



minutes

Te Poari Whai Kounga | Quality Alignment Board

Type: Regular Meeting
 Date: Wednesday, 2021-07-14
 Scheduled Time: 0830h – 1130h
 Chair: Simon Tries
 Location: 180-2043

Meeting Opened: 0830h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Everyone who was present stood and joined together in the karakia timatanga.

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

*Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!*

The Chair led members and attendees to introduce themselves for the benefit of the new attendees Lupe Kautoke and Renata Jadresin-Milic.

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

1.2.1. Mema | Members in Attendance

Kanohi ki te Kanohi

- | | | |
|------------------------|---------------------------|-----------------------|
| 1. (Chair) Simon Tries | 9. Eric Stone | 16. Steve Marshall |
| 2. Abha Chitalia | 10. Linda Aumua | (Dep. 1128h) |
| (For: James Oldfield) | 11. Lupe Kautoke | 17. Tahreem Zia |
| 3. Andrea Thumath | 12. Mirjana Bogosanovic | 18. Toni Vaughan |
| 4. Anna Wheeler | 13. Paul Jeurissen | (Arr. 0856h) |
| 5. Antoinette Wessels | 14. Renata Jadresin-Milic | 19. Wesley Verhoeff |
| 6. Becca Wood | (For: Yusef Patel) | <u>Via Internet</u> |
| (Dep. 1104h) | 15. Sadeh Aliakbarlou | 20. Falaniko Tominiko |
| 7. Bryan Davis | (Dep. 0917h; Ret. 1011h) | |
| 8. Diane Fraser | | |

1.2.2. Kōrama | Quorum

The Chair declared quorum with a majority of the membership (total 23) being in attendance.

1.2.3. Ngā Whakapaha | Apologies

No Proxy

1. Martin Carroll
2. Norberto Ricacho
3. Steve Varley

With Proxy

1. James Oldfield
(Proxy: Abha Chitalia)
2. Yusef Patel
(Proxy: Renata Jadresin-Milic)

Late Arrival / Early Departure

1. Antoinette Wessels
(Early dep. 0920h)
2. Toni Vaughan
(Early dep. 0930h)

Resolved:

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

Moved: E Stone > Seconded: D Fraser > **Motion: CARRIED**

1.2.4. Korenga | Absences

- (None)

1.2.5. Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Trude Cameron (Dep. 1131h)
3. Sue Crossan

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Tracker: Attendance

Updated: 2021-06-02

Te Poari noted the tracker without concerns raised.

1.3.2. Tracker: Work Plan

Updated: 2021-07-13

Te Poari noted the tracker without concerns raised.

1.3.3. Ngā Tautapu Arotake | Tracker: Actions

Updated: 2021-06-02

- **Action-013: [Working Group] Affected Performance Considerations**
2021-07-14: [Refer to Item 5.2.1. deferred in from previous hui.]
Status: Active
- **Action-038: PAQC Student Representative Recruitment**
2021-07-14: No update.
Status: Active

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

Resolved:

That Te Poari Whai Kōunga approve the Minutes for the hui of:

- 2021-06-02

Moved: W Verhoeff > Seconded: A Thumath > **Motion: CARRIED**

1.5. Mahia Atu | Matters Arising

- (None)

1.6. Rārangi Wā | Key Dates

Te Poari noted the key dates for the next cycle of committee business, as follows.

- August 11: Items due for agenda
- August 18: Target release for agenda
- August 25: Hui o Te Poari Whai Kōunga 2021-08-25
- September 1: Target release for draft minutes

1.7. Chair Reporting

(Source: Te Komiti Mātauranga, Agenda 2021-06-16)

1.7.1. Te Poari Whai Kounga

Te Poari noted the Chair Report (2021-06-08) without concerns raised.

1.7.2. Te Komiti Mātauranga

Te Poari noted the Chair Report to Unitec-MIT Board of Directors (2021-05-24) without concerns raised.

1.8. New Member

The Chair welcomed Lupe Kautoke as the representative proxy of the Student President while a new Student President is being found.

