Academic Board

Tuesday 28 August 2018

Building 182-1003

MEMA POĀRI TAE Ā—TINANA/BOARD MEMBERS IN ATTENDANCE

Merran Davis (Chair)	Marcus Williams	Simon Nash
Annette Pitovao	Vanessa Byrnes	Nick Sheppard
Glenn McKay	Simon Tries	Falaniko Tominiko
Rosie Stanton	Teorongonui Josie Keelan	Murray Bain

HUNGA MAHI/IN ATTENDANCE

Steve Marshall	Kay Bramley	David Glover

Anna Wheeler (Manager Resources Library and Learning Commons)

Michelle Smith (International Business Support Manager, International)

Tahreem Zia (Visa and Insurance Analyst, International)

Hung Ngo (Principal Scheduler, Operations)

KARAKIA

NGĀ KUPU ARATAKI/ PRELIMINARIES

NGĀ WHAKAPĀHA/ APOLOGIES

Moved: Simon Tries
Seconded: Teorongonui Josie Keelan

That Academic Board notes the apologies for the meeting.

Mark McNeill	Chris King	Craig Hilton
Debra Robertson-Welsh	Matalena O'Mara	Annette Pitovao (for early departure)

MOTION CARRIED

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

Moved: Nick Sheppard
Seconded: Annette Pitovao

That Academic Board approves the Minutes of the meeting of 31 July, 2018 with the following correction to Agenda Item 4. Actions - Student Charter:

> ➤ ***Change wording from 'Consult with <u>all staff</u> about a name for the charter document' to 'Consult with <u>key stakeholders</u> about a name for the charter document'.***

2.   ACADEMIC BOARD MEMBERSHIP

3.   MAHIA ATU/MATTERS ARISING

4.   ACTIONS

Date of Meeting(s) where Action Item was raised	Agenda Item #	**Action**	Due Date	Responsibility	Status
10 April 2018; 8 May 2018; 5 June 2018; 3 July 2018	19; 6.9; 6.3; 4.3	**To submit a paper about feedback from Immigration New Zealand (INZ) Audit.**	Not specified	General Manager International	Completed
5 June 2018; 3 July 2018	6.6; 4.4(i)	**To submit a paper about changes to visas and work rights in the Education (Pastoral Care of International Students) Code of Practice 2016.**	28 August 2018	General Manager International	Completed
5 June 2018; 3 July 2018; 31 July 2018	10; 4.5; 4	**To bring the finalised work plans to the Board.**	Not specified	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed
5 June 2018; 3 July 2018; 31 July 2018	13; 4.7; 4	**To scope the work that would be required to make the necessary changes to the Dashboard to ensure close alignment with the Tertiary Education Commission's (TEC) methodology around course completion and retention calculations and to provide a timeline for the work.**	28 August 2018	Head of Business Intelligence Capability Centre	Completed
3 July 2018; 31 July 2018	5(i); 4	**To provide an update on the response from each area and the Category 1 Rōpū to the Internal Evaluation Review report sent to them.**	25 September 2018	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed
3 July 2018; 31 July 2018	6(i); 4	**To compile a report about reviewing the format and content of the Academic Board Risk Register.**	25 September 2018	Manager, Te Korowai Kahurangi	Yet to be completed
3 July 2018; 31 July 2018	6(iv); 4	**To provide an update of outcomes from the Moderation Audit Project Report when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed.**	25 September 2018	Manager, Te Korowai Kahurangi	Yet to be completed
3 July 2018; 31 July 2018	8; 4	**To provide a paper updating outcomes of wider discussion about the length of semesters and implications for StudyLink and academic calendars.**	28 August 2018	Operations Manager, Timetabling	Completed
31 July 2018;	3.1	**To get current student data about programme delivery at Unitec and to contact Manukau Institute of Technology and**	28 August 2018	Head of Business Intelligence	Completed

| | | Otago Polytechnic to see how they address variations in delivery.

