



# **ACADEMIC BOARD**

## **Agenda Papers**

**10 April, 2018**

**ACADEMIC BOARD MEMBERSHIP 2018**

<b>CHAIR</b> Executive Dean (Academic)	Merran Davis
<b>DEANS</b>	
Bridgepoint	Nick Sheppard
Business, Enterprise and Technology	Murray Bain
Construction, Infrastructure and Engineering	Mark McNeill
Health & Community and Environmental & Animal Sciences	Debra Robertson-Welsh
Research and Enterprise	Marcus Williams
Teaching and Learning (Mātauranga Māori)	Teorongonui Josie Keelan
<b>OTHER MEMBERS</b>	
Head of Practice Pathway Representative - Bridgepoint	Chris King
Head of Practice Pathway Representative - Creative Industries	Vanessa Byrnes
Head of Practice Pathway Representative - Construction and Infrastructure	Daniel Fuemana
Academic Service Centre Manager	To be appointed
Library Director	Moira Fraser
Interim Chief Executive	Alastair Carruthers
Elected Student Representative	To be appointed
Elected Student Representative	Matalena O'Mara
General Manager Benefits Realisation	To be appointed
General Manager International	Josephine Kinsella
General Manager Student Experience	Verity Jade
General Manager Workforce Industry Development Representative	Heather Stonyer
Director of Pacific Success	Falaniko Tominiko
The Mind Lab by Unitec Representative	Craig Hilton
Academic Quality Director	Shirley Wilson
Director Ako – Te Puna Ako	Simon Nash
<b>EX-OFFICIO MEMBERS</b>	
Manager Academic Administration	Marion Macneil
<b>IN ATTENDANCE</b>	
General Manager Governance & External Relations	Jo Alexander
Head of Business Intelligence Capability Centre	Kay Bramley
Programme Development Partner	Steve Marshall
Executive Director – Partnerships	David Glover



# agenda

## Academic Board

Tuesday 10 April 2018 at **9.00am**

**Building 115-1007**

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<i>Minutes of the meeting(s) of 21 February, 2018</i>	

**AGENDA ITEM 3**

**PITOPITO KŌRERO O NGĀ HUI/MINUTES OF  
THE PREVIOUS MEETING**

**RECOMMENDATION:**

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



# 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
Moir 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

(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	Moirra Fraser
General Manager Industry	Heather Stonyer
Postgraduate Student Representative	Matalena O'Mara
(at least)	Ray Jauny (Health & Community)
2 X New and Emerging Researchers	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)

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<b>To</b>	Academic Board	<b>From</b>	Academic Quality Director
<b>Title</b>	Academic Quality and EER	<b>Date</b>	4 April 2018

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## Purpose

To provide reports for discussion, evaluation on progress, and to make recommend further actions in matters of academic quality and readiness for External Evaluation and Review (EER).

## Key Points

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1. The Kickstart event for all staff on February 15 had the theme “Academic Excellence and Student Success”. It featured a panel session on EER which included Sara Williams, ITP Investment Advisor TEC, and Peter Sherwin, a Lead Evaluator and Advisor for NZQA. Workshops for staff were held around behaviors linked to NZQA Category 1 status. Feedback from the workshops is currently being collated for the Category 1 Rōpū for appropriate action.
2. The Category 1 Rōpū work has now been named a Programme of Work, with projects and contributing work streams grouped into the following areas:
  - Academic Quality Project
  - Student Voice and Engagement Project
  - Learning and Achievement Project
  - Compliance Project
3. Detailed deliverables are being refined within each area, as well as milestones, timelines and resourcing requirements (see table below). It is noted that some of these work streams have been underway for some time (e.g. the first Academic Dashboard was received at the November 2017 Academic Board), however work is now accelerating on those work streams, and beginning on others.
4. Significant work will involve working with other ITPs, with a view to establishing long term relationships and partnerships where possible.
5. The Academic Target Operating Model project (ATOM 1) scope and outcomes are currently being defined with reference to the Category 1 Programme of work to ensure alignment without overlap.
6. Susan Smart and Julia Parrott (NZQA) met with Alastair Carruthers, Shirley Wilson and Manpreet Malhotra on February 26 to discuss appropriate actions regarding improving Academic Quality at Unitec. 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 NZQA.
7. Significant work is being undertaken by Te Korowai Kahurangi to proactively ensure academic compliance alongside the retrospective monitoring via the Academic Dashboards.
8. Recruitment is currently underway for Academic Quality Administrators for the Pathways. This role will provide effective administrative support in all areas of academic quality assurance and development for the pathways. They will report to Te Korowai Kahurangi.

## NZQA and ITP Sector Notes – April 2018

### Consultation on proposed changes to NZQA Rules

NZQA is consulting on proposed changes to the following Rules:

- NZQF Programme Approval and Accreditation Rules 2013
- Consent to Assess against Standards on the Directory of Assessment Standards Rules 2011
- Directory of Assessment Standards Listing and Operational Rules 2011
- NZQF Qualification Listing and Operational Rules 2016
- Private Training Establishment Registration Rules 2013
- NZQF Industry Training Programme Approval Rules 2013
- Industry Training Organisation Prescribed Quality Assurance Requirements Rules 2015
- Quality Assurance (including External Evaluation and Review (EER)) Rules 2016
- Student Fee Protection Rules 2013
- NZQF Offshore Programme Delivery Rules 2012

These changes seek to ensure that the Rules are clear, reflect operational changes, address emerging risks and enable NZQA to effectively perform its quality assurance functions. The consultation is open for submissions till 27 April 2018. The [draft consultation document](#) outlines each proposed change, reason for the change and anticipated impacts.

**Impact for Unitec:** *A working group has been set up to evaluate the proposed changes and draft Unitec's response to the proposal. Feedback to NZQA will be submitted by the due date.*

### Consultation on recognising micro-credentials in New Zealand

NZQA has developed proposals to recognise micro-credentials within New Zealand's regulated education and training system. They propose to recognise micro-credentials, alongside qualifications, within New Zealand's government regulated education and training system from July 2018. The proposals have been developed in conjunction with a sector working group and informed by the [three micro-credential pilots](#) underway since July 2017.

The consultation paper, [Recognising micro-credentials in New Zealand's education and training system](#) proposes an approach to recognising micro-credentials appropriate for the New Zealand education and training system.

The paper proposes:

- recognition and quality assurance of micro-credentials from New Zealand tertiary education organisations
- changes to the current Training Scheme Rules 2012 to include micro-credentials
- provisions for micro-credentials from non-New Zealand tertiary education organisations.

