



# minutes

## Academic Board

Tuesday 13 March 2018 at 9.00am

**Wharekai Building 177**

### 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	Kay Bramley	Falaniko Tominiko
Moirā Fraser	Teorongonui Josie Keelan	Craig Hilton
David Glover	Shirley Wilson	Mark McNeill
Verity Jade	Daniel Fuemana	Simon Nash

### HUNGA MAHI/IN ATTENDANCE

Karen Miller (Secretary)

#### 1. KARAKIA

The Chair welcomed Simon Nash, the newly appointed Director Ako, Te Puna Ako to his first Board meeting. She said his appointment provided leadership around learning and teaching, capability, institutional knowledge and credibility with staff.

#### 2. NGĀ WHAKAPĀHA/APOLOGIES

Moved: Debra Robertson-Welsh

Seconded: Verity Jade

***That Academic Board notes the apologies for the meeting.***

Marcus Williams	Daniel Fuemana (for late arrival)	Falaniko Tominiko (for late arrival)
Heather Stonyer	Matalena O'Mara	Verity Jade (for early departure)

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

Moved: Craig Hilton

Seconded: Shirley Wilson

***That Academic Board approves the Minutes of the meeting of 13 February, 2018.***

**MOTION CARRIED**

#### 4. ACTION AND REPORTING REQUIREMENTS

##### 4.1 Agenda Item 4: Action and Reporting Requirements

(i) Network Deans will give a full presentation to the Board about the comprehensive assessment of Unitec's strategic portfolio direction at the next Board meeting.

Action: Network Deans	Due Date: 10 April 2018
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(ii) The Programme Development Partner will update the Academic Statute once the Quality Management System policy has been finalised so this item will come back to the Board in due course.

## 4.2 Agenda Item 5: Academic Quality and External Evaluation and Review 2018

(i) The Chair advised that she had met with the Interim Chief Executive about prioritising the work plan for the Executive Leadership Team and a clear strategy had been determined.

(ii) The Dean, Teaching and Learning (Mātauranga Māori) advised that training for staff on the assessment of Māori students was being addressed through Te Hono o Te Kahurangi and a decision made to focus on one area as a trial. She had met with the Eastern Institute of Technology about the initiative as they had used Te Hono o Te Kahurangi. She was also meeting with four Practice Pathways and setting up a programme of activity was underway.

(iii) The Programme Development Partner advised that a review of the committee structure had been done and a proposal tabled at this meeting.

## 4.3 Agenda Item 6: Academic Board: Ngā Hē Me To Āpiti Whai Ara Pūrongo/ Oversight, Reporting and Tracking and Academic Quality Compliance Risk Register

(ii) The updated Risks and Issues Register is addressed under Agenda Item 6(iii) of this agenda.

## 4.4 Agenda item 7.3: Item 6.1 Regular Reporting for 2018

The Regular Reporting for 2018 is addressed under Agenda Item 6(i) of this agenda.

## 4.5 Agenda Item 7.4: 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 had been completed now that the EER date had been confirmed, a working group convened and the extra process dates to be included in the Academic Calendars had been determined. She advised that the draft calendar was currently with a Dean and a Head of Practice Pathways (HOPP) for comment and the final calendar will be submitted at the next Board meeting.

Action: Academic Quality Director	Due Date: 10 April 2018
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## 4.6 Agenda Item 7.5: Item 7.2: Item 6.2: Item 3: The Future of the Academic Board

The Chair advised that the proposed discussion at Academic Board about Academic Portfolio mapping to identify any gaps from an academic perspective was complicated due to EER requirements and would therefore be deferred to the next Academic Board meeting.

Action: Chair, Academic Board	Due Date: 10 April 2018
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## 4.7 Agenda Item 7.7: Item 7.5: Item 12: 2018 Grade Ratification Timeline Discussion

The revision of 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 is addressed under Agenda Item 7.1 of this agenda.

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

The proposed new model for the Academic Service Centre had been implemented and rebranded as Te Korowai Kahurangi.

## 4.9 Agenda Item: General Business

The Academic Quality Director advised that an interim solution for recording attendance and academic monitoring for International students had been determined by the working group assigned by the Board to discuss this issue.

# 5. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

The Academic Quality Director provided a report to the Board and gave an update on the key points to date.

