# Academic Board

Tuesday 25 September 2018 at 9.00am

Building 183-1104

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

| | | |
|---|---|---|
| Simon Tries (Acting Chair) | Marcus Williams | Mark McNeill |
| Annette Pitovao | Vanessa Byrnes | Nick Sheppard |
| David Glover | Chris King | Falaniko Tominiko |
| Rosie Stanton | Teorongonui Josie Keelan | |

## HUNGA MAHI/IN ATTENDANCE

Anna Wheeler (Manager Resources Library and Learning Commons) Proxy for Annette Pitovao

## KARAKIA

## NGĀ KUPU ARATAKI/ PRELIMINARIES

## NGĀ WHAKAPĀHA/ APOLOGIES

Moved:      Mark McNeill
Seconded:   Falaniko Tominiko

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

| | | |
|---|---|---|
| Merran Davis | Simon Nash | Matalena O'Mara |
| Debra Robertson-Welsh | Murray Bain | Craig Hilton |
| Annette Pitovao (for early departure) | | |

**MOTION CARRIED**

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

Moved:      Nick Sheppard
Seconded:   Teorongonui Josie Keelan

*That Academic Board approves the Minutes of the meeting of 28 August, 2018.*

**MOTION CARRIED**

## 2.  ACADEMIC BOARD MEMBERSHIP

## 3.  MAHIA ATU/MATTERS ARISING

## 4.  ACTIONS

| Date of Meeting where Action Item was raised | Action | Responsibility | Status | Action Item # |
|---|---|---|---|---|
| 5 June 2018; 3 July 2018; 31 July 2018 | To bring the finalised work plans to the Board. | Dean, Health & Community and Environmental & Animal Sciences | Yet to be completed | 1 |
| 3 July 2018; 31 July 2018; 28 August 2018 | To provide an update on the response from each area and the Category 1 Rōpū to the Internal Evaluation Review report sent to them. | Dean, Health & Community and Environmental & Animal Sciences | Yet to be completed | 2 |
| 3 July 2018; 31 July 2018; 28 August 2018 | To submit a final report detailing the format and content of the Academic Board Risk Register. | Manager, Te Korowai Kahurangi | Yet to be completed | 3 |
| 3 July 2018; 31 July 2018; 28 August 2018 | 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. | Manager, Te Korowai Kahurangi | Yet to be completed | 4 |
| 31 July 2018; 28 August 2018 | For Deans to arrange a meeting with the Chair to discuss a narrative for considering the data from the Student Journey Feedback for Programme Evaluation Plans (PEP). | Deans: H&C and E&AS; CIE; B&E and HT. | Yet to be completed | 5 |
| 31 July 2018; 28 August 2018 | To provide a formal response on progress with PEPs | Deans | Yet to be completed | 6 |
| 31 July 2018; 28 August 2018 | To advise the Board of the Māori name for the Student Charter document. | Director, Student Success | Yet to be completed | 7 |
| 28 August 2018 | 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 the Tertiary Education Commission (TEC) methodology around course completion and retention calculations and student progression into higher qualifications. | Manager, Te Korowai Kahurangi, Chief Financial Officer and Kay Bramley | Completed | 8 |
| 28 August 2018 | To submit amended membership and terms of reference for the Postgraduate Research and Scholarships Committee. | Dean, Research and Enterprise | Completed | 9 |
| 28 August 2018 | To submit amended membership and terms of reference for the Academic Board. | Manager, Te Korowai Kahurangi | Completed | 10 |
| 28 August 2018 | To take the issue around bi-annual reporting to the Quality Alignment Board (QAB) for further discussion. | Manager, Te Korowai Kahurangi | Completed | 11 |
| 28 August 2018 | To submit a paper that will provide clarity around reporting lines and committee functions. | Manager, Te Korowai Kahurangi, Director, Ako | Completed | 12 |

