



minutes

Te Poari Whai Kouna | Quality Alignment Board

Type: Regular Meeting
Date: Wednesday, 2021-11-17
Scheduled Time: 0830h – 1130h
Chair: Simon Tries
Location: Online via Teams

Meeting opened: 0832h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

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

The Chair noted membership changes.

- New: Jocelyn Williams; Marama Haines Te-Whare
- Departed: James Oldfield; Steve Marshall

The Chair led members to introduce themselves and acknowledged the contributions of the departed members.

1.2.1. Mema | Members Represented

The Chair declared quorum with a majority of the membership (total 21) being in attendance.

- | | |
|----------------------------|--------------------------------------|
| 1. (Chair) Simon Tries | 11. Lupe Kautoke |
| 2. Andrea Thumath | (Proxy: Kevin Toto) |
| 3. Anna Wheeler | 12. Linda Aumua |
| 4. Antoinette Wessels | 13. Marama Haines-Te Whare |
| 5. Becca Wood | 14. Mirjana Bogosanovic – Dep. 1127h |
| 6. Bryan Davis | 15. Norberto Ricacho |
| 7. Diane Fraser | 16. Paul Jeurissen |
| 8. Eric Stone – Dep. 1119h | 17. Sadegh Aliakbarlou |
| 9. Falaniko Tominiko | 18. Tahreem Zia – Dep. 1129h |
| 10. Jocelyn Williams | 19. Wesley Verhoeff |
| | 20. Yusef Patel |

1.2.2. Ngā Whakapaha | Apologies

No Proxy

1. Martin Carroll

With Proxy

1. Lupe Kautoke
(Proxy: Kevin Toto)

Late Arrival / Early Departure

2. Diane Fraser – *Early departure*

Resolved:

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

Moved / Seconded: D Fraser / A Wessels

Motion: CARRIED

1.2.3. Korenga | Absences

1. (None)

1.2.4. Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Jeff Honey – *Arr. 1020h; Dep. 1055h*
3. John King – *Arr. 0859h; Dep. 0959h*
4. Sue Crossan
5. Toni Vaughan
6. Trude Cameron

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Attendance

Tracker: Attendance (Dated: 2021-08-25)

Noted.

1.3.2. Work Plan

Tracker: Work Plan (Dated: 2021-08-25)

Te Poari noted the following work items.

1. CEP Outcomes Report (Semester 1, 2021) – **[Refer to Item 4.1.]**
2. PEP Interim Report 2021 – **[Refer to Item 3.1.]**
3. PAQC Chair Reporting (Round 3, 2021) – *Cancelled due to impact of Lockdowns. Chairs provided opportunity to submit feedback via email.*

1.3.3. Actions

Tracker: Actions (Dated: 2021-08-25)

1. **Action-013:** **[Working Group] Affected Performance Considerations**
2021-11-17: **Secretary to remove Action-013 from the Tracker and translate it into a new line item in the QAB Work Plan 2022 for a report come to QAB after Semester 1, 2022.**
Status: **Completed**

2. Action-038: PAQC Student Representative Recruitment

2021-11-17: Simon Tries to follow up with HR. Te Poari noted concerns with fulfilment of getting Student Representative and a cross-school staff member from another School, and that some incentivisation and training has been provided. Confidentiality issues within PAQCs were discussed, noting that each Student Representative signs a confidentiality agreement which legally protects Unitec. If there are further concerns, a first step should be for PAQC Chairs to talk to their Student Representative member. Te Poari noted that continuity between Student Representative members is a challenge in contexts where students are only enrolled for one semester. Cross-School Staff Membership is highly valued. Chair QAB is to engage with PAQC Chairs and HR in early 2022.

Status: Active

3. Action-039: PowerBI Data Accuracy Concerns from EAS

2021-11-17: Investigation found a system error with a date associated with one CEP; it is now fixed. CEP completion for this School is now 100%.

Status: Completed

1.3.4. Rārangi Wā | Key Dates

Te Poari noted that the committee meeting schedule for 2022 is under development. The self-assessment activity for 2021 shall be undertaken at the start of 2022.

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

Te Poari noted the following changes.

1. Title date in meeting details corrected from “2021-05-25” to “2021-08-25”.
2. Item 2.2., 2nd bullet point amended to read as follows.

“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 Kōunga approve the Minutes for the hui of 2021-08-25.