- Feedback from the workshops run at the Kickstart event on 15 February is currently being collated for the Category 1 Rōpū for appropriate action
- The Category 1 Rōpū work has now been named a Programme of Work
- Detailed deliverables are being refined within each area
- Working with other Institutes of Technology and Polytechnics (ITP) to establish long term relationships
- The Academic Target Operating Model project (ATOM 1) scope and outcomes are currently being defined

- The importance of consistency of academic systems and processes across Unitec, and a whole of organization approach was emphasized; as was building a positive relationship with the New Zealand Qualifications Authority (NZQA)
- Significant work is being undertaken by Te Korowai Kahurangi to proactively ensure academic compliance
- Recruitment is currently underway for Academic Quality Administrators for the Pathways.
- Terms of Reference are currently being drafted for Programme Quality and Operations Committees.

The following point were raised during discussion:

- Interviews for the new Academic Quality Administrators will be completed today so successful candidates will be identified very soon. A large number of candidates were internal staff so any staffing gaps created by the new roles need to be addressed to ensure continued coverage. It was envisaged that implementation of the structure would be in place in approximately two weeks.
- Terms of Reference for the new Programme Actions and Quality Committees (PAQ) that will report to designated Network Ako Ahimura Teaching and Learning Committees have been drafted.
- Programme Committees had student representatives and student representatives are on all new and proposed committees. Student representatives were currently being recruited.
- It was important that staff were updated regularly about work and projects being undertaken and the Chair advised that she had requested a weekly communication to ensure that everyone was informed.
- The Dean, Teaching and Learning (Mātauranga Māori) advised that the Terms of Reference and membership for the Unitec Ako Ahimura Learning and Teaching Committee will be discussed at the next Unitec Ako Ahimura Learning and Teaching Committee meeting.

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

### (i) Regular Reporting

The Academic Quality Director advised that Regular Reporting items would be included in the new calendar being created to include all key process dates. The finalised calendar will be submitted at the next Board meeting of 10 April 2018.

Action: Academic Quality Director	Due Date: 10 April 2018
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### (ii) NZQA and ITP Sector Update

The Dean, Bridgepoint referred to the item about 'Changes to standards that contribute to Vocational Pathways' and advised that this not only applies to Unitec Pathways College (UPC) courses delivered to school students but also to any other unit standards delivered outside the Bridgepoint Network. He advised that he will update relevant Bridgepoint staff to ensure that assessment against expiring standards is completed before their expiry dates and that Vocational Pathways approvals are changed for future learner cohorts.

Action: Dean, Bridgepoint
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It was confirmed that changes to temporary delivery sites for programmes with a duration of 26 weeks or less were for Level 1-6 programmes only.

The Chair suggested that discussion was needed around the Tertiary Education Commission (TEC) changes in direction and restructure into three directorates so she requested that a paper come to the Board at the next meeting. She would identify a suitable person to submit this paper and attend the Board meeting to speak to it.

Action: Chair
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### (iii) Risks and Issues Register (Tabled Paper)

The relevant Deans gave updates for their issues and risks and a number of issues were raised during discussion.

It was agreed that the Building and Construction Industry Training Organisation (BCITO) risk should be added to the register. The issue was that both Unitec and BCITO had drawn funding from TEC for the same courses which cannot be done. This issue identified that some process checks were not robust and the set-up of contracts with other providers needs to be thoroughly checked and sign-off gained at each stage of the process.

The Dean, Construction, Infrastructure and Engineering advised that an audit of all current contracts was being done to ensure they were adhering to TEC requirements. It was suggested that TEC compliance queries should be directed to Te Korowai Kahurangi.

The Executive Director- Partnerships suggested that the issue be tasked to the General Manager Commercial Services who could follow up with Unitec's legal office. The Chair advised that she would confer with the Chief Financial Officer in the first instance and report back to the Board.

Action: Chair
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It was agreed that the issue about confusion around ascertaining the fitness of international students in class should also be added to the register. Teaching staff are having to check whether an international student has a visa and this takes a large amount of time because the process around visas for international students is unclear. The Executive Director- Partnerships advised that he will follow this issue up with Tony Luke (Senior Project Manager) so it can be added to the project issues register and appropriate action taken.

Action: Executive Director - Partnerships
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(iv) Programme Development Report

The Programme Development Partner advised that a reminder had been sent out to Network Deans requesting a list of programmes for development in 2019. The number of developments that can be resourced this year will be determined when this information has been received. The following points were raised:

- The Master of Contemporary Education programme was coded red because the amended commencement date of December 2018 was approximately three months earlier than the usual end of February commencement date making the development timeframe shorter and therefore more urgent.
- The New Zealand Certificate in English Language Teaching was a week behind in development.
- A tighter process and a more planned approach for programme development is needed so any requests for programme development information must go through Network Deans who will have approved the overall development plan.

