



minutes

Academic Board

Tuesday 13 February 2018 at 9.00am

Building 180-2043

MEMA POĀRI TAE Ā–TINANA/BOARD MEMBERS IN ATTENDANCE

Merran Davis (Chair)	Nick Sheppard	Chris King
Vanessa Byrnes	Murray Bain	Steve Marshall
Debra Robertson-Welsh	Marcus Williams	Falaniko Tominiko
Moira Fraser	Alastair Carruthers	Craig Hilton
Josephine Kinsella	Shirley Wilson	Mark McNeill
Teorongonui Josie Keelan	Daniel Fuemana	Verity Jade
Marion Macneil	Kay Bramley	David Glover

HUNGA MAHI/IN ATTENDANCE

Karen Miller (Secretary)

GUESTS

Michelle Smith (International Business Support Manager)

1. KARAKIA
2. NGĀ WHAKAPĀHA/APOLOGIES

That Academic Board notes the apologies for the meeting.

Matalena O'Mara	Vanessa Byrnes (for lateness)	Daniel Fuemana (for partial attendance)
Falaniko Tominiko	Mark McNeill (for lateness)	Marcus Williams (for partial attendance)
Heather Stonyer		

3. PITOPITO KŌRERO O NGĀ HUI/MINUTES OF PREVIOUS MEETING

Moved: Shirley Wilson
Seconded: Josephine Kinsella

That Academic Board approves the Minutes of the meeting of 28 November, 2017 with the following correction to Sentence 1 in Paragraph 3 in Agenda Item 5. The Future of Academic Board:

He said he believes in free high quality education ~~because studying without debt is the way forward~~ and that it was a means for his own life to move forward.

MOTION CARRIED

4. ACTION AND REPORTING REQUIREMENTS

Name of Committee/ Individual the action is assigned to	Name of Committee that assigned the action	Description of Required Action	Date for completion of Action	Status of Action to Date
Academic Board	Academic Board 17	Network Deans to give a full	Update to be provided at meeting; overview	Deferred to the Academic

	October 2017	presentation to the Board about the comprehensive assessment of Unitec's strategic portfolio direction	included in Academic Service Delivery for Student Success	Board meeting of 27 March 2018
Academic Board	Academic Board 5 September 2017	Chair, AB and Executive Director, People & Safety to discuss induction issue and report back to the Board	Deferred to the 13 February 2018 Academic Board meeting	Verbal update to be given by the Academic Board Chair at 13 February 2018 meeting
Programme Development Partner	Academic Board 5 September 2017	Programme Development Partner to update the Academic Statute	Deferred to 2018 pending completion of the new Quality Management System policy	Deferred to 2018 pending completion of the new Quality Management System policy

5. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

The Chair noted that the role of the Academic Board had been discussed at the previous Board meeting and it was agreed that it have oversight of academic quality. She advised that she had changed the standing agenda item called The Future of Academic Board to Academic Quality and External Evaluation and Review (EER) for 2018 because a key focus of the Board is academic quality and the EER.

The Academic Quality Director tabled a paper on the Academic Quality Dashboard that included data from nine practice pathways which provides evidence of self-assessment and resulting actions.

The New Zealand Qualifications Authority (NZQA) set the date for beginning the EER at 5 November which is a study week for students and was sooner than anticipated. NZQA cited concerns that have come to their attention since the last EER. The Category 1 Rōpu (formed from the former EER Project Board) was accelerating work towards regaining Category 1 status and many staff were involved in planning, discussions and feedback.

The General Manager Student Experience advised that the student advocate contract had been signed.

The Academic Quality Director noted work streams and work stream leads had been named. The business case was nearing completion and would be going to the Investment Committee of Council when completed. The approach is iterative and includes several actions such as benchmarking and ongoing assessment with regular reporting of progress to the Board. The work required to regain NZQA Category 1 status involves all staff.

A self-assessment report for EER needs to be submitted to NZQA by 13 August. Although the scope of the EER is not yet finalised, she advised that NZQA can look outside the stated scope.

The discussion centred around the following themes:

NZQA

- NZQA has moved towards a more audit and compliance oriented approach (for example, including a Key Evaluative Question (KEQ) around compliance). It is clear NZQA wish to see how we approach core business; we need to provide evidence that we do the basics well.