**Impact for Unitec:** *A working group has been set up to evaluate the proposal and draft Unitec's response. Feedback to NZQA will be submitted by the due date.*

ISSUES REGISTER

ID	Issue Description	Priority	Assigned to Owner	Expected Resolution Date	Escalation Required Y/N/A?	Impact Summary	Action Steps	Actual Resolution Date	Final Resolution & Rationale	Current Status
	Since Semester 1, 2016 Unitec had been inadvertently breaching NZQA's Rule 18, which relates to English Language entry requirements for international students. This was due to an internal staff training oversight that allowed discretionary entry to students based on an academic assessment of the student's capability to succeed in study. Upon discovery of the breach in March 2017, the International Office immediately rectified its processes and withdrew offers that breached Rule 18 for prospective Semester 2, 2017 students. NZQA and Immigration New Zealand were notified of the situation and an associated mitigation plan. Approximately 350 students were granted incorrect entry, which was a serious breach. NZQA requested a significant amount of reporting be submitted, including: *A list of all students who have not passed all of their courses including copies of their individual learning plans. *A copy of a report and next steps following the examination of a sample of student assessments submitted by students whose English language abilities were not proven. *A copy of an external review for the compliance and operational risk management of enrolments *A copy of an internal audit of international processes including NZQA compliance requirements The Nursing Council has determined that the Bachelor of Nursing has not met all compliance standards. This issue has been reported to Council throughout 2017.	Medium	David Glover and Merran Davis	August 31st	No	Breaches of Programme Approval Rules are taken very seriously by NZQA and could lead to Statutory Actions being implemented and severe disruption to the planned study of students. Such breaches also negatively impact the perception that NZQA has of Unitec and therefore the overall confidence that the regulator has during an EER evaluation period. If not addressed correctly, unwanted media attention and a negative impact on Unitec's reputation would result.	Unitec has submitted all material to NZQA within the timeframe that was requested, further to this:  *The monitoring of the academic performance of all students incorrectly granted discretionary entry is ongoing (the course pass rate of these students is 84%). *New enrolment systems are in place to prevent any further such breaches	August 31st (NZQA) All students will be monitored until completion of their study.	On Friday 18 August a letter from NZQA confirmed receipt of all material and noted the following: "NZQA has reviewed the documentation provided and nothing further is required. NZQA is satisfied that Unitec is making progress relating to improving its compliance practices and putting in place appropriate measures to reduce the risk of future Rule 18 breaches. However, should any similar non-compliance be identified in the future NZQA will take this history into consideration when determining any action, it may take."  This issue will remain open until all students granted entry in breach of Rule 18 have graduated from their respective programmes.	Work In Progress
	The Medical Radiation Technologists Board (MRTB) has determined that the Bachelor of Health Science (Medical Imaging) has not met all Accreditation Standards. A corrective action for each non-compliant standard has been mandated by the MRTB. The programme has kept its accreditation for the next 12 months but the MRTB has required that: Unitec provides 3-monthly progress reports to the Board; and that there is sufficient evidence at the point of submitting the second (6-month) report that Unitec is consistently and adequately addressing the corrective actions contained in the report.	Medium		December 30, 2017		It is imperative for Unitec programmes to comply with all registration board (or similar) requirements. Failure to meet regulatory standards can lead to a withdrawal of accreditation.	Staff in the HealthCare Practice Pathway have worked closely with the Nursing Council-appointed Monitor on fulfilling the requirements and actions that were devised as a response to the areas of non-compliance.  A one-day audit took place on June 29th, with two auditors present. Compliance with the Nursing Council requirements was confirmed on the 26th of July.  As part of the agreed-upon actions to create a sustainably compliant programme, Unitec has purchased the Nursing curriculum from Ara Polytechnic and used it as a basis for a new Nursing programme. This will be submitted to NZQA for approval in August.  The Nursing Council require monitoring reports in October 017, February 2018 and June 2018. A full monitoring visit against all the NCNZ standards will occur in April 2018.	July 31st	The specific issue relating to Nursing Council non-compliance is closed. Ongoing monitoring of the programme will take place.	Work In Progress
	It was discovered that the PGDip Counselling was not noted as an active programme on the NZQA website. Investigation into this found that a spreadsheet sent to NZQA for another purpose was mis-interpreted. The Programme is not open to new enrolments and will be completing at the end of 2018.  The issue of the listing has since been resolved, however as a result of this enquiry NZQA have requested further information about the ongoing activity of Programme Maintenance. Quality related materials were sought and the evidence of ongoing monitoring and moderation practices were found to be inadequate.	High	Debra Robertson-Walsh, Dean Innovation and Development HCS Network	March 8, 2018	No	This non-compliance may have an effect our 2018 EER.	Remediation work to be undertaken immediately to appoint a Monitor and to schedule a visit during Semester 1, 2018.  Moderation planning for 2018 will include remedial action to ensure that all moderation obligations are met.  Particular attention will be payed to all academic compliance matters.	July 31st, 2018	Two of the three monthly reports have been provided, and the Practice Pathway is awaiting feedback on the January report.  Senior Academic Leadership have been to Wellington to meet with the MRTB to discuss issues face to face. This issue is close to final resolution.	Work In Progress
	NZQA have notified Unitec of requirements for the Doctor of Computing. The primary requirement to ensure that a new Monitor was appointed immediately and that a Monitors visit was scheduled during Semester 1, 2018.  Other requirements are for further information about the ongoing activity of Programme Maintenance and egeneral information including: <ul style="list-style-type: none"><li>Programme structure including component descriptors</li><li>Staffing – that is, who teaches which components</li><li>More information on teaching and assessing and progression</li><li>Student numbers and where they are up to in the programme.</li></ul> Building and Construction Industry Training Organisation (BCITO). 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.	Medium	Murray Bane, Dean Innovation and Development BE&HT Network	March 7, 2018	No	Ongoing issues of non-compliance in Computing may have an effect our 2018 EER.	A project team of Computing staff has been set-up to ensure that the requirements are met and that any remediation work is undertaken within the Semester.			Work In Progress
		Critical	Mark McNeil, Dean, CIE		No	Loss of TEC funding	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.			Work In Progress
	Ascertaining the visa status of international students for inclusion in scheduled classes.	Medium	Executive Director - Partnerships		No	Some International Students are excluded from classes until their visa requirements are met, this risks them not succeeding.	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.			Work In Progress
	Additional MOE letter may be required for students participating in UPC courses	Medium	Programme Development Partner	End March 2018	No	Confusion with MOE regarding TEC advise about a letter that might be required by students engaging in UPC courses.	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.	03/15/18	TEC confirmed our interpretation of rule is correct	Closed