To report the findings from the Working Group convened to discuss potential changes to programme delivery at Unitec to provide students with more flexible study options. | | Capability Centre

Head of Business Intelligence Capability Centre, Dean, Learning and Teaching (Mātauranga Māori), Director –Ako, Head of Academic Quality Enhancement and Operations Manager Timetabling | Completed |
|---|---|---|---|---|---|
| 31 July 2018 | 8(i) | To arrange a meeting with the Chair to discuss a narrative for considering the data from the Student Journey Feedback Report for Programme Evaluation Plans (PEPs). | As soon as possible | Dean (Business and Enterprise and High Technology), Dean (Health & Community and Environmental & Animal Sciences) and Dean (Engineering, Construction and Infrastructure) | Yet to be completed |
| 31 July 2018 | 8(ii) | To provide a verbal update on progress with PEPs. | 25 September 2018 | Deans | Yet to be completed |
| 31 July 2018 | 8(iii) | To provide a formal response on progress with PEPs at the 25 September Board meeting. | 25 September 2018 | Deans | Yet to be completed |
| 31 July 2018 | 9 | To consult with key stakeholders about a name for the charter document. | 25 September 2018 | Director, Student Success | Yet to be completed |
| 31 July 2018 | 20 | To provide an update about resourcing required to meet the new record keeping requirements. | 25 September 2018 | Manager, Te Korowai Kahurangi | Completed under Agenda Item 8(i) |
| 28 August 2018 | 4 | To provide an update about the meeting convened to prioritise the work required for EFTS reporting, changes to the Dashboard to ensure close alignment with TEC's methodology around course completion and retention calculations and student progression into higher qualifications. | 25 September 2018 | Manager, Te Korowai Kahurangi, Chief Financial Officer and Kay Bramley | Yet to be completed |
| 28 August 2018 | 10 | To submit amended membership and terms of reference for the Postgraduate Research and Scholarships Committee. | 25 September 2018 | Dean, Research and Enterprise | Yet to be completed |

28 August 2018	11	**To submit amended membership and terms of reference for the Academic Board.**	25 September 2018	Manager, Te Korowai Kahurangi	Yet to be completed
28 August 2018	15	**To take the issue around bi-annual reporting to the Quality Alignment Board for further discussion.**	25 September 2018	Manager, Te Korowai Kahurangi	Yet to be completed
28 August 2018	16	**To submit a paper that will provide clarity around reporting lines and committee functions.**	25 September 2018	Manager, Te Korowai Kahurangi, Director, Ako	Yet to be completed
28 August 2018	24	**To provide regular progress reports about the Review of Semesterised Delivery.**	25 September 2018	Director, Ako	Yet to be completed
28 August 2018	17	**To provide a paper outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas.**	25 September 2018	Chair, Academic Board	Yet to be completed

Michelle Smith (International Business Support Manager, International) introduced her colleague Tahreem Zia (Visa and Insurance Analyst, International) who was in attendance to provide an update to the Board about changes to student visas and the impact for Unitec.

- Students with a student visa for a certificate programme, such as the New Zealand Certificate in English Language, and Level 3 and in some cases Level 4 certificates, may be impacted. These students may want to go outside New Zealand as they will be getting two years' work rights while in Auckland they will be getting only one. There are currently 129 students in this category.

- Under the previous policy, students coming in to study at Level 4-6 and non-degree Level 7 would study for two years and get a one-year post-study work visa (open) followed by a two-year employer assisted work visa.

- The students may then progress into Bachelor degrees or higher and obtain another one-year post-study work visa open.

- In total under the previous policy the student may get up to four years work opportunity in New Zealand.

- Under the new policy all the students coming to Auckland for Level 4-6 and non-degree Level 7 study will be entitled to only a one-year visa. Students will no longer be eligible for a post-study work visa (employer assisted). Students moving out of Auckland will be eligible for a work visa for up to two years, until 2021.

- This may impact the Semester 2 2019 student intake for Level 4-6 qualifications and Level 7 diplomas. International students may choose to move outside of Auckland because students studying and working outside Auckland gain more points towards possible residency.

- We may provide a pathway option to students who have completed one year of Level 4-7 study and who progress into a Bachelor's degree for another three years, however, this depends on whether Immigration New Zealand (INZ) allows an opportunity to apply for a subsequent post-study work visa, which is not yet clear.

- There is no clarity on whether the applicants who have applied for a post-study work visa once, will be eligible to apply again as per the previous policy. The visa duration has not been clarified either, for example, if the student has been approved for one year would they then be eligible for three years or only the remaining two years. Unitec cannot offer this pathway until the INZ operational guidelines are released.