2. Oversight Reporting

2.1. Programme Academic Quality Oversight

2.1.1. Consistency Reviews

Presenter/s: Eric Stone

It was noted that preparation is progressing well for the seven reviews to complete before EOY 2021. Te Poari noted that the comments on the right-hand side of the tracker are sufficient for committee oversight of the review mahi.

2.1.2. Degree Monitoring

Presenter/s: Steve Marshall

It was noted that two visits were disrupted by the recent Wellington lockdown. One has been rescheduled and one rescheduling is in progress.

Te Poari discussion included that the School of Environmental and Animal Science is experiencing a challenge engaging a suitable monitor. Te Poari suggested they may consider having two monitors to cover the breadth of the programme.

2.1.3. Programme Reviews

Presenter/s: Sue Crossan and Simon Tries, speaking for Jackie Tims

Te Poari discussion included that delays had occurred for a number of reasons, including Lockdowns and that there are two types of ratings; one for the process and one for the quality of the review. Overall, Te Poari noted that while a number of reviews are still outstanding, good progress was being made.

2.1.4. Programme Closures

Presenter/s: Eric Stone

No reporting presented.

Resolved:

That Te Poari Whai Kouna receive the reporting on:

1. Consistency Reviews
2. Degree Monitoring
3. Programme Reviews
4. Programme Closures

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

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

Presenter/s: Steve Marshall

Presentation points included:

- No major issues escalated.
- Escalations Tracker is yet to be updated.
- “Associated Actions” lists matters which have already been resolved by the time of this reporting.

Te Poari discussion included:

- Concern about the four PAQC Chair Reports not yet submitted. Within Te Poari terms of reference is responsibility for overseeing the operation of PAQCs. Two of the four have no Chairs. Two have reported that excessive workload has impeded the Chairs from completing their reports, including sick leave from workload stress.
- Concern about the inequitable workload allocations of PAQC Chairs. Te Poari needs to speak up to support adequate capacity for PAQC Chairs to fulfil their responsibilities. A survey to gather information on PAQC workload and other matters is currently under way. It was also noted that, in some Schools, under-resourcing means there is not enough capacity to deliver the expected quality of teaching, let alone maintain quality governance.
- Adequate support and training for high-quality PAQC Chair performance is highly valuable for the School and institute.
- Institutional emergencies such as Lockdowns and Asbestos Remediation have pushed the priority of ‘reporting’ mahi down the list.

ACTION → Simon Tries (Manager, Te Korowai Kahurangi) to consider if PAQC Secretaries (drawn from his team) could have capacity and capability to undertake the drafting work of PAQC Chair Reports to relieve PAQC Chairs of some of their workload.

- PAQC Chairs are not explicitly represented on Te Poari Whai Kouna membership, even though at least two members does also happen to be a PAQC Chair.

ACTION → Simon Tries (Chair) to consider if PAQC Chair representation is needed on QAB Membership or if it is adequately covered by other means.

- PAQCs already have multiple programmes that they oversee, so when PAQCs merge it does not introduce a new type of risk (i.e. one programme taking priority over another programme/s).
- Some staff feedback regarding Te Pūkenga communications is that they don’t want more communications about what is *not* known / clear yet because this leads to further uncertainty and low value conversation, but simply to receive well-considered communications when topics and matters *are* clear and ready for meaningful kōrero.

- An evaluation of the 'I See Me' and Hāpai Ō initiatives is currently under way.

A summary from the Chair included:

1. Evidence is being collected from PAQC Chairs to inform the current review of the workload allocation model which could lead to an institutional understanding of the PAQC Chair role and the support needed for it.
2. Chair to follow up on unsubmitted PAQC Chair Reports.
3. Consideration needed of how to utilise Deputy Chairs and possible risks and benefits around having a person appointed to oversee PAQCs collectively from an operational perspective.

ACTION → S Tries (Chair) to follow up on unsubmitted PAQC Chair Reports from Round 2, 2021.