| 28 August 2018 | To provide regular progress reports about the Review of Semesterised Delivery. | Director, Ako | Yet to be completed | 13 |
|---|---|---|---|---|
| 28 August 2018 | To provide a paper outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas. | Chair, Academic Board | Yet to be completed | 14 |
| 25 September 2018 | To discuss with the Chair about whether an extra Academic Board meeting should be convened to specifically discuss impact statements. | Manager, Te Korowai Kahurangi | Yet to be completed | 15 |
| 25 September 2018 | To discuss the timeframe clash on the week beginning 15 October for the mock panels for the EER and the expressions of interest from staff for the new roles created by the Renewal Plan with the Chief Executive and Mary Johnston (Executive Director, People and Safety) and report back accordingly. | Chief Financial Officer | Yet to be completed | 16 |
| 25 September 2018 | To send the Internal Evaluation and Review Action Tracker to Academic Board members. | Head of Academic Quality Enhancement | Yet to be completed | 17 |
| 25 September 2018 | To investigate and determine which committees should deal with what level of student issue or complaint | Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success and Manager, Te Korowai Kahurangi | Yet to be completed | 18 |
| 25 September 2018 | To send a request to all Heads of Practice Pathway (HOPP) and associated Academic Quality Administrators for those areas that do not have an existing student disciplinary register to provide one after the EER and those that do to send it through as soon as possible. | Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success | Yet to be completed | 19 |
| 25 September 2018 | To create an International Improvement and Action Plan in response to the recommendations from the Unitec Internal Evaluation Review of International Student Achievement and Support and the Review of International Function by Arahanga Associates Limited. | Acting Director, International | Yet to be completed | 20 |

Action 8

Simon Tries advised that he had met with Kay Bramley and David Glover and the priority for the Business Intelligence (BI) team would be the set up for 2019 applications, Equivalent Full-Time Student (EFTS) and Enrolments, including the 2019 budget split. It was decided

that the EFTS reporting should be the first priority because Unitec's Educational Performance Indicators (EPI) won't change between now and the year's end.

<u>Action 11</u>

Simon Tries advised that the issue of bi-annual reporting was discussed at QAB and concern was raised that the bi-annual reporting cycle was not frequent enough and quarterly reporting was valuable for evaluation, for sharing with peers and to gain alignment between and across pathways. It was noted that the reports were a useful management tool for HoPPs and were used as a basis for cross pathway conversations. It was suggested that a mechanism was needed to ensure that information was still reported regularly within the bi-annual cycle. Simon Tries noted that the revised reports were intended to be actively maintained and available at any time to alleviate this concern.

<u>Action 14</u>

David Glover gave the Board an update about the Renewal Plan and the three focus areas: Finance, Change and Impact on teaching and students.

(1) <u>Finance</u>

He said that approximately $20 million had been identified, but not yet realised in both service and academic areas towards the financial savings of $25 million required by 2020. He noted that teaching out disestablished programmes is complex and costs will carry into next year. A rigorous reporting regime to TEC is in place and next month we will move to a quarterly reporting cycle. Good progress is being made on planning and identifying required actions.

(2) <u>Change</u>

There are many change proposals going on currently and the goal is to finalise a timeline as soon as possible to provide certainty before the Christmas break for those staff affected by the changes. He said genuine processes have been put in place to achieve solutions and a number of better options have been identified and implemented.

(3) <u>Impact on Teaching and Students</u>

Impact statements are being developed by Network Deans and they will provide a high level of clarity around the impact on teaching and students. He suggested that these impact statements be submitted to the Board so Members have a better understanding of the situation. The impact statements will go first to the Executive Leadership Team for approval, then to the Director Ako, Simon Nash and Manager, Te Korowai Kahurangi, Simon Tries, before coming to the Board. During discussion, it was suggested that the Board meet again specifically to discuss the impact statements and Simon Tries will discuss the issue with the Chair upon her return.