- If this potential pathway option becomes available, then for the next two years international students may choose to complete Level 4-6 study outside Auckland and possibly return to Auckland for study at degree level or higher. Therefore, qualifications at Bachelor degree level and above would become the most attractive for international students.

- One solution for this may be the way we market our qualifications at Level 4-6 and degree Level 7. We may do so in relation to the occupations listed on the Australian and New Zealand Standard Classification of Occupations (ANZCO) list. For instance, students studying the Graduate Diploma in Business (Level 7) may apply for an essential skills work visa if the student is able to attain an occupation such as a student advisor, programme advisor, student support and similar which falls under the ANZCO occupation 'Student Counsellor 272115'. We may highlight programme/qualification outcomes as occupations students may attain.

Tahreem Zia advised that a transitional policy is currently in place and the INZ operational guidelines are expected to be released at the end of September this year. She confirmed that the changes will apply to Institutes of Technology and Polytechnics (ITP) in Auckland only. During discussion, Board members gave the following feedback:

- Matching the skills needed for the market and stakeholders should be addressed under strategic relevance within programme development and should be added to the programme evaluation matrix.

- Past graduate numbers could be checked to see if we are producing too many graduates in one area of study and this information could be used to inform annual planning at executive level. The International office can provide this information.

Kay Bramley advised that she had scoped 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 the work would take approximately 73 days of work which was an enormous undertaking. She noted that outsourcing the task would be very costly and may not be the best solution because only one person can work in the data warehouse at any one time. The Academic Dashboard can still be used but a number of changes would need to be made to align with TEC definitions. Other data sources, such as the Single Data Return, could also be used but that data would still not align with TEC's as the data won't be in the data warehouse and therefore, won't be in the Dashboard format. She said a decision needs to be made as to what work takes priority, Equivalent Full Time Students (EFTS) or alignment with TEC methodology. It was agreed that David Glover, Kay Bramley and Simon Tries meet to identify priorities and provide an update at the next Board meeting.

Simon Tries advised that compilation of a report about reviewing the format and content of the Academic Board Risk Register was in progress. The Chair noted that risk management was important and she requested an update at the next meeting.

Simon Tries advised that he was waiting for PEP outcomes so that he could provide an update of outcomes from the Moderation Audit Project Report when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed. He noted that the deadline date for the report had been extended in recognition of institutional changes.

Kay Bramley clarified an error in the minutes that stated that a student _survey_ was to be run when extraction from existing data to identify student programme delivery types was what was required, not another survey.

The Chair noted that Nick Sheppard was the only Dean that had contacted her to discuss a narrative for considering the data from the Student Journey Feedback Report for PEPs and he had a workshop planned for 21 September 2018 to discuss the issue. Nick Sheppard noted that the issue had been discussed at the last Deans' meeting.

WHAKARITENGA O TIROHANGA WHĀNUI/ OVERVIEW REPORTING

5. WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS

Moved: Falaniko Tominiko
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\2018-08-28 ABMtg 28 Aug 2018

MOTION CARRIED

6. CORRECTION TO AWARD OF QUALIFICATIONS

6.1 BACHELOR OF NURSING

Moved: Marcus Williams
Seconded: Simon Tries

That Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 31st July 2018:
- *The removal of Bachelor of Nursing Student ID# 1436118 from the graduand list.*

MOTION CARRIED

6.2 GRADUATE DIPLOMA IN COMPUTING

Moved: Murray Bain
Seconded: Marcus Williams

That Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of 31 July 2018:

- *The removal of Graduate Diploma in Computing Student ID 1487008 from the graduation list*
- *The removal of Graduate Diploma in Computing Student ID 1450808 from the graduation list.*

MOTION CARRIED

6.3 CERTIFICATE IN LANGUAGE TEACHING

Moved: Nick Sheppard
Seconded: Marcus Williams

That Academic Board approves the following correction to the graduand list approved at the Academic Board meeting of Academic Board 31 July 2018:

That the Academic Board removes the following students from the list of eligible Certificate in Language Teaching students, 1182:

- *1497260*
- *1129330.*

MOTION CARRIED

Concern was raised about the high number of corrections to qualification awards and the Chair said she hoped that the number of corrections would decline with the mitigations put in place.

7. ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

Debra Robertson-Welsh was not in attendance at the meeting, however, she submitted the following written update of Category 1 Rōpu progress to date.

Academic Quality

- Benchmarking - Nursing benchmarking has been successfully completed with Otago Polytechnic, resulting in reciprocal learning. The report is currently being finalised.
- Quality Management Framework - good progress has been made, included in this month's board papers are the proposed changes to policy supporting Unitec's quality management framework.
- Self-Assessment – mid-year PEPS are currently underway. The template has been revised to scaffold deeper self-assessment and evaluation.
- Academic Dashboard – the functionality of the BI tool has accelerated our access to educational data. Training is ongoing. The manual quality dashboard remains under development.

Māori Success

- Maori self-assessment – pathways and staff are engaging with the Poutama and progress is reported through Te Poari Iho Quality Alignment Board each month.
- Maori benchmarking – engagement with Whitireia has taken place. Report pending.
- Reporting outcomes – staff have access to comprehensive 'traffic light' data presented by the Dean of Dean, Learning and Teaching, Mātauranga Māori.

Pacific Success

- Pacific self-assessment – pathways and staff are engaging with professional development with the Pacific Centre team. progress is reported through Te Poari Iho Quality Alignment Board each month.
- Pacific benchmarking – the Director, Pacific Success has engaged with stakeholders and peers.
- Reporting outcomes – staff have access to comprehensive data presented by the Director, Pacific Success. Progress and Success reports provided by semester.

Stakeholder Engagement

- Industry Advisory Committees guidelines are being implemented as the stakeholder meetings are in progress.
- Alumni communications and engagement strategy are going live in August.
- Māori – draft of engagement plan in place
- Pacific – Strategy developed and shared widely

Student Voice

- Student 'draft' charter - developed, awaiting naming.
- Student rep – Role and responsibilities developed and implemented
- Wellbeing and engagement – care framework, on boarding and shared calendar are all underway.

Learning and Teaching

- Teacher Capability Framework – approved and currently being implemented. ADEPs have been modified to incorporate the competency matrix.
- Badging - the B&HT pilot completed successfully and learnings will be used as full roll out occurs.
- Digital Learning Management upgrade – tracking well.

The Chair encouraged Board members to attend Category 1 Rōpu scrums to gain valuable oversight of current issues.

Simon Tries advised that final edits had been completed for the Academic Policies approved at the last meeting and they had gone to Communications for publishing on the Nest, after which the reviewing process can begin.

Teorongonui Josie Keelan said that a response from the Networks to the 'traffic light' data she sent them was needed as soon as possible so a plan of action can be put into place to lift the programmes with amber status to green. She said the data has been acknowledged in some Programme Academic and Quality Committees but more responses were needed. It was noted that PEPs should be able to provide information for responses but the consistency of such data varied depending on staff capability within the pathway.

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

   (i) <u>New Zealand Qualifications Authority (NZQA) and Institutes of Technology and Polytechnics (ITP) Sector Update</u>
   Simon Tries advised that the proposal for additions to approved subjects list for University Entrance have a potential positive impact for Unitec. The difference between training schemes and the new micro-credentials system was confirmed. Record keeping rules have been clarified and what we are currently doing already aligns with them so there is no real impact for Unitec, however, further clarification has been sought from NZQA to confirm that Unitec's system is compliant.

   (ii) <u>Programme Development Report</u>
   Simon Tries advised that the Bachelor of Applied Science (Veterinary Nursing) programme proposal was withdrawn upon advice from NZQA and the relevant Deans were deciding how to proceed considering that the NZQA deadline for programme submissions is 31 August 2018. NZQA gave Unitec an extension of one month for submission of the Police suite of programmes. The Bachelor of Geospatial Science programme will go to NZQA this week.

   Steve Marshall confirmed that full transition arrangements are in place for all expiring programmes.

   (iii) <u>Monitoring of Degrees at Unitec</u>
   Simon Tries advised that the monitoring of degrees was going as planned and the Quality Alignment Board will review and endorse final action plans and then they will be monitored by the Programme Actions and Quality Committees (PAQC).

   (iv) <u>Moderation Audit Project Report</u>
   Simon Tries advised that an update of outcomes from the Moderation Audit Project Report will be submitted to the Board when the full audit of post-moderation activity that will commence following the end of Semester 1 is completed. The Academic Quality Advisors have reported good progress that is being recorded via the PAQCs.

