



# minutes

## Academic Board

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Tuesday 8 May 2018 at 9.00am

**Building 180-2043**

### MEMA POĀRI TAE Ā–TINANA/BOARD MEMBERS IN ATTENDANCE

Merran Davis (Chair)	Shirley Wilson	Chris King
Vanessa Byrnes	Debra Robertson-Welsh	Murray Bain
Kay Bramley	Josephine Kinsella	Falaniko Tominiko
Moirra Fraser	Teorongonui Josie Keelan	Craig Hilton
Marcus Williams	Lee Baglow (Proxy for Daniel Fuemana)	Mark McNeill
Verity Jade	Denyse Martin (Proxy for Manager Academic Administration)	Simon Nash
David Glover	Danni-elle Lindsay	Nick Sheppard
Alastair Carruthers		

### HUNGA MAHI/IN ATTENDANCE

Michelle Smith (International Business Support Manager)  
Emma Skellern (Research Advisor, Research Partner Development)  
Manpreet Malhotra (Proxy for Steve Marshall)  
Karen Miller (Secretary)

#### 1. KARAKIA

#### 2. NGĀ WHAKAPĀHA/APOLOGIES

Moved: Teorongonui Josie Keelan  
Seconded: Chris King

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

Daniel Fuemana Matalena O'Mara (Proxy Danni-elle Lindsay) Craig Hilton (for early departure)  
Steve Marshall

**MOTION CARRIED**

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

Moved: Shirley Wilson  
Seconded: Nick Sheppard

***That Academic Board approves the Minutes of the meeting of 10 April, 2018 with the correction to delete Falaniko Tominiko from the list of attendees as he was not in attendance at the meeting.***

**MOTION CARRIED**

#### 4. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

The Academic Quality Director provided an updated report to the Board on key points to date including the following proposal:

***That a working party from Academic Board be established to provide input to the Academic Quality Assurance Map and associated Academic Policy reviews.***

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

(i) Risks and Issues Register

The Dean, Construction, Infrastructure and Engineering advised that he had met with the Te Korowai Kahurangi about the issue where Unitec and BCITO had drawn funding from the Tertiary Education Commission (TEC) for the same courses to form a resolution going forward. He noted that although the BCITO instance had been resolved, broader structural changes were being worked on by the Head of Building Construction and Services team and collective ownership and a standardised process so any problems can be identified, is needed.

The Chair advised that Deans had been asked to identify all instances of similar delivery contracts within their network of programmes to ensure that the BCITO issue did not occur again. She also noted that the snap TEC Audit for May had been deferred to after the August 2018 Single Data Return to move in line with the External Evaluation and Review (EER) timing.

(ii) Programme Development Report

The Dean, Teaching and Learning (Mātaurangi Māori) asked whether there had been an improvement in the timeframe for reporting grades for plumbing and gasfitting programmes where Māori student success has been very poor in part due to problems around final reporting of grades.

The Dean, Construction, Infrastructure and Engineering advised that a significant review of all aspects of the process (delivery contracts, the relationship with NZQA, assessment capability, the operational running of the portfolio) was to be completed mid-June and it was envisaged that the actions from the outcome of the review would greatly improve the process.

Denyse Martin (Academic Projects Coordinator) in attendance as proxy for the Manager, Academic Administration advised that she had been working with individual plumbing and gasfitting students and this had been helping with their completions.

(iii) Monitoring of Degrees at Unitec

Te Korowai Kahurangi Advisor, Manpreet Malhotra advised that programme running status had been confirmed and sent to the New Zealand Qualifications Authority (NZQA) advising that monitoring visits would be conducted by Unitec between May and July 2018. NZQA had responded to the report requesting that specific dates be set urgently for the monitors visits as they may want an NZQA representative to attend the visits. Te Korowai Kahurangi Academic Quality Partners will work with Deans to determine these dates.

She advised that self-monitoring at Unitec had not reduced as such because when degrees were first approved, monitors were appointed by NZQA and once a degree had gone through the first graduating year, the monitor could recommend to NZQA a move to self-monitoring. Unitec had an agreement with Institutes of Technology and Polytechnics Quality (ITPQ) and then NZQA to appoint its own monitors but this is no longer in place. Unitec has to advise NZQA of who the monitor is and the date of the monitor's visit for self-monitoring.