Unitec priorities, workload and resourcing

- Consistency of policy adherence, process and evidence across Unitec so that a whole of Unitec picture is provided to all levels (staff to Council)
- Focus on Academic Quality and student success rather than a perceived focus on property and buildings

- Centralising and cascading work priorities and information so that we have coherent information sets, and a coherent programme of work across Unitec.
- Three major programmes of work are underway – the Category 1 Rōpu work; the Academic Target Operating Model (ATOM 1) project which is mapping and defining a number of processes that feed directly into academic quality; and the response to the Tertiary Education Commission (TEC) audit conducted in 2015. Monitoring to ensure alignment without overlap will be assured through various mechanisms, including Academic Board. ATOM 1 will be included as a standing agenda item for Academic Board.

Te Hono o Te Kahurangi

- The Dean, Teaching and Learning (Mātauranga Māori) noted that if a conservative approach is to be taken then a pilot for self-evaluation should be run for one programme using Te Hono o Te Kahurangi.

Staff engagement

- Staff engagement is critical, and requires clarity regarding work they need to do.
- A usable toolkit is required for staff.
- Focused work with programme teams was useful prior to the last EER, and will be repeated for this EER.

Academic Board and subcommittees

- Review of committee structure to ensure reporting structures are working and information flow is appropriate will be undertaken
- Gaps around academic administration and academic committees will be investigated, with reference to the previous academic administration structure and programme committees.
- Academic Board may wish to meet monthly, with other committee meetings aligned.
- The Academic Board is a subcommittee of Council, and the Council agenda has been updated to include four key areas: Students (includes the EER, Academic Board feedback and the Student Net Promoter Score), People (All staff who deliver outcomes to students, particularly teachers), Systems and Support (includes Wairaka Land Company, Property and Information Management Systems) and Reputation where cohesive data about our reputation is constantly updated and then utilised to inform students.

After discussion, the Chair put the following recommendation:

Moved: Chris King
Seconded: Shirley Wilson

That Academic Board approves the move to monthly meetings for 2018.

MOTION CARRIED

She summarised the action items that came out of the discussion as below:

- (i) Determine a clear strategy to prioritise the work plan for the Executive Leadership Team

Action: Chair and Interim Chief Executive

- (ii) Meeting to be convened with the Academic Quality Director, the Dean, Teaching and Learning (Mātauranga Māori) and the Chair to discuss running a pilot for training staff on the assessment of Māori students.

Action: Chair, Dean, Teaching and Learning (Mātauranga Māori) and Academic Quality Director

- (iii) A review of the committee structure

Action: Programme Development Partner

6. ACADEMIC BOARD: NGĀ HĒ ME TO ĀPITI WHAI ARA PŪRONGO/ OVERSIGHT, REPORTING AND TRACKING AND ACADEMIC QUALITY COMPLIANCE RISK REGISTER

(i) Regular Reporting (Yet to be finalised)

(ii) Risks and Issues Register

The Academic Quality Director advised that this register was usually maintained by the Academic Service Centre Manager role which was currently vacant. She had received updates today that would be brought back to the next Board meeting by the Programme Development Partner as they were not urgent items.

Action: Programme Development Partner

(iii) Programme Development Report

7. MAHIA ATU/MATTERS ARISING

7.1 Academic Quality Dashboard Report

Moved: Debra Robertson-Welsh

Seconded: Marcus Williams

That Academic Board receives the report on the outcome of the working party established by Academic Board on Academic Quality Dashboard.

MOTION CARRIED

The Academic Quality Director gave an update on the Academic Quality Dashboard working group created to provide input into the Dashboard process. She said good feedback that had been received from the interim Dashboard had been fed back into either the interim Dashboard or to the Academic Dashboard Project. She advised that Theta, the company selected to build the live dashboard, will provide a statement of work shortly. She thanked the staff who had contributed to the working group for their input especially at this very busy time. She advised that the working group will be reconvened to provide further comment and feedback for the next iteration of the dashboard.

