minutes

Academic Board

Tuesday 4 December 2018 at 9.00am
Building 183-1045

MEMA POĀRI TAE Ā–TINANA/BOARD MEMBERS IN ATTENDANCE

Debra Robertson-Welsh (Acting Chair)	Marcus Williams
Rosemary Dewerse (Co-opted for the meeting)	Vanessa Byrnes
Annemarie Meijnen (Proxy for Nick Sheppard)	Simon Nash
Steve Marshall (Proxy for Chris King)	David Glover
Anna Wheeler (Proxy for Annette Pitovao)	Simon Tries
Teorongonui Josie Keelan	Glenn McKay

HUNGA MAHI/IN ATTENDANCE

Karen Miller (Secretary)

KARAKIA
NGĀ KUPU ARATAKI/ PRELIMINARIES

NGĀ WHAKAPĀHA/ APOLOGIES

That Academic Board notes the apologies for the meeting.

Daniel Fuemana	Mark McNeill	Nick Sheppard
Craig Hilton	Annette Pitovao	Helen Vea
Merran Davis	Chris King	Falaniko Tominiko
Murray Bain		

Moved: Simon Tries
Seconded: Steve Marshall

MOTION CARRIED

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

That Academic Board approves the Minutes of the meeting of 23 October, 2018.

Moved: Debra Robertson-Welsh
Seconded: Simon Tries

MOTION CARRIED

The following recommendations that were not put at the 23 October 2018 meeting because the meeting was inquorate were put at this meeting.

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	The maximum period for completion of a postgraduate diploma will normally be 60 months from the date of commencement of study. In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than 12 months.	3	Enrolment periods > a	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. 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.
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

Moved: Marcus Williams
Seconded: Simon Nash

MOTION CARRIED

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.**

Moved: Marcus Williams
Seconded: Simon Nash

MOTION CARRIED

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).

Moved: Steve Marshall
Seconded: Annemarie Meijnen

MOTION CARRIED

SUBCOMMITTEE REPORTS

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.

Moved: Marcus Williams
Seconded: Simon Tries

MOTION CARRIED

2.   ACADEMIC BOARD MEMBERSHIP

3.   MAHIA ATU/MATTERS ARISING

4.   ACTIONS

Date of Meeting where Action Item was first raised	Item No.	Action	Responsibility	Status
2018-05-06	1	**Finalised work plans** To bring to the Academic Board meeting of 4 December 2018.	Debra Robertson-Welsh	Completed
2018-07-03	2	**Academic Board Risk Register** To provide a final report detailing the format and content of this to **the first meeting of Academic Board 2019.**	Simon Tries	Yet to be completed
2018-07-03	3	**Outcomes from the Moderation Audit Project Report** To provide a report on post-moderation activity for Semester 1 2018 to the next Academic Board meeting of 4 December 2018 who will then instruct QAB.	Steve Marshall	Completed
2018-07-31	4	**Data from the Student Journey Feedback for Programme Evaluation Plans (PEP)** To provide an update to the next Academic Board meeting of 4 December 2018	Debra Robertson-Welsh	Completed

2018-07-31	5	**Māori name for the Student Charter document.** To advise at the next Academic Board meeting of 4 December 2018.	Annette Pitovao	Completed
2018-08-28	6	**Review of Semesterised Delivery** To provide regular progress reports.	Simon Nash	Yet to be completed
2018-08-28	7	**Renewal Plan** To provide a paper outlining the rationale and detailing the responses from consultation with various areas at the next Academic Board meeting of 4 December 2018.	Chair, Academic Board	Yet to be completed
2018-09-25; 2018-10-23	8	**Impact statements** To discuss with the Chair about whether an extra Academic Board meeting should be convened to specifically discuss impact statements and report back at the next Academic Board meeting of 4 December 2018.	Simon Tries	Yet to be completed
2018-10-23	9	**Academic Board Membership** To follow-up on the decision to appoint a teaching research and staff member added to the Academic Board membership. Karen Miller to verify and update membership.	Paula Wilkinson	Completed
2018-10-23	10	**Academic Board Membership** To review the MindLab membership as they are now an independent PTE and membership is not required and report back to the next Academic Board meeting of 4 December 2018.	Simon Tries	Yet to be completed
2018-10-23	11	**Unitec Renewal Plan** To update effective suspension dates for programmes.	Steve Marshall	Completed
2018-10-23	12	**Missing Grades** To provide a report on contextualising legacy issues to the next Academic Board meeting of 4 December 2018.	Steve Marshall	Completed
2018-10-23	13	**Academic Quality and External Evaluation and Review** To set up a workshop or meeting for a debrief.	Cathy Tyler	Completed

Item 6: Review of Semesterised Delivery

Simon Nash advised that there had been no progress to date with looking for alternatives for semester delivery and wider discussion will continue next year.