NGĀ PŪRONGO/INFORMATION PAPERS

9. IMMIGRATION NEW ZEALAND INTERNATIONAL AUDIT REPORT APRIL 2018

   Moved: Annette Pitovao
   Seconded: Teorongonui Josie Keelan

   That Academic Board receives the Immigration New Zealand International Audit Report April 2018.

   Michelle Smith (International Business Support Manager, International) advised the Board that feedback from Immigration New Zealand (INZ) about the Unitec audit had been received and all enrolment data was good. She said that INZ was impressed that the 23 issues with students had been identified very quickly between 10-20 days, however, we need to ensure that stringent processes are put in place in the future structure of the International office so this high standard is maintained.

   The Chair congratulated the International team for their input into obtaining such a good result as it was very important for Unitec's reputation.

                                                                                    MOTION CARRIED

10. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Moved: Marcus Williams
Seconded: Simon Tries

That Academic Board acknowledges the Postgraduate Research and Scholarships Committee (PGRSC) Membership and Terms of Reference.

Marcus Williams advised that the membership was predominantly populated by academic leaders from Level 9 and above postgraduate programmes. He noted that he will be meeting shortly with the Chair and Deputy Chair of the Unitec Research Ethics Committee to discuss ways to improve the standard of ethics applications. He confirmed that the Postgraduate Research and Scholarships Committee was a subcommittee of the Academic Board. During discussion, the following points were raised:

- Simon Tries advised that that the membership needs to be *approved* by Academic Board, as opposed to acknowledged as noted in the recommendation, so the PGRSC becomes an official subcommittee of Academic Board. The Terms of Reference should ideally provide criteria for membership of the committee and should list the positions that make up the committee.

- Teorongonui Josie Keelan noted that the Māori representative, Curtis Bristowe was a Doctor and this should be noted.

- Membership may change with the portfolio ratification.

It was agreed that the PGRSC membership and terms of reference should be updated to include the suggested changes and brought back to the Board at the next meeting as an information item by Marcus Williams.

11. CHANGES TO ACADEMIC BOARD MEMBERSHIP ROLES FOR 2018

That Academic Board approves the updated Academic Board membership roles for 2018:

- ➢ ***Chief Executive;***
- ➢ ***Representatives of Executive Leadership Team;***
- ➢ ***Network Deans;***
- ➢ ***Dean, Research and Enterprise;***
- ➢ ***Dean, Learning and Teaching (Mātauranga Māori);***
- ➢ ***Representatives of Heads of Practice Pathways as nominated by the Quality Alignment Board;***
- ➢ ***Director, Student Success;***
- ➢ ***Director, Ako;***
- ➢ ***Director, Pacific Success;***
- ➢ ***Unitec Student President;***
- ➢ ***A Student nominated by the Student Council;***
- ➢ ***Manager, Te Korowai Kahurangi;***
- ➢ ***The Mind Lab by Unitec Representative;***
- ➢ ***Head of Academic Quality Enhancement;***
- ➢ ***Additional members co-opted as necessary for a defined period or specific purpose.***

MOTION WITHDRAWN

Simon Tries advised that specific numbers of members should be specified so a quorum can be determined. He confirmed that anyone from the Executive Leadership Team (ELT) can attend the meetings but only those who have been formally nominated as ELT representatives have voting rights. When queried, he noted that having a standing proxy is not good practice and members should send proxies as required.

During discussion, it was suggested that it would beneficial for the Board to have a member who is immersed in teaching as this is different from being immersed in management. After discussion, it was agreed that there be two representatives from the Executive Leadership

Team, two Heads of Practice Pathway nominated by the Quality Alignment Board and two academic teaching staff nominated by the Ako Ahimura Learning and Teaching Committee.

The Chair requested that Simon Tries finalise the membership and bring it back to the next meeting of the Board for approval.

