



# minutes

## Academic Board

---

Tuesday 5 June 2018 at 9.00am

**Building 115-1008**

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

|   |                          |                    |
|---|--------------------------|--------------------|
| Merran Davis (Chair)                      | Mark McNeill             | Simon Nash         |
| Verity Jade                               | Debra Robertson-Welsh    | Nick Sheppard      |
| Daniel Fuemana                            | Josephine Kinsella       | Falaniko Tominiko  |
| Moirra Fraser                             | Teorongonui Josie Keelan | Danni-elle Lindsay |
| Marcus Williams                           | Simon Tries              |                    |
| Charene Griggs (Proxy for Vanessa Byrnes) |                          |                    |

### HUNGA MAHI/IN ATTENDANCE

|   |              |             |
|---|--------------|-------------|
| Steve Marshall  | David Glover | Kay Bramley |
| Michelle Smith (International Business Support Manager) |              |             |
| Karen Miller (Secretary)                                |              |             |

#### 1. KARAKIA

The Chair welcomed Simon Tries, the new Manager, Te Korowai Kahurangi to his first Board meeting.

#### 2. NGĀ WHAKAPĀHA/APOLOGIES

Moved: Merran Davis  
Seconded: Marcus Williams

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

|                 |                                       |             |
|-----------------|---------------------------------------|-------------|
| Craig Hilton    | Vanessa Byrnes (Proxy Charene Griggs) | Murray Bain |
| Matalena O'Mara |                                       |             |

**MOTION CARRIED**

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

Moved: Verity Jade  
Seconded: Teorongonui Josie Keelan

***That Academic Board approves the Minutes of the meeting of 8 May, 2018.***

**MOTION CARRIED**

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

The Dean, Health & Community and Environmental & Animal Sciences advised that work for the External Evaluation and Review (EER) was tracking well and staff were on board with what was needed to meet the EER requirements. The Chair advised that the recent staff survey reflected this engagement with staff and the survey showed that 54% of staff were aware of the EER.

## 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 Programme Development Partner referred to the risk about the Postgraduate Diploma in Counselling where a monitor was still not appointed. He noted that the proposal for the new Master of Counselling programme could not go to the New Zealand Qualifications Authority (NZQA) for consideration until a monitor was appointed. He also asked whether the Risks and Issues Register in its current iteration was useful for the Board bearing in mind that a number of the risks on the register had not been resolved although they had been to more than one Board meeting. After discussion, it was decided that the Risks and Issues Register be reviewed by the Manager, Te Korowai Kahurangi and the results of the review brought back to the next Board meeting.

|                                       |
|---------------------------------------|
| Action: Manager, Te Korowai Kahurangi |
|---------------------------------------|

### (ii) Programme Development Report

The Programme Development Partner advised that in future expiring programmes will be added to the Programme Development Report. Concern was raised about lack of progress with some programme developments and after discussion it was agreed that the Manager, Te Korowai Kahurangi follow up the issue and report back to the next Board meeting.

|                                       |
|---------------------------------------|
| Action: Manager, Te Korowai Kahurangi |
|---------------------------------------|

### (iii) New Zealand Qualifications Authority (NZQA) and Institutes of Technology and Polytechnics (ITP) Sector Update

It was noted that observers would probably sit in on EER visits although this was yet to be negotiated with NZQA.

### (iv) Monitoring of Degrees at Unitec

The Manager, Te Korowai Kahurangi gave a brief update and noted that the key issue to date was the appointment of a monitor for the Counselling programmes.

### (v) Moderation Audit Project Report

The Manager, Te Korowai Kahurangi advised that all moderation plans had been received. A sample of pre-assessment moderation reports will be requested from each Practice Pathway. A full audit of post-moderation activity against the provided plans will commence following the end of Semester 1. The Board will be provided with an update when the review is completed.

|                                       |
|---------------------------------------|
| Action: Manager, Te Korowai Kahurangi |
|---------------------------------------|

It was noted that appointment of the new Academic Quality Advisor's will provide more visibility around moderation.

