



# minutes

## Academic Board

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Tuesday 31 July 2018 at 9.00am

**Building 182-1003**

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

Merran Davis (Chair)	Mark McNeill	Simon Nash
Annette Pitovao	Vanessa Byrnes	Nick Sheppard
Craig Hilton	Daniel Fuemana	Falaniko Tominiko
Josephine Kinsella	Teorongonui Josie Keelan	Murray Bain
Marcus Williams	Simon Tries	Chris King

### HUNGA MAHI/IN ATTENDANCE

Steve Marshall Kay Bramley  
Melanie Miller and Bob Stewardson (Insights Business Partners, Business Intelligence)  
Verity Jade (General Manager Student Experience)

### KARAKIA

### NGĀ KUPU ARATAKI/ PRELIMINARIES

### NGĀ WHAKAPĀHA/ APOLOGIES

Moved: Chris King  
Seconded: Simon Tries

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

Debra Robertson-Welsh Matalena O'Mara Murray Bain (for late arrival)

**MOTION CARRIED**

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

Moved: Teorongonui Josie Keelan  
Seconded: Nick Sheppard

***That Academic Board approves the Minutes of the meeting of 3 July, 2018.***

**MOTION CARRIED**

### 2. ACADEMIC BOARD MEMBERSHIP

<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
Learning and Teaching (Mātauranga Māori)	Teorongonui Josie Keelan
<b>OTHER MEMBERS</b>	
Head of Academic Quality Enhancement	Chris King
Head of Practice Pathway Representative - Bridgepoint	To be appointed
Head of Practice Pathway Representative - Creative Industries	Vanessa Byrnes
Head of Practice Pathway Representative - Construction and Infrastructure	Daniel Fuemana
Manager Te Korowai Kahurangi	Simon Tries
Library Director	To be appointed
Interim Chief Executive	Merran Davis
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	To be appointed
General Manager Workforce Industry Development Representative	Heather Stonyer
Director of Pacific Success	Falaniko Tominiko
The Mind Lab by Unitec Representative	Craig Hilton
Director Ako – Te Puna Ako	Simon Nash
Director – Student Success	Annette Pitovao
<b>EX-OFFICIO MEMBERS</b>	
Manager Academic Administration	To be appointed
<b>IN ATTENDANCE</b>	
General Manager Governance and External Relations	To be appointed
Head of Business Intelligence Capability Centre	Kay Bramley
Programme Development Partner	Steve Marshall
Executive Director – Partnerships	David Glover

### 3. MAHIA ATU/MATTERS ARISING

#### 3.1 ACADEMIC CALENDAR FOR 2020

Moved: Mark McNeill

Seconded: Chris King

- 1) That Academic Board approves the 2020 Academic Calendar with the last day of each semester being a Sunday.**

**2) That the Academic Board approves a change to the 2019 Academic Calendar to make the last day of each semester a Sunday.**

**MOTION WITHDRAWN**

During discussion, the following points were raised:

- Do the proposed changes apply to the Summer School semester?
- Because part of the work for the Programme Evaluation Plan's (PEP) includes data about course completions, we must ensure that the new 10-day turnaround for provision of feedback to students following assessment is honoured from the course end dates for all courses.
- A wider conversation is needed about the length of teaching weeks and the semester based approach to programme delivery at Unitec to ensure that students are offered a flexible learning programme and that Unitec remains competitive against other providers.
- Feedback from previous student surveys reinforced that students would like more flexible learning options.

After discussion, it was agreed that programme delivery at Unitec was a key issue and should be addressed. A working party consisting of Simon Nash, Teorongonui Josie Keelan, Kay Bramley, Chris King and Trude Cameron would convene to determine whether a more flexible approach was needed and if so, identify the implications of any such changes for Unitec. It was agreed that a current survey of students would be useful to find out demand and desire and Kay Bramley was tasked to run said survey.

The Board also agreed that more information about StudyLink implications and compliance was needed before the Academic Calendar for 2020 could be approved. Simon Tries will provide the report on StudyLink implications and Steve Marshall will provide the report on the process to ensure compliance, particularly with the new 10-day turnaround for provision of feedback to students following assessment.

