



# minutes

## Academic Board

---

Tuesday 23 October 2018 at 9.00 am  
Building 112-4001

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

Merran Davis (Chair)	Annette Pitovao	Chris King
Craig Hilton	Debra Robertson-Welsh	Falaniko Tominiko
Marcus Williams	Nick Sheppard	Simon Tries

### HUNGA MAHI/IN ATTENDANCE

Kay Bramley (Head of Business Intelligence Capability Centre)  
Murray Strong (Crown Commissioner)  
Steve Marshall (Programme Development Partner)

### KARAKIA

#### NGĀ KUPU ARATAKI/ PRELIMINARIES

The Chair welcomed members and advised, as the meeting was inquorate, all Agenda items requiring approval will be moved forward to either a Standing Academic Board or Executive Action.

She noted that this was set as the last meeting for outgoing student president, Matalena O'Mara, replaced by incoming student president Helen Vea. Both were unable to attend today. In her absence, the Chair thanked Matalena for her contribution and will send a formal letter of thanks from the Academic Board.

### NGĀ WHAKAPĀHA/ APOLOGIES

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

Craig Hilton	David Glover	Mark McNeill
Matalena O'Mara	Murray Bain	Vanessa Byrnes
Helen Vea		

**APOLOGIES NOTED**

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

***That Academic Board approves the Minutes of the meeting of 25 September, 2018.***

**MOTION APPROVAL DEFERRED**

## 2. ACADEMIC BOARD MEMBERSHIP

## 3. MAHIA ATU/MATTERS ARISING

- Marcus Williams pointed to the Academic Board Membership list in the Minutes of the last Meeting which has not been updated to reflect an earlier agreement to have a teaching research and staff member added to the membership.

Acton: Paula Wilkinson to follow-up with Karen Miller for verification from the transcript and bring it back to the next AB meeting.

- In addition, Marcus advised that he is not the Chair of UREC, which by Statute must have an external Chair. UREC Chair is Dr Maria Humphries-Kil.
- As MindLab is now a PTE, there is no requirement now to have a member on Academic Board.

Action: This will be brought to the next Academic Board

- Chris King informed corrections to 6.0 ACADEMIC QUALITY AND EXTERNAL EVALUATION AND REVIEW 2018, PG. 6 AS BELOW:

Paragraph 3: *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.*

Bullet point 3: *Some areas had not been through the Internal Evaluation Review process.*

- Steve Marshall noted that the list under 20. EFFECTIVE SUSPENSION DATES FOR PROGRAMMES UNDER THE UNITEC RENEWAL PLAN required confirmation, with questions remaining around which NZCEL programmes were affected.

Chris King added that clarification was required regarding papers that get taught in the construction pathway that sit under the BAEAL Programme.

Steve confirmed that TKK can assist with finding where courses are centred and will update the list when the final transition plans are confirmed.

Acton: Steve Marshall will update the list.

## 4. ACTIONS

Action raised Updated	Action	Responsibility	Status	Action Item #
2018-05-06 Updated 2018-10-23	To bring the finalised work plans to the Academic Board – next meeting.	Dean, Health & Community and Environmental & Animal Sciences	Yet to be completed	1
2018-07-03 Updated 2018-10-23	To provide an update on the response from each area and the Category I Rōpu to the Internal Evaluation Review Report sent to them	Dean, Health & Community and Environmental & Animal sciences	Completed	2

2018-07-03  Updated 2018-10-23	Final report detailing the format and content of the Academic Board Risk Register to be brought to first meeting of Academic Board 2019.  Simon Tries to follow-up with Merran Davis on planned changes.	Chair, Academic Board and Manager, Te Korowai Kahurangi	Yet to be completed	3
2018-07-03  Updated 2018-10-23	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. Report will be submitted to next Academic Board who will then instruct QAB.	Programme Development Partner Steve Marshall	Yet to be completed	4
2018-07-31  Updated 2018-10-23	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)  Nick Sheppard thanked Kay Bramley and her team for the excellent DATA, confirming that this has allowed key themes to be brought into an action plan for 2019.  Debra Robertson-Welsh will report to the next AB	Deans:  H&C and E&AS; CIE; B&E and HT.	Completed    Yet to complete	5
2018-07-31  Updated 2018-10-23	To provide a formal response on progress with PEPs	Deans	completed	6
2018-07-31  Updated 2018-10-23	To advise the Board of the Māori name for the Student Charter document. Will report at the next AB.	Director, Student Success	Yet to be completed	7
2018-08-28  Updated 2018-10-23	To provide regular progress reports about the Review of Semesterised Delivery. To provide update at next AB	Director, Ako	Yet to be completed	8
2018-08-28  Updated 2018-10-23	To provide a paper outlining the rationale for the Renewal Plan and detailing the responses from consultation with various areas. Will provide paper at next AB	Chair, Academic Board	Yet to be completed	9
2018-09-25  Updated 2018-10-23	Manager, TTK to discuss with the Chair about whether an extra Academic Board meeting should be convened to specifically discuss impact statements. Will provide report at next AB.	Chair, Academic Board	Yet to be completed	10
2018-09-25  Updated 2018-10-23	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	Completed	11
2018-09-25  Updated 2018-10-23	To send the Internal Evaluation and Review Action Tracker to Academic Board members.  Completed.	Head of Academic Quality Enhancement	Completed	12