## 6. MAHIA ATU/MATTERS ARISING

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

- (a) The Network Deans advised that they had yet to communicate implementation dates to relevant staff for the change to the turnaround for provision of feedback to students following assessment completion from three weeks to ten working days so the Chair requested that this action be done and feedback provided at the next Board meeting.

|                       |
|-----------------------|
| Action: Network Deans |
|-----------------------|

|                       |
|-----------------------|
| Due Date: 3 July 2018 |
|-----------------------|

- (b) The Network Deans paper outlining results from further discussion by the Academic Target Operating Model project (ATOM 1), the Quality Alignment Board (QAB) and Network Deans about the shortened timeline for provision of feedback to students following assessment completion will be submitted at the next Board meeting.

|                       |
|-----------------------|
| Action: Network Deans |
|-----------------------|

|                       |
|-----------------------|
| Due Date: 3 July 2018 |
|-----------------------|

Confusion was raised around reference to 'assessment' and 'grades' and this needs to be clarified.

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

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

The Programme Development Partner advised that the working party created to explore current practice with version control of programme documents had met in April 2018 and the problem where staff were using different versions of documents was resolved with confirmation that only the documents held in the formal e-Academic Library should be used as they are the 'one source of truth'.

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

- (i) The International Business Support Manager advised that they were still waiting for feedback from Immigration New Zealand (INZ) about its recent audit visit to Unitec and the International Office would circulate information on immigration issues and the new guidelines for codes of practice once that feedback had been received.

The General Manager International advised that she is currently working on a communication presentation to take to teams for consultation and feedback. The Chair requested that a paper come back to the Board once feedback was received from INZ and staff.

|                                       |
|---------------------------------------|
| Action: General Manager International |
|---------------------------------------|

## **6.4 Agenda Item 12: External Evaluation and Review and Teacher Capability Project Recommendations**

- (i) The Director, Ako advised that reference to the contribution from Te Noho Kotahitanga, Tatai Hono in the New Zealand Educational Institute Te Riu Roa document and Taina Pohatu's Mauri model was now included in the Teacher Capability Project document as requested.

- (ii) The Director, Ako advised that the definition of 'all teachers' referred to in the recommendations had been discussed with the Executive Director, People and Safety's team and it was agreed that the definition 'All permanent teaching staff or teaching staff on contracts of one year or more' be used for 2018 and reviewed next year.

## **6.5 Agenda Item 15: Qualification Alignment Board**

The QAB Chair's paper about the new Programme Actions and Quality Committees (PAQC) and their Terms of Reference is addressed under Agenda Item 9 of this agenda.

## **6.6 Update from International Office**

The General Manager International advised the Board about a number of proposed changes in documents from Education New Zealand and Immigration New Zealand around visas and work rights:

- 1) For family visas: No longer allowing work study rights for postgraduate study
- 2) For three-year study: Adding a visa for bachelor degrees at Level 7 and above
- 3) For two-year study: No longer allowing an open study timeframe and a study programme will have to be locked in for two years if students are not studying at Level 7 or above.

She said proposed changes (1) and (3) would have a big impact for Unitec and would require extensive hands-on consultation with students about getting their offers in place and would take some time. She noted that there was no mention of current work rights while doing study yet which was a concern so consultation is critical to the Unitec market. She advised that she will circulate the documents out to Board members for feedback and provide an update to the Board.

|                                       |
|---------------------------------------|
| Action: General Manager International |
|---------------------------------------|

The International Business Support Manager raised an issue about mismatched visa labels in the system. She said that Postgraduate Certificate of Proficiency (Peoplesoft Student Administration System Academic Program code PGCP) had been used for undergraduate Certificate of Proficiency students thus causing the mismatch with the visa labels. She would consult with Te Korowai Kahurangi towards finding a resolution and the Board would be updated accordingly.

|                                       |
|---------------------------------------|
| Action: General Manager International |
|---------------------------------------|

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

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

Moved: Teorongonui Josie Keelan  
Seconded: Debra Robertson-Welsh

***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\2018-06-05 ABMtq 05 Jun 2018>***

**MOTION CARRIED**

### **8. STUDENT COMPLAINTS RESOLUTION POLICY AND PROCEDURES**

Moved: Nick Sheppard  
Seconded: Moira Fraser

***That Academic Board approves the following revised policy and procedure documents for implementation from 25<sup>th</sup> June 2018:***