#### 4. ACTIONS

Date of Meeting(s) where Action Item was raised	Agenda Item #	Action	Due Date	Responsibility	Status
3 July 2018	4.1	<u>International Students Code of Practice</u> Josephine Kinsella advised that she had facilitated presentations to staff after liaising with the Network Deans regarding the Education (Pastoral Care of International Students) Code of Practice 2016. She said that it would good to have more opportunities to present to staff to provide understanding across the whole institution	Not specified	General Manager International and Network Deans	Completed
13 March 2018; 10 April 2018; 8 May 2018; 5 June 2018; 3 July 2018	7(ii); 4.4; 6.3; 6.1; 4.2(i)	<u>Assessment and Feedback Policy</u> Steve Marshall advised that the Assessment and Feedback Policy was updated accordingly to include additional wording 'and grades' to the statement about the change to the turnaround timeframe for provision of	Not specified	Programme Development Partner	Completed 15/3/18

		feedback to students following assessment.			
13 March 2018; 10 April 2018; 8 May 2018; 5 June 2018; 3 July 2018	7(ii); 4.4; 6.3; 6.1; 4.2(ii)	<u>Assessment and Feedback Policy</u>  The Interim Chief Executive advised that she had included the clarification that both feedback <u>and grades</u> are included in the definition of assessment completion in her weekly update to staff to reinforce the message that the new shorter turnaround timeframe for provision of feedback and grades to students following assessment completion needs to be adhered to.	Not specified	Chief Executive	Completed
10 April 2018; 8 May 2018; 5 June 2018; 3 July 2018	19; 6.9; 6.3; 4.3	<u>General Business [Immigration New Zealand (INZ) Audit]</u>  Josephine Kinsella advised that she had still not received feedback from INZ about Unitec's audit but INZ had advised that Unitec had passed exceedingly well with only a 1.2% error rate which is one of the best results for some time. She thanked everyone for their comprehensive contribution that contributed to this excellent outcome for Unitec. The Chair requested that a paper come back to the Board once feedback was received from INZ and staff.	Not specified	General Manager International	Yet to be completed
5 June 2018; 3 July 2018	6.6; 4.4(i)	<u>Update from International Office [Changes to visas and work rights]</u>  (i) Josephine Kinsella advised that the Education (Pastoral Care of International Students) Code of Practice 2016 will change next year and the Ministry of Education has been encouraged to update a number of archaic terms to ensure the Code is current and new guidelines were expected to be out in the next 1-2 months. She will provide an update to the Board about the proposed changes around visas and work rights accordingly at the next meeting.	28 August 2018	General Manager International	Yet to be completed
5 June 2018; 3 July 2018	6.6; 4.4(ii)	<u>Update from International Office [PGCOP mismatch with visa labels]</u>  (ii) Josephine Kinsella gave an update about the	Not specified	General Manager International	Completed

		<p>issue around mismatched visa labels in the system where the Postgraduate Certificate of Proficiency (Peoplesoft Student Administration System Academic Program code PGCOP) had been used for undergraduate Certificate of Proficiency students thus causing the mismatch with the visa labels. She said NZQA had allowed the affected students to remain in class and INZ had been very co-operative with Unitec International to achieve a satisfactory resolution. Although, a response from NZQA about this issue had not yet been received, the Chair advised that the Tertiary Education Commission (TEC) was comfortable with the risk litigation and action taken by Unitec to resolve it.</p>			
5 June 2018; 3 July 2018	10; 4.5	<p><u>Proposed Terms of Reference and Membership for the Quality Alignment Board (QAB) and the Unitec Ako Ahimura Learning and Teaching Committee</u></p> <p>(i) The Dean, Health &amp; Community and Environmental &amp; Animal Sciences was not in attendance at the meeting to speak to her action item so Simon Tries advised that the work plans had been discussed at recent QAB meetings, work around them was progressing and they would be picked up at the next QAB meeting.</p> <p>Debra Robertson-Welsh will bring the finalised work plans to the next Board meeting.</p>	Not specified	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed
5 June 2018; 3 July 2018	12; 4.6	<p><u>Consistency Reviews at Unitec</u></p> <p>This item was addressed under Agenda Item 10 of this agenda.</p>	Not specified	Manager, Te Korowai Kahurangi	Completed
5 June 2018; 3 July 2018	13; 4.7	<p><u>Academic Dashboard</u></p> <p>The QAB Chair was not in attendance at the meeting to update the Board about the outcomes from discussion at QAB about the manner in which Unitec calculates its retention and course completion to ensure it aligns with TEC's methodology.</p>	28 August 2018	Head of Business Intelligence Capability Centre	Yet to be completed