Moved / Seconded: P Jeurissen / D Fraser

Motion: CARRIED

1.3.6. Mahia Atu | Matters Arising

- (None)

1.4. Chair Reporting

1.4.1. Te Poari Whai Kounga

Te Poari noted the Chair Report presented to Te Komiti Mātauranga 2021-09-08.

1.4.2. Te Komiti Mātauranga

Te Poari inferred that the Chair Report for the Unitec-MIT Board of Directors presented to Te Komiti Mātauranga 2021-09-08 was to be read as a draft version of the reporting of Item 1.7.3.

1.4.3. Te Komiti Mātauranga

Te Poari noted the Chair Report for the Unitec-MIT Board of Directors presented to Te Komiti Mātauranga 2021-10-20.

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 Wheeler / L Aumua

Motion: CARRIED

2. Oversight Reporting

2.1. Programme Academic Quality Oversight

Presenter: Eric Stone

2.1.1. Consistency Reviews *Updated: 2021-11-08*

- Two outcomes received a rating of Sufficient.
- About seven reviews are yet to complete for this semester.
- Everything is tracking well.

Te Poari commended Eric Stone for steering the Consistency Review processes and tracking toward excellence and for the mana it gives staff when they receive good outcomes and recognition from leadership.

2.1.2. Degree Monitoring *Updated: 2021-11-08*

- Responsibility for this reporting has been transferred from Steve Marshall to Eric Stone.
- Te Poari noted that “Pending” means a PAQC is yet to assign a rating as per the process approved at the previous QAB hui.

2.1.3. Programme Reviews *Updated: 2021-11-08*

- Responsibility for this reporting has been transferred from Steve Marshall to Eric Stone.
- Many of the Red rated programmes were due to professional accreditation visits that were to happen in 2020 but were repeatedly impacted by Lockdowns. ETA for completion is mid-2022.
- Te Poari expressed concern about use of “Poor” as a rating and the effect it may have on the mana of people involved, especially given that it does not account for the impact of Lockdowns. The reason it is used is for alignment with the relevant NZQA framework.

ACTION: Members wishing to join a work group to review the Programme Reviews should contact the Chair.

Resolved:

That Te Poari Whai Kouna receive the reporting on:

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

Moved / Seconded: P Jeurissen / F Tominiko

Motion: CARRIED

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

Presenter: Simon Tries

- To mitigate the effect of Lockdowns, PAQC Reporting Round 3, 2021 was replaced with an invitation for feedback from PAQC Chairs to the QAB Chair; two such emails were received. Matters raised included the need for training around Academic Risk and that merging of PAQCs does not always work well.

ACTION: Chair to consult with members of QAB who are also PAQC Members regarding 2021 performance of and 2022 improvements to PAQC Reporting System.

Te Poari discussed the administrative challenges to CEP reporting on Trades apprenticeship programmes. Te Poari commended Sue Crossan for her efforts to improve alignment and consistency between how Trades apprenticeships run and the CEP reporting system.

2.3. Academic Risk Management

Presenter: Trude Cameron

- Lockdowns significantly impact multiple risks such as SCC rates and staff workload increased due to the extended end of 2021 and the early start to 2022, exacerbated by further budget reductions. Practical placements are especially at risk.

Te Poari noted particular risks below.

- Practical placements, especially related to Canine Training.
- Changes around Building 108 impacting on Electrical Engineering.
- Creative Industries has no secure space for screen arts students and has only just found a location for dance courses. These circumstances have placed high stress on teaching staff and negatively impacted mental health.
- The increasing number of secondments from Unitec to Te Pūkenga increases the risk to academic quality.
- Repeated and extended Lockdowns have added more administrative workload due to increased work from course extensions.
- High amounts of staff turnover now present an extreme risk that teaching staff cannot meet learner needs.
- Teachout programmes are losing staff and thus at risk of not having the professional knowledge needed to teach finishing Learners. Mitigations are in discussion with PAQCs.

- Course extensions increase the risk to staff wellbeing through a longer annual work period and increased administrative and teaching load.
- Budget cutbacks for future support and mental health of staff mean that ongoing cumulative pressures, exacerbated by Lockdowns, may not be able to be sufficiently mitigated.

Te Poari expressed a desire to gain assurance on the following points.