- ***Student Complaints Resolution Policy***
- ***Student Complaints Resolution Procedures***
- ***Notice of Formal Complaint***
- ***Student Complaint Decision Report.***

**MOTION CARRIED**

The General Manager, Student Experience advised that the updates to the Student Complaints Resolution Policy and Procedures had been done to support the EER and to ensure best practice by separating policy and procedures. Understanding the problems with the current system and looking at best practice at other organisations enabled the invigoration of the training plan and clarification of roles, responsibilities and timelines. It provides the decision maker with clarity and separates the investigative role and the decision maker role. Members of the Board gave the following feedback:

- It was clarified that although no written feedback had been received from an Academic Dean or Head of Practice Pathway, verbal feedback had been given.
- It was agreed that the Pae Arahi should be replaced by the Kaiāwhina as the person students can talk to about a complaint prior to lodging a formal complaint because the Pae Arahi deals with the complaint once it is formalised.
- It was agreed that Pacific students should be represented too and it was agreed that the Director, Pacific Success be added to the list of support people that students can talk to about complaints.

The Chair thanked those involved in creating a very student focused policy.

## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

### **9. PROGRAMME ACTION AND QUALITY COMMITTEES UPDATE**

Moved: Debra Robertson-Welsh  
Seconded: Nick Sheppard

***That Academic Board approves the Programme Action and Quality Committee Terms of Reference, Membership and agenda for implementation with immediate effect.***

**MOTION CARRIED**

The Dean, Health & Community and Environmental & Animal Sciences said that the proposal had been to the QAB twice where feedback was given. The process outlines the mapping from the Ako Ahimura Learning and Teaching Committees to the new Programme Action and Quality Committees (PAQCs). The Chair acknowledged the work done to ensure the ongoing commitment to quality outcomes.

## 10. PROPOSED TERMS OF REFERENCE AND MEMBERSHIP FOR THE QUALITY ALIGNMENT BOARD AND THE UNITEC AKO AHIMURA TEACHING AND LEARNING COMMITTEE

Moved: Debra Robertson-Welsh

Seconded: Marcus Williams

### ***That the Academic Board:***

- ***approve the revised terms of reference and membership for the:***
  - ***Quality Alignment Board***
  - ***Unitec Ako Ahimura Learning and Teaching Committee***
- ***note the need to update the Academic and Programme Management Policy.***

### **MOTION CARRIED**

The Manager, Te Korowai Kahurangi noted that the realignment of the QAB and the Unitec Ako Ahimura Learning and Teaching Committee was done to bring them into line with Academic Board and the PAQCs. He said the Unitec Ako Ahimura Learning and Teaching Committee has a focus on strategic learning and teaching and the focus of the QAB is institutional quality assurance.

During discussion, the following points were raised:

- Absence of a set of Standing Orders at Unitec was raised as a potential risk.
- Clarification that the QAB replaces the old Faculty Academic Committees and the new PAQCs replace the old Programme Committees.
- The need to ensure that the committee structure operates efficiently and effectively was noted. It was agreed that the committee structure would be reviewed in a year to determine the value gained by the implementation of the new structure.
- Academic Leaders gave feedback that attendance at meetings, particularly the QAB, provided great professional development opportunities to progress their academic leadership and it was agreed that staff be encouraged to attend meetings for this purpose and also to gain an overview of this institutional process.
- The committee matrix created by the Dean, Health & Community and Environmental & Animal Sciences provided clarity.
- Work plans would be very important with regards to the Category 1 Rōpu work and it was agreed that the QAB Chair bring the work plans back to the Board at the next meeting.

|                                       |
|---------------------------------------|
| Action: Quality Alignment Board Chair |
|---------------------------------------|

- It was noted that the Dean, Research and Enterprise was not listed as a member of either the QAB or the Unitec Ako Ahimura Learning and Teaching Committee and after discussion it was agreed that he or his nominee should be added as a member.