The Academic Quality Director noted that from now on there will be an expectation that monitoring reports will be used as evidence of continuous improvement so accurate recording of monitoring is essential. She thanked those areas that had already advised visit dates and confirmed that any dates set after May-July did not have to be brought forward.

(iv) Moderation Audit Project Report

The Academic Quality Director advised that all moderation plans were in and now in the monitoring phase of gathering evidence and the project was going well.

## 6. MAHIA ATU/MATTERS ARISING

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

(i) The agenda item regarding the comprehensive assessment of Unitec's strategic portfolio direction is addressed under Agenda Item 6.1 of this agenda.

### 6.2 Agenda Item 4.2: Item 7.5: Item 7.2: Item 6.2: Item 3: The Future of the Academic Board

The agenda item pertaining to Academic Portfolio mapping to identify any gaps from an academic perspective is addressed under Agenda Item 6.1 of this agenda.

### 6.3 Agenda Item 4.4: Item 7(ii) Assessment and Feedback Policy

The Academic Quality Director advised that she had sent a communication to the Network Deans so they could decide on implementation dates for their networks for the change to the turnaround timeframe for feedback to students following assessment completion.

The change to the turnaround for provision of feedback to students following assessment completion from three weeks to ten working days was discussed and the following points were raised:

- Network Deans need to communicate implementation dates for this change to relevant staff to ensure the new timeframe is adhered to.

Action: Network Deans
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| <ul style="list-style-type: none"><li>• Concern was expressed about meeting the shorter timeline for those areas with large classes.</li><li>• Grades must be post moderated before they can be published.</li><li>• To ensure adherence to the ten-day timeframe, it was suggested that students be given provisional grades subject to external moderation, however, it was advised that provisional grades cannot be graded down once they have been notified to students so such an option would be problematic.</li><li>• It was reiterated that the reason for the change to the timeframe was that Unitec was not meeting deadlines for posting grades and this was having a negative impact on retention and re-enrolment, particularly for international students, who need final grades so they can apply for visas. Robust consultation had been done and other institutions were able to meet the deadlines so there was no reason why Unitec couldn't do the same.</li><li>• When results are all in, Academic Administration is informed, Heads of Practice Pathway approve the grades, then Academic Administration makes any changes to grades and then posts them; a process that generally takes five days to complete.</li><li>• Clarification is needed about what course moderation actually is and the extent of course moderation that is required because historically some courses were being over moderated.</li><li>• A sample of courses within a qualification should be moderated instead of moderating every course using defined criteria for selection as per the Moderation of Assessment Policy.</li><li>• Levels of assessment need to be specified because assessment can be quite different, for example, at Level 9, where marking twice is relevant.</li></ul> |
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After discussion, it was decided that further discussion about the process and the new timeframe was needed to determine whether the new requirement could be achieved. It was agreed that the issue be discussed by the Academic Target Operating Model project (ATOM 1), the QAB and Network Deans. The Network Deans were tasked to bring back a paper about this issue to the next Board meeting.

Action: Network Deans	Due Date: 5 June 2018
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### 6.4 Agenda Item 4.5: Item 19: Draft Terms of Reference for Programme Actions and Quality Committee (PAQ)

The update on the proposal to create the new PAQ committees is addressed under Agenda Item 15 of this agenda.

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

#### **(i) Risks and Issues Register – BCITO**

The Academic Quality Director advised that the Programme Development Partner had added a comment to this risk to show that it had been identified as a wider system issue. The specific BCITO risk has been resolved but the underlying issue where two institutions (Unitec and BCITO) had drawn funding from the Tertiary Education Commission (TEC) for the same courses will remain on the Risks and Issues Register as an ongoing risk.

#### **(ii) Programme Documents Update**

The working party created to explore current practice with version control of programme documents had not yet met and this Action Item was deferred to the next Board meeting.

Action: Programme Development Partner	Due Date: 5 June 2018
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### **6.6 Agenda Item 7.2: Academic Calendars – Addition of More Process Dates**

The Academic Quality Director advised that the Programme Development Partner had followed up the issue around incorporating regular reporting dates into the new overall timeline calendar and the addition of more process dates has been subsumed by Marketing.