Item 7: Renewal Plan

The Chair was not in attendance at the meeting due to illness and this item was deferred to the next meeting.

Item 8: Impact Statements

Simon Tries advised that after discussion with the Chair prior to the meeting it was felt that further discussion at Academic Board about the impact statements was not required as the outcomes had been addressed via the External Evaluation and Review (EER). However, after discussion members agreed that further specific discussion about impact statement outcomes would be beneficial for assessing risks such as staff leaving during the teaching out of closing programmes, and identifying risks that could impact negatively on Unitec's reputation and the student experience at Unitec. It was agreed that Simon Nash convene a meeting with Debra Robertson-Welsh, Simon Tries and David Glover to discuss the impact statement outcomes and bring back a paper to update the Board at the next meeting.

Item 10: Academic Board Membership

Simon Tries advised that the Academic Board membership would be reviewed at the 13 February 2019 meeting once new organisational roles had been finalised. During discussion, it was suggested that Terms of Reference for Academic Board and all subcommittees be reviewed to ensure that the right people are on each committee. It was agreed that Simon Tries discuss with subcommittee chairs to decide whether subcommittees should present their Terms of Reference each year to Academic Board. It was also agreed that current

members, whose roles in the organisation will change in the new year, should be co-opted to continue as members for the first meeting next year and the following motion was put.

That Academic Board approves that current members whose roles in the organisation will change in the new year are co-opted to continue as members for the first Academic Board meeting in 2019.

Moved: Simon Tries
Seconded: David Glover

MOTION CARRIED

<u>Item 13: Academic Quality and External Evaluation and Review</u>

The Acting Chair advised that a meeting appointment had been sent to Members for a debrief about the EER so this item was in progress.

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: <u>H:\4. Non-Academic Services\Business and Marketing\Graduation Office\Reference Lists\Lists for Academic Board\2018\2018-12-04 ABMtg 04 Dec 2018</u>

Moved: Teorongonui Josie Keelan
Seconded: Annemarie Meijnen

MOTION CARRIED

6. ACADEMIC QUALITY & EXTERNAL EVALUATION & REVIEW 2018
Debra Robertson-Welsh gave an update and acknowledged the extensive work done by all areas at Unitec for the EER. She said this work can now be used as a baseline for going forward. During discussion, the following points were raised:
   - Simon Tries will be talking with Will Workman (NZQA Lead Evaluator) shortly about the EER where he expects that a response will be forthcoming around the end of January next year.
   - Vanessa Byrnes advised that she had conducted a debrief within her area and their focus was on teaching and end of term projects. She said that there were good systems in place which they were trying to replicate across all pathways. She has had great support from her Academic Quality Administrator, structures are now in place and the main issue is staff leaving and the loss of institutional knowledge.
   - The programme evaluation process will play a key role in establishing a baseline coherently across all areas. He suggested that schools <u>and</u> service centres should be looked at in a more systematic way in the future to ensure that the new baseline is maintained.
   - The NZQA EER panel will come back with specific recommendations and Academic Board can regularly assess progress against the recommendations.
   - The Research Productivity Traffic Light was a very successful reporting tool that could be used in other areas because it monitors, tracks and informs in a regular way.
   - Work around induction for new Heads of School was underway and would be replicated for Academic Leaders.
   - Induction should be ongoing, for example for a year, instead of just one day as new staff have been overwhelmed with learning about the institution.
   - The benefit of the EER was that pockets of excellence have now been identified and can now be used as models in areas where improvement is needed.

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 he had met last week to discuss the focus of the Review of the New Zealand Qualifications Framework. He will send the proposal out to Board members for comment and report back at the next meeting.

(ii) Programme Development Report
There was no further update for the Programme Development Report.

(iii) Monitoring of Degrees at Unitec
Simon Tries advised that required monitoring is continuing and is now considered by the Programme Academic Quality Committees and the Quality Alignment Board has an overview.

(iv) Moderation Audit Project Report
This update was deferred to the next meeting due to time constraints.

HE RITENGA ME NGĀ PŪRONGO/ INFORMATION PAPERS

8.   STUDENT CHARTER

The Board noted the finalised Student Charter document which included the te Reo name.

9.   CLARIFYING NZQAS REQUIREMENT TO RETAIN ALL STUDENT ASSESSMENT MATERIAL

That Academic Board notes NZQA's exemption from full compliance with Rule 14C.1 of the Quality Assurance (including EER) Rules 2016.

