Academic Board

Tuesday 10 April 2018 at 9.00 am
Building 115-1007

MEMA POĀRI TAE Ā–TINANA/BOARD MEMBERS IN ATTENDANCE

Shirley Wilson (Acting Chair)	Chris King	Daniel Fuemana
Danni-elle Lindsay	Debra Robertson-Welsh	Falaniko Tominiko
Mark McNeill	Matalena O'Mara	Michelle Smith (proxy)
Moira Fraser	Nick Sheppard	Riza Aguilar (proxy)
Teorongonui Josie Keelan	Vanessa Byrnes	Verity Jade

HUNGA MAHI/IN ATTENDANCE

Paula Wilkinson (Secretary)

1. KARAKIA

The Chair welcomed Michelle Smith attending for Josephine Kinsella, Riza Aguilar attending for Marion Macneil and Danni-elle Lindsay, the new elected Student Representative to her first Board meeting.

2. NGĀ WHAKAPĀHA/APOLOGIES

That Academic Board notes the apologies for the meeting.

Merran Davis	Alastair Carruthers	Craig Hilton
David Glover	Falaniko Tominiko	Josephine Kinsella
Kay Bramley	Marcus Williams	Simon Nash
Marion Macneil	Verity Jade (Leave early)	Moira Fraser (Leave early)

MOTION CARRIED

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

Moved: Shirley Wilson
Seconded: Debra Robertson-Welsh

That Academic Board approves the Minutes of the meeting of 13 March, 2018 with the following corrections:

– ***Agenda Item 5 (ii) Academic Quality and External Evaluation and Review 2018***

The Dean, Teaching and learning (Mātauranga Māori) 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 using the Poutama is underway.

- ***Agenda Item 6 (iv) Programme Development Report Paragraph 2:***

  Correct the Master of Contemporary Education programme commencement date from 2018 to 2017.

- ***Agenda Item 19 Draft Terms of Reference for Programme Actions and Quality Committee (PAQ), point 6 raised by members***

  After consultation with Te Miro undergraduate staff, to read After consultation with Te Miro postgraduate staff.

MOTION CARRIED

4. ACTION AND REPORTING REQUIREMENTS

4.1 Agenda Item 4: Action and Reporting Requirements

Network Deans will give a full presentation to the Board on Unitec's strategic direction for the academic portfolio at the next Board meeting.

Action: Network Deans	Due Date: AB Meeting 8th May 2018

4.2 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 (item 4.1 above).

Action: Chair Academic Board	Due Date: AB Meeting 8th May 2018

4.3 Agenda Item 6 (iii) Risks and Issues Register (Tabled Paper)

Updates addressed under Agenda Item 6 (ii)

4.4 Agenda Item 7 (ii) Assessment and Feedback Policy

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	Due Date 13th April 2018

4.5 Agenda item 19: Draft Terms of Reference for Programme Actions and Quality Committee (PAQ)

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 to report on progress to AB	Due Date: 8th May 2018

5. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

The Chair introduced the NZQA Cat 1 Programme: 2018 Month by Month Plan which encapsulates a substantial volume of the work undertaken for EER.

While the Plan, divided into four projects (Academic Quality, Student Voice and Engagement, Learning and Achievement, and Compliance), clearly lays out associated timelines and milestones to be achieved during 2018, the work will be embedded in business as usual in the future beyond the EER visit. This Plan will be circulated to members with the Minutes of this meeting.

Important dates are:

- 30th July. Final date for all data and evidence for self-assessment for NZQA (due at NZQA 13 August).
- Late August Scoping visit with Lead Evaluator. At this stage the scope is set with focus areas identified.
- 5th November. EER visit for two weeks.
- Draft report followed by Report.

Members were reminded that this is an iterative process involving changes, evaluation and action plans.

Academic Quality Project
The Chair advised that Academic Board members will be consulted on the Academic Quality Management Framework Policy, due in July, currently being worked on by Lyndsay Olney. There is also a lot of work being done around benchmarking and the Academic Dashboard.

The Internal Evaluation and Review is now set for June (the 2 weeks following Queens's birthday weekend.)

Student Voice and Engagement Project
The Student President noted approximately 50 student representatives have been appointed. She acknowledged the Business Practice Pathway who have nominated all their student representatives.

Members were advised the Student Council now own and maintain the portfolio for student representation and will train reps.

In response to comments from the Board, the Student President confirmed that she will resend a PowerPoint presentation to Deans on student representative roles.

General Manager Student Experience updated on the purpose statement for Student Wellbeing and Engagement which takes a whole of organisation approach with a focus on engagement, organization with consultation on an Engagement Calendar. The Framework or approach is not expected to be delivered prior to NZQA EER.

The Chair reiterated the importance of direct student voice.

