



minutes

Te Poari Whai Kounga | Quality Alignment Board

Type: Regular Meeting
 Date: Wednesday, 2021-08-25
 Scheduled Time: 0830h – 1130h

Chair: Simon Tries
 Location: Online (Microsoft Teams) due to Level 4 Lockdown

Meeting opened: 0830h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Everyone who was present 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!*

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

1.2.1. Mema | Members in Attendance

- | | |
|------------------------|------------------------|
| 1. (Chair) Simon Tries | 10. Lupe Kautoke |
| 2. Anna Wheeler | (Dep. 1012h) |
| 3. Antoinette Wessels | 11. Norberto Ricacho |
| (Dep. 1127h) | (Dep. 1011h) |
| 4. Becca Wood | 12. Paul Jeurissen |
| 5. Diane Fraser | 13. Sadegh Aliakbarlou |
| 6. Eric Stone | 14. Steve Marshall |
| 7. Falaniko Tominiko | (Dep. 1006h) |
| 8. Kevin Toto | 15. Wesley Verhoeff |
| (Dep. 1115h) | 16. Yusef Patel |
| 9. Linda Aumua | |

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. Steve Varley

With Proxy

1. Bryan Davis
(Proxy: Jake Curran)

Late Arrival / Early Departure

1. Andrea Thumath
2. Norberto Ricacho – *Early dep.*

Resolved:

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

Moved / Seconded: F Tominiko / E Stone

Motion: CARRIED

1.2.4. Korenga | Absences

1. Andrea Thumath
2. Jake Curran
(For: Bryan Davis)
3. James Oldfield
4. Mirjana Bogosanovic
5. Tahreem Zia
6. Toni Vaughan

1.2.5. Hunga Mahi | Staff in Attendance

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

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Tracker: Attendance

Updated: 2021-07-14

Te Poari noted the tracker without concerns raised.

1.3.2. Tracker: Work Plan

Updated: 2021-07-14

Te Poari noted the following work items.

1. Hui 2021-08-25
 - a. QAB Review of Graduate Survey Report: Institutional Summary 2021 – [Refer to Item 4.3.]
2. Upcoming hui
 - a. Hui 2021-10-06: CEP Outcomes Report (Semester 1, 2021)
 - b. Hui 2021-10-06: PEP Interim Report 2021
 - c. Hui 2021-11-17: PAQC Chair Reporting (Round 3, 2021)

1.3.3. Tracker: Actions

Updated: 2021-07-14

1. **Action-013: [Working Group] Affected Performance Considerations**
 2021-08-25: No change. Action retained in view of the Lockdown.
Status: Active
2. **Action-038: PAQC Student Representative Recruitment**
 2021-08-25: Steve Marshall to confirm a list of which PAQCs do or don't have representation.
Status: Active

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

Te Komiti reviewed the Minutes 2021-07-14 and updates on the actions formed in it.

Resolved:

That Te Poari Whai Kōunga approve the Minutes for the hui of 2021-07-14.

Moved / Seconded: A Wessels / F Tominiko

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.

- September 22: Due date for submissions to the agenda
- October 6: Next hui

1.7. Chair Reporting

Source: *Te Komiti Mātauranga, Agenda 2021-07-28*

1.7.1. Te Poari Whai Kounga

Te Poari noted the Chair Report (2021-07-28).

1.7.2. Te Komiti Mātauranga

Te Poari noted the Chair Report to Unitec-MIT Board of Directors (2021-07-28).

That Te Poari Whai Kounga receive the Chair Reporting from the following committees.

1. Te Poari Whai Kounga
2. Te Komiti Mātauranga

Moved / Seconded: A Wessels / W Verhoeff

Motion: CARRIED

1.8. Membership

Te Komiti noted that Steve Varley is taking leave of Absence from Unitec 2021-08-09 ~ 2022 mid-January. Katie Bruffy is overseeing membership replacement. “Judi Simpson who is currently deputy chair of the Language Studies PAQC will step up to chair as from the next meeting on September 8.”

2. Oversight Reporting

2.1. Programme Academic Quality Oversight

2.1.1. Consistency Reviews

Updated: 2021-08-16

Presenter: Eric Stone

- NZCC review that was scheduled for 23 August now cancelled by NZQA due to Lockdown.

2.1.2. Degree Monitoring

Updated: 2021-08-16

Presenter: Steve Marshall

Discussion points included the following.

- Te Poari noted programmes which have had their visit done, not yet done and postponed.
- BASCI now has a monitor confirmed.
- BETMG is still awaiting confirmation whether to postpone or not.
- BNURS report received in April but an outcome is still pending.