Moved: Simon Tries
Seconded: Glenn McKay

                                                                                                MOTION CARRIED

Simon Tries advised that a new record keeping rule was recently added to the NZQA Rules that requires institutions to keep all student assessment materials generated from education or training in which students are enrolled, or full copies of them, for at least 12 months from the date of completion of that education or training.

Acknowledging measures towards transitioning systems and processes to effectively hold all assessments, NZQA has offered Unitec a time-bound exemption to the full requirements of the Rule that Unitec has accepted. In the interim, he is liaising with Sean Connelly (Unitec's Records and Information Management Specialist, Information Management Services) about a strategy to ensure compliance with this new rule. He noted that the new rule applies to education and training organisations across the sector and was not specific to Unitec.

During discussion, Members raised the following:
- An audit would be conducted to ensure that relevant documentation was being kept and discussion about who should do the audit can be included in the Risk Register discussion.
- There is work to do to ensure that Unitec's assessment practice is adequate because although we may already be compliant we don't know for certain.
- The issue was raised at a recent Association for Tertiary Education Management forum so is a sector wide problem due to the high cost of shifting from paper to digital records.
- The reason for keeping assessments is that they can be accessed for reviews.
- A requirement should be set by Academic Board to receive a monthly report for sign-off using a high trust and accountability model that holds to account but does not police.
- It would be beneficial to find out about practice at other institutions in this area.
- How and when will Academic Board be assured that Unitec is adhering to the new rule? Simon Tries advised that he will be investigating the issue and will report back to the Board at the next meeting.

10. ACADEMIC BOARD MEETING DATES FOR 2019

That Academic Board notes the Academic Board Meeting Dates for 2019.

Meeting Date	Agenda Deadline	Meeting Venue
13 February	Friday 1 February 5pm	Building 180-2043
13 March	Friday 1 March 5pm	Building 115-1007
3 April	Monday 25 March 5pm	Building 180-2043
8 May	Friday 26 April 5pm	Building 180-2043
12 June	Friday 31 May 5pm	Building 112-4025
10 July	Friday 28 June 5pm	Building 180-2043
14 August	Friday 2 August 5pm	Building 180-2043
11 September	Friday 30 August 5pm	Building 180-2043
9 October	Friday 27 September 5pm	Building 180-2043
13 November	Friday 1 November 5pm	Building 180-2043
11 December	Friday 29 November 5pm	Building 180-2043

The Chair noted that next year's meetings would be held on a Wednesday instead of the usual Tuesday and would mostly occur at four weekly intervals instead of the previous six weekly intervals.

WHAKAWHITI KŌRERO/DISCUSSION PAPERS

11. RŌPŪ WHAKAAE MĀTAURANGA/ ACADEMIC APPROVALS COMMITTEE SELF-ASSESSMENT

   That the Academic Board note the Rōpū Whakaae Mātauranga | Academic Approvals Committee's reflection on its operations to-date and the changes being implemented as a result.

   Moved: Simon Tries
   Seconded: Simon Nash

                                                              MOTION CARRIED

   Simon Tries advised that the self-assessment exercise reflects learnings from the first committee meetings where a number of teething problems occurred. The problems identified have been resolved and further work needs to be done regarding membership to ensure that the committee has a shared voice. He noted that the separation of the NZQA programme approval and accreditation criteria from the Unitec criteria was not appropriate so they have been combined and Te Noho Kotahitanga included to ensure external and internal criteria is met. He said that the committee needs to have a representative from each school so the learning goes back to the schools.

12. MISSING AND DEFERRED GRADES 2015-2017

   That the Academic Board notes the progress made and the ongoing actions to address Missing and Deferred (DEF) grades in PeopleSoft from 2015-2017 and

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initiates a review of the grading systems currently used for courses and programmes.

Moved: Simon Tries
Seconded: Marcus Williams

MOTION CARRIED

Simon Tries advised that Te Korowai Kahurangi had conducted an investigation to determine the number of missing and/or deferred grades and three types were subsequently identified. Misuse of the deferred grade where it was entered more than once when it should only be used once was of legitimate concern as they can impact funding, as can blank grades.

He said this was an issue and not a risk that can be resolved now that problem areas have been identified. Members gave the following feedback:

- A customised grading basis could provide a solution for Unitec Pathways College (UPC), Secondary Tertiary Alignment Resource (STAR) and Industry Training Organisation courses.

- A new attendance based grading basis is needed to address courses with the No Grade (NOG) grading basis where no grade is entered.