2018-09-25  Updated 2018-10-23	To investigate and determine which committees should deal with what level of student issue or complaint  Completed.	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success and Manager, Te Korowai Kahurangi	Completed	13
25 September 2018  Updated 2018-10-23	To send a request to all Heads of Practice Pathway (HOPP) and associated Academic Quality Administrators for those areas that do <u>not</u> have an existing student disciplinary register to provide one after the EER and those that <u>do</u> to send it through as soon as possible.  Two responses had been received and a draft template had been created for Pathways.	Anna Wheeler (Manager Resources Library and Learning Commons) for Director, Student Success	Completed	14
25 September 2018  Updated 2018-10-23	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.  Nick Sheppard confirmed this is a centralised living document that will be continually updated.	Acting Director, International	Completed	15

#### Action 4

Simon Tries advised that to date 50% of Semester 1 PEPs have been completed and submitted. The due date was 12<sup>th</sup> October.

The Chair reflected that quite apart from the EER, this is basic academic practice which requires consistent professional accountability.

Members discussed fragmentation as a key concern which contributes to a number of major issues with the delivery of PEPs which includes:

- The establishment of the role of Academic Leader.
- Data not being entered on time due to variation in enrolments which can take 5-7 weeks to process.
- PEPs not being delivered for planned proof reading with no communication from Programme as to reasons or timeline.
- PEPs may be considered an overly big responsibility.

The Chair noted the current move to strengthen the Academic Leader level of management and agreed there is a need for a simple easy process. She stressed, one of the objectives of ATOM is to address potential academic administration bottlenecks, and this needs to be monitored and followed-up.

#### Missing grades

Simon Tries raised the issue of missing grades in the system, around 7000 in 2017, which has an impact on success rates but importantly may also impact the student in terms of not getting their grades. He stressed blank grades is a legacy issue which is being addressed and monitored by Te Korowai Kahurangi, assisted by the recent addition by BI of a missing grades report to the Academic Dashboard. The intent is to have this completed by end November.

Kay Bramley pointed out that there are irregularities in data with figures, at times, not matching those submitted in SDR because grades are entered late.

The Chair commented that a theme has emerged and asked members to consider a positive way forward, to promote actions that will resolve these legacy issues. She pointed to the new committee structure / committee reporting, which could address some of the fundamental accountabilities and inconsistencies. She suggested a workshop early in 2019 be set to look at the Academic Board, Unitec Ako Ahimura and Quality Alignment Board, with regard to clarity around roles, responsibilities, work plans and reporting.

In summary, she identified two issues:

- Quality and accuracy of data
- Capability around understanding and using the data.

It was agreed that Steve Marshall would provide a report contextualising legacy issues at the next Academic Board meeting. Academic Board would then instruct QAB.

Action: Steve Marshall to provide report to next Academic Board meeting.

### Action 13

Simon Tries confirmed he had a discussion with Anna Wheeler who recommended complaints be dealt with as close to the source as possible, as quickly as possible. Further, a committee should not really be involved in terms of dealing with the process, but should be receiving a regular report which tracked outcomes. This report could be bi-annual or annual.

Annette Pitovao advised the Corrective Action Register will be owned by Student Success for now and they will also keep a monitoring eye over the continuous improvement in that register.

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

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

***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\2018-10-23 ABMtq 23 Oct 2018](#)***

**MOTION DEFERRED TO ACADEMIC BOARD STANDING COMMITTEE**

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

Debra Robertson-Welsh highlighted 10 key observations from Arahanga which is published in her Newsletter on the Nest.

