Poari Mātauranga |
Academic Board

9:00am, Wednesday, 13 February, 2019
Building 180-2043

Item 0.1   Opening Karakia

Item 0.2   Ngā Whakapāha | Apologies

- Merran Davis
- Debra Robertson-Welsh

Total Apologies: 2 members
Absences: 6 members

MOTION:
That Academic Board note the apologies for the meeting.

Moved: Marcus Williams
Seconded: Teorongonui Josie Keelan

MOTION CARRIED

Section 1 – Ngā Kupu Arataki | Preliminaries

Mema Poāri Tae Ā-Tinana | Board Members in Attendance

- Simon Tries (Acting Chair)
- Nick Sheppard
- Mark McNeill
- Marcus Williams
- Teorongonui Josie Keelan
- Glenn McKay
- Chris King
- Vanessa Byrnes
- Annette Pitovao
- Falaniko Tominiko
- Simon Nash

Total in Attendance: 11 Members

Quorate Determination

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

- Steve Marshall
- Rosemary Dewerse
- Anna Wheeler
- Daniel Weinholz (Secretary)

Item 1.01   Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

MOTION:
That Academic Board approves the Minutes of the meeting of 4 December, 2018.

Moved: Marcus Williams
Seconded: Teorongonui Josie Keelan

MOTION CARRIED

Item 1.02   Academic Board Membership (2018)

Discussion postponed to later in the meeting, Section 3.02 ~ 3.07.

Item 1.03   Mahia Atu | Matters Arising

No matters arose.

Item 1.04 Ngā Tautapu Arotake | Actions For Review

Part A. Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Status	Target Delivery Date	Date Completed
2018-05-06	2019.AB.Action-001	**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	Closed	2019-02-13	2019-02-13
2018-07-03	2019.AB.Action-002	**Renewal Plan** To provide a paper outlining the rationale and detailing the responses from consultation with various areas at the next Academic Board meeting.	Chair, Academic Board	In progress	TBC	-
2018-08-28	2019.AB.Action-005	**Academic Board Membership** To discuss with Academic Board subcommittee chairs to decide whether subcommittees should present their Terms of Reference each year to Academic Board and report back to the next Academic Board meeting.	Simon Tries	Closed	-	2019-02-13
2018-08-28	2019.AB.Action-006	**Clarifying NZQAs Requirement to retain all student assessment material** To investigate whether Unitec has evidence that it is adhering to NZQA's exemption from full compliance with Rule 14C.1 of the Quality Assurance (including EER) Rules 2016 and report outcomes at the next Board meeting.	Simon Tries	Closed	2018-12-04	2018-12-04
2018-09-25	2019.AB.Action-007	**Teacher Capability Recommendations for 2019** To communicate with Mary Johnston (Executive Director - People & Infrastructure, Office of the Chief Executive) to determine a clear direction about the length of professional development leave assigned for teacher capability and report back to the Board at the next meeting.	Simon Nash	In progress	TBC	-
2018-10-23	2019.AB.Action-008	**Academic Quality and External Evaluation and Review** To report back to the Board on the EER debrief.	Debra Robertson-Welsh	Closed	2019-02-13	2019-02-13
2018-12-04	2019.AB.Action-009	**Academic Board Self-Assessment - Survey** To complete the Academic Board Self-Assessment survey before the next meeting.	Academic Board members	Closed	2019-02-13	2019-02-13

2018-12-04	2019.AB.Action-010	**Academic Board Self-Assessment - Report** To report the feedback from the Academic Board Self-Assessment survey at the next meeting.	Simon Tries	Closed	2019-02-13	2019-02-13
2019-02-13	2019.AB.Action-011	**Improvements to the Academic Committee Meeting Calendar** Investigate the feasibility, and if possible, implement the feedback in Section 3.01 of the Minutes of 2019-02-13.	Daniel Weinholz	In progress	TBC	-