## 7. MAHIA ATU/MATTERS ARISING

### 7.1 Policy Changes

#### (i) Admission Requirements Policy

Moved: Mark McNeill

Seconded: Chris King

***That the Academic Board approves the following changes to the Admission Requirements Policy:***

- 1. Addition of definition of Secondary/Tertiary Pathways Student.***
- 2. Addition of clause defining Secondary/Tertiary Pathways Student eligibility for discretionary enrolment.***
- 3. Update of English Language Requirements for International Students table to align with NZQA rules regarding new New Zealand Certificate in English Language (NZCEL) equivalences.***

**MOTION CARRIED**

The Programme Development Partner advised that an arrangement agreed upon by TEC and NZQA enabled Unitec to achieve funding for Unitec Pathway College (UPC) courses designed for Secondary/Tertiary Pathways Students by including the UPC courses in existing New Zealand

Certificate programmes. He noted that an existing clause in all programme regulations stated that students under 16 years of age would have to be released from school to take UPC courses and as this did not work for the UPC initiative so the addition of a discretionary enrolment clause ensures that any student enrolling in a New Zealand certificate programme is compliant with TEC funding rules. Study in these UPC courses would not affect the ability for the Secondary/Tertiary Pathways Students to get free education.

During discussion, it was raised that there was an additional clause in the TEC advice where a letter from the Ministry of Education must be obtained to permit students to study and although this only applies to students who have left school, clarification should be sought so we can be certain that any change will not have a negative impact on engagement and funding. The Programme Development Partner confirmed that we are currently seeking clarification about this clause and he will update the Board at the next meeting.

Action: Programme Development Partner
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It was agreed that possible amendment to the additional clause should be added as a low risk to the Risks and Issues Register so the issue can be tracked.

## **(ii) Assessment and Feedback Policy**

Moved: Shirley Wilson

Seconded: Debra Robertson-Welsh

***That the Academic Board approves the following changes to the Assessment and Feedback Policy:***

- 1. Change from 3 weeks' turnaround to 10 working days' turnaround for provision of feedback to students following assessment completion.***
- 2. Provision for application to Network Dean for any alteration in this timing.***
- 3. Shifting responsibility for the enactment of this policy from committees to individuals.***

**MOTION CARRIED**

After discussion, it was agreed that a standard communication strategy about this change to the turnaround timeframe for feedback to students following assessment completion was needed and the Academic Quality Director advised that she would send a communication to the Deans so they could decide on implementation dates for their networks.

Action: Academic Quality Director
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## **HE RITENGA ME NGĀ PĀRONGO/PROCEDURAL PAPERS**

### **8. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS**

Moved: Teorongonui Josie Keelan

Seconded: Mark McNeill

***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\2018-03-13 ABMtq 13-Mar-2018>***

**MOTION CARRIED**

### **9. CORRECTION TO AWARD OF QUALIFICATIONS**

#### **9.1 BACHELOR OF ARTS (ENGLISH AS AN ADDITIONAL LANGUAGE)**

Moved: Chris King

Seconded: Nick Sheppard

***That the Academic Board approves the following correction to the Bachelor of Arts (English as an Additional Language) graduand list approved by Academic Board dated 23 January 2018:***

***The removal of student ID 1476243 as eligible to graduate with the Bachelor of Arts (English as an Additional Language).***

**MOTION CARRIED**

The Head of Language Studies advised that a review of the checking process of students eligible to graduate had been done to discover where these errors occurred. Processes have been clarified and training requirements identified to ensure accuracy in future.

The Academic Quality Director advised that Te Korowai Kahurangi will liaise with the Graduation Office to discuss any possible improvements to the checking process to mitigate errors.