## **WHAKARITENGA O TIROHANGA WHĀNUI/ OVERVIEW REPORTING**

5.  WHAKAWHIWHINGA I NGĀ TOHU MĀTAURANGA/ AWARD OF QUALIFICATIONS

    Moved:        Teorongonui Josie Keelan
    Seconded:     Mark McNeill

    ***That Academic Board confers or awards qualifications to the students as listed at the following Unitec H: Drive location: <u>H:\4. Non-Academic Services\Business and Marketing\Graduation Office\Reference Lists\Lists for Academic Board\2018\2018-09-25 ABMtg 25 Sep 2018.</u>***

    **MOTION CARRIED**


6.  ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018

    Chris King gave an update to the Board and advised that Simon Tries had had a conversation with the Lead NZQA Evaluator, Will Workman about the focus areas for the upcoming External Evaluation and Review (EER). The focus areas will be governance and management,

delivery and outcomes to support International students, delivery and outcomes for Māori learners, Pacific learners, research and Level 9/10 provision. The programme focus areas will tend to look at progression from lower through to higher programmes within different disciplines.

The focus in the Construction, Infrastructure and Engineering Network is likely to be on Level 3 and 4 qualifications in building, plumbing and automotive. This is a very wide scope and it was suggested that one area be chosen if the review is to take place in just one day. Planning for the next five weeks includes two weeks of workshops to address the range of needs for each area and in the week beginning 15 October, tertiary education project specialists, Arahanga Associates Limited will run mock panels with some focus areas.

Simon Tries has a follow up meeting tomorrow with Will Workman to finalise focus areas, bearing in mind that they may be subject to change, and then Mr Workman will meet with Academic Board on Tuesday 2 October.

During discussion, the following feedback was given:
- One week was an intense timeline and has Mr Workman conducted a review in this short timeframe before? Simon Tries advised that he had queried the short timeframe and Mr Workman was confident that it could be completed. However, the schedule is still draft and subject to NZQA approval. A final outcome should be known by Wednesday 3 October.
- Chris King advised that he hoped to provide the working plan in the week beginning 15 October and that will allow for three weeks to collect the required documentation.
- Some areas had not been through the Internal Evaluation Review process and would therefore require extra tuition and support, however, the two weeks of workshops should solve this issue.
- The week beginning 15 October was also the week assigned for expressions of interest from staff for the new roles created by the Renewal Plan and a number of Heads of Practice Pathway and Deans will no longer have a role and this was a big risk for Unitec. Chris King advised that this issue will be discussed as a potential risk by the Category 1 Rōpu. David Glover advised that he will raise this timeframe clash with the Chief Executive and Mary Johnston (Executive Director, People and Safety) and report back accordingly. It was noted that the evaluators are very experienced and will have experienced this sort of situation and will take into account for the evaluation by the panel.
- The EER project team will discuss roles and responsibilities for supporting the EER and identify the extent of involvement of Business Administrators and Academic Quality Administrators and co-ordinate and provide assistance where required.


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 the review of the New Zealand Diploma in Engineering (Level 6) where a strand in Fire Engineering was added will have no impact for Unitec. Chris King referred to the review of the English language group of qualifications and suggested that it would be good for Unitec to collaborate with other institutions to provide a united response to NZQA. Teorongonui Josie Keelan suggested that the embedding of mātauranga Māori should be included into the framework for qualifications from the beginning.

(ii) Programme Development Report
Simon Tries gave a brief update and advised that the Bachelor of Policing and the Postgraduate Diploma in Applied Practice (Detective) programme proposals were being resubmitted to the Academic Approvals Committee this week. A request was made for the programmes being put on hold to also be included in the report and he confirmed that Programme Development Report was owned by Te Korowai Kahurangi and the

connection to marketing for programmes listed in the report was at an individual programme level.

(iii) <u>Monitoring of Degrees at Unitec</u>
Simon Tries advised that monitoring of degrees was progressing as planned.

(iv) <u>Moderation Audit Project Report</u>
Simon Tries said he would 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 was completed.


# NGĀ PŪRONGO/INFORMATION PAPERS

8.  REVIEW OF INTERNATIONAL

Moved:          Nick Sheppard
Seconded:    Marcus Williams

> *That Academic Board receives the two reviews of International, the Unitec Internal Evaluation Review of International Student Achievement and Support and the Review of International Function by Arahanga Associates Limited, and notes that an International Improvement and Action Plan will be created in response to the recommendations of these two reports.*

**MOTION CARRIED**

Nick Sheppard advised that as Interim International Director, he had asked that all actions from the reviews be pulled together into one central improvement and action plan tracker that links the IER, the EER and code of compliance. The tracker will clearly show what action plans have been completed and what plans have yet to be done.