She noted that the intention of providing data for January 2018 only was to report on the January Single Data Return (SDR) data so required actions could be identified and dealt with quickly at the beginning of the year. Only nine Dashboards were received mainly due to the tight timeframe so the data has not yet been quality assessed, however, she felt that it was worth tabling the dashboards to acknowledge the work that was done. She will report back to the Board once all the dashboards have been quality assessed. The process proposed was that programme level versions of the dashboards go to Ako Ahimura committees and/or the Qualification Alignment Board (QAB) for discussion before coming back to Academic Board so we can both celebrate success and highlight risks. During discussion, the following points were raised:

- The process was good and would help greatly with required reporting.
- The Dean, Teaching and Learning (Mātauranga Māori) reiterated her comment from the last Board meeting that the actions for Māori and Pacific students were too generic and more detailed information about proposed actions and completion deadlines was needed.
- The reports are quarterly and not monthly because there would not be enough change in a month to report.
- Information around student attendance and academic monitoring needs to be included for immigration purposes for international students.
- Administrative support to manage the collation of data was requested. This issue would be picked up through the Category 1 Rōpu and scoped through ATOM 1 where any gaps in the process would be identified and addressed.
- Mātauranga Māori hui are in place and can be used by network staff to inform their statements for their dashboards about Māori student success.
- The dashboard was specifically designed for use in self-assessment at all levels of the institution to demonstrate not only that we have data but also to show what actions were taken to address issues.
- Is there scope for network staff to contribute to the business case going to Executive Leadership Team (ELT) and if so, would additional resourcing be available to release staff to contribute in this way? The Academic Quality Director advised that Full Time Equivalent (FTE) funding exists, some of which is specified and some that is not, but appropriate funding requirements had not yet been determined.

- The current priority is to get students enrolled and although providing extra staff support may be achievable, we need to recognise that getting extra resourcing is challenging.
- It is vital that all information is available all the time to ensure sustainability.

7.2 Agenda Item 4: Action and Reporting Requirements for Committees

The Chair advised that she had discussed with Mary Johnston (Executive Director, People and Safety) about including more services offered to students in staff induction. She noted the expectations of staff around such issues, for example, compliance, were addressed under the teacher capability scope and academic compliance in the EER and completion of the EER will ensure that staff have all the information they need to fulfill expectations.

7.3 Agenda Item 6.1 Regular Reporting for 2018

The Academic Quality Director advised that the Regular Reporting for 2018 could be finalised now that the EER date had been confirmed and would be distributed to Board members in two weeks.

Action: Academic Quality Director	Due Date: 27 February 2018
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7.4 Agenda Item 7.1: Academic Calendars – Addition of More Process Dates

The Academic Quality Director advised that the required consultation with groups about key dates that should be included in future Academic Calendars could be completed now that the EER date had been confirmed. A working group would be convened to determine what dates should be included in the Academic Calendars and a report brought back to the Board.

Action: Academic Quality Director	Due Date: 27 February 2018
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7.5 Agenda Item 7.2: Item 6.2: Item 3: The Future of the Academic Board

The Chair advised that the discussion at Academic Board about Academic Portfolio mapping was complicated due to EER requirements and would therefore be deferred to the next Academic Board meeting.

Action: Chair, Academic Board	Due Date: 13 March 2018
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7.6 Agenda Item 7.4: Item 11: – Education Performance Indicator (EPI) Reports

The Interim Dean, Construction, Infrastructure and Engineering advised that he had received the EPI report from the outgoing Dean and had disseminated it accordingly to Board members.

7.7 Agenda Item 7.5: Item 12: 2018 Grade Ratification Timeline Discussion

The Academic Quality Director advised that work on revising the Assessment and Feedback Policy to incorporate the change to the turnaround period for marking examinations and reporting of final grades from three weeks to 10 days would be starting this week. It will be rolled into the Quality Management System (QMS) development project and a draft submitted to the Board for consideration at the next Board meeting.

Action: Academic Quality Director	Due Date: 13 March 2018
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7.8 Agenda Item 12: Interim Academic Quality Dashboard – Pathway Quarterly Reports

The report from the working group convened to discuss a more innovative approach to reporting is addressed under Agenda Item 7.1 of this agenda.

7.9 Agenda Item 14: Self-Evaluation of Academic Service Centre Update

The Academic Quality Director advised that the proposed new model for the Academic Service Centre had been to the Qualification Alignment Board meeting of 5 December 2017 and feedback would be given at the next Board meeting.

Action: Academic Quality Director	Due Date: 13 March 2018
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7.10 Agenda Item 15: Student Net Promoter Score

(i) The Academic Quality Director advised that she had met with the Head of the Business Intelligence Capability Centre and it was agreed that the Student Net Promoter Score (NPS) be incorporated into the Academic Quality Dashboard.