## 11. PROPOSED QUALITY MANAGEMENT FRAMEWORK

Moved: Debra Robertson-Welsh

Seconded: Verity Jade

### ***That the Academic Board:***

- ***endorses in principle:***
  - ***the adoption of the Academic Quality Assurance Map; and***
  - ***the proposed conflation of policies within the Quality Management Framework***
- ***notes that this proposal predominantly reflects a change of structure and presentation of Unitec's academic policies rather than a change to the content or intent.***

### **MOTION CARRIED**

The Manager, Te Korowai Kahurangi advised that the policy review would ensure that policies are current and easy for staff to interact with.

## 12. CONSISTENCY REVIEWS AT UNITEC

Moved: Simon Tries  
Seconded: Daniel Fuemana

***That Academic Board appoint a working group to:***

- ***recommend processes and actions to ensure Unitec can demonstrate its graduates consistently meet their qualification outcomes***
- ***identify who within Unitec is responsible for the collection and analysis of graduate and employer/end user feedback***
- ***report back to next Academic Board meeting.***

**MOTION CARRIED**

The Manager, Te Korowai Kahurangi advised that the bigger issue was that the collection of evidence to support assuring the consistency of graduate outcomes was variable across the institute and urgent work has to be done for programmes up for review this year. Members agreed that areas that are doing well need to be identified and acknowledged and the Manager, Te Korowai Kahurangi was tasked to submit a progress report to the next meeting of the Board.

|                                       |                       |
|---------------------------------------|-----------------------|
| Action: Manager, Te Korowai Kahurangi | Due Date: 3 July 2018 |
|---------------------------------------|-----------------------|

## 13. ACADEMIC DASHBOARD

Moved: Simon Tries  
Seconded: Verity Jade

***That the Academic Board:***

- ***receive the Practice Pathway Academic Dashboards; and***
- ***note the concerns raised below:***
  - ***Successful course completion rates at Unitec are currently calculated on a Main Programme basis, rather than an Enrolled Programme basis. This results in inconsistencies between the Unitec measure of programme success and how the Tertiary Education Commission (TEC) measures programme success and a lack of insight into some programmes as their results are incorporated into higher level programmes. While less evident at Pathway level it is significant at a programme level.***
  - ***The calculation of the Course Retention rate by Unitec differs from that applied by TEC.***
  - ***That the Academic Compliance and Quality Assurance measures on the dashboard measure the process rather than the outcome of the process. This issue will begin to be addressed as processes are more consistently applied.***

**MOTION CARRIED**

The Manager, Te Korowai Kahurangi said it was essential that the manner in which Unitec calculates its retention and course completion aligned with TEC's methodology. After discussion, it was agreed that the issue go to the QAB for discussion and a report submitted to the Board detailing outcomes discussed by the QAB.

|                   |                       |
|-------------------|-----------------------|
| Action: QAB Chair | Due Date: 3 July 2018 |
|-------------------|-----------------------|

## 14. PROPOSED REVIEW OF UNITEC LEARNING AND TEACHING STRATEGY

Moved: Simon Nash  
Seconded: Debra Robertson-Welsh

***That the Academic Board endorses the recommendation from the Unitec Ako Ahimura Committee for a review of Unitec's Learning & Teaching Strategy.***

**MOTION CARRIED**

## 15. BEING A CATEGORY 1 ORGANISATION (DISCUSSION AT MEETING)

Discussion for this agenda item was deferred to the next meeting due to time constraints.

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

Subcommittee Chair's Reports were submitted for the Quality Alignment Board, the Research Committee and the Research Ethics Committee.

### **16. QUALITY ALIGNMENT BOARD**

*That Academic Board receives the Minutes of the meeting(s) of 22 May, 2018.*

### **17. RESEARCH COMMITTEE**

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

### **18. RESEARCH ETHICS COMMITTEE**

*That Academic Board receives the Minutes of the meeting(s) of 18 April, 2018.*

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

There being no further business the meeting closed at 11.05am.

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 3 July, 2018 at 9.00a.m. Building 115-1007

Agenda deadline for the next meeting is 5pm Monday 25 June, 2018.

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

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