		<p>Kay Bramley advised that Academic Dashboards would be released to all Academic Leaders today for them to review before their training. She noted that no changes had yet been made specifically to the Dashboard to align with TEC's methodology but a change from Main Programme to Academic Programme had been made to provide more accurate data. No changes have been made around retention, however, how to define course completion and retention had been discussed at QAB so the short term mitigation is that staff are aware of the difference in the Dashboard data and the TEC data.</p> <p>The Chair requested that Kay Bramley scope the work that would be required to make the necessary changes to the Dashboard to ensure close alignment with TEC's methodology around course completion and retention calculations and to provide a timeline for the work.</p>			
3 July 2018	5(i)	<p><u>Academic Quality and External Evaluation and Review 2018</u></p> <p>The Dean, Health &amp; Community and Environmental &amp; Animal Sciences was not in attendance at the meeting to provide an update on the response from each area and the Category 1 Rōpū to the report sent to them about the Internal Evaluation Review. Simon Tries advised that an Action Plan had been created.</p> <p>Debra Robertson-Welsh will bring a paper to the Board at the next meeting.</p>	28 August 2018	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed
3 July 2018	5(ii)	<p><u>Academic Quality and External Evaluation and Review 2018</u></p> <p>The Chair asked whether the Deans had raised the critical staff retention issue with the Interim Chief Executive as agreed upon at the previous Board meeting. It was advised that the issue had been discussed in the Deans meeting and it was agreed that staff retention should</p>	Not specified	Deans	Completed

		<p>be an ongoing conversation to maintain the best staff.</p> <p>The Chair responded that in the current situation where the institution is being reduced by a fifth, it would not be possible or prudent to advise teams about potential staffing changes. She noted that staff changes are to <i>roles</i>, not individuals. During discussion, it was noted that it would be a risk to set the institution up with obligations it cannot meet.</p>			
3 July 2018	6(i)	<p><u>Oversight, Reporting and Tracking and Academic Quality Compliance Risk Register</u>  <u>(i) Risks and Issues Register</u></p> <p>Simon Tries advised that work on reviewing the format and content of the Academic Board Risk Register had started but was not yet completed. He will compile a report for the Board once work has been completed and requested that in the interim any risks be reported to him.</p>	28 August 2018	Manager, Te Korowai Kahurangi	Yet to be completed
3 July 2018	6(iii)	<p><u>Oversight, Reporting and Tracking and Academic Quality Compliance Risk Register</u>  <u>(iii) Monitoring of Degrees at Unitec</u></p> <p>Steve Marshall advised that monitoring was progressing well with the new monitoring schedule in place and we will soon see results via monitor's responses that go to the QAB.</p>	Not specified	Programme Development Partner	Completed
3 July 2018	6(iv)	<p><u>Oversight, Reporting and Tracking and Academic Quality Compliance Risk Register</u>  <u>(iv) Moderation Audit Project Report</u></p> <p>Simon Tries advised that outcomes will soon come out of the programme evaluation process and he will provide the Board with an update when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed.</p>	28 August 2018	Manager, Te Korowai Kahurangi	Yet to be completed
3 July 2018	8	<p><u>2020 Academic Calendar</u></p> <p>After discussion of this second proposal, it was agreed that still wider</p>	28 August 2018	Operations Manager, Timetabling	Yet to be completed

		<p>discussion about the length of semesters and implications for StudyLink was needed before the calendar could be approved so the motion was withdrawn.</p> <p>Trude Cameron was tasked to lead the further consultation requested and arrange for a paper to come back to the Board accordingly.</p>			
3 July 2018	11	<p><u>Unitec Annual Research and Enterprise Report 2017</u></p> <p>The Chair advised that Debra Robertson-Welsh had raised the issue about the importance of postgraduate research degree completion and its financial, as well as academic, contribution to Unitec, with her as requested by Board members.</p>	Not specified	Dean, Health & Community and Environmental & Animal Sciences	Completed
31 July 2018	3.1	<p><u>Matters Arising [Academic Calendar]</u></p> <p>Kay Bramley was tasked to run a student survey to get current data about programme delivery at Unitec and to contact Manukau Institute of Technology and Otago Polytechnic to see how they address variations in delivery.</p> <p>The working group (Kay Bramley, Teorongonui Josie Keelan, Simon Nash, Chris King and Trude Cameron) will report its findings to the Board accordingly.</p>	28 August 2018	<p>Head of Business Intelligence Capability Centre</p> <p>Head of Business Intelligence Capability Centre, Dean, Learning and Teaching (Mātauranga Māori), Director – Ako, Head of Academic Quality Enhancement and Operations Manager Timetabling</p>	<p>Yet to be completed</p> <p>Yet to be completed</p>
31 July 2018	8(i)	<p><u>Student Journey Feedback Report</u></p> <p>To arrange a meeting next week with Deans to discuss a narrative for considering this data for PEPs.</p> <p>She requested a verbal update on progress at the Board's August meeting and a formal response at its 25 September meeting.</p>	6-10 August 2018	Chair	Yet to be completed
31 July 2018	8(ii)	<p><u>Student Journey Feedback Report</u></p>	28 August 2018	Deans	Yet to be completed