Sem 2 2018

Programme	Practice Pathway	% Completion	Previous RAG	Current RAG	Programme Comment
Master of Educational Leadership and Management	Postgraduate	69%			Pending TEC approval
Postgraduate Certificate in Educational Leadership and Management	Postgraduate	69%			Pending TEC approval
Postgraduate Diploma in Educational Leadership and Management	Postgraduate	69%			Pending TEC approval
Bachelor of Policing	Police Studies	38%			NZQA feedback received
Bachelor of Construction (Technology)	Building Construction and Services	54%			NZQA submission was scheduled for 9/3/18, still pending approval to move to academic board
NZ Certificate in Exercise	Community Development	19%			Programme Document going through the reading process
NZ Certificate in Language Teaching	Language Studies	27%			Programme Document going through the feedback process
NZ Certificate in Sport and Recreation	Community Development	19%			Programme Document going through the reading process
NZ Certificate in Sport Coaching	Community Development	19%			Programme Document going through the reading process
NZ Diploma in Sport, Recreation and Exercise (Multi-Sector)	Community Development	19%			Programme Document going through the reading process
NZ Diploma in Information Systems L5	Computer Science	38%			Programme document to NZQA today
NZ Certificate in Drainlaying	Building Construction and Services	38%			Academic Board approved and submitted to NZQA (delivery date changed to Sem 2 2018)
NZ Certificate in Gasfitting	Building Construction and Services	38%			Academic Board approved and submitted to NZQA (delivery date changed to Sem 2 2018)
NZ Certificate in Plumbing	Building Construction and Services	38%			Academic Board approved and submitted to NZQA (delivery date changed to Sem 2 2018)
Master of Contemporary Education	Postgraduate	77%			NZQA approval pending (delivery date changed to Sem 2 2018)

Sem 1 2019

Programme	Practice Pathway	% Completion	Previous RAG	Current RAG	Programme Comment
Bachelor of Applied Science (Veterinary Nursing)	Environmental and Animal Sciences	23%			Programme Document scheduled for completion soon
Bachelor of Geospatial Science	Engineering	27%			Programme Document - reader feedback being incorporated
Bachelor of Health and Social Development (Diversional Therapy)	Community Development	65%			Programme Document in progress as per NZQA's request for changes
Master of Applied Practice (Police)	Police Studies	23%			Programme Document in progress
Master of Counselling (Narrative Practice)	Social Practice	15%			Programme Document in progress
NZ Certificate in Animal Welfare Investigations	Environmental and Animal Sciences	4%			Programme Document writing about to start however qualification is not yet listed on NZQA framework
NZ Certificate in Health and Wellbeing (Social and Community Services)	Social Practice	12%			Programme Document in progress
(Mental Health and Addiction Support Strand)	Police Studies	23%			Programme Document in progress
Postgraduate Certificate in Applied Practice (Police)	Police Studies	19%			Programme +A1:F11 Document in progress
Postgraduate Diploma in Applied Practice (Detective)					

## **AGENDA ITEM 6**

### **6. Matters Arising**

- 6.1 Unitec's Strategic Portfolio Presentation by Network Deans (Verbal Update at Meeting)
- 6.2 Academic Calendars – Addition of More Process Dates (Presentation at Meeting)
- 6.3 Academic Portfolio Mapping (Verbal Update at Meeting)
- 6.4 (i) Regular Reporting (Presentation at Meeting)
  - (ii) NZQA and ITP Sector Update
    - (b) TEC Changes and Restructure (Paper to be Tabled)

## **HE RITENGA ME NGĀ PĀRONGO/PROCEDURAL PAPERS**

## AGENDA ITEM 7

### Award of Qualifications

*That 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\2018-04-10 ABMtg 10 Apr 2018](#)*



# memo

To	Academic Board	Date	27/03/2018
From	Melanie Ooi/Suresh Palapati HOPP's Delegate/Academic Leader		
Subject	Amendment to Approval to Graduate for National Certificate in Electrical Engineering (Level 3)		

## **Recommendation:**

***That the Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 20<sup>th</sup> February 2018:***

- ***The change of student ID number from 1388921 to 1399821***
- ***The student ID 1463098 is enrolled under the NCEE3 academic Programme***

## **Rationale:**

- The student ID number was incorrectly entered in the graduand list which need to be corrected. Student name and ID number now matched.
- The Student ID 1463098 was enrolled to the ETEC 3400-SA course in Sem 1, 2017 and ETEC 3400-SB course in Sem 2, 2017 under the incorrect Programme NCEE2. The student's enrolment shall be corrected that ETEC 3400-SA and ETEC 3400-SB courses are enrolled under the correct Academic Programme, which is NCEE3.

## **Mitigation Action:**

- Check student IDs against student names in the graduand list to ensure all names and IDs are correctly presented for Academic Board.
- Liaise and work closely with Student Enrolment Manager team to ensure student enrolments are processed under the correct academic Programme. This type of error shall be identified prior to the graduation procedure.

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<b>To</b>	Academic Board	<b>From</b>	Marcus Williams Dean Research and Enterprise Tuapapa Rangahau
<b>Title</b>	Reinstatement of Postgraduate Research and Scholarships Committee	<b>Date</b>	04-04-18

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### **Purpose**

This memo proposes to reinstate the Postgraduate Research and Scholarships Committee

### **Recommendation**

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**That the Academic Board approve the reinstatement of the Postgraduate Research and Scholarships Committee with immediate effect.**

### **Justification**

The changes in Academic Committees and Academic Leadership roles brought about by the Sector Alignment Transformation resulted in a significant change to the way that decisions were made and how academic quality actions were both implemented and tracked at all levels. The Postgraduate Research and Scholarships Committee (PGRSC) was suspended in May 2016 pending further work around redevelopment of committee structures. Formal responsibilities of the PGRSC were redistributed among the Te Miro Postgraduate Ako Ahimura Committee, the HoPP of Te Miro Post Graduate with the Dean Research and Enterprise Tuapapa Rangahau, with interim processes put in place to manage Postgraduate Academic Quality issues.

A relook at Academic Committees did not find a better solution for managing Postgraduate Quality matters, and with the recent departure of the Chair of the Te Miro Postgraduate Ako Ahimura, and a shift in alignment for that Practice Pathway, it is necessary to reinstate the PGRSC as a pan-institutional committee with specific focus on Postgraduate quality matters. The following explains the primary functions and Kaupapa of the reinstated committee.

## **Postgraduate Research and Scholarships Committee (PGRSC)**

**Purpose:** PGRSC monitors academic quality and maintains institutional policies, protocols and associated processes for Postgraduate Research through interdisciplinary collaboration.

**Kaupapa:** The committee is framed within the values of Rangatiratanga and Kaitiakitanga. The Committee employs the values of Mahi Kotahitanga and Ngākau Māhaki in its working processes.

The PGRSC performs as a high-performance team with advanced skills in partnering for success and collaborative problem solving.

PGRSC is accountable to Poari Mātauranga Academic Board for its actions.

### **Membership:**

Dean Research & Enterprise Tuapapa Rangahau (Chair);  
Academic Quality Administration (Secretary);  
Dean Teaching & Learning Mātauranga Māori;  
Academic Leaders and/or key Teaching Staff with responsibility for postgraduate programmes;  
Representative of the Library;  
Unitec Student President or their delegate;  
Representative of TKK;  
Representative of Student Learning and Achievement (postgraduate specialist);  
Additional members co-opted as necessary for a defined period or specific purpose.