9.  NETWORK RESPONSE TO THE EXTERNAL REVIEW OF PLUMBING, DRAINLAYING AND GASFITTING

Moved:          Mark McNeill
Seconded:    Nick Sheppard

> *That Academic Board receives the Network Response to the external review of Plumbing, Drainlaying and Gasfitting.*

**MOTION CARRIED**

Mark McNeill noted that Unitec had received a letter from NZQA, Government and industry expressing concern about Unitec's plumbing, drainlaying and gasfitting programmes. NZQA requested that an investigation be conducted and Arahanga Associates Limited were contracted and they provided a robust report with 14 recommendations. A project team has been formed to consider and implement the actions, working with the plumbing, drainlaying and gasfitting team.

Plumbing, drainlaying and gasfitting is likely to be a focus area and although this is one of the biggest risk areas for Unitec, he has high confidence in the skill set of the project team. He said he didn't intend to provide the report to the EER panel at this stage, however, it is referenced in the Self-Assessment Report and can be discussed with the evaluation panel during the panel visit, if required.

He said he had requested a further self-assessment report on an area of tension with Māori and Pacific Trades Training (MPTT) Auckland around Industry Training Organisation (ITO) apprenticeships versus Unitec's managed apprenticeships. This area was a priority focus because we need to get good conversion into ITO apprenticeships and ensure student and industry needs were being met.

Members raised the following points during discussion:

- Will the self-assessment report requested be framed around Tertiary Education Institutions (TEI) and the six Key Evaluative Questions (KEQ)? The MPTT Co-Chair has been asked to provide an honest and open review using the KEQs as a framework.

- Has the new Māori leader in that space been contacted? No, not yet as contact to date has been with Sam Sefuiva, Co-Chair of MPPT Auckland.

- Should the MPPT review go to the EER? It was agreed that the plan go to the EER as evidence of total transparency.

- Improvement to success and retention statistics for Māori and Pacific students in the trades space is critical.

## 10. INTERNAL EVALUATION AND REVIEW UPDATE

Moved:        Teorongonui Josie Keelan
Seconded:    Annette Pitovao

*That Academic Board receives the update of recommendations following the Internal Evaluation and Review activity carried out in June 2018.*

**MOTION CARRIED**

Chris King noted that this paper was a summary of the work done with Arahanga Associates Limited and all recommendations were themed at a high level. Individual focus area reports and recommendations will be addressed at PAQCs and those with institutional level themes will be addressed through the Category 1 Rōpu. A tracking document has been created and he will send it to Board members for their information.

## 11. ACADEMIC BOARD MEMBERSHIP ROLES FOR 2018

Moved:        Marcus Williams
Seconded:    Mark McNeill

*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 CARRIED**

## 12. DATA CONSISTENCY PROJECT

Moved:        Simon Tries
Seconded:    Chris King

*That Academic Board notes that Te Korowai Kahurangi will shortly commence a Data Consistency Project aimed at ensuring that data/information held in various*

*Unitec systems continues to align with that which has been approved by the New Zealand Qualifications Authority (NZQA) and the Tertiary Education Commission (TEC) as detailed in definitive programme documentation.*

**MOTION CARRIED**

Simon Tries advised that scoping of this project is expected to be completed by mid to late October 2018, with the project initiated upon completion of the scope. Members of the project had not been identified to date and an update on progress will be provided to the Board at its November meeting. Members suggested that a financial element be included in the scope and a specific location created for academic leader information for students to access easily.

## 13. ACADEMIC BOARD SUBCOMMITTEES – REPORTING LINES AND FUNCTIONS

Moved:          Simon Tries
Seconded:     Marcus Williams

*That Academic Board notes the reporting lines and functions of each Academic Board subcommittee within the new Unitec committee structure.*

**MOTION CARRIED**

Simon Tries advised that this paper was submitted in response to a request at the previous Board meeting to provide clarity around subcommittee reporting lines and functions.