### **6.7 Agenda Item 12: Monitoring Degrees at Unitec - Update**

The Academic Quality Director advised that the Programme Development Partner said that the Network Deans had identified the 'running status' of programmes and those programmes that need to be closed will come through to the Board for formal approval in due course.

### **6.8 Agenda Item: Subcommittee Reports**

The Board decided that a special template for Subcommittee Chair's Reports was not necessary as a standard memorandum would suffice. It was noted that the suggestion for a template to be created was originally for Programme Actions and Quality Committees (PAQ) reporting to the Qualification Alignment Board (QAB).

### **6.9 Agenda Item 19: Ētahi Kaupapa Anō/ General Business**

- (i) The International Business Support Manager advised that Immigration New Zealand (INZ) had visited Unitec recently to conduct an audit. She said the INZ had recognised Unitec's commitment to implementing changes to achieve compliance. The International Office will send a response to INZ about the audit visit within the next two weeks. She advised that there was discussion to bring in INZ to run workshops for academic staff to update them about immigration and student visas. The International Office will circulate information on immigration issues and the new guidelines for codes of practice once INZ has provided feedback about the audit visit.

Action: General Manager International
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- (ii) The Academic Quality Director thanked members for sending proxies to ensure that the meeting was quorate.

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

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

Moved: Shirley Wilson

Seconded: Teorongonui Josie Keelan

***That the Academic Board confers or awards qualifications to the students as listed at the following Unitec H: Drive location: <H:\4. Non-Academic Services\Business and Marketing\Graduation Office\Reference Lists\Lists for Academic Board\2018\2018-05-08 ABMtq 08 May 2018\Approval List 1 08.05.2018.pdf>***

**MOTION CARRIED**

### **8. QUALIFICATION ALIGNMENT BOARD (QAB) – CHANGE TO COMMITTEE NAME**

Moved: Mark McNeill  
Seconded: Verity Jade

***That the Academic Board approves a name change for the Qualification Alignment Board to Quality Alignment Board | Te Pōāri Iho.***

**MOTION CARRIED**

The Dean, Health & Community and Environmental & Animal Sciences advised that the committee name change was proposed to better reflect the purview of the committee which is now primarily about quality. Members gave the following feedback:

- Realignment of the Terms of Reference had been discussed in depth by the QAB and would be addressed accordingly to ensure that learning and teaching is a part of the new PAQs and that there was no duplication with the Unitec Ako Ahimura Learning and Teaching Committee.
- The original QAB name related to the last restructure and Academic Portfolio sector alignment to reduce duplication.

**WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

**9. BEING A CATEGORY 1 ORGANISATION (DISCUSSION AT MEETING)**

Discussion for this standing agenda item did not take place due to time constraints.

**10. 2018 RESEARCH PRODUCTIVITY TRAFFIC LIGHT REPORT**

Moved: Marcus Williams  
Seconded: Murray Bain

***That Academic Board accepts the 2018 Research Productivity Traffic Light Report, subject to the deletion of the Bachelor of Design and Visual Arts programme which is no longer offered.***

**MOTION CARRIED**

The Dean, Research and Enterprise introduced his colleague Emma Skellern (Research Advisor, Research Partner Development) and thanked her for the thorough work done for this report. He noted that two areas were audited (1) Eligibility (who is in the scope to do research) and (2) Productivity (what is productivity and how is it verified). He also asked the Network Deans to thank their HOPPs and Academic Leaders for their much appreciated contribution. This information can now be used tactically to identify resources needed to improve research outputs.

He advised that three programmes had moved to 'green' (two 'amber' and one 'red'). The 'amber' programmes were the Bachelor of Applied Science (Human Biology and the Master of Educational Leadership and Management. The 'red' programme was the Bachelor of Health and Social Development that had moved from 'non-compliant' to 'fully compliant' all within one year which was an outstanding achievement and was acknowledged by the Board with acclamation.

He noted that the 30% increase in the number of 'green' programmes in the 2018 report and a 21% increase since 2014 when the project was introduced, was due to tactical partnering, extra resourcing and the Personal Development suite. He said that although some areas had gone backwards, good plans were in place and he was confident that the 2020 deadline to have all programmes 'green lit' would be met.

