

QUALITY ADVANCEMENT COMMITTEE

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**MINUTES OF A MEETING OF THE QUALITY ADVANCEMENT COMMITTEE**

**17 March 2015**

**Present:** Professor V A Smith (Convener), Ms B S Clark, Ms K L Columb, Associate Professor R P Flynn, Ms C H J Gifkins (in place of Professor R A Smart), Dr C Grant, Associate Professor S E Greenwood, Professor K A Hinchcliff, Miss J E C Mace, Ms M A Martin and Mr N A Thynn.

**In attendance:** The Reviews Co-ordinator, the Surveys Co-ordinator and Ms R M Twhigg.

**Apologies:** Professor R J Boon, Associate Professor P A Cliff, Mr D N Glass, Mr J S Peters, Mr K W Platt, Associate Professor L G Saunders, and Professor R A Smart.

**Welcome:** Professor Smith, on behalf of the Committee, welcomed Ms Columb, Associate Professor Flynn and Miss Mace to their first meeting of the Committee.

1. **Minutes**

The minutes of a meeting of the Committee held on 18 November 2014, previously circulated, were confirmed.

The Committee discussed the issue of the wider circulation of the Cycle 4 Audit follow-up report and

**APPROVED** a recommendation that the report should be circulated to Pro-Vice-Chancellors for them to distribute within their Divisions.

1. **Intimations from Senate**

The Committee noted that the Senate, 25 February 2015, received the minutes of a meeting of the Committee held on 18 November 2014.

1. **Membership and Terms of Reference**

The Committee noted

1. that Ms Katy Columb and Associate Professor Rose Flynn are the Senate nominees on the Committee for a three-year term;
2. that Miss Jean Mace, Mr Kris Platt and Mr Nigel Thynn are the OUSA representatives on the Committee for 2015.

The Committee

**AGREED** that the Terms of Reference appeared no longer to be fit for purpose, and

**DEFERRED** further consideration of the item until the September meeting of the Committee, when a Working Party, comprising

 Associate Professor Greenwood

 Ms Martin

 Ms Twigg

 would have reviewed and, if necessary redrafted, the Terms of Reference.

1. **Academic Audit Activities**

The Committee received a verbal report from Ms Martin and noted

1. that work is progressing on the University’s self-review for the 2016 Academic Audit;
2. the Audit timeline, with dates for the site visit and submission of the self-review portfolio.

The Committee noted

(a) that the AQA Audit Framework is available at <http://www.aqa.ac.nz/cycle5framework>;

(b) that the AQA Audit report on Christchurch University is available at <http://www.aqa.ac.nz/>christchurch.

1. **Quality Surveys**

The Committee received a report from Surveys Co-ordinator and noted

1. that the DVC (A&I) and staff of the Quality Advancement Unit gave presentations summarising the 2014 findings from the SOS and GOS to three departments/programmes (Radiation Therapy, Anthropology and Archaeology, and Politics) in March/April. Another 6 departmental presentations are planned for 2015 as well as four presentations to the PVCs;
2. that the ICT infrastructure (website, SharePoint site) supporting the work of the Surveys Coordination group is now operational.

The Committee considered a request to run further surveys and

**DECLINED** the request because of logistical reasons.

1. **Quality Forum Programme**

The Committee received a report from the Surveys Co-ordinator and noted

1. that a Quality Forum on the topic of “Supporting International Students”was held on 3 March 2015. The Forum was attended by approximately 60 staff and students;
2. the proposed Quality Forum Programme for 2015 thus far is as follows:
	1. Strategic Directions to 2020 (TBC),
	2. Graduate Supervision Experience, Feedback from Candidates (Sept-Oct 2015),
	3. Chamber Debate (8 October 2015, 3-5 pm).

The Committee

**REFERRED** the proposed programme back to the Surveys Co-ordinator for him to provide more details on the programme.

1. **Quality Reviews Programme**

The Committee received a report from the Reviews Co-ordinator and noted

1. that all 2014 Review Reports are in;
2. that nine Review Proposals for 2015 are yet to be received;
3. that three QAU Reviews have been completed; additional support was provided for an internal Health Sciences Review;
4. that the Schedule for reviews for 2016 is yet to be confirmed.

The Committee discussed a proposal to amend the Terms of Reference for Reviews to include reference to the University’s commitment to sustainability and sustainable practices, and

**RECOMMENDED** that the following amendments should be included in the Terms of Reference for Departmental and Programme Reviews:

* the Department’s/Programme’s support for and contribution across all core activities to the University’s sustainability initiative (*in the Framework*);
* sustainability – demonstrating practices across all core activities that promote sustainability, reduce the Department’s/Programme’s environmental footprint, improve resource efficiency and enhance the quality of life on campus (*in the Terms of Reference, in relation to administration and operational processes*).
1. **Convener’s Business**

There was no Convener’s Business.

1. **Date of Next Meeting**

The Committee noted that the next meeting of the Committee is set down for Tuesday 23 June 2015, from 2:00pm to 4:00pm in Committee Room North.