During discussion, the following points were raised:

- Formal student complaints and summaries of complaint themes should go to the monthly QAB meetings who report back to PAQCs. Where do programme specific complaints go? Simon Tries advised that they should go to Steve Marshall in Te Korowai Kahurangi who will ensure they are distributed to the appropriate PAQC.

- Teorongonui Josie Keelan said that the Ako Ahimura Learning and Teaching Committee should still receive student issues and complaints. It was suggested that going to numerous committees may potentially create confusion and variation around how student issues and complaints are dealt with.

- It was determined that student issues and complaints would be provided to both the Ako Ahimura Learning and Teaching Committee and the QAB via a single report with recommendations within the report about which committee should consider relevant aspects.

After discussion, it was agreed that this process needed to be clarified and Anna Wheeler (Manager Resources Library and Learning Commons) and Simon Tries were tasked to investigate to determine an appropriate approach and report back to the Board.

## 14. PROGRAMME EVALUATION PLAN (PEP) 2018 UPDATE

Moved:          Falaniko Tominiko
Seconded:     Mark McNeill

*That Academic Board receives the Programme Evaluation Plan 2018 Update.*

**MOTION CARRIED**

Simon Tries advised that all PEPs are due to go to QAB by 14 October.

## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

## 15. RESEARCH PRODUCTIVITY TRAFFIC LIGHT

Moved:          Marcus Williams
Seconded:     David Glover

*That the Academic Board approves the following changes to terms of reference for the Research Productivity Traffic Light:*

*Part-time staff with a Full-time Equivalent (FTE) of less than 0.5 are expected to produce one research output per two years to achieve research active status.*

**MOTION CARRIED**

Marcus Williams advised that feedback from staff had prompted the change to make research activity more equitable for part-time staff and after robust discussion the change proposal was agreed upon. He said that although the change would impact longitudinal data, analysis indicated that the change would be minimal.

## 16. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Moved:        Marcus Williams
Seconded:    Falaniko Tominiko

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

**MOTION CARRIED**

Marcus Williams noted that this committee had met three times since its reinstatement and support from their Academic Quality Administrator, Hamza Qazi, has been excellent. He said that the purpose of the committee will need to be reviewed once the scale of changes from the programme ratification is known.

## 17. STUDENT DISCIPLINARY STATUTE

Moved:        Anna Wheeler (Proxy for Annette Pitovao)
Seconded:    Marcus Williams

> *That Academic Board approves the following changes to the Student Disciplinary Statute and the Student Disciplinary Investigation Record to take effect immediately:*
>
> 1. *Amend section 4.11 of the Student Disciplinary Statute as set out in Appendix A\**
> 2. *Amend associated parts of the 'Student Disciplinary Investigation Record' form as set out in Appendix B\*.*
> 3. *Replace all mentions of the 'Director of Pou Aroha' with the 'Director of Student Success'.*
> 4. *Replace the mention of the 'Doc Owner: Chief Operating Officer' in the footer of the document with the Executive Director Student Experience*
> 5. *Replace the 'Document owner: Executive Dean responsible for Academic Development' under the 'document details' section with the 'Executive Director Student Experience.*

**MOTION CARRIED**

**\*** Appendices are held at H Drive location: <u>H:\2. Academic Development\E-Academic Library\2.0 Committees\ACADEMIC BOARD COMMITTEE\Agenda Papers - Individual\2018 Meetings\2018-09-25</u>

Anna Wheeler noted that the main change was the creation of a central register (currently student disciplinary registers are held separately by practice pathways) of student disciplinary actions that will provide a better overview across Unitec of common areas of misconduct which can then be targeted so communication to students about conduct expectations can be improved. She requested that the Board provide an action date for practice pathways to submit their individual registers for inclusion in the central register.