Part B.   Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status	Date Removed
2018-07-03	2019.AB.Standing-001	**Review of Semesterised Delivery** To provide regular progress reports.	Simon Nash	Ongoing	-
2018-07-31	2019.AB.Standing-002	**Impact statements** To discuss the outcomes of impact statements with Simon Tries, Debra Robertson-Welsh and David Glover and report back at the next Academic Board meeting.	Simon Nash	Ongoing	-
2018-07-31	2019.AB.Standing-003 (Agenda 1.04 Action 5)	**NZQF Proposal** (Updated) Post-consultation outcomes from NZQA will be released "early 2019".	Simon Tries	Ongoing	-
2019-02-13	2019.AB.Standing-004	**EPI Reporting on Māori & Pasifika Success**	TBC	Ongoing	-

Part C. **Discussion of Actions for Review**

Review of Semesterized Delivery
2019.AB.Standing-001

- o Business Intelligence had delivered a substantial amount of data showing student demand for timetable flexibility.
- o Capability to provide support services for additional flexibility needs further assessment.
- o At present, this work is a low priority for Unitec, but not to be dismissed.

Impact Statements
2019.AB.Standing-002

- o If existing Quality and Budget processes are followed, then impact should be minimal.
- o A tracker is in place to ensure that impact on suspended programmes are mitigated.
- o Anticipatory solutions are being developed for possible programme completion issues.
- o Pastoral care concerns are already being addressed effectively.
- o Simon Nash will produce a high level summary for Academic Board to identify programmes of concern, containing:
  - o each of the programmes
  - o their status
  - o their risk

NZQF Proposal
2019.AB.Standing-003

- o Consultation closed mid-December 2018. Outcome from NZQA expected "early 2019".

Teacher Capability Recommendations for 2019
2019.AB.Action-007

- o In the next few days, Mary Johnston will release news on staff capability development, including use of Professional Development Leave.

Section 2 – Whakaritenga O Tirohanga Whānui | Overview Reporting

Item 2.01 **Whakawhiwhinga i ngā Tohu Mātauranga | Award of Qualifications**

RECOMMENDATION:
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\2019\2019-02-13 ABMtg 13 Feb 2019

Moved: Teorongonui Josie Keelan
Seconded: Marcus Williams

MOTION CARRIED

Item 2.02   Academic Quality and External Evaluation & Review (EER)

Chris King delivered a verbal update. Discussion noted:

- o   Acknowledgement of the great mahi of the entire EER team
- o   Simon Tries shall report on this as part of the larger plan around issues raised in the EER

Item 2.03.01   New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP) Sector Update (Verbal)

- o   Ministerial announcement on vocational education reforms
- o   Operations for 2019 need to continue as usual

Item 2.03.02   Programme Development Report

Presented.

Item 2.03.03   Monitoring of Degrees at Unitec

Presented.

Section 3 – He Ritenga Me Ngā Pārongo | Information Papers

Item 3.01   Academic Committee Meeting Calendar

Discussion noted:

- o   To add the meeting dates of the three Postgraduate and Research committees
- o   April Graduation is only on the 10th, not including the 9th and 11th
- o   To investigate posting it on The Nest
- o   Due to all the institutional changes happening, the calendar for 2019 will be "flexible"

Action Item Created:	*2019.AB.Action-011*
Person Responsible:	*Daniel Weinholz*

Item 3.02 ~ 3.07   2019 Membership of Academic Committees

Discussion concluded that:

- New memberships are driven by the new organizational structure.
- The term "Senior Academic" is intentionally undefined in order to simply have someone recognized internally as both willing and capable of informing discussion from the front line of teaching and learning.

MOTION:
That Academic Board defer approval of 2019 Membership documents to the next meeting, and approve it simultaneously with the reviewed 2019 Terms of Reference documents.