## 9.2 NEW ZEALAND CERTIFICATE IN ENGLISH LANGUAGE (LEVEL 5)

Moved: Chris King

Seconded: Nick Sheppard

***That the Academic Board approves the following correction to the New Zealand Certificate in English (Level 5) (NZCEL5) graduand list:***

***The removal of student ID 1223775 as eligible to graduate with the New Zealand Certificate in English (Level 5).***

**MOTION CARRIED**

## 10. UNITEC RESEARCH COMMITTEE 2018 MEMBERSHIP

Moved: Shirley Wilson

Seconded: Teorongonui Josie Keelan

***That the Academic Board acknowledges the new Unitec Research Committee membership for 2018.***

Chair – Dean of Research and Enterprise	Marcus Williams
Māori representation	Jo Mane (Te Miro)
Pacifika representation	Falaniko Tominiko
Executive Editor ePress	Evangelia Papoutsaki (Business & Enterprise)
Director – Library	Moira Fraser
General Manager Industry	Heather Stonyer
Postgraduate Student Representative	Matalena O'Mara
(at least) 2 X New and Emerging Researchers	Ray Jauny (Health & Community) Nick Kearns (Business & Enterprise)
2 X Early Career Researchers	Kristie Cameron (Environmental and Animal Science) Roger Birchmore (Construction & Infrastructure) Mary Panko (Engineering)
2 X Professoriate	David Philips (Engineering) Nilufar Baghaei (High Technology)
At least nine Network representatives	As above

**MOTION CARRIED**

## 11. CHANGE TO ACADEMIC BOARD MEETING DATES FOR 2018

***That Academic Board notes the change to Academic Board meeting dates for 2018 from six weekly dates to monthly dates as detailed below:***

Meeting Date	Deadline Date for Agenda Papers	Meeting Venue
13 February	Monday 05 February 5pm	Building 180-2043
13 March	Monday 05 March 5pm	Wharekai Building 177
10 April	Thursday* 29 March 5pm (*Earlier deadline due to Easter)	Building 115-1007
8 May	Monday 30 April 5pm	Building 180-2043
5 June	Monday 28 May 5pm	Building 115-1008
3 July	Monday 25 June 5pm	Building 115-1007
31 July	Monday 23 July 5pm	Building 182-1003
28 August	Monday 20 August 5pm	Building 182-1003
25 September	Monday 17 September 5pm	Building 183-1104
23 October	Monday 15 October 5pm	Building 112-4001
20 November	Monday 12 November 5pm	Building 182-2001
18 December	Monday 10 December 5pm	Yet to be confirmed

## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

### **12. MONITORING OF DEGREES AT UNITEC**

Moved: Shirley Wilson

Seconded: Mark McNeill

***That Academic Board:***

- ***receives the status report for monitoring of Unitec degree programmes (Level 7 and above)***
- ***approves the process for degree monitoring during 2018-2019.***

**MOTION CARRIED**

The Academic Quality Director advised that monitoring of degrees at Unitec had been raised as a concern by Susan Smart from NZQA. In the past ITPs had their own quality assurance body called Institutes of Technology and Polytechnics Quality (ITPQ) and Unitec had an agreement with ITPQ around self-monitoring. ITPQ has since merged with NZQA and the previous monitoring arrangement was carried over. NZQA now requires annual monitoring reports for all degree and postgraduate level programmes for at least the next two years. There may be an impact on resourcing to meet this new requirement for those programmes that planned for Phase 2 monitoring where only 'desk' monitoring every second year was required, so Te Korowai Kahurangi will liaise with Deans to determine what type of monitoring event each programme needs. She said that monitoring will be tracked through the Academic Dashboard and a spreadsheet created to ensure that an immediate response to any NZQA queries around monitoring can be provided. During discussion, the following points were raised:

- Regulatory bodies need to be added to the spreadsheet.
- Clarification that a standardised process for monitoring is already in place and external monitors are contracted through Te Korowai Kahurangi but Networks and Practice Pathways deal with responses to monitors reports which then go to the Qualification Alignment Board for comment.

### **13. MODERATION AUDIT PROJECT REPORT (VERBAL UPDATE)**

The Programme Development Partner advised that the due date to submit moderation plans was 15 March 2018 and a comprehensive update could not be provided until then.

## **NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE MINUTES**

The Chair raised the issue with the Board about how they wished to receive subcommittee updates and it was agreed that a brief written report outlining key points be included in the agenda papers. The Programme Development Partner volunteered to create a template to use for this reporting.