During discussion, the following points were raised:
- Data from years prior to 2018 may be useful.
- Concern was expressed that more work was expected to be done at an extremely busy time.
- Some practice pathways do not have a register and creating one could be difficult.

After discussion, it was agreed that those areas that do <u>not</u> have an existing register can provide one after the EER and those that do can send it through as soon as possible. Anna Wheeler will send a request to all Heads of Practice Pathway and associated Academic Quality Administrators to this end.

## 18. ACADEMIC RISK MANAGEMENT

*That Academic Board considers the proposed approach to managing Academic Risk at Unitec and, if agreed:*

- o *adopts the approach outlined*
- o *determines the owner of each Academic Risk Category*
- o *agrees a time frame for completion of the Academic Risk Register*
- o *agrees a timeframe for the completion of the current Issues management approach.*

**MOTION WITHDRAWN**

Simon Tries noted that establishing a risk register that was a useful tool for the Academic Board was challenging and he suggested that a pragmatic approach be taken where eight risk categories are identified and the owner of each risk category is responsible for providing updates on progress. He suggested that the Board look at one area in depth at each meeting while maintaining an overall view. The Board doesn't necessarily need to know the details of the risk as it only needs assurance that the risk is being addressed. Members gave the following feedback:

- Past issues occurred because risks were not elevated through relevant committees to the Board and although we raise risks and issues through the QAB and PAQCs, a clear process outlining what committee each risk category should go to is required.

- A key message from the Audit and Risk Team was to ensure clear accountability for the management of risks.

- The risk of failing to meet parity for priority groups needs to have its own category in the risk register. This was important for these students. It was also noted that failure to meet TECs requirements in this space would also involve loss of funding.

- The key component for Academic Board was management and oversight and those risks involving management aspects must be clearly identified in the risk categories.

- Ownership of this work was yet to be determined but once it was, the work needs to be included in job descriptions to ensure accountability.

- Many risks were not elevated as Unitec doesn't have a high level of trust and staff need to be encouraged to report risks.

- The Health and Safety reporting model could be used as this model has helped with getting staff to report risks.

After discussion, it was agreed that Simon Tries refine the proposal further using feedback from Members and submit a final report at the next Board meeting. The motion was withdrawn.

## 19. CHANGE OF NAME FOR THE PROGRAMME ACTIONS AND QUALITY COMMITTEE

Moved:        Vanessa Byrnes
Seconded:     Falaniko Tominiko

*That the Academic Board approves the name change for the 'Programme <u>Actions and</u> Quality Committee' to become 'Programme <u>Academic</u> Quality Committee'.*

**MOTION CARRIED**

The proposal was discussed by the Board and it was agreed that as committees are stewards of academic quality and the PAQCs report to the Ako Ahimura Learning and Teaching Committee and the QAB, which are academic committees, then the academic reference in the

committee name was more appropriate. Rosie Stanton, the student representative, commented that students prefer simple names for committees that identify clearly what the purpose of the committee is.

20. EFFECTIVE SUSPENSION DATES FOR PROGRAMMES UNDER THE UNITEC RENEWAL PLAN

Moved: Simon Tries
Seconded: Marcus Williams

*That the Academic Board approves:*

1. *Initiating the 'Exclude from New Admissions' function in the Peoplesoft Student Administration System for programmes or parts of programmes (i.e. Majors/Specialisations) determined by the Unitec Renewal Plan for closure (see list below).*
2. *Initiating the withdrawal of programmes based on their 'discontinue' date as determined by the Renewal Plan.*
3. *Publish advance warning of programme closure dates on all affected programme web pages with indications of the arrangements for student transition and completion of their qualifications.*
4. *Change 'Main Programme' for any courses that are currently located in any expiring programme and that will continue to be utilised in another programme.*

The motion was moved subject to confirmation of the programmes by the Network Deans.