The Chair will be the Dean of Research and Enterprise.

A Deputy Chair will be appointed from among the Membership by the Chair PGRSC.  
Membership is confirmed annually.

### *Non-quorate members:*

Deans Innovation and Development (with responsibility for postgraduate programmes);  
Heads of Practice Pathways (with responsibility for postgraduate programmes);

**Priority Focus:** To monitor academic quality and maintain institutional policies, protocols and associated processes for Postgraduate Research including:

- a) implementation of statutes, policies, codes of practice, protocols and associated processes of Unitec;
- b) approve proposals for level 10 theses and oversee the processes of the approval of proposals for level 9 research projects, Dissertations and theses and confirmation of supervisory arrangements (including replacement supervisors);
- c) approve the registration of supervisors;
- d) appoint examiners, conveners and adjudicators for level 9 and 10 research, on the recommendation of the appropriate Committee;
- e) consider the reports of examiners and declare and approve the final grade for level 9 or 10 thesis, Dissertation or research project;
- f) award and oversee the administration of postgraduate scholarships; and
- g) advise the QAB on changes to regulations affecting postgraduate Programmes.



## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**



# memo

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To	Academic Board Chair	Date	29/03/2018
From	Ciarin Smith - Programme Development Coordinator	Phone No.	ext. 8456
Subject	Approval for submission of programme developments to NZQA		

## **Recommendation(s):**

***1) That the Academic Board approves the following programme effective from Semester 2 2018 for submission to NZQA:***

- ***NZ Diploma in Information Systems (Level 5, 120 credits)***

***2) That the Academic Board approves new PeopleSoft programme and course codes for the following programme, due to proposed academic development.***

- ***NZ Diploma in Information Systems (Level 5)***

## **Rationale**

The NZ Diploma in Information Systems (Level 5) is a new programme that sits in the High Technology network/Computer Science pathway. The qualification this programme leads towards was listed on the NZQA framework following the NZQA's Mandatory Review of Qualifications (MRoQ), however it will not be replacing any existing programmes as Unitec does not currently deliver any related programmes at this level.

The programme document has been reviewed by a panel of readers to ensure it meets Unitec and NZQA regulatory and compliance requirements. Their recommendations have been addressed as appropriate and I, on behalf of the readers, recommend that the Academic Board approve this programme for submission to NZQA.

## **PeopleSoft Programme and Course Code proposals**

New programme code	New course code
NZDI5	HTCS5601
	HTCS5602
	HTCS5603
	HTCS5604
	HTCS5605
	HTCS5606
	HTCS5607

Ciarin Smith  
Programme Development Coordinator

## 1.0 PROGRAMME FACTUAL SUMMARY



### Unitec Institute of Technology Programme Factual Summary

#### Programme Details

<b>Title of programme:</b>	New Zealand Diploma in Information Systems (Level 5)
<b>With Majors / Endorsements / Specialisations/ Pathways / Strands in (if applicable):</b>	Not applicable
<b>Programme Abbreviation:</b>	NZDipIS
<b>Level:</b>	5
<b>Total credits:</b>	120
<b>DAS (unit or achievement standards) credits:</b>	0
<b>Unitec credits:</b>	120
<b>Programme Number:</b>	
<b>Programme Owner:</b>	Unitec
<b>Qualification:</b>	New Zealand Qualification
<b>Qualification award category:</b>	32
<b>NZSCED subject classification:</b>	020399
<b>Nature of approval sought:</b>	Programme approval and accreditation Approval for SAC funding
<b>Proposed Start date:</b>	24/7/2018
<b>New programme or existing programme amended:</b>	New Programme <input checked="" type="checkbox"/>
<b>Brief Summary of changes made (if appropriate):</b>	Not applicable

#### Qualification Details

<b>Qualification Number:</b>	2597
<b>Qualification Title:</b>	<i>New Zealand Diploma in Information Systems (Level 5)</i>
<b>With Strands in (if applicable):</b>	Not Applicable
<b>Version:</b>	1

<b>Qualification Type:</b>	New Zealand Diploma
<b>Level:</b>	5
<b>Credits:</b>	120
<b>Qualification developer:</b>	NZQA National Qualification Services and Institute of IT Professionals New Zealand
<b>Next Review:</b>	December 2019
<b>Approval Date:</b>	April 2015

### Outcome Statements:

<b>Strategic Purpose Statement:</b> <b>[Aims]</b>	<p>The purpose of this qualification is to provide Aotearoa New Zealand with graduates who have attained sufficient Information Systems (IS) skills to proceed to further study or be employed in an entry level IS role.</p> <p>The qualification is designed for people who need a broad, generalist understanding of IS, equipping learners with the soft skills and technical skills and knowledge to meet the needs of a range of IS roles.</p> <p>Graduates will be capable of operating within applicable professional standards and practice, both independently and as part of a team under broad supervision.</p> <p>Businesses, organisations and communities will benefit by having qualified IS professionals who are able to contribute to Information Systems development in Aotearoa New Zealand using skills and knowledge that will be internationally relevant.</p>
<b>Graduate Profile:</b>	<p>Graduates of this programme will be able to:</p> <p><b>Technical skills</b></p> <ul style="list-style-type: none"> <li>▪ Apply core project management skills to contribute to an information technology (IT) related project.</li> <li>▪ Apply core business modelling skills to information systems development.</li> <li>▪ Apply core skills in user experience, human computer interaction and user interface design to information systems design.</li> <li>▪ Apply core skills in data modelling, database concepts and database management as part of a team to create systems that meet organisational requirements.</li> <li>▪ Produce technical documentation for a variety of applications and audiences using different media to enhance system development, usage and maintenance.</li> <li>▪ Support the building and deployment of software systems to meet organisational requirements.</li> </ul>