1. The teams presented in a much more coordinated and confident way in comparison to the IER conversations (internal evaluation review we did in June this year).
2. The evaluators heard about some really good things happening around Unitec. On the flip side, some of our information could have been presented in a more positive way.
3. Something we are constantly reminding our students that we should do ourselves: make sure you understand the question being asked, or ask for it to be repeated or re-phrased until you understand it, then answer it.
4. Self-assessment evidence and improved outcomes brought about by self-assessment activities was patchy. We need to link our commentary to evidence.
5. A typical opening question might be, "So how are your students doing?" We need to know what success looks like and how we know our students are successful.
6. When using surveys and statistics in response to the questions, be clear about which surveys you are quoting from and know the participation rate. We need to know and own where our data comes from.

7. Graduate outcomes are much more than the graduate data survey results. It could be gaining employment, registration, or a place on a higher level qualification. It could be feedback from employers or teaching staff that our graduates are doing well and adding value.
8. Speak confidently to our evaluative framework. An example of this would be making links to the Tertiary Evaluation Indicators (TEIs) or the Key Evaluation Questions (KEQs). In other words, be clear about what our information links to. I feel a one-pager coming soon...
9. For an 'in progress' example, such as explaining initiatives or activities put in place in response to an identified gap or weakness, emphasise the evidence base (the "why") it gives you confidence of an improved outcome.
10. Linked to the previous point, remember KEQs 3-6 are process-related so an example would be PAQCs being reinstated. We know it will improve matters because it has oversight of academic quality at programme level in alignment with previous programme committees.

In terms of specific feedback about the Academic Board session, Debra noted:

- They wanted to know more about the sub-committees of the Academic Board.
- They talk about the evaluative framework.
- What confidence we have in compliance
- Keep it short and succinct
- Don't repeat what others have said
- Listen carefully to questions
- Questions about achievement
- Trust and culture change is evidence
- Suggested Debra take the lead

Members expressed an interest in meeting for another debrief to provide clarity on who would take the lead in response to questions asked.

Chair agreed that the Academic Board has a responsibility in academic governance and will follow-up with Cathy Tyler to set up a meeting. She expressed confidence that the essential work was being done and formally acknowledged the EER Team – Debra Robertson-Welsh, Chris King, Simon Nash, Simon Tries and those with key leadership roles, Nick Sheppard, Marcus Williams and the TKK team that have provided huge support.

Action: Cathy Tyler to set up meeting for debrief.
--

## 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 Scholarship Subject List Review is complete. The EER of Te Wānanga O Aotearoa has 5 bullet points which reflect the work that Unitec also has to do. In particular work on consistent collation and analysis of graduate outcomes and across programmes to inform performance.

### (ii) Programme Development Report

Simon Tries gave a brief update and advised that NZQA has asked Unitec to consider withdrawing the Bachelor of Geospatial Science or they will decline it. He acknowledged that it has been through many iterations and has been assessed by the new Academic Approvals Committee.

Steve Marshall noted the New Zealand Certificate in Plumbing and Drainlaying (L4), (124436-1) Training Scheme for the Nursing Competency Assessment Programme, (CAP) (L7), [124344-1] and the New Zealand Certificate in Interior Design (Residential, L5) [124438-1], (Commercial, L6) [124439-1]. have been approved. NZQA has requested further information regarding the application for the Bachelor of Veterinary Nursing.

### (iii) Monitoring of Degrees at Unitec

Simon Tries advised that monitoring of degrees was progressing as planned.

### (iv) Moderation Audit Project Report

This was addressed under Action Item 4.

## **WHAKAWHITI KŌRERO/DISCUSSION PAPERS**

## 8. CHANGES TO THE CONDUCT OF STUDENT RESEARCH POLICY AND MASTER GENERIC REGULATIONS

***That Academic Board approves the changes to the Conduct of Student Research Policy and Master Generic Regulations summarised below:***

Conduct of Student Research Policy				
Sr No	Anomaly	Page No	Item No	Recommendation
1	The Dean: Research and Enterprise	1	4	The Dean Research and Enterprise
2	Supervision of Student Research Guidelines	2	4.1.1>4	Supervision "and Advisement" of Student research Guidelines
3	The Supervision of Postgraduate Students Undertaking Research Guidelines governs the relationship between students and supervisors.	2	4.1.2>1	Supervision and Advisement of Student Research Guidelines govern the relationship between the students undertaking postgraduate research and supervisors.
4	The Supervision of Undergraduate Students Undertaking Research Guidelines governs the relationship between students and supervisors.	2	4.1.2>2	Supervision Advisement of Student Research Guidelines governs the relationship between the students undertaking Undergraduate research and supervisors.