The Research Advisor, Research Partner Development reiterated that Unitec has been using the Research Productivity Traffic Light Report since 2012 and this has provided really potent longitudinal data, however, the rate of progress has slowed. She said attention needs to be given to those areas that have difficulty shifting to the research culture required to achieve our 2020 goal. During discussion, the following feedback was given:

- Academic Leader personal research, as opposed to programme based research, was slipping because they were struggling to find time for research. The Dean, Research and Enterprise advised that Unitec has the most stringent definition of research engagement compared to other institutions (Otago Polytechnic has a softer definition where it takes an aggregate of staff (for example, 75% of staff)). He said Unitec's definition would be discussed at

upcoming Research Committee meetings and he would update the Board of any significant outcomes from this discussion as necessary.

- The Bachelor of Design and Visual Arts programme is no longer taught and will be removed from the programme list and the recommendation was updated accordingly to accommodate this condition.
- The new Academic Quality Advisor roles may alleviate time restraints for Academic Leader research.

## 11. PROGRAMME APPROVAL

### 11.1 BACHELOR OF CONSTRUCTION TECHNOLOGY MAJOR

### 11.2 NEW ZEALAND CERTIFICATE IN LANGUAGE TEACHING

Moved: Nick Sheppard

Seconded: Marcus Williams

***That the Academic Board ratifies approval by Academic Board Chair's Action on 19 April 2018 of the following new programmes for submission to NZQA:***

***1) Technology Major in the Bachelor of Construction (Level 7, 360 credits) programme, effective from Semester 2 2018.***

**MOTION RESCINDED**

Recommendation 1 was rescinded at the meeting because the proposal for the new Technology major in the Bachelor of Construction programme was subsequently withdrawn.

***2) New Zealand Certificate in Language Teaching (Level 5, 60 credits) programme, effective from Semester 2 2018.***

**MOTION CARRIED**

Chair's Action was taken to expedite programme approval to meet New Zealand Qualification Authority deadlines and would only be taken in exceptional circumstances.

## 12. EXTERNAL EVALUATION AND REVIEW AND TEACHER CAPABILITY PROJECT RECOMMENDATIONS

The Director, Ako advised that work around professional development had begun last year when he was in his previous role of Manager, Te Puna Ako. A clear view of what was required to ensure that professional development was more effective for teachers was identified through consultation and research and a plan involving a number of significant changes was put in place. However, the plan's timeframe had to be changed when the EER was brought forward and some recommendations had to be reprioritised.

A more flexible and responsive model was created to better meet professional development needs so existing capability and professional development that is undertaken in work (in classrooms or through preparation of courses and programmes) can be recognised and counted towards professional development. Success and retention and pass rates can indicate student success, however, other ways of evidencing that teachers are performing well are needed. Teacher capability can be evidenced through a system of micro-credentialling, badging and teacher competencies.

He said that teacher buy-in and the commitment and support of academic leadership was critical to the success of this initiative. Members raised the following points during discussion:

- Recognition that the proposed peer assessment will increase the workload of HOPPs and Academic Leaders. It was agreed that there would be a lot of 'front end' input required but this would taper off over time as it became 'business as usual'.
- Concern was expressed about the range of self-assessed level of competency/ mastery by staff.
- The purpose of self-evaluation is to enable teachers to take ownership of their needs and to gain a sense of control about their capability so they can determine what professional development they need to build capability.

- This could provide an opportunity for very good academic staff who love teaching to have a role in academic leadership as opposed to administration and management of staff.
- If you regard yourself as an exemplary teacher and you can generate evidence to support your teaching excellence, then the badging process will not be problematic and will utilise the Assessment of Prior Learning process.
- A proposal for a process to run parallel with the current process for Associate Professors and Professors for research that recognises excellence in teaching has been put forward.
- Teaching excellence awards and the Senior Academic Appointments and Promotions Policy are being reviewed for robustness of evidence of teaching excellence.
- Te Noho Kotahitanga, Tatai Hono in the New Zealand Educational Institute Te Riu Roa document and Taina Pohatu's Mauri model all informed professional competencies and reference to this contribution needs to be included in Teacher Capability Project document.