Moved: Mark McNeill
Seconded: Simon Nash

MOTION CARRIED

Item 3.08   2018 Student Complaints Annual Report

Agreement noted that the report (in spreadsheet form) needs to:

1. Go out to the Programme Academic Quality Committees (PAQC), via Daniel Weinholz.
2. The PAQCs should then include it in their meeting agendas for in-depth reading and action within their respective areas, and then
3. Report back through Ako Ahimura | Learning & Teaching Committee and Te Poari Iho | Quality Alignment Board.

Further consideration and work needs to be given to:

- o how common themes in the report shall be addressed
- o comparisons against previous years
- o traceability of a complaint to a programme
- o Contextualizing the complaints with respect to the total number of students in a programme

Discussion noted that:

- o Building planners need to plan private conversation spaces into every building.
- o The high percentage of complaints on enrolments indicates a much deeper issue.

MOTION:
That Academic Board receives the Student Complaints Annual Report 2018.

Moved: Simon Nash
Seconded: Annette Pitovao

MOTION CARRIED

Item 3.09   2018 Complaints Process Feedback Report

Discussion noted that

- The new process got better ratings.
- Most students thought that complaints were poorly handled.
- The issue of complaint resolution has been "kicked around" for over 18 months.
- Complaint investigation consumes large amounts of time and resources.
- The impact of this on other areas, such as Academic Appeals, is unclear.
- Placing the responsibility on Heads of Schools is undesirable.
- Unitec could consider a "de-escalation process" which is student-friendly and utilizes the Student Advocate.

Agreement was reached that the proposal should enlarge the scope of the investigator to allow them to look at best practices at other institutions and Recommendation 2 was amended accordingly, as below.

RECOMMENDATION:

That Academic Board endorse the following.

1.   That formal complaints are sent from the complaints administrator to persons at tier 3 or above. It will then be that person's responsibility to ensure the investigator they appoint is without bias.

2.   That an independent investigator be contracted to Unitec for a trial period of one semester. During this period, we would measure the satisfaction with formal complaints handled via this means to understand return on investment. The investigator would have scope to gather information of relevant best practices at other institutions.

Moved: Marcus Williams
Seconded: Nick Sheppard

MOTION CARRIED

Item 3.10   Changes to Grading Systems

Steve Marshall presented, noting that:

- that this is the first iteration of the process
- Issues had been uncovered around the Assessment Based Achievement (ABA) Scheme
- He would present on these at the next meeting.

MOTION:
That the Academic Board approves the following changes to grading systems effective Semester 1, 2019:

1. The redevelopment of the Competency Based Assessment grading system to allow for flexibility in range and to align with other providers, including:
   a. The addition of an 'excellence' grade step to align with Achievement Standard requirements.
   b. The option to use either a two, three or four step system for Competency Based Assessments.

   c. **Align the terminology in the Competency Based Assessment grading system with Unit and Achievement Standard requirements and Industry standards and other tertiary institutes.**

2. **The addition of an 'Attendance' grading system to be used for courses with no formal assessment, but which issue certificates of either attendance or completion.**

3. **The addition of the requirement that all courses in the Unitec Student Administration System (PeopleSoft) must have a grade attached when completed.**

Moved: Simon Tries
Seconded: Mark McNeill

                                                     MOTION CARRIED

Item 3.11   Change Library Policy to Library Procedures

Discussion concluded that the proposal should simply delegate authority of the policy to the relevant Executive Director, and allow them to manage it. The recommendation was amended accordingly, as below.

RECOMMENDATION:

That Academic Board delegate authority to the Executive Director, Student Success to make changes to the Library Policy.

Moved: Annette Pitovao
Seconded: Chris King

                                                     MOTION CARRIED

Section 4 – Whakawhiti Kōrero | Discussion Papers

Item 4.01   Academic Board Self-Assessment (Discussion)

It was noted that committee members should read this in order to inform their thought on the new Terms of Reference at the next meeting.

Item 4.02   Research Competencies at Unitec (deferred from 2018-12-04)

Presented.

RECOMMENDATION:

That Academic Board approves the Research Competencies.