		The Chair requested a verbal update on progress with PEPs at the Board's August meeting.			
31 July 2018	8(iii)	The Chair requested a formal response at the 25 September Board meeting.	25 September 2018	Deans	Yet to be completed
31 July 2018	9	<u>Student Charter</u> Consult with all staff about a name for the charter document.	28 August 2108	Director, Student Success	Yet to be completed
31 July 2018	20	<u>Amendments to NZQA Rules</u> Provide an update about resourcing required to meet the new record keeping requirements.	28 August 2018	Manager, Te Korowai Kahurangi	Yet to be completed

## WHAKARITENGA O TIROHANGA WHĀNUI/ OVERVIEW REPORTING

### 5. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS

Moved: Murray Bain  
Seconded: Teorongonui Josie Keelan

***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\2018-07-31 ABMtq 31 Jul 2018>***

***That Academic Board awards the Bachelor of Computing Systems qualification to Student ID# 1396339 (Tabled Paper).***

**MOTIONS CARRIED**

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

Chris King advised that an NZQA panel would be attending an External Evaluation and Review (EER) pre-scoping visit at Unitec on 22 August where they will talk about their approach to the EER and to Unitec's approach to Key Evaluative Questions 5 and 6. He said that although it was a pre-scoping visit Unitec needs to have a well prepared scope matrix proposal for the meeting. He said ten focus areas need to be identified and they need to include a mix of old and new programmes across all networks and levels, a cross section of high performing programmes, programmes that have improved performance and possibly programmes that have tried improvements but are still not performing well. Debra Robertson-Welsh has prepared a report detailing actions and outcomes to date.

The Chair advised that a request to NZQA to defer the EER was awaiting a response. She said the appointment of the Crown commissioner now meant that one crown entity was dealing with another crown entity so it was no longer sensible to have an EER. TEC has given its support for an EER deferment and Unitec can provide substantive supporting evidence for the proposal from a number of sources, such as, Arahanga involvement in the Internal Evaluation Review (IER), a decrease in the number of breaches and the implementation of comprehensive action plans. However, the key point to reference is that the IER identified Unitec as a potential Category 3 organisation and it could be argued that the Renewal Plan could have a negative impact on Unitec and public confidence in Unitec.

The Chair advised that the Board would need to discuss the implications if the EER was deferred to ensure that the good work continues and momentum is not lost.

During discussion, the following points were raised:

- The work we are doing is not being done just for the EER but because it is best practice.
- The involvement of non-academic staff in the EER may be addressed under the Governance and Management strand.
- Priority groups will potentially be separate focus areas because in the last EER they were conflated and it was difficult to articulate to NZQA about the individual areas.
- When the focus areas are identified leaders and appropriate administrative support will be determined.
- The EER visit is on 5 November and the focus areas should be known in early September.

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

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

Simon Tries advised that in the past learning outcomes have not always been mapped to the graduate profile and so work is needed to ensure that they do. It is imperative that the required learning hours are met because in previous TEC audits those organisations identified as not meeting the required learning hours had to pay back funding.

During discussion, Members raised the following points:

- The National Certificate in Educational Achievement (NCEA) will move examinations online from 2020 so we need to think about the implications of moving away from paper based examinations.
- Learning hours are available in the Dashboard and student handbooks include guidance for students about their obligation to meet the required number of study hours.
- Learning must be structured and includes not just classroom time but all learning.

After discussion, it was agreed that this piece of work should not be done now but in 2019 depending on outcomes from the sector review.