- That vulnerable staff, especially those that have non-reduced expectations of research outputs and/or will have placements / assessments to complete when they return in 2022, are identified and appropriately supported before the next Semester commences.
- That Unitec has awareness of and a response plan to the wider issues of transition to Te Pūkenga, within the circumstances of maintaining BAU, quality of work and continued budget cutbacks.
- That teaching staff be made aware that they can request exemption from research expectations due to the impact of Lockdowns on their BAU.
- That the staff survey will be carefully examined for staff confidence that Unitec has a comprehensive plan to respond to Te Pūkenga transition, impacts of Lockdowns and budgetary cutbacks.
- That recognition exists among leadership of the extra pressures that teaching staff are expected to engage in regarding learner retention and recruitment, even while they cannot show current or future learners what facilities will be available or when.
- That a plan exists and is being applied to prevent staff burnout which would then lead to decreased academic quality and decreased wellbeing of staff and students.

The Chair reflected the concerns of the pressures on teaching staff and the compounding factors caused by the impact of Lockdowns, and shall report them up to Te Komiti Mātauranga and also speak directly with its Chair.

Resolved:

That Te Poari Whai Kōunga receive the Academic Risk Report (October 2021) and approve:

1. That the requirement of a written update from Jaala Jacobs as Project Manager for Building 108 in relation to the provision of space for PASA in Semester 1 of 2022, and on progress in locating space for the School of Environmental and Animal Sciences for 2022. That this update contains the dates by which the confirmation of suitable space will be provided to mitigate the significant risk to both Unitec and its learners within these programmes.
2. That Te Poari Whai Kōunga remain aware of the impact of Lockdowns, courses continuing across the summer break, further online and blended delivery in 2022 and budget cut impacts on staff workload and wellbeing and learner success.

Moved / Seconded: D Fraser / E Stone

Motion: CARRIED

3. Mea Hei Whakaae | Items to Approve

3.1. PEP Process Planning for 2021 EOY PEP and 2022 iPEP

Presenter: Eric Stone

- **2021 iPEP summary**

Initially, 84 programmes were set to complete an interim evaluation. This was then approved to reduce to 12. Lockdowns further reduced this number to four, of which one pulled out and left three

to receive. Of those three, one has been received, one is with a PAQC for approval and one is left to complete.

- **2021 EOY PEP summary**

- Reduced in scope to KEQs 1, 2 and 6.
- Statutory Declaration brought into scope under KEQ 6.
- Completion dates staggered for each section.
 - KEQ 1 to complete at the same time as CEP completion
 - KEQ 2 completion depends on the results of the Graduate Survey 2022 and so should be by the end of June 2022
 - KEQ 6 completion date dependent on the NZQA Statutory Declaration which is due by the end of April 2022
- Scope reduction and change minimisation applied in response to user feedback.

- **2022 iPEP and EOY PEP approaches**

The considerations listed in the Memo are supported by the DCE Academic.

Te Poari commended Eric Stone and team for their consideration of the needs and pressures of School Staff and APMs. Eric Stone thanked APMs and HOSs for their contributions.

Resolved:

That Te Poari Whai Kouna:

1. Approve the undertaking of a 2021 End-of-Year Programme Evaluation and Planning (PEP) process as detailed in the memorandum, noting the following Key Points:
 - a. Focus is on Key Evaluative Questions (KEQs) 1, 2 and 6
 - b. Embedment of the annual statutory declaration into KEQ 6
 - c. Staggered completion dates, aligned to the availability of data
 - d. Recognises confidence in the system and capability of staff
2. Approve that undertaking the 2022 Interim PEP will not be a requirement.

Moved / Seconded: P Jeurissen / L Aumua

Motion: CARRIED

Intermission: 1010h – 1020h

3.2. Graduate Survey Review Update for 2022

Presenter: Trude Cameron; Jeff Honey

Te Poari fed back requests that the survey email invitations capture the following information.

1. If Māori, then which iwi.
2. If the respondent was in their first year of tertiary education when they graduated.

Te Poari suggested that, if possible, these improvements should align with Te Pūkenga, NZQA and TEC approaches and criteria.

Te Poari viewed a live demonstration of the proposed Graduate Survey, a request that a respondent be able to indicate that they are both in paid work and in study, along with a note on that question informing respondents that they are able to select both options.

Te Poari discussion included the following points.