- The possibility that the Government will require a change to Unitec's current Student Administration System (Peoplesoft) will be addressed before the change occurs.

- The instances where grades will not be entered before the Christmas break have been followed up by Te Korowai Kahurangi with the relevant Academic Leaders to ensure students are not negatively impacted by the delay.

13. TEACHER CAPABILITY RECOMMENDATIONS FOR 2019

That the Academic Board endorses the recommendation from the Director Ako for a requirement of a minimum two Teacher Capability badges to be completed by all eligible teaching staff in 2019.

Moved: Simon Nash
Seconded: Marcus Williams

MOTION CARRIED

Simon Nash advised that last year the requirement for all teachers to complete a minimum of one Teacher Capability badge per year was introduced. In order to maintain momentum with this initiative he recommended that the minimum be changed to two badges over two semesters. He said that now that the EER is over he can provide more specific direction to where the capability effort should go. During discussion, Members raised the following points:

- The PEPs can be drivers as to what badge is chosen and line managers need to have a clear view of the levels of capability of their staff when making decisions about teaching capability.

- Do two badges equate to two weeks of professional development? There is a conscious move away from a set timeframe as most professional development should be embedded as part of work that is already being done, however, if professional development leave is needed to do teacher capability then that should take priority.

- A clear direction about the length of professional development leave assigned for teacher capability was requested and it was agreed that Simon Nash communicate with Mary Johnston (Executive Director - People & Infrastructure, Office of the Chief Executive) and report back to the Board at the next meeting.

- Teacher capability must be factored into staff professional development Performance Partnership ADEPs.

14. SEMESTER 1 2018 PROGRAMME EVALUATION AND PLANNING (PEP)

That Academic Board:

- receive the report; and
- note:
   o *the good practice identified and areas in which further support is required; and*
   o *the commentary from Quality Alignment Board members*
   o *the actions being taken by Te Korowai Kahurangi outlined below:*

   <u>*Commentary*</u>
   Te Korowai Kahurangi has reviewed the 92 Semester 1 2018 Interim Programme Evaluation and Planning (PEP) reports and provided a summary report to the 27 November 2018 meeting of the Quality Alignment Board (QAB). The report provided highlights, commendations, concerns and considerations regarding the PEP process and outcomes.

   A prefix has been added to the report provided to QAB which summarises the discussion amongst members present. Te Korowai Kahurangi will begin to integrate relevant points into the 2018 Final PEP process. At the same time, Te Korowai Kahurangi will also begin to more fully consider the 2019 PEP process, in the context of the Category 1 Rōpū's work and broader institutional needs and make a recommendation to QAB in early 2019.

   The date by which the final PEP reports for 2018 are required to be provided to QAB was proposed as 18 April 2019.

   The original Te Korowai Kahurangi: Analysis of Interim PEPs (2018) report will be distributed to programme teams for consideration and to provide feedback on a future PEP process.

Moved: Simon Tries
Seconded: Rosemary Dewerse

MOTION CARRIED

Simon Tries noted that the report identified what is required institutionally and discussion about PEPs at QAB had been robust.

Rosemary Dewerse advised that she pulled out key points from the PEPs for the report and talking directly to staff was very valuable as many examples of good practice, not included in PEP text, were revealed. She found that the key question for Academic Board that emerged from her reading of the PEPs, and QAB discussion, was 'where do the issues shaped by external factors that need responding to' get heard. She noted that robust conversations were also happening in Programme Academic Quality Committees.

During discussion, the following points were raised:

- An action plan based on the Traffic Light model is needed so the issues shaped by external factors that need responding to can be elevated to Academic Board for discussion.

- Examples of good practice need to be more widely circulated and success shared at a higher level.

- Each school and service centre should also complete a PEP and PEP workshops run.

- An award for excellent PEPs should be added to the Excellence Awards list.

Simon Tries advised that a final report for 2018 will be brought back to the Board at the next meeting to ensure that issues raised through the PEPs are addressed.

15. 2018 MĀORI SUCCESS STRATEGY

That Academic Board receives The Māori Success Strategy (2018 – 2021).

Moved: Glenn McKay
Seconded: Vanessa Byrnes

Glenn McKay introduced the paper and the following points were raised by Members:

- Shouldn't the Strategy have come to Academic Board before it went to the Crown Commissioner? Glenn advised that there was a big push to get it approved before the EER.

- Will Workman (NZQA Lead Evaluator) clearly indicated that Māori success was to be a main focus in the EER.

- Broader discussion at Academic Board should occur to ensure that all staff are considering the Strategy and to improve awareness and ownership.