12. TRANSFER OF REPORTING LINES FOR PROGRAMME IMPROVEMENTS

Moved: Simon Tries
Seconded: Marcus Williams

That Academic Board approves:

1. ***The change of name for the Portfolio Ropū to Programme Improvement Committee;***
2. ***The transfer of reporting lines for the Programme Improvement Committee from the Quality Alignment Board to the Academic Approvals Committee;***
3. ***Transfer of authority for changes to Generic Programme Regulations to the Academic Approvals Committee;***
4. ***Transfer of authority for the establishment of new subject codes in the student management system to the Academic Approvals Committee.***

MOTION CARRIED

Simon Tries advised that these changes were proposed to ensure that all changes go through a single point and that responsibilities are aligned throughout the committee structure.

13. CONSISTENCY REVIEWS AT UNITEC UPDATE

Simon Tries congratulated teams for the good work done on recent consistency reviews for the New Zealand Certificate in Animal Technology and the New Zealand Diploma in Architectural Technology. He advised that consistency reviews were mandatory and were initiated through NZQA's Mandatory Review of Qualifications. The reviews were an onerous and expensive undertaking in terms of resourcing that will be need to be completed indefinitely until NZQA advises otherwise.

NZQA's longer term goal was for consistency reviews to inform the NZQA qualification review as well as to give assurance to NZQA and stakeholders that students are meeting the graduate profiles. NZQA looks at all programmes delivered across New Zealand to establish a threshold for assuring consistency around achieving graduate profile requirements.

The consistency reviews ensure that all programmes on offer and all organisations offering them are sufficiently providing training that leads toward meeting the graduate profile in the qualification. Universities do not have to fulfil this compliance because they do not offer national qualifications.

WHAKAWHITI KŌRERO/DISCUSSION PAPERS

14. RETENTION AND COHORT BASED QUALIFICATION COMPLETION – INTERNAL EDUCATIONAL PERFORMANCE INDICATORS (EPI) REPORTING AND MONITORING

1. ***That the Academic Board (or an agreed sub-committee) agrees on the measures and definitions for internal monitoring and reporting and alignment of those with the official EPI data***

2. ***That the Academic Board identifies subject matter experts (SMEs) to work with BI on this project, who will provide detailed reporting requirements to ensure deliverables are fit for purpose. This group will also identify priorities.***

3. ***That the Academic Board endorses the scope of this work.***

MOTIONS WITHDRAWN

Kay Bramley advised that looking at progression into higher qualifications was also a significant piece of work and it was agreed that this work be included in the work being done to make the necessary changes to the Dashboard to ensure close alignment with TEC's methodology around course completion and retention calculations and EFTS reporting. The Chair requested that Kay bring a report back to the next meeting of the Board and subsequently, the recommendations were withdrawn.

15. CHANGE TO ACADEMIC DASHBOARD REPORTING CYCLES

Moved: Simon Tries
Seconded: Simon Nash

That the Academic Board approves the move to bi-annual reporting for Network/Practice Pathway Academic Dashboards.

MOTION CARRIED

Simon Tries advised that the Academic Network/Practice Pathway based Dashboard will be enhanced by moving to a bi-annual report cycle as this will align it with the completion of semester-based reporting at both Course level, through Course Evaluation and Planning Reports (CEP), and at Programme level, through Programme Evaluation and Planning Reports (PEP).
Members gave the following feedback:
- It would be useful to see data every 90 days to provide opportunity to respond more efficiently to potential issues identified by the data.
- It is important that we show that we are utilising the data when we receive it.

Simon Tries advised that he will be taking the reporting cycle to the Quality Alignment Board for discussion as we currently operate on a semester based cycle where no changes occur mid-semester.

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

The Chair asked Board members if the reintroduction of the Postgraduate Research and Scholarships Committee (PRSC) and the introduction of the Programme Actions and Quality Committees (PAQC) is helping Academic Board to do a better job with regards to regaining Category 1 status. Members provided the following feedback:

- Oversight of the committee structure identifying what each committee does would be very helpful.

- Interaction between committees is not always consistent and there is no place where conversations can take place about any issues that arise around international students which will be challenging in the future. The Chair noted that Unitec will still have a Director, International Success who will alert the Board about any issues and the QAB will be the committee where such issues will be discussed.

- The merits of verbal versus written updates to Academic Board about information from subcommittee meetings was discussed. It was noted that any information about what committees were doing is available in their minutes online, however, alternative ways to share information should be investigated.

- If committees are functioning properly then compliance and our responsibilities under the Education Act 1989 will be met.