Resolved:

That Te Poari Whai Kounga:

1. Receive the 13 (thirteen) PAQC Chair Reports
2. Receive the Summary Report of received PAQC Chair Reports and approve the recommendations made as a result of the review
3. Discuss the items identified by PAQCs as requiring escalation and determine a response for each

Moved: T Vaughan > Seconded: B Wood > **Motion: CARRIED**

2.3. Academic Risk Management

Presenter/s: Trude Cameron

Robust discussion within Te Poari agreed to manage the Recommendations as follows.

- Recommendation 2a – Redirect back to the School to ensure that the matter is escalated through standard channels (i.e. APM > HOS > DCE). Funding issues are not within the remit of Te Poari Whai Kounga.
- Recommendations 2b and 2c – Action given to the Chair (below).

ACTION (tracked) → Simon Tries (Chair) to write to Te Komiti Mātauranga and / or ELT with a summary of the concerns noted in the academic risk report including the impact of land sales on programme delivery.

Resolved:

That Te Poari Whai Kounga receive the June 2021 Academic Risk Report and verbal update on the Academic Risk Register review

Moved: D Fraser > Seconded: B Adams > **Motion: CARRIED**

3. Mea Hei Whakaae | Items to Approve

3.1. Interim PEP Consideration (2021)

Presenter/s: Linda Aumua & Paul Jeurissen on behalf of the Unitec Heads of School Group

Presentation noted that:

- HOS Group wanted to bring it back for reconsideration.
- A number of Schools are currently focused on re-accreditation which takes higher priority.
- Suggestion to prioritise engagement of the CEP process ahead of the Interim PEP process.
- The Interim PEP process should tie into School Action Plan.

Te Poari discussion noted:

- If only selected programmes were required to complete Interim PEPs, then there would need to be a committee-approved transparent equitable process for selecting the programmes.
- The reduction should be a reduction of the number of programmes undertaking Interim PEPs rather than a reduction in the questions asked within the template or the number of KEQs to be responded to.
- Te Poari agreed that emphasis should be placed on programmes with high EFTS and low successful course completion, with strong consideration of Priority Group outcomes.

Te Poari agreed that a general shift should move to a more targeted approach. Note was made of distinguishing ownership and governance of the process (Te Poari Whai Kouna) from support and administration of the process (Te Korowai Kahurangi).

- It was agreed that actions arising from the Graduate Survey results, which will be the final ones based on the current question set, would be undertaken by the Schools / Programme Teams in the short term and the outcomes and progress on actions reported through the End of Year PEP process.
- Suggestion that APMs could report on Successful Course Completion through PAQCs rather than through an Interim PEP.

Te Poari commended Eric Stone for his leadership in coordinating the Interim PEP process.

ACTION → Simon Tries (Manager, Te Korowai Kahurangi) to outline the criteria and approach to be used to HoSs and kōrero with HoSs on which programmes should be selected to undergo an Interim PEP.

Resolved:

That Te Poari Whai Kouna endorse a reduced, targeted, interim PEP process for a limited range of programmes for 2021.

Moved: A Thumath > Seconded: P Jeurissen > **Motion: CARRIED**

4. Mea Hei Kōrero | Items to Discuss

4.1. Āta-tuhi: Te Korowai Kahurangi (TKK) Evaluation of the 2020 End-of-Year (EOY) Programme Evaluation and Planning (PEP) Process

Presenter/s: Eric Stone

Presentation noted that:

- Apologies for very late submission into the Agenda.
- Three recommendations relate to improving the questions of the template based on staff feedback. One recommendation relates to consideration of structural change to the EOY PEP process with suggestion that Schools and Te Korowai Kahurangi engage within mahi kotahitanga to develop improvements that will benefit learners.
- The PEP process was developed collaboratively, and so any changes should also be made in a similar manner of mahi kotahitanga, kōrero and collaborative consultation.

Te Poari discussion included:

- Other ITPs with Category-1 ratings have much leaner processes in comparison. The current model's workload is unsustainable.
- Suggestion that it could be more efficient and effective if Te Korowai Kahurangi (or another body) reviewed the PowerBI information and then advised / directed programmes / HOSs to reflect and report of specific aspects of the information. There is a view that some PEP reports tend toward being a regurgitation of PowerBI information into a Word file, indicating a gap in capability in self-assessment.
- Legislation states that the institute must engage in self-assessment and review, but it does not prescribe how this should be undertaken.
- Consideration of what value there may be in PEP reports being presented to Industry Advisory Committees.
- Consideration of the value of PEPs as being that intrinsic to the reflective practice undertaken do construct and write the reports.

