstanding.
2. That the importance of engaging in Programme Reviews in a timely manner be clearly communicated to support a change of culture across the institute.
3. That the Quality Alignment Board initiate a review of the extent to which programmes at levels 7+ have clear evidence of stakeholder engagement to inform the ongoing delivery of programmes.
4. That the need to provide clear evidence of meaningful stakeholder engagement as evidence for any programme change, and in particular major programme re-developments, be reiterated to Schools.

Moved: L Aumua   Seconded: W Verhoeff   Motion: **CARRIED**

5. Ngā Tukunga | Items to Receive

5.1. Strategic Reports

5.1.1. Māori Success

Presenter/s: Te Hau Hona

Te Poari noted concern that Successful Course Completion (SCC) rates have dropped by 7% and are 18% below target. In the current regional and sector climate, no assurance could be given that these rates will improve or reach target.

Te Poari noted that these rates are based on the January SDR data. When delayed grades reporting is completed, the success rates could possibly improve significantly.

5.1.2. Pacific Success

Presenter/s: Falaniko Tominiko - *Apologies*

Te Poari noted that there was only one single complaint from Pacific in 2019 and 2020 and that this number could be correct if it is a formal complaint.

Te Poari noted concern the drop in SCC rates similar to the drop in Māori Success SCC rates.

ACTION → Chair Report to raise concern regarding Māori and Pacific SCC gap, its increasing trend and the impact of delays to Learner Outreach Project 2021.

5.1.3. International Success

Presenter/s: Tahreem Zia

Te Poari heard a verbal update on various current activities and initiatives within International Success.

5.1.4. Under-25s Success

Presenter/s: Andrea Thumath - *Apologies*

Taken as read.

Resolved:

That Te Poari Whai Kounga receive the reporting on:

1. Māori Success
2. Pacific Success
3. International Success
4. Under-25s Success

Moved: N Ricacho   Seconded: A Wessels   Motion: **CARRIED**

5.2.   Ētahi Atu Rīpoata | Other Reports

5.2.1. Update on Graduate Survey Review

Presenter/s: Trude Cameron

5.2.2. Update on School of Trades and Services – Managed Apprenticeships

Presenter/s: Steve Marshall; Bryan Davis

Te Komiti noted contextual challenges specific to the School of Trades and Services, and also challenges that are systemic across all ITPs.

Resolved:

That Te Poari Whai Kounga receive the update/s on:

1.   Graduate Survey Review
2.   School of Trades and Services – Managed Apprenticeships

Moved: L Aumua   Seconded: T H Hona   Motion: **CARRIED**

6.   Whakamutunga | Closing

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

- (None)

6.2.   **Committee Self-Assessment: Response**

- (None)

6.3.   **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!*