| Programme Code | Programme Name | Closure actions |
|---|---|---|
| BA [EAL] | Bachelor of Arts (EAL) | Whole Programme, All Majors |
| BIC | Bachelor of Communications | Whole Programme, All Majors, Honours and Double Degree |
| GDEC | Graduate Diploma in Event Communication | Whole Programme |
| MIC | Master of International Communications | Whole Programme |
| PGDIC | Postgraduate Diploma in International Communications | Whole Programme |
| GLANG | Short courses in Languages | All |
| GCEAL | Grad Cert English as an Additional Language | Whole Programme |
| NZCEL2 | NZ Certificate in English Language L2 | Whole Programme |
| NZCEL3 | NZ Certificate in English Language L3 | General & Workplace Majors |
| NZCEL4 | NZ Certificate in English Language L4 | General & Workplace Majors |
| DCOMP | Doctor of Computing | Whole Programme |
| NZCSP | NZ Certificate in Study and Career Preparation L4 | Music Pathway |
| DCMUS | Diploma in Contemporary Music | Whole Programme MROQ. Expires 30/09/21. |
| MDESN | Master of Design | Whole Programme |

| BASHB | Bachelor of Applied Science (Human Biology) | Whole Programme |
|---|---|---|
| BHSD | Bachelor of Health and Social Development | Whole Programme |
| MAP | Master of Applied Practice | 'Without Specialisation' only |
| PGDAP | Postgraduate Diploma in Applied Practice | 'Without Specialisation' only |
| PGCAP | Postgraduate Certificate in Applied Practice | 'Without Specialisation' only |
| BSPT | Bachelor of Sport | Whole Programme |
| MED | Master of Education | Whole Programme |
| PGDED | Postgraduate Diploma in Education | Whole Programme |
| MEDM | Master of Educational Leadership and Management | Whole Programme |
| PGDSM | Postgraduate Diploma in Educational Leadership and Management | Whole Programme |
| PGCEL | Postgraduate Certificate in Educational Leadership and Management | Whole Programme |
| PHD | Doctor of Philosophy (Education) | Whole Programme |
| BAT | Bachelor of Applied Technology | Specialisations: Building Electrotechnology Furniture Making Joinery Marine Plumbing and Gasfitting |

**MOTION CARRIED**

It was confirmed that communication to affected students included an assurance that their qualification would still be valid and have value even though Unitec would cease to offer it. A request was made for him to send the list to Network Deans to verify that details for their programmes were correct.

Rosie Stanton advised that students were concerned about teaching quality and they needed reassurance that teaching quality would not be compromised. It was agreed that she follow this issue up with Matalena O'Mara and Simon Nash.

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

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

22. RENEWAL PLAN (UPDATE AT MEETING)

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

## NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE REPORTS

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

Moved:     Falaniko Tominiko

Seconded:     Marcus Williams

23. ACADEMIC APPROVALS COMMITTEE

*That Academic Board receives the Minutes of the meeting(s) of 27 August and 5 September, 2018.*

24. ACADEMIC BOARD STANDING COMMITTEE

*That Academic Board receives the Minutes of the meeting(s) of 29-31 August and 12-14 September, 2018.*

25. AKO AHIMURA LEARNING AND TEACHING COMMITTEE

*That Academic Board receives the Minutes of the meeting(s) of 23 August, 2018.*

26. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE

*That Academic Board receives the Minutes of the meeting(s) of 4 September, 2018.*

27. QUALITY ALIGNMENT BOARD

*That Academic Board receives the Minutes of the meeting(s) of 11 September, 2018.*

28. RESEARCH COMMITTEE

*That Academic Board receives the Minutes of the meeting(s) of 13 September, 2018.*

**MOTIONS CARRIED**

It was noted that the Chair of the Ako Ahimura Learning and Teaching Committee had changed from Teorongonui Josie Keelan to Simon Nash.

## ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS

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

All agenda papers are held at H Drive location: H:\2. Academic Development\E-Academic Library\2.0 Committees\ACADEMIC BOARD COMMITTEE\Agenda Papers - Individual\2018 Meetings

## NEXT MEETING DATE

Tuesday 23 October, 2018 at 9.00a.m. Building 112-4001

Agenda deadline for the next meeting is 5pm Friday 12 October, 2018.

Simon Tries (Acting Chair)