### (ii) Programme Development Report

Steve Marshall advised that there was a significant update to the Expiring Programmes table to show expiry dates and the programmes highlighted red were programmes with imminent expiry dates. He noted that this information had been disseminated to all relevant committees to ensure that no students are adversely impacted by the expiration of a programme.

### (iii) Monitoring of Degrees at Unitec

Steve Marshall advised that monitoring was progressing well with the new monitoring schedule in place and we will soon see results via monitor's responses that go to the QAB.

### (iv) Moderation Audit Project Report

Simon Tries advised that outcomes will soon come out of the programme evaluation process and he will provide the Board with an update when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed.

## 8. STUDENT JOURNEY FEEDBACK REPORT

***That Academic Board accepts the Student Journey Feedback Report for information and that this high level data is used as appropriate to demonstrate our understanding learnt through tracking the student journey.***

Kay Bramley advised that the Student Journey Feedback Report was a summary for the Board that included data about brand positioning, on-boarding, student advocacy, course evaluation and graduate success. She introduced Melanie Miller and Bob Stewardson, Insights Business Partners from the Business Intelligence team to speak to the paper.

Bob Stewardson advised that they wanted to compress student information so they identified the touch points throughout the student journey. Data is gained in various ways including a brand tracker that goes out to the market that talks to potential students and an orientation survey to get students' thoughts on enrolment. The biggest part of the student journey is the study journey and the goal is to deliver data to programme level. A course evaluation was completed recently and although successful, a higher student response rate is needed. He gave a brief overview on the following areas:

#### Brand Positioning:

- Unitec brand awareness has dropped over the last four years with intending students and influencers. Despite this, consideration and first choice measures have remained relatively stable.
- Unitec current positioning does not differentiate us clearly from other ITP's, and although the Think/Do campaign showed high awareness at 54%, it left a muted impression of Unitec.
- The risk to us is further decline in awareness leading to an impact on consideration for Unitec.
- There is opportunity with our renewal to rebuild and position our brand in a more differentiated way than in the past.
- There has been a lot of media chatter from external sources about Unitec's current position but the majority has been positive.

#### On-Boarding:

- New students to Unitec have noted an increase in satisfaction with the enrolment process since Semester 2 2017.
- A positive enrolment process is key to ensuring new students feel supported and positive about their decision to study at Unitec.

#### Student Advocacy:

- Our Net Promoter Score (NPS) is stable compared to 2017. It is currently 4 compared to 3 in 2017.
- There is great variation between the pathways.
- Perceptions of disorganized administrative processes and inconsistent experience with teachers drives NPS negatively.
- Continued focus on uncovering and addressing student issues will assist in maintaining a positive momentum for NPS.

#### Course Evaluation:

- Semester 1 2018 saw the first round of a consistent process for course and lecturer evaluations.
- Satisfaction with all courses overall is 7.8 out of 10.
- Positive experience with teachers is a driver of this score.
- Social practice received the highest ranking at 8.7

#### Graduate Success:

- As with the student NPS we have seen a decline over time, however this seems to have halted for 2017 graduates.
- 74% of our graduates are in paid work, with 80% of those saying their employment is related to their qualification (up from 2016 by 2%).
- Areas to watch and monitor through student evaluations are teaching effectiveness perceptions, meeting learning needs as well as student support. Positive changes to these will impact our graduate perceptions and their positive advocacy towards Unitec once they graduate.

Melanie Miller noted that alumni are missing from the report and they will be contacting alumni in the next few weeks to collect this data.

During discussion, the following points were raised:

- Are there plans for the focus groups about how to collect relevant information because the IER noted that we relied heavily on surveys and did not provide enough evidence to prove that outcomes had been achieved?
- How does the Board plan to respond to this data?
- Programme Evaluation Plans (PEP) could be utilised to identify at programme level what is usable and it would be useful for teams to see the data prior to completing their PEPs that are due on 10 September.
- Academic Quality Advisors have detailed data that can be accessed now.
- Do other areas at Unitec collect data? Marketing also collects data from students who request contact through the NPS and triages it to relevant areas at Unitec but the Student Journey Feedback Report is the only holistic data on the brand student journey that provides an in-depth overview.
- Data for priority groups is available via separate presentations and could be incorporated into the Student Journey Feedback Report.
- We should capture actions and plans for non-academic areas in the same way.

After discussion, it was agreed that the Business Intelligence team present the Student Journey Feedback Report to Heads of Practice Pathway, Deans, Senior Academic Leadership Team, Student Success leaders and the August Leadership group hui.