ACTION: S Marshall to provide update on the outcome which pending from April for BNURS Degree Monitoring.

2.1.3. Programme Reviews

Updated: 2021-08-16

Presenter: Simon Tries

Te Poari noted that Programme Reviews have been very disrupted by Lockdowns both past and present.

Resolved:

That Te Poari Whai Kouna receive the reporting on:

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

Moved / Seconded: F Tominiko / B Wood

Motion: CARRIED

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

Presenter: Steve Marshall

ACTION: E Stone (Lead – Quality Systems, Te Korowai Kahurangi) to investigate the issue raised in the EAS PAQC Chair Report, page 1 (shown below).

What improvements can be made?

Much of the data that is shown during the meeting is sourced from PowerBI and it can be wildly inaccurate. I would suggest that the data be checked sufficiently before being brought to the meeting.

Tracking reference: Action-039

Te Poari discussion also included the following.

- Suggestion that issues raised by PAQC Chairs come with richer details of the issue and with an assurance that all other avenues for resolution have been exhausted.
- Clarification that under clause 3.21.1 of the Administration of Examination Procedures the Examinations Team (TKK) is to store examination records (including marked booklets) for 12 months because NZQA requires all assessments to be stored for 12 months. A 'sample range' is also to be retained for moderation purposes for 7 years. Refer to TKK guidance available on The Nest:
<https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/assessment-and-moderation/retention-of-assessment-materials/>
 This is not to be confused with the requirement under clause 3.21.2 of the Administration of Examination Procedures that requires the library to retain examination papers (i.e. the questions) for students to view for a period of 5 years – these are made available in digital format via the 'library search' function on the Unitec Library website – if there is a reason staff cannot make the exam papers available via the Library they must apply to the for an exemption from the Director – Ako.

Resolved:

That Te Poari Whai Kouna receive the three late PAQC Chair Reports from:

1. Bridging Education and Supported Learning
2. Building Construction
3. Environmental and Animal Science

And that no report will be required from Trades and Services due to no hui occurring this reporting period.

Moved / Seconded: D Fraser / P Jeurissen

Motion: CARRIED

2.3. Academic Risk Management

Presenter: Trude Cameron

Resolved:

That Te Poari Whai Kounga receive the July 2021 Academic Risk Report and approve:

1. Request an update on any ELT decisions impacting Creative Industries programmes
2. Request a regular update be provided by Jaala Jacobs on progress towards securing alternative outdoor spaces for the Schools of Environmental and Animal Sciences

Moved / Seconded: D Fraser / B Wood

Motion: CARRIED

3. Mea Hei Whakaae | Items to Approve

3.1. Evaluation of QA Event Outcomes

Presenter: Simon Tries

Te Poari discussion noted that documentation of the process will improve the clarity and shared understanding of the process among all stakeholders.

Resolved:

That Te Poari Whai Kounga approve the proposed approach to the evaluation of outcomes from select QA events.

Moved / Seconded: S Marshall / W Verhoeff

Motion: CARRIED

3.2. Recommendations from the Graduate Survey Working Group 2021

Presenter: Trude Cameron

Te Poari considered that if changes were to be made then they would need to be effective immediately, as the current first of two surveys under the current approach are due to be sent to graduates in October 2.

Te Poari noted that Consideration has been made as to how response rates can be improved.

Te Poari commended Trudy Cameron for her mahi.

Resolved:

That Te Poari Whai Kounga approve the transition to conducting a single Graduate Survey around May of each year effective immediately and advise Te Komiti Mātauranga of the decision.

Moved / Seconded: A Wessels / L Aumua

Motion: CARRIED

Intermission: 0927h – 0940h

4. Mea Hei Kōrero | Items to Discuss

4.1. QAB Self-Assessment Survey Outcomes (August 2021)

Presenter: Simon Tries (Chair)

- Survey Results 2021-08-12

Presentation and discussion noted that:

- The survey had 15 respondents.
- Members feel mostly confident in their own ability, but less confident in the ability of other members.
- QAB outcomes were similar to PAQC outcomes (see below Item 4.2.).
- Overall, no major concerns were apparent.
- Responses and comments were positive.
- QAB expressed a desire to have confirmation from Te Komiti Mātauranga of the usefulness of mahi conducted by QAB.
- New members have no induction package materials to read when joining the committee. A more comprehensive introduction and acronym glossary would be very helpful.