#### 14. ACADEMIC BOARD STANDING COMMITTEE

Moved: Shirley Wilson  
Seconded: Craig Hilton

***That Academic Board receives the Minutes of the meeting(s) of 20-22 and 23-27 February and 5-7 March, 2018.***

**MOTION CARRIED**

#### 15. QUALIFICATION ALIGNMENT BOARD

Moved: Shirley Wilson  
Seconded: Craig Hilton

***That Academic Board receives the Minutes of the meeting(s) of 5 December, 2017.***

**MOTION CARRIED**

#### 16. RESEARCH COMMITTEE

Moved: Shirley Wilson  
Seconded: Craig Hilton

***That Academic Board receives the Minutes of the meeting(s) of 8 February, 2018.***

**MOTION CARRIED**

#### 17. RESEARCH ETHICS COMMITTEE

Moved: Shirley Wilson  
Seconded: Craig Hilton

***That Academic Board receives the Minutes of the meeting(s) of 13 December, 2017.***

**MOTION CARRIED**

#### 18. CORRECTION TO AWARD OF QUALIFICATIONS (TABLED PAPER)

Moved: Shirley Wilson  
Seconded: Nick Sheppard

***That Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 23 January 2018:***

- ***the change of major from Accountancy to Accountancy and Finance – double major for Bachelor of Business Student ID1426224.***

**MOTION CARRIED**

#### 19. DRAFT TERMS OF REFERENCE FOR PROGRAMME ACTIONS AND QUALITY COMMITTEE (PAQ)

The Academic Quality Director advised that the Programme Actions and Quality Committee would be responsible for operational work at programme level and will have a self-evaluation role regarding Tertiary Education Institutions (TEI) and Key Evaluative Questions (KEQ).

The Programme Development Partner advised that the PAQ will have academic administration representation and the Ako Ahimura Learning and Teaching Committees will be realigned to practice pathways. He noted that this proposal will be going to the QAB for discussion.

Members raised the following points:

- It is critical to determine the exact amount of administration and resourcing required to support putting in a level of compliance that may impact the next levels of the business and to define the purpose of each committee.
- Key points to remember are that the proposed committee structure must engage staff and that it is owned by Deans and HOPPs.



- It was agreed that the Deans discuss the proposal first this week then get feedback from their HOPPs the following week in time for submission to the next QAB meeting for endorsement.

Action: Network Deans Due Date: 19 March 2018 (QAB Meeting agenda deadline)
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- The Unitec Ako Ahimura Learning and Teaching Committee Terms of Reference can be sent to the Senior Academic Leadership Team (SALT) to be reviewed and updated.

Action: Dean, Teaching and Learning (Mātauranga Māori)
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- The Postgraduate Research and Scholarships Committee, or a similar entity, may be used to deal with postgraduate issues now that the Te Miro Postgraduate network no longer exists. However, it is imperative to ensure that the proposed committee structure adheres to the committee structure outlined in policy first so we are compliant.
- The Te Miro Undergraduate Network was on hold because the common semester courses were moved back to the Health and Community Network. After consultation with Te Miro Undergraduate staff, SALT and other interested staff it was decided that the Master of Applied Practice programme and the Master of Educational Leadership and Management programme form a pathway with the Graduate Diploma in Higher Education, reporting to the new Director Ako, to align with the intention to lift the focus on teacher capability and professional development in this disciplinary pathway.
- Postgraduate programmes belong in their own disciplinary practice pathways and robust quality assurance is needed as most postgraduate practice pathways are not big enough to have their own governing entity.

## 20. ĒTAHI KAUPAPA ANŌ/GENERAL BUSINESS

The Academic Quality Director apologised for the lack of information provided during this hectic period. She thanked Te Korowai Kahurangi for their support and advised that the recruitment process for the new Te Korowai Kahurangi Manager was nearing completion.

She advised also that Chris King (Head of Language Studies) had been seconded to the Category 1 Programme of Work for the rest of the year to support her by leading some work streams and his knowledge of Unitec and Unitec staff will ensure staff engagement with this work.

The Chair noted that internal appointments like this were critical and was evidence from an NZQA perspective that Unitec is serious about quality assurance.

The Chair gave a blanket apology to the Board for any information they had not been made aware of and requested that we live Unitec's values by showing understanding and remain solution focused at this time of increased pressure.

There being no further business the meeting closed at 10.55am.

Agenda papers are available on the H Drive at the following location: <H:\2. Academic Development\E-Academic Library\Committees\ACADEMIC BOARD COMMITTEE\Agenda Papers - Individual>

### NEXT MEETING DATE

Tuesday 10 April, 2018 at 9.00a.m. Building 115-1007

Agenda deadline for the next meeting is 5pm Thursday 29 March, 2018.

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

Signed: ..... Merran Davis (Chair, Academic Board)