<b>Graduate Profile (cont):</b>	<p><b>Core IT skills</b></p> <ul style="list-style-type: none"> <li>▪ Apply the fundamentals of IT technical support concepts and practice to manage hardware and software resources to meet organisational requirements.</li> <li>▪ Apply the fundamentals of interaction design concepts and practice to enhance interface design.</li> <li>▪ Apply the principles of software development to create simple working applications.</li> <li>▪ Apply professional, legal, and ethical principles and practices in a socially responsible manner as an emerging IT professional.</li> <li>▪ Apply communication, personal and interpersonal skills to enhance effectiveness in an IT role.</li> <li>▪ Use problem-solving and decision-making techniques to provide innovative and timely Information Technology outcomes.</li> </ul>
<b>Education Pathway:</b>	<p>The qualification provides a pathway to a specialist Information Systems qualification. This may include:</p> <ul style="list-style-type: none"> <li>▪ <i>New Zealand Diploma in Information Systems</i> (Level 6) with strands in Business Analysis, User Experience, IT Project Management, Information Systems Innovation [Ref: 2603]</li> <li>▪ <i>New Zealand Diploma in Database Administration</i> (Level 6) [Ref: 2602]</li> </ul> <p>Other possible pathways include under-graduate degree qualifications. This qualification may also equip learners to attempt optional industry certifications at the appropriate level and area of specialty.</p> <p>Learners enrolling are recommended to hold one of the following qualifications, or equivalent knowledge, skills and experience.</p> <ul style="list-style-type: none"> <li>▪ NCEA Level 2 or 3</li> <li>▪ <i>New Zealand Certificate in Computing (Intermediate User)</i> (Level 3) [Ref: 2592]</li> <li>▪ <i>New Zealand Certificate in Computing (Advanced User)</i> (Level 4) [Ref: 2593]</li> <li>▪ <i>New Zealand Certificate in Information Technology Essentials</i> (Level 4) [Ref: 2594]</li> <li>▪ <i>New Zealand Certificate in Information Technology</i> (Level 5) [Ref: 2595]</li> <li>▪ other relevant Level 4 qualifications e.g. <i>New Zealand Certificate in Business (Administration and Technology)</i> [Ref: 2461]</li> </ul> <p>Graduates of Ref: 2595 may be granted credit recognition toward this qualification. Please see credit transfer arrangements, below.</p>
<b>Employment and/or Community Pathway:</b>	<p>Graduates of this diploma will have the skills and knowledge to gain employment in roles such as process mapping, project administration, records management, entry level application administration, and other entry level IS roles.</p>

<b>Content:</b>	<p>The programme introduces students to:</p> <ul style="list-style-type: none"> <li>▪ core business modelling skills needed for information systems development.</li> <li>▪ IT technical support concepts and practices needed to manage hardware and software resources.</li> <li>▪ core user interface design skills needed for information systems development.</li> <li>▪ skills needed to manage testing and quality assurance, deployment, user training, and associated change management in agile and structured team development contexts.</li> <li>▪ core concepts, techniques, principles and skills needed for database design, development and management, and web development</li> </ul> <p>It will also enable students to apply information systems development skills and knowledge to an integrated project in an unfamiliar context.</p>
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### Programme Specifications:

<b>Network(s):</b>	High Technology
<b>Practice Pathway(s):</b>	Computer Science
<b>Delivery mode:</b>	Blended
<b>Delivery methods:</b>	<p>In addition to classroom time the delivery will include:</p> <ul style="list-style-type: none"> <li>• flipped classroom;</li> <li>• laboratories (equipment-based learning);</li> <li>• mobile learning (m-learning);</li> <li>• online learning via learning management systems (e.g. Moodle);</li> <li>• project-based learning;</li> <li>• studio-based learning;</li> <li>• team-based learning.</li> </ul>
<b>Delivery sites:</b>	Unitec's Mt Albert Campus
<b>Assessment Methods:</b>	<p>Assessment methods will include:</p> <ul style="list-style-type: none"> <li>• Case Study</li> <li>• Peer Evaluation</li> <li>• Portfolio</li> <li>• Presentation</li> <li>• Project</li> <li>• Prototype design</li> <li>• Reflection and Self-assessment</li> <li>• Report</li> <li>• Screencasts</li> </ul>
<b>Assessment standards included: (if any)</b>	NA

<b>Entry Requirements for KIS:</b>	Minimum 48 NCEA credits in best four subjects at Level 2 (with at least 14 credits in ICT related subjects) or equivalent skills or knowledge. A minimum of 12 credits at NCEA Level 1 English.  International students must have a minimum of IELTS 5.5 with no band score lower than 5; or equivalent.
<b>Student Profile:</b>	Domestic <input checked="" type="checkbox"/> International <input checked="" type="checkbox"/>
<b>Student Destination:</b>	Designed to lead directly to the labour market <input checked="" type="checkbox"/>
<b>Eligibility for student loans and allowances:</b>	Access to loans <input checked="" type="checkbox"/> Access to allowances <input checked="" type="checkbox"/>
<b>Nature of Funding sought:</b>	SAC <input checked="" type="checkbox"/> Entrepreneurial <input type="checkbox"/> Contract for Service <input type="checkbox"/> Other <input type="checkbox"/>
<b>Expected student intake:</b>	28
<b>EFTS</b>	28
<b>Duration of the Programme Full-time:</b>	1 year
<b>Duration of the Programme Part-time:</b>	2 years
<b>Maximum duration of the Programme:</b>	4 years
<b>Total weeks of the programme (including holiday weeks):</b>	34
<b>Total teaching weeks of the programme (excluding holiday weeks):</b>	32
<b>Average Directed hours per week:</b>	16
<b>Average Work Experience hours per week:</b>	NA
<b>Average Self-directed study hours per week:</b>	21.5 hours
<b>Total study hours per week:</b>	37.5 hours
<b>Total Study Hours for the programme:</b>	1200 hours

**Contact details**

<b>Contacts:</b>	<b>Contact 1</b> Murray Bain Dean of Business & Enterprise and High Technology Unitec Institute of Technology Private Bag 92025 Victoria St West Auckland Phone: (09) 815-4321 ext. 7430 Email: mbain@unitec.ac.nz  <b>Contact 2</b> Manpreet Kaur Malhotra Team Leader – Academic Service Centre Unitec Institute of Technology Private Bag 92025 Victoria St West Auckland Phone: (09) 849 4321 Ext 8771 Email: mmalhotra@unitec.ac.nz
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**Date:** 23/03/2018



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<b>To</b>	Academic Board	<b>From</b>	Shirley Wilson
<b>Title</b>	Monitoring of Degrees at Unitec	<b>Date</b>	5 April 2018

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### **Recommendation**

That Academic Board:

- receives the status report for monitoring of Unitec degree programmes (level 7 and above)

### **Background and Justification**

NZQA recently requested that Unitec provide information on the current status and 2018 plans for monitoring across all Unitec programmes at level 7 and above. A spreadsheet was presented at last Academic Board showing the information currently available with Te Korowai Kahurangi (Academic Service Centre).

In view of the current monitoring status and the heightened risk for the EER, the following steps were noted in order to improve monitoring practice and ensure that Unitec complies with all the requirements:

1. For 2018 and 2019, all degrees require monitors visits
2. All monitor's reports will be submitted to NZQA and must meet the minimum stipulated requirements.
3. NZQA may choose to be included in some of the monitoring visits at their discretion.

Following Academic Board, Te Korowai Kahurangi initiated discussion with Networks and Practice Pathways to complete the information in order to send through to NZQA. The attached table shows the updated information.

### **Next Steps**

Deans are requested to update where information is still missing so that the most up to date spreadsheet can be provided to NZQA. Where needed, TKK Academic Quality Partners will continue to have discussions with relevant staff members to ensure a clear understanding of the requirements and procedures for monitoring, and provide support where needed to enable compliance and consistency.