The Chair advised that she would arrange a meeting next week with Deans to discuss a narrative for considering this data for PEPs. She requested a verbal update on progress at the Board's August meeting and a formal response at the September meeting.

## **NGĀ PŪRONGO/INFORMATION PAPERS**

### **9. STUDENT CHARTER**

Moved: Josephine Kinsella  
Seconded: Simon Nash

***That Academic Board approves the Student Charter.***

#### **MOTION CARRIED**

Annette Pitovao spoke to the paper and thanked Verity Jade for all her work done to finalise the Charter. She said the Charter is a tripartite agreement between students, staff and student council that builds understanding of responsibilities through a triangulated partnership.

During discussion, the following points were raised:

- The student responsibilities should come before the staff responsibilities. Staff were put before students because the staff's commitment to students is the priority and the writer tried to align the process with the teacher capability framework and our performance review process.
- The statement 'Apply the essence of Ako – where everyone teaches and everyone learns' should also be included for students.
- The name of the charter should be changed to make more of the staff promise. It was advised that the wording came from the consultation with Arahanga Associates as best practice and went through the internal consultation process.
- The draft charter formed part of the student representative training where students provided feedback so students were well consulted.

After discussion, it was agreed that all staff should be consulted about the name of the document and Annette Pitovao was tasked with this action.

## 10. CONSISTENCY REVIEWS AT UNITEC

***That Academic Board notes:***

- ***the approach to prepare for and engage in consistency reviews, effective immediately, to ensure Unitec can demonstrate its graduates consistently meet their qualification outcomes;***
- ***that the evidence required for consistency reviews needs to be collected for each cohort of graduates for each New Zealand qualification.***

**MOTION CARRIED**

Simon Tries advised that to date issues with gathering data have been looked at on a case-by-case basis and this approach will be used to create a more sustainable process in future.

During discussion, the following points were raised:

- This is a good approach as it aligns with the recommendation from the previous EER about the need to obtain more knowledge about student outcomes.
- Kay Bramley is discussing the alumni data issue next week as currently there is a gap between information from the graduate survey and what is needed at programme level.

## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

### 11. REVISED ACADEMIC POLICY FRAMEWORK

Moved: Simon Tries

Seconded: Marcus Williams

***That Academic Board:***

***Approves:***

- ***the policies and procedures noted below under Academic Policy Framework for Approval, including associated delegations where indicated within policy documents; and***
- ***the disestablishment of the policies noted below Policies to be Disestablished.***

***Notes:***

- ***That this is the first stage of a two stage process to develop a simple but comprehensive academic quality framework.***
- ***That the revised policies and procedures will be fully updated upon approval (i.e., Approval Document Details, Amendment History, Related/Reference Documents, Definitions, etc. as well as a final format).***
- ***That a Glossary of Academic Terms is planned to sit alongside the academic policies and form an integral part of the Academic Policy Framework***
- ***That further relevant delegations will be outlined and brought to the Board's consideration at a future date.***

Policy Number	Policy Name	Procedure Name	Additional document	Status
AC 1.0	Academic Development and Approval Policy			Some significant changes
AC 1.1		Qualification and Programme Development and Approval Procedure		no substantive change
AC 1.1.1			Curriculum Development Guidelines	no substantive change
AC 1.2		Programme Regulations Procedure		no substantive change
AC 1.2.1			Certificate Generic Regulations	unchanged
AC 1.2.2			Diploma Generic Regulations	unchanged
AC 1.2.3			Bachelor Generic Regulations	unchanged