Masters Generic Regulation				
Sr No	Anomaly	Page No	Item No	Recommendation
1	<p>The maximum period for completion of a postgraduate diploma will normally be 60 months from the date of commencement of study.</p> <p>In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than 12 months.</p>	3	Enrolment periods > a	<p>The maximum period for completion of a master's degree will be as specified in the Programme Schedule or Programme Regulations and will not normally be exceeding 60 months from the date of commencement of study.</p> <p>In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment for a specified period as specified in the Programme Schedule or Programme Regulations and normally not exceeding 12 months.</p>
2	Dean: Research and Enterprise/Tuapapa Rangahau	3	Enrolment periods > f	Dean Research and Enterprise/Tuapapa Rangahau
3	Such approval shall be noted in the approvals register of the committee responsible for that programme.	4	Approval of Courses of Study > b	Such approval shall be noted in the approvals register of the relevant Academic Authority.
4	A proposal for a thesis, dissertation, or research project topic must meet the requirements of the Te Miro Ako Ahimura Learning and Teaching Committee	4	Supervision of Theses, Dissertations, and Research Projects > a	A proposal for a thesis, dissertation, or research project topic must meet the requirements of the relevant Academic Authority
5	Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors on the recommendation of the relevant Academic Authority.	4	Supervision of Theses, Dissertations, and Research Projects > b	Prior to commencement of a thesis, dissertation, or research project, the relevant Academic Authority shall oversee the appointment of supervisors.
6	The Dean: Research and Enterprise	7	Thesis, Dissertation, and Research Project Examination Regulations > a	The Dean Research and Enterprise/Tuapapa Rangahau (Dean R&E)
7	The Dean Research and Enterprise	multiple	multiple	Dean R&E
8	the Postgraduate Office	7	Thesis, Dissertation, and Research Project Examination > c	Tūāpapa Rangahau
9	.....examiners in order for the thesis to be accepted.....	7	Thesis, Dissertation, and Research Project Examination > d	.....examiners in order for it to be accepted.....
10	the Research Office and Postgraduate Centre	7	Thesis, Dissertation, and Research Project Examination > d	Tūāpapa Rangahau



Marcus Williams advised that this is simply a standard review of the Masters Generic Regulations and conduct of Student Research Policy as a consequence of the re-establishment of the Postgraduate Research and Scholarship Committee (PGRSC). He thanked Hamza Qazi (Academic Quality Administrator) who has been assisting with this work.

He noted, over the last few years there have been nomenclature and name changes to committees, that these two documents also reference various entities such as the Postgraduate Office and Research Office and Postgraduate Centre that have long been disestablished

He informed that his title has now changed from Dean to Director, Research and Enterprise| Tūāpapa Rangahau.

**MOTION APPROVAL DEFERRED**

## 9. ACADEMIC POLICY REVIEW

***That Academic Board:***

### ***1. Approves:***

- ***the commencement of a systematic review of policies and associated procedures along with relevant consultation to ensure they meet Unitec's ongoing requirements; and***

### ***2. Notes:***

- ***that the review of policies and procedures may result in amendments/changes to those previously approved; and***
- ***that the review may suggest changes to the QMF structure as policy and procedure are refined and potentially collapsed into more effective structures; and***
- ***that any proposed changes to structure or content of Policy and Procedure will be approved by Academic Board; and***
- ***that the initial schedule of policy review (see below) will be undertaken as a priority for the start of Semester 1, 2019 with a full schedule of the remainder collated and forwarded to the next Academic Board.***

Simon Tries explained that approval was required to re-commence a systematic review of policies, early in the new year. There will be relevant consultation to ensure they meet Unitec's ongoing requirements.

The Chair reflected that the sector Road Map work may provide an indication of those other institutions we may be working more closely with and the potential impact on this work.

**MOTION APPROVAL DEFERRED**

## 10. GRADUATING AND 5 YEAR PROGRAMME REVIEW SCHEDULE

***That the Academic Board:***

- 1. Confirms the proposed schedule for Graduating and 5 Year Programme Reviews for Degree (and related) Programmes (Level 7 – 10);***
- 2. Notes the arrangements for Programme Review of NZ Certificates and Diplomas (Levels 1 – 6).***

Simon Tries confirmed that all of the degrees have monitors in place.