- Māori success is a government imperative and a number of staff will continue to resist acknowledging it and implementation will fail if it is not considered a priority.

- Consultation across the institution about student success and retention was very valuable so the same success could be achieved for the Strategy.

- It was agreed that Māori success should be added as a standing item to the Academic Board agenda to endorse its high importance and ensure continued high level attention.

- Induction about the Strategy for new Heads of School needs to be done as soon as possible to facilitate better staff engagement.

- Time at Board meetings should be allocated specifically to discuss strategies for priority groups.

- Members acknowledged the great work done on the Strategy.

Glenn McKay advised that all actions outlined in the Strategy are high level and Māori staff cannot complete the actions alone so an action plan is required. He said that a communication plan has been created and a launch timeframe has yet to be determined.

16. RESEARCH COMPETENCIES AT UNITEC

That the Academic Board approves the Research Competencies at Unitec.

MOTION DEFERRED

This agenda item was deferred due to time constraints.

17. PROCESS FOR THE ALLOCATION OF TIME TO UNDERTAKE RESEARCH

That the Academic Board approves the process for allocating research time.

Moved: Marcus Williams
Seconded: David Glover

MOTION CARRIED

Marcus Williams outlined that this paper was a further development on a process started last year of having an evidence based allocation of research time. It is based on how much a person is contributing to the four research goals and takes in account staff who are new to the research space and looks at what steps they have taken to grow through mechanisms such as professional development, partnering, etcetera. The objective is to first allocate our most significant investment in research based on evidence and second, allocate research time based on an institutional acknowledgment that .2 of the entire Full-Time Equivalent (FTE) teaching on degree programmes will be put aside for research.

He noted that a common misunderstanding is that all staff will get .2 to do research which is incorrect because it actually means the institute has relegated .2 of the overall FTE for degree staff to research and .8 to the other work they do.

He said that the process went through extensive consultation which proposed a co-creative model between the Research Office and schools where a productivity rating is shared with the Head of School, an allocation time is recommended and is then confirmed. It is a formal

mechanism where some of the allocation can be given to non-degree level or non-academic staff who are doing research at a nationally recognised level. He clarified that degree staff who teach on both degree and non-degree programmes is already calculated through the research productivity traffic light tool.

He was commended for applying the professional development Performance Partnership ADEP tool to a specific area, something that has not been done previously.

18. MODERATION CONSISTENCY PROJECT

That the Academic Board:

> *a. Receive the results of Moderation Practice compliance for Semester 1, 2018.*
> *b. Refer to the Quality Alignment Board, the responsibility to maintain an ongoing controlled watch on moderation practices within programmes including:*
> > *• monitoring moderation compliance;*
> > *• establishing remediation plans for non-compliance;*
> > *• regular reporting on trends and issues to Academic Board.*
> *c. Refer to Programme Academic Quality Committees, the responsibility to monitor compliance for moderation practice within courses and programmes including:*
> > *• ensuring that effective moderation practices are taking place;*
> > *• ongoing evaluation of the quality of outcomes for course improvement;*
> > *• ensuring improvement plans are implemented;*
> > *• reporting outcomes regularly to Quality Alignment Board.*

MOTION DEFERRED

This agenda item was deferred due to time constraints.

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

This discussion did not occur due to time constraints.

20. RENEWAL PLAN (UPDATE AT MEETING)

The Chair was not in attendance to provide an update at this meeting.

NGĀ RŌPŪ TUARUA PŪRONGO/SUBCOMMITTEE REPORTS

21. ACADEMIC APPROVALS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 17 October, 2018.

22. ACADEMIC BOARD STANDING COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 30 October-1 November, 2018.

23. AKO AHIMURA LEARNING AND TEACHING COMMITTEE

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

24. POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE

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

25. QUALITY ALIGNMENT BOARD

That Academic Board receives the Minutes of the meeting(s) of 9 October and 6 November, 2018.

26. RESEARCH COMMITTEE

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

27. RESEARCH ETHICS COMMITTEE

That Academic Board receives the Minutes of the meeting(s) of 19 September and 21 October, 2018.

Moved: Steve Marshall
Seconded: Marcus Williams

MOTION CARRIED

ĒTAHI KAUPAPA ANŌ/ OTHER BUSINESS

Simon Tries reminded Members to take the opportunity to provide feedback by completing the Academic Board Self-Assessment survey before the next meeting so he can bring back the results for discussion.

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

NEXT MEETING DATE

Wednesday 13 February, 2019 at 9.00am in Building 180-2043.

Agenda deadline for the next meeting is 5pm Friday 1 February, 2019.

Debra Robertson-Welsh (Acting Chair)