After discussion, it was agreed that a brief written report from subcommittee chairs is to be submitted to the Board. The Chair noted that a written report, as opposed to a verbal report, would be a better prompt to show how the committee is responding to its terms of reference.

Simon Tries advised that Te Korowai Kahurangi was currently reviewing the information about committees on The Nest intranet. He advised that he will work with Simon Nash to bring back a paper to the Board that will outline the outcomes of the review and provide clarity around reporting lines and committee functions.

17. RENEWAL PLAN (UPDATE AT MEETING)

The Chair noted that the numerous communications sent out about the Renewal Plan had created various levels of understanding and confusion. She said the current role of the Board was interesting as it was operating in an unusual context where we don't have a choice about timelines and we don't have normal governance which means that the Crown Commissioner has right of veto on most issues.

She advised that the Board has been advised clearly that the top priority is finance, then the EER and then ensuring that we keep staff on board and engaged. She will bring a paper back to the next Board meeting outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas.

Members gave the following feedback during discussion:

- It would be good to know on The Nest where the money was saved. The Chair advised that the required 20% saving has already been found in most areas and there were various change proposals in place and the savings would therefore vary accordingly.

- The most important point to note was that it was intentional that the 20% saving was not applied equally across all areas as a more strategic approach was needed. Discussion around this needs to be managed carefully to prevent further angst amongst students and staff, however, we are very close to completing a clear proposal and the proposal should be available next month.

- The Board has always been charged with working with NZQA and making recommendations to NZQA about programme provision but now it may have to make hard decisions about financial issues. The Chair advised that solutions to address this need to be discussed with the Crown Commissioner.

- Can Academic Board be the forum where regular updates and interrogation of the next 12 months take place to ensure that Unitec is fulfilling required outcomes, for example, achieving the required savings and addressing risks to teaching and learning? Caution must be applied to ensure that the Board doesn't immobilise the organisation. The Chair was congratulated for constructing a matrix of decision making committees that overlap sufficiently so such potential tensions are minimised.

- The Chair was thanked for bringing these issues to the Board because in the last major change at Unitec the Academic Board was overtly sidelined. The Board can play a useful role to strike a balance between programme efficiency and the mitigation of risks.

- The focus should not be on the financial aspect but on dealing with the impact on students because of the reduction in finances. NZQA look in depth at how well institutions support transitioning students.

The Chair summed up by saying that communication is key and encouraged Board members involved in other forums to keep sharing and communicating information.

NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE REPORTS

A Subcommittee Chair's Report was submitted for the Postgraduate Research and Scholarships Committee.

> Moved: Simon Tries
> Seconded: Simon Nash

18. ACADEMIC APPROVALS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 6 August, 2018.

19. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 2 July and 7 August, 2018.

20. QUALITY ALIGNMENT BOARD

That Academic Board receives the Minutes of the meeting(s) of 14 August, 2018.

21. RESEARCH COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 9 August, 2018.

22. RESEARCH ETHICS COMMITTEE

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

MOTIONS CARRIED

23. ACADEMIC CALENDAR 2020/2019 (TABLED PAPER)

Moved: Teorongonui Josie Keelan
Seconded: Simon Tries

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.

MOTIONS CARRIED

Hung Ngo (Principal Scheduler, Operations) spoke to this paper and advised that he had discussed changing the last day of each semester from Friday to Sunday with Simon Tries and Decision Support. He said implementation of such a change would have a minimum impact and would also prevent a large number of manual changes having to be done in the Student Administration System.

24. REVIEW OF SEMESTERISED DELIVERY (TABLED PAPER)

Moved: Simon Nash
Seconded: Simon Tries

That the Academic Board endorses the recommendation from the Working Party for:

(1) Further discussion and research with a wider group at Unitec and elsewhere to capture existing knowledge and further gauge interest and issues and gather recommendations;
(2) Conducting a small number of pilots in 2019 with willing programme teams.

MOTION CARRIED

Simon Nash advised that the working party decided that further discussion and work was needed and he will facilitate this and provide the Board with regular progress reports.

The Chair noted that running pilots, instead of doing a major overhaul, was a good way to progress this work.

ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS

NEXT MEETING DATE

Tuesday 25 September, 2018 at 9.00a.m. Building 183-1104

Agenda deadline for the next meeting is 5pm Friday 14 September, 2018.

Merran Davis (Chair)