(ii) The verbatim NPS survey responses had been sent out immediately after the meeting by Melissa Miller from the Business Intelligence Capability Centre to Deans, Heads of Practice Pathways, Library Director, Student Services and other relevant staff so action plans could be created as soon as possible, as per the Board's request.

HE RITENGA ME NGĀ PĀRONGO/PROCEDURAL PAPERS

8. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS

Moved: Shirley Wilson
Seconded: Teorongonui Josie Keelan

That the Academic Board confers or awards qualifications to the students as listed at the following Unitec H: Drive location: <H:\4. Non-Academic Services\Business and Marketing\Graduation Office\Reference Lists\Lists for Academic Board\2018\2018-02-13 ABMtq 13 Feb 2018> with the exception of Bachelor of Design and Visual Arts Student ID#1382157.

MOTION CARRIED

The Programme Development Partner advised that Bachelor of Design and Visual Arts Student ID#1382157 was exiting the degree with the Diploma in Contemporary Photography exit qualification that has been formally approved for withdrawal. He recommended that the student be removed from the graduand list until eligibility can be assured.

WHAKAWHITI KŌRERO/DISCUSSION PAPERS

9. MODERATION AUDIT PROJECT REPORT

Moved: Chris King
Seconded: Shirley Wilson

That Academic Board receives the Moderation Audit Project Report.

MOTION CARRIED

The Programme Development Partner advised that the report includes findings from the process started last year in anticipation of a longer term EER project and has highlighted that our systems are inadequate for recording evidence. The report sets the agenda for moderation activity for 2018 and remedial action from previous years. During discussion, the following points were raised:

- The report findings will set the basis for the related work stream in the Category 1 Rōpu.
- It is very important for Unitec that staff are on board the institutional waka and that they support the Unitec brand.

NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE MINUTES

10. ACADEMIC BOARD STANDING COMMITTEE

Moved: Chris King
Seconded: Mark McNeill

That Academic Board receives the Minutes of the meeting(s) of 18-20 December, 2017 and 23-25 January and 31 January-7 February, 2018.

MOTION CARRIED

11. RESEARCH COMMITTEE

Moved: Chris King
Seconded: Mark McNeill

That Academic Board receives the Minutes of the meeting(s) of 14 December, 2017.

MOTION CARRIED

12. RESEARCH ETHICS COMMITTEE

Moved: Chris King
Seconded: Mark McNeill

That Academic Board receives the Minutes of the meeting(s) of 15 November, 2017.

MOTION CARRIED

ĒTAHI KAUPAPA ANŌ/GENERAL BUSINESS

The Academic Quality Director advised that Unitec may be in breach of compliance around recording attendance for international students. She said that the General Manager International is working with Jan Roodt, who is working on compliance with the International Office, to find good practice in pathways that can be used as a model. During discussion, the following points were raised:

- International students will not be able to progress their applications until they have submitted an attendance record and we do not want students to be negatively impacted in this way.
- It was agreed that as this issue may also impact other areas such as scholarships and funding that a working group be convened to address it and the Academic Quality Director put the following recommendation to the Board.

Moved: Chris King

Seconded: Mark McNeill

That Academic Board approves that a working group is convened to implement a solution for recording attendance and academic monitoring for International students.

MOTION CARRIED

- The working group will consist of Marion Macneil (Manager Academic Administration) or her representative, Chris King (Head of Language Studies), Shirley Wilson (Academic Quality Director), Monique Aronsohn (Student Scholarships Manager) and Michelle Smith (International Business Support Manager).
- The Non Attendance Procedure for International Students section referenced in the Code of Practice for the Pastoral Care of International Students is out of date and will be reviewed as part of this work.

Action: Academic Quality Director

There being no further business the meeting closed at 11.40pm.

Agenda papers are available on the H Drive at the following location: H:\ACADEMIC BOARD\ACADEMIC BOARD COMMITTEE\Agenda Papers

NEXT MEETING DATE

Tuesday 13 March, 2018 at 9.00a.m. in the Building 180-2043.

Agenda deadline for the next meeting is 5pm Monday 5 March, 2018.

These minutes are a true and accurate record of this meeting.

Signed: Merran Davis (Chair, Academic Board)