- Consideration needed of whether a respondent's field of main paid work is related to their qualification. This question from the old Survey assisted to meet the requirements of Consistency Reviews. The new Survey does not contain this question in line with the priorities to improve student response rates through a highly focused question set.
- Consideration needed to choose the best timing to distribute the Survey, such as at their graduation event.
- Consideration of giving early notice to Learners that they will be asked for feedback at the end of their programme; and providing new Learners with the outcomes of the last Survey.
- Consideration needed for developing a schedule of surveys that Learners could expect to receive during their study and after graduation.

The Chair reminded Te Poari that after approval by QAB, the new Survey shall go to Te Komiti Mātauranga for final approval.

Te Poari commended the mahi of Trude Cameron and Jeff Honey.

Resolved:

That Te Poari Whai Kounga approve the revised Graduate Survey for 2022.

Moved / Seconded: W Verhoeff / K Toto

Motion: CARRIED

4. Mea Hei Kōrero | Items to Discuss

4.1. Course Evaluation and Planning Report (Semester 1, 2021)

Commenced: 1057h

Presenter: Sue Crossan

- 2021 CEP completion rates are same similar to 2020.
- Most Schools are at over 80% completion. A reconciliation of Trades apprenticeships and the CEP system is expected to lift the overall rate.
- Report, Page 2, Table E2 indicates a large shift to positive evaluation of the usefulness of the CEP. School completion rates tend to correlate to levels of positive evaluation.

Te Poari discussion included the following points.

- Learning hours reporting remains a challenge. Useful guidance has been developed by Mark Smith (Te Puna Ako); NZQA does not provide a baseline. Feedback from teaching staff is that they struggle to explicitly analyse and quantify the number of learning hours expected for the completion of discreet pieces of assessment.
- The CEP report is open and encouraged to be shared with teaching staff and Schools, along with a reminder to enter CEP data in such a way so as to retain student and staff anonymity.

Te Poari suggested the following improvements.

- Provide staff with an estimate of how long it should take to complete a CEP. Te Poari noted one example where in-person guidance from Sue Crossan on the process meant it only took staff about one hour post-workshop to complete the report.

- HOSs need to take responsibility to inspire and educate their staff to complete CEPs.
- Changes to the CEP system should be avoided. Staff are getting used to the practice, so holding steady and consolidating the habit is appropriate at this time.

Te Poari agreed to postpone a decision on completion deadlines until early 2022 due to the impact of Lockdowns. Te Poari agreed to not motion Recommendations 3 and 4 at this time.

Resolved:

That Te Poari Whai Kouna:

1. Receive and discuss the information relating to the 2021 CEP.
2. Consider how to continue the work of growing CEP capability across Programme Teams.

Moved / Seconded: B Wood / A Wessels

Motion: CARRIED

Concluded: 1121h

5. Ngā Tukunga | Items to Receive

5.1. Group Reporting

(Source: Te Komiti Mātauranga, Agenda 2021-10-20)

5.1.1. Māori Success

Presenter: Marama Haines-Te Whare

- Unitec will soon commence reporting to Te Pūkenga against Te Pae Tawhiti.

5.1.2. Pacific Success

Presenter: Falaniko Tominiko

- Parity targets are still far from being achieved. Discussions are underway to extend the target dates for parity.
- Pacific Success has found it hard to obtain information on how many Pacific learners have dropped off during the third of the current Lockdown.

5.1.3. International Success

Presenter: Tahreem Zia

- Te Pūkenga International Strategy is set to launch in January 2022.

5.1.4. Under-25s Success

Presenter: Andrea Thumath

- RFP to the Ministry for Trades, Creative Industries and Architecture has been successful.

5.1.5. Disabled Learners

Presenter: Anna Wheeler

- All tracking well.

5.1.6. Student Voice

Presenter: Lupe Kautoke – Proxy: Kevin Toto

- Unitec Student Council thanked QAB and all Unitec staff for their efforts in serving the Students over the course of 2021.

Resolved:

That Te Poari Whai Kounga receive the reporting from Priority Groups.

Moved / Seconded: A Thumath / B Wood

Motion: CARRIED

5.2. Ētahi Atu Rīpoata | Other Reporting

- (None)

6. Whakamutunga | Closing

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

- (None)

6.2. Karakia Whakamutunga | Closing Prayer

The Chair thanked the members for their contributions to the committee and institute in 2021.

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: 1135h