ACTION → Eric Stone to lead a Working Group to develop proposed improvements to the PEP process. Committee members can nominate themselves or colleagues from within their work teams they feel would have valuable contributions. Eric can also request HOSs for access to specific staff he considers valuable for the mahi.

Resolved:

That the Te Poari Whai Kōunga:

1. Receive the report on: Evaluation of the 2020 End of Year PEP Process
2. Appoint a working group to work through the report and recommendations and to bring suggestions back to the following hui

Moved: D Fraser > Seconded: B Wood > **Motion: CARRIED**

4.2. EER Action Plan (draft)

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

Presentation noted that:

- The actions are broader in scope than the recommendations.
- Most of the mahi is already underway.
- The Plan has already been discussed at Te Komiti Mātauranga.
- The Plan will go back to Te Komiti Mātauranga for approval on July 28.

Te Poari discussion included:

- Recommendation 1
 - The issue behind the recommendation was found within a single School. Consideration should go to limiting the action to just that one School.
 - Different outcomes have different value for different learners.
 - For groups that have a low response rate, e.g. International, the low response rate makes the value of the Graduate Survey outcomes questionable.
- Recommendation 2
 - Action needs to align with the finalised Domestic Code of Practice.
 - Although Unitec has a “you said, we did” initiative, it is at institute-level. Learners want to see their feedback utilised at the course-level and they want to know how soon their feedback will have an effect.
 - Learners should ideally see that their feedback has been received and considered before the end of that same semester.
- Recommendation 3 – Dan Blanchon (HOS Environmental and Animal Sciences) has developed a detailed plan and provided feedback on the action plan.
- Recommendation 4 – Work is underway and continuing. Noted that *Learner Outreach Project* is a part of *I See Me*.

ACTION → Chair to invite Simon Nash to present the outcomes of review described in Recommendation 4.

- Recommendation 5 – Work is underway and continuing.
- Recommendations 2 and 6 relate strongly to the basic value of Ngākau Māhaki. When the institute receives feedback from stakeholders (industry / learners / staff), then it is incumbent upon the institute to consider it fully, take action where appropriate, and express thanks for investing the time and energy to provide it.
- Timeframes are yet to be proposed for the Actions. These will be developed after the scope of the Actions has been decided in consultation with the action owner.
- Rec 6 – Recommendation scope was limited to Industry Advisory Committees but the Action scope was expanded to Stakeholders generally due to issues in this area having been identified through other mechanisms. Concern was raised regarding the value that Interim PEPs would actually delivery to Industry Advisory Committee kaupapa. It was noted that the interim PEP was an existing mechanism being utilised to undertake this mahi.
- Rec 7 – Very aligned with the proposed operating model for Te Pūkenga.

ACTION → L Aumua and P Jeurissen to present draft EER Action Plan to HOS group.

Te Poari noted that actions need to be:

- Prioritised
- Made School-specific

- Tied into School Action Plans

Te Poari joined in an impromptu koha on proper pronunciation of “ako” by Toni Vaughan.

5. Ngā Tukunga | Items to Receive

5.1. Priority Group Reporting

(Source: Te Komiti Mātauranga, Agenda 2021-06-16)

5.1.1. **Māori Success**

Presenter: Toni Vaughan

Taken as read with no concerns raised. Te Poari acknowledged the level of completion of Te Noho Kotahitanga Badge (Schools 100%; Support 90%).

5.1.2. **Pacific Success**

Presenter: Falaniko Tominiko

Taken as read. Many operations plan actions are near completion. Outcomes show that many areas are improving.

5.1.3. **International Success**

Presenter: Tahreem Zia

Report noted as from April. Ministry of Education is allowing staggered return of International students. 90% of actions are completed. Qualification Completion Rate has increased slightly.