### **Attachments**

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Spreadsheet – Current status of Degree Monitoring at Unitec

Programme/Qualification Title	Qualification ID	Degree Type	Level	Credits	Delivery Status	Review date	NZQA or Self monitored?	Estimated Monitoring date 2018	Monitor name	Monitor email	Date last monitored
Bachelor of Applied Science (Animal Management and Welfare, and Biodiversity Management)	11815	Bachelor Degree	7	360	Current	31/12/2020		May - July 2018	Unday Jane Skyrer	<a href="mailto:unday.j.skyrer@vuw.ac.nz">unday.j.skyrer@vuw.ac.nz</a>	Oct-17
Bachelor of Applied Science (Biodiversity Management)	1802	Bachelor Degree	7	360	Current	11/10/2014		May - July 2018	Unday Jane Skyrer	<a href="mailto:unday.j.skyrer@vuw.ac.nz">unday.j.skyrer@vuw.ac.nz</a>	Oct-17
Bachelor of Applied Science (Human Biology)	CA254	Bachelor Degree	7	360	Current	31/12/2019		May - July 2018	Paul Orrock	<a href="mailto:Paul.Orrock@vuw.ac.nz">Paul.Orrock@vuw.ac.nz</a>	Sep-17
Bachelor of Applied Technology	CA230	Bachelor Degree	7	360	Current	31/10/2022		May - July 2018	Nicky Murray	<a href="mailto:nicky@ontak.co.nz">nicky@ontak.co.nz</a>	Aug-16
Bachelor of Architectural Studies	CA237	Bachelor Degree	7	360	Current	31/12/2020		May - July 2018	Mayam Gushki, Richard Archbold, Natasha Markham	<a href="mailto:nicky@ontak.co.nz">nicky@ontak.co.nz</a>	Dec-16
Bachelor of Arts in English as an Additional Language (EAL)	CA260	Bachelor Degree	7	120	Current	31/12/2021		May - July 2018	No longer running		
Bachelor of Arts (Bachelor of Business)	CA261	Bachelor Degree	7	0 - 340	Current				No longer running		
Bachelor of Computing Systems	CA209	Bachelor Degree	7	360	Current	31/12/2019		May - July 2018	Trevor Nesbit	<a href="mailto:trevnesb1@gmail.com">trevnesb1@gmail.com</a>	
Bachelor of Construction	CA253	Bachelor Degree	7	360	Current	17/12/2017		May - July 2018			
Bachelor of Creative Enterprise	2535	Bachelor Degree	7	360	Current	18/08/2018		May - July 2018	Nicolette Lee	<a href="mailto:N.Lee@latrobe.edu.au">N.Lee@latrobe.edu.au</a>	Aug-17
Bachelor of Engineering Technology	CA2381	Bachelor Degree	7	360	Current	31/12/2018		Semester 2, 2018	Confirmed by Memo Group		
Bachelor of Health Science (Medical Imaging)	CA264	Bachelor Degree	7	360	Current	17/12/2017		May - July 2018	Deborah Scarkey, Vicki Pratt	<a href="mailto:d.scarkey@qu.ac.nz">d.scarkey@qu.ac.nz</a> , <a href="mailto:v.pratt@qu.ac.nz">v.pratt@qu.ac.nz</a>	Nov-17
Bachelor of Landscape Architecture	CA2190	Bachelor Degree	7	480	Current	17/12/2017		May - July 2018	Garth Falconer	<a href="mailto:garth@resurban.co.nz">garth@resurban.co.nz</a>	Nov-16
Bachelor of Nursing	CA2166	Bachelor Degree	7	360	Current	31/12/2022		May - July 2018	Glennis Birks	<a href="mailto:Glennis.Birks@vuw.ac.nz">Glennis.Birks@vuw.ac.nz</a>	Pre Visit Dec 2017
Bachelor of Performing and Screen Arts	CA222	Bachelor Degree	7	360	Current	31/12/2020		May - July 2018	MICHELLE JOHANSSON	<a href="mailto:michelle.johansson@manukau.ac.nz">michelle.johansson@manukau.ac.nz</a>	Mar-16
Bachelor of Performing and Screen Arts in Production Design and Management	1778	Bachelor Degree	7	360	Current	11/11/2012		May - July 2018	MICHELLE JOHANSSON	<a href="mailto:michelle.johansson@manukau.ac.nz">michelle.johansson@manukau.ac.nz</a>	Mar-16
Bachelor of Sport	109997	Bachelor Degree	7	0 - 360	Current			May - July 2018	Assoc Prof Lise Burrows	<a href="mailto:Lise.Burrows@vuw.ac.nz">Lise.Burrows@vuw.ac.nz</a>	Nov-17
Bachelor of Sport (Coaching and Management)	CA2255	Bachelor Degree	7	360	Current	17/12/2017		May - July 2018	Assoc Prof Lise Burrows	<a href="mailto:Lise.Burrows@vuw.ac.nz">Lise.Burrows@vuw.ac.nz</a>	Nov-17
Bachelor of Teaching (Early Childhood Education)	CA2335	Bachelor Degree	7	360	Current	31/12/2019		NZQA confirmed that next visit will be in 2019, 2018 visit will be covered by PEP submission	Cheryl McConnell	<a href="mailto:cmcconnell@vuw.ac.nz">cmcconnell@vuw.ac.nz</a>	Sep-16
Bachelor of Nursing	3777	Bachelor Degree	7	360	Current	31/12/2022		May - July 2018	Glennis Birks	<a href="mailto:Glennis.Birks@vuw.ac.nz">Glennis.Birks@vuw.ac.nz</a>	Pre Visit Dec 2017
Doctor of Computing	CA3311	Doctorate	10	360	Current			May - July 2018	Dr. Quan Bai	<a href="mailto:quan.bai@vuw.ac.nz">quan.bai@vuw.ac.nz</a>	Last visit 2016
Doctor of Philosophy	CA284	Doctorate	10	360	Current	17/12/2017		May - July 2018			
Graduate Certificate in Construction Project Management	11887	Graduate Certificate	7	60	Current	20/07/2016		May - July 2018	Part of Bcons		
Graduate Certificate in Not For Profit Management	2477	Graduate Certificate	7	60	Current	31/01/2017			No longer running		
Graduate Certificate in Pacific NGO Leadership and Management	1870	Graduate Certificate	7	60	Current	11/10/2014			No longer running		
Graduate Certificate in Professional Accountancy	1798	Graduate Certificate	7	60	Current	11/11/2012			Part of Bbus		
Graduate Diploma in Business	CA2383	Graduate Diploma	7	120	Current	31/12/2018		May - July 2018	Part of Bbus		
Graduate Diploma in Computing	CA297	Graduate Diploma	7	120	Current	31/12/2022		May - July 2018	Trevor Nesbit	<a href="mailto:trevnesb1@gmail.com">trevnesb1@gmail.com</a>	
Graduate Diploma in Construction Project Management	11886	Graduate Diploma	7	120	Current	31/12/2020		May - July 2018	Part of Bcons		
Graduate Diploma in Creative Enterprise	2536	Graduate Diploma	7	120	Current	18/10/2019		May - July 2018	Nicolette Lee	<a href="mailto:N.Lee@latrobe.edu.au">N.Lee@latrobe.edu.au</a>	Aug-17
Graduate Diploma in Event Communication	CA2378	Graduate Diploma	7	120	Current	31/12/2017			Part of BFC		
Graduate Diploma in Higher Education	CA2188	Graduate Diploma	7	120	Current	17/12/2017		May - July 2018			
Graduate Diploma in Not for Profit Management	CA2184	Graduate Diploma	7	120	Current	31/12/2020			No longer running?		
Graduate Diploma in Professional Accountancy	1797	Graduate Diploma	7	120	Current	11/11/2012			Part of Bbus		
Master of Applied Practice (Technological Education)	3546	Masters Degree	9	180	Current	21/11/2018		May - July 2018	Kathryn MacCallum	<a href="mailto:kathryn.mccallum@gmail.com">kathryn.mccallum@gmail.com</a>	Feb-17
Master of Applied Practice	2479	Masters Degree	9	180	Current	31/12/2019		May - July 2018	Kathryn MacCallum	<a href="mailto:kathryn.mccallum@gmail.com">kathryn.mccallum@gmail.com</a>	Feb-17