4.2. PAQC Self-Assessment Survey Outcomes (August 2021)

Presenter: Simon Tries (Chair)

- PAQC Committee Survey Outcomes 2021 as at 2021-08-12
- PAQC Summary of Self-Assessment Verbatim Comments
- PAQC Committee Survey 2021 Questions

Presentation and discussion noted that:

- The survey had 112 respondents from across the PAQCs.
- The surveys expressed a desire to have confirmation from QAB of the usefulness of mahi conducted by PAQCs.
- Responses tended to be rated lower than equivalent QAB responses.
- Sustainability of resourcing (both in terms of time allocation and capability) is a significant issue.
- The value of PAQC mahi should not be underestimated.
- Incorporation into Te Pūkenga will likely have minimal change on the PAQC level mahi in the short term.
- Consideration should be given to QAB recommending a baseline time allocation for PAQC Chairs.
- Consideration should be given to how PAQC Chairs can receive tangible acknowledgement for their work, such as through a Badge similar to the one for the Code of Conduct which had multiple choice answers rather than written responses.
- 46% indicate performance would improve with an induction package. This could be as simple as a coordinated peer-mentor arrangement for new members.

Te Poari noted that the QAB and PAQC Surveys indicate QAB capability to self-evaluate effectively.

ACTION: S Tries (Chair, QAB) to undertake the following.

1. Discuss the idea of an institute-wide baseline time allocation for PAQC Chairs with HOSs.
2. Consider how to proceed with the development of a member induction package and related arrangements.
3. Write to PAQCs to thank them for their survey responses and inform them of the outcomes of QAB discussion.

4.3. Graduate Surveys Institutional Summary 2021: Results and 5-year Trends

Commenced: 1047h

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Presentation and discussion noted that:

- Different Schools attract different personalities of Learners. Some personalities are more likely to engage with an online survey than others. Consideration needs to be given to how to reach diverse personalities of Learners.
- ITPs that have the highest GESC tend to have exceptionally strong links with their local communities and industry.
- “Relevance” has a complicated and highly subjective definition. Newly-employed graduates may not realize the relevance of their study until several years into employment.
- Consideration could be given to how CEP completion rates and outcomes correlate with Graduate Survey responses.
- Programmes that are more generic (e.g. Bridgepoint) may be expected to have lower employment rates than highly specialized / occupationally-targeted ones (e.g. Building and Construction).

Concluded: 1127h

4.4. Course Evaluation and Planning: Semester 1, 2021 – Progress update

Commenced: 1020h

Presenter/s: Sue Crossan

Presentation noted that:

- QAB in 2020 mandated completion of CEPs, but the completion rate still sits around sixty percent.
- Feedback indicates appreciation for the support provided by Te Korowai Kahurangi.

Discussion included the following points.

- Some Schools have over ninety percent completion; others are under fifteen percent. Targeted discussions are needed for the low completion Schools.
- Explicit scheduling of time for Course Coordinators and support (e.g. Sue Crossan, APMs, staff peers) to collaborate on CEP completion could improve buy-in and completion rates.
- PAQCs and QAB need to hold Schools accountable for CEP completion.

ACTION: S Tries (Chair, QAB) to write to PAQCs to reiterate the expectation and mandate of 100% completion of CEPs and to notify them that they will be asked what is being done to support the completion of CEPs in their next round of PAQC Chair reporting and to identify any barriers.

- Commendation for the support from Sue Crossan and Michelle Sun.
- Consideration of stronger alignment and confirmation of CEP process with Te Pūkenga direction.

- Agreement that the Head of School is ultimately accountable for CEP completion rates.
- Acknowledgement that the CEP process is one component of building an institutional culture of reflective practice rather than just another compliance expectation.
- With the impacts of the current Lockdown hitting simultaneously, a further extension to CEP completion due dates may see little improvement.
- HOSs could do more to include reflective practice in their conversations with their staff to balance the amount of compliance conversation.

ACTION: S Tries (Chair, QAB) to write to HOSs requesting a rationale from them for why mandated CEP completion targets have not been met for Semester 1, 2021.

Concluded: 1046h

5. Ngā Tukunga | Items to Receive

5.1. Strategic Reporting

- (None, as planned.)

5.2. Ētahi Atu Rīpoata | Other Reports

- (None)

6. Whakamutunga | Closing

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

6.1.1. Contingency Approaches for Probable Extended Level 4 Lockdown

QAB discussed that:

- Continued Lockdowns may mean that Interim PEP 2021 mahi may not be feasible.
- Some programmes still have high levels of risk being reported.
- Some communities of Learners will be more strongly affected by Lockdown than others.

6.2. 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: 1131h