Action: Director, Ako
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***That the Academic Board approves the following recommendations:***

Moved: Murray Bain  
Seconded: Nick Sheppard

- 1) The Professional Competencies for Teaching at Unitec are adopted and approved for use across Unitec to underpin decision-making about the quality of teaching and learning, including use in teachers' ADEPs to support individual teachers' Development Plans.***

**MOTION CARRIED**

Moved: Shirley Wilson  
Seconded: Marcus Williams

- 2) Self-Evaluation against the Professional Competencies for Teaching at Unitec is undertaken in Semester One 2018 for those undertaking mid-year ADEP 'check-ins' and becomes an ongoing, required annual practice of all teachers.***

**MOTION CARRIED**

Recommendations 2 and 3 feedback:

- Concern was expressed that all teachers need to do self-evaluation work to include in their ADEP professional development plan and this may be difficult at a time when staff are preparing work for the EER.
- Self-evaluation can be added to ADEPs as a discussion point therefore making the process simple, constructive and doable.
- Contracts for service for casual teaching staff need to include reference to what self-evaluation requirements are expected of them.
- Self-evaluation can be done as individuals and as a team and managers need to think of their programme and business needs and individual plans can be considered within the wider context of the programme.
- Casual teaching staff are a large component of teaching teams and they need to be included in the professional development plan because excluding them could be a risk to the institution.
- The Traffic Light model could be used to show the development of teacher capability over time and could be used tactically towards our teaching excellence goal.
- Tracking and monitoring of teacher capability and professional development cannot be done through the Peoplesoft Student Administration System due to budget constraints so it is a manual process.
- The definition of a teacher in this context is a teacher who is in front of students and does not include industry practitioners.

After discussion, it was agreed that the wording in the recommendation be changed from 'by all Unitec teachers' to 'for those undertaking a mid-year ADEP 'check-in'' to better identify which teachers this requirement applied to. It was agreed that the definition of 'all' be clarified through discussion outside the meeting.

Action: Director, Ako
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Moved: Shirley Wilson  
Seconded: Debra Robertson-Welsh

**3) *The outcome of Self-Evaluation is incorporated in Teachers' individual Development Plans as a required part of mid-2018 ADEP 'check-ins' and becomes an ongoing annual requirement for future ADEPs.***

**MOTION CARRIED**

Moved: Shirley Wilson  
Seconded: Marcus Williams

**4) *Teaching-related PD has priority "first call" on a minimum of one week of teacher PD leave for all teachers in 2018.***

**MOTION CARRIED**

Recommendation 4 feedback:

- Strategic priorities around professional development have been identified and the message is that it is urgently required and ideally would be for more than one week.
- The new professional model is more flexible and professional development can now be gained through non-structured means as opposed to bookable professional development time, such as while doing work (for example, programme development) and through cohort discussion and staff meetings.
- A number of professional development plans have to be changed due to financial constraints.
- Research, teacher practice and currency in industry are essential to be an effective teaching practitioner.
- Deans have oversight of professional development so they can flag priority areas accordingly.

After discussion, it was agreed that ideally more than one week of professional development was required, however, it was decided that one week be approved for 2018 and further in depth discussion be conducted with a view to increasing professional development leave for the future.

Moved: Vanessa Byrnes  
Seconded: Mark McNeill

**5) *All teachers acquire at least 1-2 badges in 2018.***

**MOTION CARRIED**

Recommendation 5 feedback:

Teachers are only required to provide evidence of outcomes and competency and not the processes of how they gained competency.

Acknowledgement that gaining 1-2 badges would be a substantial amount work for Te Puna Ako.

Moved: Merran Davis  
Seconded: Debra Robertson-Welsh

**6) *Tertiary teaching qualifications become a requirement for all permanent teachers at Unitec (recommending in principle; subject to further planning and consultation).***

**MOTION CARRIED**

It was decided not to update Recommendation 6 with a specific year for completion of the requirement because further planning was yet to be done.



The Board showed support for the Director, Ako's comprehensive, innovative report with acclamation.