5.1.4. **Under-25s Success**

Presenter: Andrea Thumath

Taken as read with no concerns raised.

5.1.5. **Disabled Learners**

- Deferred in from QAB Agenda 2021-06-02.

Presenter: Anna Wheeler

ELT has approved a project to develop a strategy for Disabled Learners as a priority group. This is expected to take a few months.

Resolved (in bulk):

That Te Poari Whai Kouna receive the Priority Group Reporting.

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

5.2. Ētahi Atu Rīpoata | Other Reports

5.2.1. **Review of Affected Performance Consideration Process**

(Deferred in from QAB Agenda 2021-06-02.)

Related: *Action-013*

Presenter/s: Sue Crossan

Presentation noted that:

- Item taken as read. Information now outdated.
- The Process was begun at the start of 2020 and then immediately disrupted by Lockdowns.
- Concern around inconsistent usage of APCs by teaching staff.

Te Poari discussion included:

- Anecdotal reporting that the low number of APC applications may be caused by learners being required to submit evidence from a medical / counselling professional within 5 working days. However, the Unitec counsellor (free) has a waitlist of a few weeks long. Learners could present evidence from a medical doctor, but such a consultation costs (which they may not be able to afford in either time or money) and some areas of Auckland have a waitlist even on these. Thus, learners are / may simply be giving up hope of ever having the evidence they need to submit the application within the timeframe of 5 working days.
- The current APC system has no provision to apply without all the required evidence.
- Delays in submission of APCs will impact re-enrolments for the following semester.

ACTION → S Crossan to investigate whether the APC system needs amendment, and if so then how this could be achieved in a timely manner for improved learner outcomes.

5.2.2. **Course Evaluation and Planning (CEP) 2021**

(Deferred in from QAB Agenda 2021-06-02.)

Presenter/s: Sue Crossan

Presentation noted that:

- Start rate now at 76%
- Drop-in clinics have been running every Thursday
- Two Schools have a consistent 100% start rate – Bridgepoint and Environmental & Animal Sciences
- July 18 – PowerBI Dashboard to be ready for use
- July 22 – Workshop scheduled to provide help on how to use the Dashboard
- July 26 – CEP completion due date (unless exceptional extension granted)
- Michelle Sun (tkkinsights@unitec.ac.nz) is the contact person for any programme specific data support

Te Poari commended Michelle Sun and the team supporting Drop-In Clinics.

5.2.3. NZQA Statutory Declaration 2020-2021

(Deferred in from QAB Agenda 2021-06-02.)

Presenter/s: Simon Tries

Results are generally better than previous years. All inconsistencies have assurance that resolution actions in place.

5.2.4. Moderation Consolidated Reporting Project: Progress Update (July 2021)

Presenter/s: Simon Tries speaking for Steve Marshall

ETA for completion is EOY 2021 and progress is often interrupted by other priorities.

5.2.5. Graduate Survey Review Update

Presenter/s: Trude Cameron

Members were encouraged to email any questions to T Cameron.

Resolved (in bulk):

That Te Poari Whai Kounga:

- 5.2.1. Receive and discuss the reporting on the Affected Performance Consideration process.
- 5.2.2. Receive the reporting on Course Evaluation and Planning 2021.
- 5.2.3. Receive the reporting on the NZQA Statutory Declaration 2020-2021.
- 5.2.4. Receive the update on the Moderation Consolidated Reporting Project.
- 5.2.5. Note progress on the next phase of the Graduate Survey review.

Moved: L Aumua > Seconded: P Jeurissen > **Motion: CARRIED**

6. Whakamutunga | Closing

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

- (None)

6.2. Self-Assessment Survey Results

Presenter/s: Simon Tries (Chair)

- Memo with:
 1. Survey Questions
 2. Survey Responses

Discussion deferred to next hui.

ACTION → Secretary to re-distribute the Survey link for non-completing Members to complete the Survey.

6.3. Karakia Whakamutunga | Closing Prayer

Everyone who was present stood and joined together in the karakia whakamutunga.

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

*We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!*

Meeting Closed: 1137h