Learning and Achievement Project
Dean Teaching & Learning Mātauranga Māori briefly acknowledged the schedule of work around Micro-credentials with groups meeting regularly to implement the 'badging' Pilot with BH&T.
She informed that the Māori Success Strategy is about to be redeveloped.

The possible use of Te Hono o Te Kahurangi (THNK) was discussed with EIT, who have used THNK previously.

Māori Studies at EIT, Hastings used Te Noho o Te Kahurangi only for programmes with a strong Māori focus, specifically their Bachelor and Diploma in Māori Studies, whereas Unitec does not have similar programmes.

After discussion with the Social Practice Pathway at Unitec it was decided to use our own Poutama for self-assessment, with THNK suggested for use at the programme development stage.

An initial hui with the Practice Pathways has been conducted and the setting up of Poutama Workshops has begun. Murray Bain was once again acknowledged for instructing his team to undertake the four basic Te Rito courses. These courses are scheduled for the whole year.

The Board agreed that Poutama Workshops should be an annual event.

The Compliance Programme
The compliance section has been expanded to include PEPs, Course Reporting, Student Evaluation and Stakeholder Engagement dates and milestones. This will be updated shortly and sent through to members.

Members agreed on the need to clearly delineate and separate self-assessment activities from compliance, whilst acknowledging the many compliance issues that must be dealt with and resolved for EER.

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

(I) NZQA AND ITP SECTOR UPDATE
The Dean, Bridgepoint advised that he had updated relevant Bridgepoint staff about the changes to standards that contribute to Vocational Pathways, to ensure that assessment against expiring standards is completed before their expiry dates, and that Vocational Pathways approvals are changed for future learner cohorts.

The Chair noted two working groups set up to evaluate and feedback on proposed changes to NZQA Rules, and recognition of micro-credentials in New Zealand. Members were encouraged to join these groups.

Changes to NZQA Rules are clear, reflect operational changes, address emerging risks and enable NQA to effectively perform its quality assurance functions.

Micro-credentialing is relatively new, with NZQA proposing to recognise micro-credentials alongside qualifications within New Zealand's government regulated education and training system from July 2018.

(II) 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.

Building and Construction Industry Training Organisation (BCITO)
The Dean, Construction, Infrastructure and Engineering gave the Board an update about the Building and Construction Industry Training Organisation (BCITO) risk where both Unitec and BCITO had drawn funding from TEC for the same courses. He advised that an audit of all current contracts to ensure they were adhering to TEC requirements had been completed. Communication with TEC has seen this particular BCITO issue resolved so it is no longer critical, however he considers that the failures need to be systematically project managed and addressed.

The Chair suggested there needs to be more communication between Te Korowai Kahurangi (TKK) and Finance around TEC and NZQA funding categories, and subcontracting process issues. In addition, legacy issues from 2 or 3 years ago have prompted TKK to conduct audits from 2014 onwards.

Comment to be added within the risk that it has been identified as a wider system issue.

Action: Programme Development Partner	13th April 2018

Visa status of international students

The confusion around teaching staff having to routinely check and track whether an international student has a visa thereby ruling them in or out of being in the classroom, was addressed by Michelle Smith (International Business Support Manager. She is working with Jan Roodt (Quality Academic Adviser, International) to put a proposal together for real time reporting. Next semester International is working with Business Intelligence to report | flag students by Networks that need to visit International to attend to visa issues.

Chair said processes for next semester requiring proof of visa status will be handled by International.

Members raised the following points.

- International to send out process map
- With regards to Visas it is good to know what grace period a student has
- Would like attendance tracking, list of ineligible students
- Important that ineligible students do not get grade
- Issue for all NZCEL providers

Dean Bridgepoint and Head Academic Quality Enhancement will work with International Business Support Manager to resolve issues. This will be kept open on the Risk Register.

Programme documents update

The lack of version control with regards to Programme documents was raised as a potential issue by the Dean Business, Enterprise and Technology. He proposed changes to course descriptors and regulations, currently updated and located in the E-Academic Library, be reflected in programme documents.

The Chair considered this could be looked at again, that a working party explore current practice and determine what will work best for Unitec.

Working party:
Academic Quality Director
Programme Development Partner
Dean Business, Enterprise and Technology
Dean Health & Community and Environmental & Animal Sciences
Library Director

Chair to establish working party	Due Date – AB Meeting 8th May 2018

(iii) PROGRAMME DEVELOPMENT REPORT

The Programme Development Partner advised that a list of programmes for development in 2019 had been received from Network Deans so the number of developments that can be resourced this year can now be determined.

