



OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0109.06
Title:	Permanent External Advisory Committees (PEAC)	
Classification:	Measurement, Analysis and Knowledge Management	
Chief Executive Approval:	Effective Date: 1 April 2019	Review Date: 1 March 2022
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Learning and Teaching Services and Associate Director Quality	

Purpose

To set out the general function and responsibilities, membership and operating procedures of Permanent External Advisory Committees (PEAC).

The key distinguishing feature of Permanent External Advisory Committees is that they are made up primarily of people who are not employed by Otago Polytechnic, i.e. they are external stakeholders.

The purpose of these committees is to engage members of the wider community who have an informed interest in a particular educational area within the Polytechnic. The main role of the committees is to provide advice on the quality, relevance, scope and currency of Otago Polytechnic programmes, and to advise on training and education priorities and gaps. PEAC advice will contribute to ongoing self assessments and internal evaluations.

Statutory Compliance

NZQA Self Assessment and External Evaluation and Review

<https://www.nzqa.govt.nz/providers-partners/self-assessment/make-self-assessment-happen/tools-and-resources/key-evaluation-questions/>

NZQA Guidelines for approval and accreditation of Level 1-6 programmes

<https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/programme-approval-and-provider-accreditation/guidelines-app-accred-progs/>

NZQF Programme Approval and Accreditation Rules 2018

<https://www.nzqa.govt.nz/assets/About-us/Our-role/Rules/prog-app-accred-rules-2018.pdf>

Policy

1. The Head of School/College/Department, is responsible for establishing Permanent External Advisory Committees (PEACs) which will provide an interface between the programmes and appropriate external stakeholders.
2. The Head of School/College/Department, is also responsible for establishing mechanisms which will assure committee members that appropriate quality management policies and procedures are in place, and that PEAC members are informed of programme activities. These mechanisms should assist the committee in its role.
3. PEACs are expected to bring an external perspective, and advisory role to the delivery of our programmes, and to:
 - a. advise on the currency of programmes;
 - b. advise on ways of improving the quality of existing programmes;
 - c. advise on any training or education priorities or gaps;
 - d. provide input into reviewing existing programmes;
 - e. assist with developing new programmes;
 - f. assist with assessing the need and demand for new programmes;
 - g. measure how the committee's activities improve the quality of programmes;
 - h. indicate support for new programmes or changes to existing programmes. Note, this should be explicitly minuted;
 - i. report to Academic Board any matters of sufficient interest to warrant further discussion from Academic Board;
 - j. assist with reviewing the 'strategic value' of programmes.
4. PEACs must look for more opportunities to stimulate the advisory role that they carry through strategic discussion. School/College/Department and programme teams must look to PEACs to provide information about current happenings within industry, including professional, technical and industrial methods, marketing information, speciality needs, promotional prospects and many more.



5. There must be a PEAC for every programme, but PEACs can have oversight of more than one programme. Within these parameters, it is a matter for the existing PEACs to determine whether more PEACs should be created or existing PEACs disbanded or amalgamated.
6. The PEAC should consist of a minimum of six external members. Normally members would serve a three year term. In the initial stages, external members are invited onto the PEAC by the Head of School/College/Department. Established PEACs will fill vacancies by invitation. Otago Polytechnic staff will not be members of PEACs.
7. There should be a student representative for each group of programmes covered by the PEAC.
8. External members may include a Council member, or a currently enrolled student representative.
9. The Head of School/College, or a delegate, shall attend all PEAC meetings, and is responsible for ensuring meetings are appropriately resourced and serviced. Otago Polytechnic staff may be in attendance at the request of the Head of School/College/Department.
10. All members of PEACs are honorary appointments, except where:
 - a. payment for travel costs, accommodation, and loss of income is appropriate
 - b. equity considerations apply.
 - 10.1. Any payments will be made only on the presentation of a GST invoice and/or appropriate receipts.
11. The Head of School/College/Department is responsible for ensuring their PEAC membership details on the central database are current, and include name, contact details and employer/status of each member. The central database is stored and accessed in Tuhono team Learner Experience <https://www.op.ac.nz/hub/teams/learner-experience/peac/>
12. PEACs are to meet a minimum of at least twice a year. Cancelled meetings are to be rescheduled within one month of the cancelled meeting. Meetings may be face to face, by phone/video/computer conferencing, or online.
13. PEAC minutes are to be loaded on the Performance Portal and linked to the specific School/College programme, and a copy stored within files held in schools/colleges. within one month of each meeting. A sample template for minutes and a guideline for discussions is referenced in *AP0109a PEAC_Guideline/001*
14. A web brochure called '*Becoming the link between industry and education Otago Polytechnic Permanent External Advisory Committees (PEAC)*' is published on the Otago Polytechnic website. The online brochure will be updated from time to time as the need arises.
 15. Specific induction and training for given PEACs will be the responsibility of each PEAC, supported by the Head of School/College/Department.
16. Each PEAC will participate in a self review of their effectiveness using an evaluation tool provided by the Organisational Research Officer at least every three (3) years.

Referral Documents

'Becoming the link between industry and education Otago Polytechnic Permanent External Advisory Committees (PEAC)' as published on Otago Polytechnic website

AP0109a PEAC_Guideline001

AP0101 Academic Board

Approved by Chief Executive

Date: 1 April 2019