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

### **13. ACADEMIC BOARD STANDING COMMITTEE**

***That Academic Board receives the Minutes of the meeting(s) of 12-17 April, 2018.***

### **14. AKO AHIMURA LEARNING AND TEACHING COMMITTEE**

***That Academic Board receives the Minutes of the meeting(s) of 19 April, 2018.***

### **15. QUALIFICATION ALIGNMENT BOARD**

***That Academic Board receives the Minutes of the meeting(s) of 27 March and 24 April, 2018.***

The QAB Chair advised that the decision to disestablish the Network Ako Ahimura Teaching and Learning Committees and replace them with PAQs was discussed in depth at the last QAB meeting and each Network Dean had been asked to determine their own PAQ meeting structures by early May. After discussion, it was agreed that the QAB Chair submit a paper that includes the PAQ Terms of Reference for the Board's information via an Academic Board Standing Committee electronic meeting.

Action: Dean, Health & Community and Environmental & Animal Sciences
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She also noted that two workshops had been run during the meeting – one about PAQ structures and one about the NZQA KEQs 2 and 3.

### **16. RESEARCH COMMITTEE**

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

The Dean, Research and Enterprise advised that there had been an excellent discussion about teacher capability with the Leadership Competency team at the meeting.

### **17. RESEARCH ETHICS COMMITTEE**

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

The Dean, Research and Enterprise advised that the new Research Ethics Committee Chair had been appointed with the intention that she will attend the PAQ meetings to discuss the integrated learning and research work coming from The Mid Lab by Unitec programmes, Master of Applied Practice, Master of Teaching and Education Leadership and the new Master of Contemporary Education.

### **18. ĒTAHI KAUPAPA ANŌ/GENERAL BUSINESS**

The Chief Executive commended the Director, Ako on his great piece of work on the teacher capability project which was very timely as the topic had just been discussed by Council. He said he recognised the difficulties faced currently around staff training due to the drop in Equivalent Full Time Students (EFTS) and gave an assurance that the issue was being actively addressed to get better outcomes towards excellence in teaching, learning and the student experience at Unitec.

He acknowledged the individual commitments by many Board members through the Category 1 Rōpu and ATOM 1 towards the External Evaluation and Review (EER). He noted that great feedback had been received from Council members about the Deans fantastic presentation to Council on portfolio alignment and what Key Evaluation Question (KEQ) 5 (How effective are governance and management in supporting educational achievement?) means for Council and Council members are keen to engage.

He acknowledged the great work done by Craig Hilton (Mind Lab by Unitec Representative) for the new Master of Contemporary Education at the recent discussion with NZQA and this was a material win for both Unitec and the Mind Lab by Unitec.

He then acknowledged the great work done by Shirley Wilson (Academic Quality Director) who held not only the pen but held the discipline since Unitec got notice of the EER challenge in

January 2018. He asked the Board to take a moment to reflect on the huge amount of progress that has been made in less than four months. Although Unitec has got other challenges with financial constraints, he is working backwards from non-classroom functions as we review and work towards a more sustainable organisation.

He advised that he will be meeting with TEC on Friday 11 May where he will be asking how quickly TEC would like Unitec to implement change because there are excellent changes happening now and we need to be careful about how much change we make.

He advised that the Wairaka Land Company has been disestablished and the Executive Director, Operations has resigned and most of the Projects and Change team will be leaving which will help towards decreasing costs. He acknowledged the work done by the Executive Director, Operations who had completed most of projects assigned to him.

He noted that recruitment for a permanent Chief Executive has been put on hold by Council for now and his interim position has been extended until mid-June. A member of the Executive Leadership Team will take over in July and Council will consider options in August.

During discussion, the Chief Executive's great work to get Unitec back to focusing on education, quality and teaching and learning was acknowledged and he said that these achievements had been gained through partnership.

The Chair thanked the Academic Quality Director for her valuable contribution and noted that her vast experience was critical providing confidence and the catalyst for improvement and progress. Her expertise has made a huge impact and has made Unitec stronger for the EER.

The Academic Quality Director responded saying that progress would not have been possible without the Chair and the Chief Executive's educational approach that focused on student learning and education.

The Academic Quality Director suggested that Academic Board membership be reviewed due to staff changes where Board members had left Unitec and they had either not been replaced (General Manager Commercial Services) or their roles had been disestablished (General Manager Governance and External Relations) or they had been seconded to other positions (Head of Practice Pathway Representative – Bridgepoint).

There being no further business the meeting closed at 11.00am.

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 5 June, 2018 at 9.00a.m. Building 115-1008

Agenda deadline for the next meeting is 5pm Monday 28 May, 2018.

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

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