Policy Number	Policy Name	Procedure Name	Additional document	Status
AC 1.2.4			Graduate Certificate Generic Regulations	unchanged
AC 1.2.5			Graduate Diploma Generic Regulations	unchanged
AC 1.2.6			Postgraduate Certificate Generic Regulations	unchanged
AC 1.2.7			Postgraduate Diploma Generic Regulations	unchanged
AC 1.2.8			Masters Generic Regulations	unchanged
AC 1.3		Short Course, Training Scheme and Vocational Pathway Procedure		minor changes
AC 1.4		Change and Improvement Procedure		minor changes
AC 1.5		Approval of Delivery Sites Procedure		no substantive change
AC 1.6		Collaborative Arrangements Procedure		no substantive change
AC 1.7		Consent to Assess Assessment Standards Procedure		no substantive change
AC 1.8		External Stakeholder Engagement Procedure		no substantive change
AC 1.9		Academic Timetabling Procedure		no substantive change
AC 1.10		Suspension and Withdrawal of Academic Provision Procedures		no substantive change
AC 2.0	Assessment, Moderation and Grades Policy			minor changes
AC 2.1		Assessment and Grading Procedures and Regulations		no substantive change
AC 2.2		Assessment in Te reo Māori Procedure		no substantive change
AC 2.3		Assessment of Prior Learning Procedure		no substantive change
AC 2.3.1			Assessment of Prior Learning Guidelines Staff	unchanged
AC 2.4		Credit Recognition Procedure		no substantive change
AC 2.5		Examinations Regulations		unchanged
AC 2.6		Student Appeal Procedure		unchanged
AC 2.7		Moderation of Assessment Procedure		minor changes
AC 3.0	Programme Completion and Awards Policy			no substantive change
AC 3.1		Senior Scholar Award Procedure		unchanged
AC 3.2		Award of Honorary Degrees Procedure		unchanged
AC 4.0	Conduct of Research Policy			no substantive change
AC 4.1		Research Centre Procedure		no substantive change
AC 5.0	Conduct of Student Research Policy			unchanged
AC 6.0	Research Ethics Policy			unchanged
AC 7.0	Academic Evaluation, Review and Improvements Policy			Some significant changes
AC 7.1		Student Evaluation of Courses and Teaching Procedure		no change
AC 7.2		Review of Academic Provision Procedure		Some significant changes
AC 7.2.1			Programme Review Guidelines	unchanged
AC 7.2.2			Stakeholder Engagement Event Handbook	unchanged
AC 7.3		Monitoring of Degrees Procedure		minor changes

#### Policies to be disestablished

- Academic and Programme Management Policy
- Academic Integrity Policy
- Academic Timetabling Policy
- Assessment and Feedback Policy
- Assessment in Te Reo Maori Policy
- Assessment of Prior Learning Policy

- Award of Honorary Degrees Policy
- Collaborative Arrangements Policy
- Credit Recognition Policy
- Curriculum Design Policy
- Examinations Regulations Policy
- Internal Academic Evaluation Procedure
- Moderation of Assessment Policy
- Monitoring of Degrees Policy
- Procedure for the Conduct of Appeals
- Programme Evaluation and Reporting Policy
- Programme External Stakeholder Engagement Policy
- Programme Review Policy
- Qualification and Programme Approval Policy
- Research Centres Policy
- Senior Scholar Award Policy
- Short Course, Training Scheme and Vocational Pathway Policy
- Student Evaluation of Courses and Teaching Policy
- Withdrawal of Unitec Programmes Policy and Procedure
- Writing and Amending Programme Regulations Procedure.

Simon Tries advised that this work was to restructure how policies are reviewed so that they are fit for purpose. He said that it was difficult at the moment to make any substantial changes due to actual and potential institutional changes so the changes to policy statements had been kept to a minimum.

During discussion, the following points were raised:

- It was a good idea to take a considered approach because often structures and processes are connected with policies, guidelines and regulations and unless well consulted, can cause confusion and ambiguity.
- Concern was expressed that awareness around the option for students to submit assessment in te reo Māori may be diminished with the disestablishment of the Assessment in Te Reo Māori Policy especially now that a significant number had submitted their assessments in te reo Māori. It was noted that submissions in te reo would be monitored to ensure this did not eventuate.
- The aim was to develop a single set of student regulations that include everything a student needs to know to study at Unitec.
- If a disestablished policy has been changed to a procedure, the procedure will sit under the parent policy and the policy owner will be notified of the change accordingly.
- Generic programme regulations have caused confusion with programme specific regulations and a proposal to disestablish them will be made at a future date.

## 12. DRAFT SELF-ASSESSMENT REPORT

Moved: Simon Tries  
Seconded: Nick Sheppard

- 1) That Academic Board provides feedback on the draft Self-Assessment Report.***
- 2) That, once the above feedback has been incorporated, the final Self-Assessment report is approved by the Category One Rōpū and endorsed by Academic Board Standing Committee before being sent to NZQA.***

**MOTION CARRIED**

Chris King extended his thanks to staff for their feedback and advised that the Self-Assessment Report was like a PEP but at an institutional level where weaknesses need to be identified and plans for improvement implemented.