7. MAHIA ATU/MATTERS ARISING

7.1 Unitec's Strategic Portfolio Presentation by Network Deans (Verbal Update)

7.2 Academic Calendars – Addition of More Process Dates   Presentation

Programme Development Partner and Head Academic Quality Enhancement presented the current Academic Calendar to the Board and asked for comments the Board.

Members agreed that it is a good piece of work, that it is very useful to have a single Calendar but considered it could be further refined and perhaps colour coded to separate times of year, Committees and other events such as EER. When completed it will be uploaded to the Nest.

Head Practice Pathway, Creative Industries offered the assistance of some of her staff and Programme Development Partner will follow this up.

> Action: Programme Development Partner to follow up.   Due Date AB Meeting 8 May

7.3 Academic Portfolio Mapping
Update noted.

7.4 **(I)** Regular Reporting
Dean Business Enterprise and Technology will give a verbal update at the next Academic Board meeting

(II) NZQA and ITP Sector Update
Discussed under Reporting and Tracking

(III) TEC Changes and Restructure (Paper tabled)
The Chair referred to the Memo which highlights 6 key priorities for the Tertiary Education Commission (TEC), key changes to the TEC structure and Guidance for Investment Plans.

Discussion raised the following points:
- Members agreed that there was a higher focus from TEC on outcomes and achievement, which aligns more with NZQA strategies.
- Educational Performance matters and performance in priority areas matter.
- TEC has invested heavily in sophisticated information management systems and databases which Unitec can access.

The Chair advised that due to early departure of members the Academic Board is now inquorate, therefore the following items have been referred to a Standing Committee for formal approval.

HE RITENGA ME NGĀ PĀRONGO/PROCEDURAL PAPERS

8. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS
That the Academic Board confers or awards qualifications to the students as listed at the following Unitec H: Drive location:

9. CORRECTION TO AWARD OF QUALIFICATIONS
That the Academic Board approves the following correction to the Graduands list approved at the Academic Board meeting of 20th February 2018:
- *The change of student ID number from 1388921 to 1399821*
- *The student ID 1463098 is enrolled under the NCEE3 academic programme.*

10. REINSTATEMENT OF THE POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE

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

Members fully endorsed the reinstatement of the PGRSC.

11. PROGRAMME APPROVAL – NEW ZEALAND DIPLOMA IN INFORMATION SYSTEMS

> *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)*

WHAKAWHITI KŌRERO/DISCUSSION PAPERS

12. MONITORING OF DEGREES AT UNITEC - UPDATE

The Programme Development Partner updated the Board, noting there were programmes NZQA defined as 'not running'.

The Board asked Deans to look at orange programmes and identify their 'running status', and then TKK will check the programme regulations to verify run-out times of programmes and activate closure where necessary. Any programmes that need to be closed will come through to Academic Board.

Action: Programme Development Partner will confirm programme running status	
	Due Date 20th April 2018
Action: TKK will check programme regulations	Due Date 20th April 2018

13. MODERATION AUDIT PROJECT REPORT - UPDATE

The Programme Development Partner advised that over 98% of moderation plans had been submitted. The only Moderation Report that is outstanding is a sub-contracted category 1 external organisation and there are no concerns here.

NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE MINUTES

The Programme Development Partner advised that a template to use for this reporting would be created for use shortly.

Action: Programme Development Partner

14. ACADEMIC BOARD STANDING COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 27-29 March, 2018.

15. AKO AHIMURA LEARNING AND TEACHING COMMITTEE

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

16. QUALIFICATION ALIGNMENT BOARD

That Academic Board receives the Minutes of the meeting(s) of 20 February, 2018.

17. RESEARCH COMMITTEE

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

18. RESEARCH ETHICS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 21 February, 2018.

19. ĒTAHI KAUPAPA ANŌ/GENERAL BUSINESS

International Business Support Manager raised the need for students to receive their grades in a timely manner between Semester 1 and Semester 2. Students cannot renew their visas without their grades, which renders them classified as an over-stayer (Section 61).

The Chair advised that a Change to Grade Ratification was passed at the last Academic Board meeting to stipulate that grades be published within 10 days or at Deans discretion and welcomed input from International regarding issues recorded at International to be included in the Memo.

Action: International Business Support Manager	Due Date 17th April 2018

The Chair shared the very positive news that Unitec now has 98.3% of the Moderation Plans completed and congratulated Board members for their hard work and support.

Members raised the importance for proxies to be nominated to ensure quorum is reached.

Action: Chair will send message to members to nominate a Proxy when unable to attend.

There being no further business the meeting closed at 10.30 am.

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 8 MAY, 2018 AT 9.00A.M. BUILDING 180-2043

Agenda deadline for the next meeting is 5pm Monday 30 April, 2018.

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

Signed: ………………………..…………. Shirley Wilson (Acting Chair, Academic Board)