Moved: Marcus Williams
Seconded: Simon Nash

                                                     MOTION CARRIED

Item 4.03   Moderation Consistency Project (deferred from 2018-12-04)

Discussion noted that:

- o Getting staff to complete Moderation is a common frustration.
- o Moderation often unacceptably drags on past the end of the year.
- o Poor practice in Moderation is a large factor behind Unitec's Category 3 status.
- o The Moderation system is being improved to empower moderators to perform their functions better.

RECOMMENDATION:

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.

Moved: Simon Nash
Seconded: Chris King

MOTION CARRIED

Item 4.04   Being a Category 1 Organisation (Discussion)

Discussion agreed to defer this item to the next meeting.

Item 4.05   Academic Risk Management Framework

After presentation by Simon Tries, discussion centred around the role of Course Coordinators, noting that:

- o These roles do exist.
- o Deans had been directed to appoint no academic leadership "lower than AL", but each Network then needed to develop their own unofficial models in order to function adequately.
- o Project 11 needs to consider these roles further.

RECOMMENDATION:

That the Academic Board endorse the proposed approach for managing academic risk.

Moved: Chris King
Seconded: Glenn McKay

MOTION CARRIED

Item 4.06   Qualification & Unit Standard Reporting Issues

Simon Tries and Steve Marshall presented the context of the item. It was noted that this matter has no impact on cross-credits, but only on graduation and award of qualifications.

RECOMMENDATION:

That Academic Board approve that the recommended actions taken to resolve the issues are:

1.   NCRE
A correction to be sent to TEC to rescind the qualification completion for two students whose qualification completions were reported to TEC in error.

2.   NZDB – Diploma in Business Studies (Lv5)
2.1   A correction to be sent to TEC to rescind the qualification completion for five students who were reported as completing the NZDB, when in fact they completed Diploma in Business Studies (Lv5).
2.2   A request to be made to TEC for retrospective approval of the Diploma in Business (Lv5) to allow for these five completions to be reported. If TEC accepts this approach, NZQA will also need to approve an extension of time for the award of the qualification, that status of which was changed from "expiring" to "discontinued" in January 2019.

3.   NZDB – NZQA Completion
3.1   Four students were identified as "Not-Complete" by NZQA. Four of those students' qualification completions have since then been verified as "Complete" by NZQA following manual entry of the results required as a result of the different versions of the NZDB.
3.2   One of the students didn't meet the completion requirements for the programme. The School is intending to work with the student to resolve this issue.

4.   NCEEE
A correction to be sent to TEC to rescind the qualification completion for 35 students whose qualification completions for the NCEEE programme were reported to TEC in error; students had only met the requirements for NCEE2.

Moved: Simon Tries
Seconded: Nick Sheppard

MOTION CARRIED

Item 4.07   Renewal Plan & Strategy (Presentation)

Discussion agreed to defer this item to the next meeting.

Section 5 – Ngā Rōpū Tuarua Pūrongo | Subcommittee Reports & Minutes

Item 5.01   Subcommittee Chair Reports

Nothing of note.

Item 5.02   Subcommittee Minutes

Nothing of note.

Section 6 – Ētahi Kaupapa Anō | Other Business

Item 6.01   Glenn McKay: Update on Maori Success Strategy

Glenn McKay presented a verbal update of the progress and short-term planned actions for delivery and implementation of the Strategy.

Item 6.02   Simon Tries: Educational Performance Indicator (EPI) Reporting on Maori and Pasifika Success

Discussion concluded that this report become a Standing Item on the Agenda.

Action Item Created:	*2019.AB.Standing-004*
Person Responsible:	*TBC*

Item 6.03   Details of Next Meeting

Time: 9:00am – 11:00am, Wednesday, 13 March, 2019
Location: Building 115-1007 → NOT in the same room as 13 February
Submissions by: COB on Friday, 1 March, 2019
Chair: Merran Davis

Item 6.04   Closing Karakia

Simon Nash delivered the Closing Karakia

READ & CONFIRMED   Chair: …………………………………………………….

                            Date: …………………………………………………….