**MOTION APPROVAL DEFERRED**

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

Murray Strong (Crown Commissioner)

At the heart of any academic institution is academic quality together with the provision of the appropriate range and nature of academic programmes, and the range of requirements for different types of learners at different stages of their career.

While we have students at the core the next wrap around is academic quality and programmes offered. The rest of the organisation sits around this and provides the support, drive and the mechanisms required for delivery.

He commented that Academic Boards have a significant amount of sway as required under the Act and noted there are some responsibilities that come with that. He considered the many challenges currently faced and urged all to look beyond the organisation to gather awareness of imminent changes. At a strategic level, this group offers real value in terms of remaining agile and nimble as possible despite some of the systematic impediments that exist.

One real challenge identified was to invest in the areas of specialisation around academic quality and consistency. If there are areas we know we are really good at then it pays to put the right amount of effort, time and investment into that so that the system in its entirety can benefit from that work, specialisation and expertise.

He spoke of investment goals and aims that includes foundation programmes - levels 1,2, and 3 which can start to change lives:

- Especially in the community - 3000 remand prisoners, there is way to bring education into their lives in a very different way
- Cross agency investment is looking interesting with justice, MSD and some MBIE involvement.
- Provides excitement and energy.

He summed up listing five quality principles:

- Having the right level of academic quality and offering
- Having students going through this process ensuring their interests, their enrolments, engagement, application and the rest of the time they spend in the institution is rich and rewarding.
- Financial stability
- Staff capability is mission critical
- Constant communicating.

When we really focus on these things, especially academic quality, we continue to build groups such as Unitec has.

## 12. RENEWAL PLAN (UPDATE AT MEETING)

The Chair advised that while the EER is elevated as a major focus, the Renewal Plan is underway with virtually all the change proposals out now for review.

She acknowledged those impacted by these changes, noting that the academic restructure has currently embarked on to internal recruitment process.

She confirmed Unitec is on track with savings and cash flow which is monitored in a monthly financial plan, noting a first quarterly report for the Crown, Murray Strong and TEC is now due. This is a broad report which includes commentary for TEC and Minister around staff, students' feedback and other information from the rest of the community about Unitec's performance and how it is tracking. Once this has been signed off it will be sent to Wellington when it will be made public.

Members were informed of the planned TEU stop work meeting Thursday 25<sup>th</sup> October to discuss their response to zero pay rise. Unitec's association with TEU is strong with weekly meetings being held. However, the institute cannot afford to extend a pay rise to all staff which the institute would, ethically, be required to do.

In response to a question on the timeframe for communication to the institution around all the various proposals and changes, the Chair advised more conversation and financial tracking is needed before this is shared.

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

A Subcommittee Chair's Report was submitted for the Academic Approvals Committee, the Postgraduate Research and Scholarships Committee and the Ako Ahimura Learning and Teaching Committee.

### **13. ACADEMIC APPROVALS COMMITTEE**

***That Academic Board receives the Minutes of the meeting(s) of 20-24 and 26 September, 2018.***

### **14. ACADEMIC BOARD STANDING COMMITTEE**

***That Academic Board receives the Minutes of the meeting(s) of 3-5 October, 2018.***

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

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

### **16. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE**

***That Academic Board receives the Minutes of the meeting(s) of 2 October, 2018.***

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

***That Academic Board receives the Minutes of the meeting(s) of 15 August, 2018.***

**MOTIONS APPROVAL DEFERRED**

## **ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS**

Nick Sheppard gave an update on the secondary - tertiary space.

- Our data is starting to roll in for 2018.
- Looks like our straight from school EFTS has increased by 47% since 2017
- 437 enrolments in our secondary school NCEA aligned level 2 and level 3 programmes
- Up from 322 in 2017
- Out of these 437, enrolments 70 are Māori, and 171 are Pacific, including 2 full cohorts of pacific students in 2 of our various pathways.

Nick will put an overview together and bring that to the next Academic Board meeting.

Falaniko Tominiko commended the UPC team and thanked them for their support and partnership.

There being no further business the meeting closed at 10.55 am.

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 4 December, 2018 at 9.00 a.m. Building 183-1045

Agenda deadline for the next meeting is 5 pm Friday 23 November, 2018.

Merran Davis (Chair)