Master of Applied Practice	2596	Masters Degree	9	180	Current	31/12/2019	May - July 2018	Kathryn MacCallum	<a href="mailto:kathryn.mccallum@gmail.com">kathryn.mccallum@gmail.com</a>	Feb-17
Master of Architecture (Professional)	CA2358	Masters Degree	9	240	Current	01/01/2015	May - July 2018	Manam Gudeh, Richard Archibald, Natasha Markham	<a href="mailto:nicky@ontask.co.nz">nicky@ontask.co.nz</a>	Dec-16
Master of Business	CA2318	Masters Degree	9	240	Current	17/12/2017	May - July 2018			
Master of Computing	CA2270	Masters Degree	9	240	Current	17/12/2017	May - July 2018	Dr. Quan Bai (To be confirmed)	<a href="mailto:quan.bai@auckland.ac.nz">quan.bai@auckland.ac.nz</a>	
Master of Creative Practice (MCP)	2588	Masters Degree	9	180	Current	12/09/2019	May - July 2018	Heather Galbraith	<a href="mailto:h.galbraith@massey.ac.nz">h.galbraith@massey.ac.nz</a>	Nov-17
Master of Design	CA2303	Masters Degree	9	240	Current	17/12/2017	May - July 2018	Heather Galbraith	<a href="mailto:h.galbraith@massey.ac.nz">h.galbraith@massey.ac.nz</a>	Nov-17
Master of Education	CA2287	Masters Degree	9	240	Current	17/12/2017		Desk evaluation if all get students		
Master of Educational Leadership and Management	CA2220	Masters Degree	9	180	Current	15/08/2019	May - July 2018	Susan Lovett	<a href="mailto:Scott.Escott@ecu.edu.au">Scott.Escott@ecu.edu.au</a>	Sep-16
Master of Health Science	105267	Masters Degree	9	0 - 240	Current			Desk evaluation if all get students		
Master of International Communication	CA2257	Masters Degree	9	240	Current	20/12/2017	May - July 2018			
Master of Landscape Architecture	CA2304	Masters Degree	9	240	Current	17/12/2017	May - July 2018	Tommy Honey	<a href="mailto:rob@fdaiake.co.nz">rob@fdaiake.co.nz</a>	Jul-17
Master of Osteopathy	CA2299	Masters Degree	9	240	Current	01/12/2017	May - July 2019	Paul Orrock	<a href="mailto:Paul.Orrock@ecu.edu.au">Paul.Orrock@ecu.edu.au</a>	Sep-17
Master of Project Management	CA2293	Masters Degree	9	240	Expiring			Not running		
Master of Social Practice	107286	Masters Degree	9	0 - 240	Current			Desk evaluation if all get students		
Master of Teaching and Education Leadership	3776	Masters Degree	9	180	Current	06/11/2022	May - July 2018	Dr Margie Campbell Price	Otago University	New Programme
Postgraduate Certificate in Creative Practice	2589	Postgraduate Certificate	8	60	Current	12/09/2019	May - July 2018	Heather Galbraith	<a href="mailto:h.galbraith@massey.ac.nz">h.galbraith@massey.ac.nz</a>	Nov-17
Postgraduate Certificate in Applied Practice	2481	Postgraduate Certificate	8	60	Current	31/12/2019	May - July 2018	Kathryn MacCallum	<a href="mailto:kathryn.mccallum@gmail.com">kathryn.mccallum@gmail.com</a>	Feb-17
Postgraduate Certificate in Business Innovation and Enterprise	CA2280b	Postgraduate Certificate	8	0 - 60	Current			No longer running		
Postgraduate Certificate in Educational Leadership and Management	CA2363	Postgraduate Certificate	8	60	Current	31/12/2022	May - July 2018	Susan Lovett	<a href="mailto:Scott.Escott@ecu.edu.au">Scott.Escott@ecu.edu.au</a>	Sep-16
Postgraduate Certificate in Project Management	CA2293b	Postgraduate Certificate	8	0 - 60	Current			No longer running		
Postgraduate Certificate in Social Practice	107288	Postgraduate Certificate	8	0 - 60	Current			No longer running		
Postgraduate Diploma in Creative Practice	2590	Postgraduate Diploma	8	120	Current	12/09/2019	May - July 2018	Heather Galbraith	<a href="mailto:h.galbraith@massey.ac.nz">h.galbraith@massey.ac.nz</a>	Nov-17
Postgraduate Diploma in Applied Practice	2480	Postgraduate Diploma	8	120	Current	31/12/2019	May - July 2018	Kathryn MacCallum	<a href="mailto:kathryn.mccallum@gmail.com">kathryn.mccallum@gmail.com</a>	Feb-17
Postgraduate Diploma in Business	CA2319	Postgraduate Diploma	8	120	Current	17/12/2017	May - July 2018	Part of Idhus		
Postgraduate Diploma in Business Innovation and Enterprise	CA2280a	Postgraduate Diploma	8	0 - 120	Current			No longer running		
Postgraduate Diploma in Computing	CA2271	Postgraduate Diploma	8	120	Current	19/12/2017	May - July 2018	Dr. Quan Bai (To be confirmed)	<a href="mailto:quan.bai@auckland.ac.nz">quan.bai@auckland.ac.nz</a>	
Postgraduate Diploma in Counselling	CA2372	Postgraduate Diploma	8	120	Current	31/12/2020	May - July 2018			
Postgraduate Diploma in Design Management	CA2221a	Postgraduate Diploma	8	0 - 120	Current			No longer running		
Postgraduate Diploma in Educational Leadership and Management	109992	Postgraduate Diploma	8	120	Current	31/12/2020	May - July 2018	Susan Lovett	<a href="mailto:Scott.Escott@ecu.edu.au">Scott.Escott@ecu.edu.au</a>	Sep-16
Postgraduate Diploma in International Communication	CA2264	Postgraduate Diploma	8	120	Current	17/12/2017	May - July 2018	No Monitor		
Postgraduate Diploma in Project Management	CA2293a	Postgraduate Diploma	8	0 - 120	Current			No longer running		
Postgraduate Diploma in Social Practice	107287	Postgraduate Diploma	8	0 - 120	Current			No longer running		
Bachelor of Health and Social Development	CA2395	Bachelor Degree	7	360	Current		May - July 2018	Sharon Byrom	<a href="mailto:jane.malden@canterbury.ac.nz">jane.malden@canterbury.ac.nz</a>	Sep-17
Bachelor of Social Development	27432	Bachelor Degree	7	360	Discontinued		Desk make an arrangement	Desk make an arrangement		Jan-17
Bachelor of Communication	CA2371	Bachelor Degree	7	360	Current					
Bachelor of Communication (Honours)	CA2332	Bachelor Degree	8	480	Current					
Bachelor of Business	CA2309	Bachelor Degree	7	360	Current					
Graduate Diploma in Creative Practice	CA2333	Graduate Diploma	7	120	Current					
Postgraduate Certificate in Educational Leadership and Management	110020	Postgraduate Certificate	8	60	Discontinued		May - July 2018	Susan Lovett	<a href="mailto:Scott.Escott@ecu.edu.au">Scott.Escott@ecu.edu.au</a>	Sep-16
Graduate Certificate in Not for Profit Management	2477	Graduate Certificate	7	60	Current			No longer running		
Graduate Certificate in English as an Additional Language	107591	Graduate Certificate	7	60	Discontinued					