The Chair noted that it is important for the Board to look closely at the report and provide comprehensive feedback, so it can be used as evidence for the EER that there have been less breaches and that new breaches have been notified to TEC, showing Unitec's increased maturity with self-assessment.

### 13. REFLECTING ON THE PURPOSE OF ACADEMIC BOARD (DISCUSSION AT MEETING)

The Chair flagged that tomorrow the Tertiary Education Union (TEU) was releasing a TEU commissioned evaluation report titled 'Blind Faith Deconstructing Unitec 2015-2017'. The report is a very strongly worded view of neo-liberalism in education and is very critical of Unitec. As Interim Chief Executive, she would be responding to the report and workshops will be run after the discussion to discuss outcomes.

The comments are from a small sample of which 21 are TEU members and 20 are former Unitec staff members all of whom are anonymous. She will take an overall position of agreement with the majority of the conclusions and recommendations with the exception of unsubstantiated comments about The Mind Lab by Unitec. The report calls out the Academic Board specifically as to what it knew and what its role was and this highlights that Academic Board has a role in the Renewal Plan.

### 14. RENEWAL PLAN (UPDATE AT MEETING)

She advised that four staff briefings about the Renewal Plan will be run next week and she requested feedback from Board members as representatives of their areas and as members of Academic Board. She said Unitec is trying to build a new constructive relationship with TEU and she hopes that this launch will be seen by TEU as a symbolic moment in time to move forward differently.

During discussion, the following points were raised:

- The Academic Board was sidelined by the leadership team at the time and the NPS from staff was ignored in many leadership meetings and its release delayed.
- Were there any changes to leadership now that the Board no longer reported to Council? The Chair advised that the Crown Commissioner, Murray Strong advised that it was business as usual and he wanted the Chief Executive to be the one point of contact to avoid confusion at the executive level. He was keen to attend Academic Board quarterly, to have more general engagement with staff and shares the view that we need to work as constructively as possible with TEU and other partnerships.
- A suggestion, from a health issue point of view, that the Interim Chief Executive appoint an Acting Academic Board Chair to free her from the burden of chairing was made and she advised that it was something the Board may wish to consider.

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

A Subcommittee Chair's Report was submitted for the Research Ethics Committee.

### 15. ACADEMIC BOARD STANDING COMMITTEE

***That Academic Board receives the Minutes of the meeting(s) of 10-12, 17-20 and 25-27 July, 2018.***

### 16. AKO AHIMURA LEARNING AND TEACHING COMMITTEE

***That Academic Board receives the Minutes of the meeting(s) of 31 May and 5 July, 2018.***



## 17. QUALITY ALIGNMENT BOARD

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

## 18. RESEARCH COMMITTEE

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

## 19. RESEARCH ETHICS COMMITTEE

***That Academic Board receives the Minutes of the meeting(s) of 16 June, 2018***

## 20. AMENDMENTS TO NZQA RULES (TABLED PAPER)

Moved: Simon Tries

Seconded: Simon Nash

***That Academic Board notes the new amendments to NZQA rules, implications, and discusses the plan for implementation of these changes across relevant areas at Unitec.***

1. NZQF Programme Approval and Accreditation Rules 2013, including Rule 18
2. Directory of Assessment Standards Listing and Operational Rules 2011
3. NZQF Qualification Listing and Operational Rules 2016
4. Private Training Establishment Registration Rules 2013
5. NZQF Industry Training Programme Approval Rules 2012
6. Industry Training Organisation Prescribed Quality Assurance Requirements Rules 2015
7. Quality Assurance (including External Evaluation and Review (EER)) Rules 2016
8. Student Fee Protection Rules 2013
9. NZQA Offshore Programme Delivery Rules 2012.

### **MOTION CARRIED**

Simon Tries advised that most updates were minor and only one change to record keeping criteria would impact Unitec. He advised that Sean Connelly (Records and Information Management Specialist, Information Management Services) was involved with determining resourcing to meet the change requirements and he was seeking clarification from NZQA about a potential conflict with the Institutes of Technology and Polytechnics General Disposal Authority and the agreement we have with Archives New Zealand. He will provide an update to the Board at the next Board meeting.

## ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS

There being no further business the meeting closed at 11.14am.

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 28 August, 2018 at 9.00a.m. Building 182-1003

Agenda deadline for the next meeting is 5pm Monday 17 August, 2018.

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

Merran Davis (Chair, Academic Board)