## **AGENDA ITEM 12**

### **Moderation Audit Project Report** (Verbal Update at Meeting)

## **SUBCOMMITTEE REPORTS**

### **RECOMMENDATIONS**

- ❖ **Academic Board Standing Committee**  
That Academic Board receives the Minutes of the meeting(s) of 27-29 March, 2018.  
Merran Davis (Chair)
- ❖ **Ako Ahimura Learning and Teaching Committee**  
That Academic Board receives the Minutes of the meeting(s) of 8 March, 2018.  
Teorongonui Josie Keelan (Chair)
- ❖ **Research Committee**  
That Academic Board receives the Minutes of the meeting(s) of 8 March, 2018.  
Marcus Williams (Chair)
- ❖ **Research Ethics Committee**  
That Academic Board receives the Minutes of the meeting(s) of 21 February, 2018.  
Nigel Adams (Deputy Chair)



# memo

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To	Academic Board	Date	28 March 2018
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From	Teorongonui Josie Keelan Dean Teaching and Learning Mātauranga Māori	Phone No.	Ext.
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Subject	Sub-Committee Chair Report: Unitec Ako Ahimura
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The Unitec Ako Ahimura (UAA) has not met since the last Academic Board and is scheduled to meet again on the 19 April.

The directive from AB to take the discussion on the ToR for UAA to SALT has been actioned and is on the agenda for that group's next hui.



# memo

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To	Unitec Academic Board	Date	23 March 2018
From	Marcus Williams Dean Research and Enterprise	Phone No.	021 401 965
Subject	Sub Committee Chair Report – Unitec Research Committee		

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The substantive piece of business for the meeting March 8<sup>th</sup> 2018 was a discussion on developing a clear template for Pathways as to how to prepare for EER with respect to research. This had particular emphasis on the connection between research and teaching/learning.

Research received an excellent review in the last NZQA review and our performance against the four research KPIs, continues to improve. QA outputs are tracking well, we are making good progress on increasing the levels of research engagement in our degree programmes and we have quintupled our external research income in the last four years. In addition to continuing this improvement, the need is there for a consistent Unitec narrative about *how research contributes to the KEQs and the TEIs*; how it informs teaching & learning and the success for every graduate and about how these things are self-assessed.

Research occurs in many teaching and learning contexts at Unitec but currently these links are not always made explicit. Research can inform the way we teach but it can also inform what research our students do, how they do it as well as what *research informed learning* students are engaging in. There is a big spectrum therefore we need to carefully define what we are focusing on when we seek to answer the question, how does research inform teaching and learning and success outcomes for students within our programmes?

A plan is being implemented for responding to this question.



# memo

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To	Unitec Academic Board	Date: 29th March 2017
CC	Marcus Williams - Dean of Research and Enterprise, Asher Lewis - UREC Secretary	
From	Nigel Adams Deputy Chair, UREC	Phone No. exten: 7314
Subject	<b>Unitec Research Ethics Committee (UREC) Report</b>	

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## 1. Committee Membership - External and Internal

### 1.1 Call for Expressions of Interest – Internal and External

A call for Expressions of Interest both internal and external will be raised with specific preference to new members with expertise in cultural consultation and peoples with disabilities relating to research ethics. Progression of new membership appointment will be tabled in due course.

### 1.2 Quality of Ethics Applications

Quality of Ethics Applications remains an issue. UREC believes this can be in part be attributed to supervisors not offering enough guidance to student applicants. UREC is committed to working with Unitec Staff to remedy this issue, and will be running and promoting workshops for Students and Staff later in the year. Details will be provided as they emerge.

UREC would also like to note the continued high quality of applications coming from Osteopathy.



**2. Current UREC Committee composition is as follows:**

<b>Role</b>	<b>Name</b>	<b>Internal or External</b>
Chair	Maria Humphries-Kil	External
Deputy Chair	Nigel Adams	Internal
Secretary	Asher Lewis	Internal
Student Rep.	Tony Gomwe (Master of Computing student)	External
	Sue Wake, Lisa Maurice-Takerei, Tui Matelau, Erin Hanlon, Cris De Groot	Internal
	Debbie Clarke, Kylie Jackson-Cox, Nano Morris	External

**3. Submission of Ethics Applications and General Business**

Number of ethics applications considered to date for 2018 is as follows:

<b>Month</b>	<b>New Applications</b>	<b>Applications Considered</b>
Feb	1	1
Mar	7	8
<b>Total</b>	<b>8</b>	<b>8</b>

To summarise, UREC business continues to be conducted in a professional and expert manner in line with UREC procedures. Overall, most applications are considered to be of a high standard with minimal issues.

Signed,



Deputy Chair, UREC