



minutes

POARI MĀTAURANGA | ACADEMIC BOARD

Date:	Wednesday, 3 April, 2019
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	Building 112-4021 (moved from 115-1008)

MEETING OPENED: 0902h

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Opening Karakia

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

Item 1.02 Welcome from the Chair

The Chair welcomed the Committee Members, noting the following.

- Approved by Crown Commissioner on 19 March, 2019
 - Academic Statute
 - Terms of Reference 2019 Poari Mātauranga | Academic Board
- Nominations and appointments underway; action for Chairs to follow up
 - Poari Mātauranga | Academic Board
 - Ako Ahimura | Learning & Teaching Committee
 - Rōpū Whakaae Mātauranga | Academic Approvals Committee
 - Te Poari Iho | Quality Alignment Board

Noted.

Noted.

1. Simon Nash (Chair)
2. Marcus Williams
3. Falaniko Tominiko (Arrived 1017h)
4. Toni Rewiri (Arrived 1017h)
5. Annette Pitovao
6. Tracy Chapman
7. Simon Tries
8. Debra Robertson-Welsh
9. Chris King
10. Katie Bruffy
11. Andrea Thumath
12. Merran Davis (Arrived 1006h)
13. Glenn McKay (Arrived 1017h)

Total members present: 13 member/s

1. Helen Veal

Total apologies: 1 member/s

That the Committee accept the apologies for the meeting.

Moved: Chris King
Seconded: Simon Tries

MOTION CARRIED

Absences

Total absences: 0 member/s

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Trude Cameron (Arrived 0945h)

Item 2.02 Mahia Atu | Matters Arising

The Chair presented discussion for co-opting Andrea Thumath to membership to represent the Under-25

MOTION

That the Committee co-opt Andrea Thumath to membership for the purpose of representing the Under-25 Priority Group until the annual review in 2020.

Moved: Marcus Williams

Seconded: Chris King

MOTION CARRIED

Item 2.03 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

The Chair opened the floor for members to speak. No items were raised.

MOTION

That the Committee approve the Meeting Minutes of 2019/03/13.

Moved: Annette Pitovao

Seconded: Tracy Chapman

MOTION CARRIED

Item 2.04 Ngā Tautapu Arotake | Actions For Review

2.04.1 Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status	Date Completed
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; Simon Tries	2019-04-03	In progress	-
2019-03-13	2019.AB.Action-012	Online Marking – Anticipation of Student Expectations From 2020, NZQA shall introduce Online Marking for secondary students. Those students will later enrol in Unitec, and TKK anticipates that students will expect the same. Ako Ahimura should investigate this matter and lead planning for management of higher student expectations.	Chair of Ako Ahimura – Simon Nash	TBC	Starting	-
2019-03-13	2019.AB.Action-013	Self-Assessment on Police Programme Development Produce a bullet point / summary of the learnings gained through this process. Provide the output to Nick Wilson by Friday, 22 March, 2019 for inclusion in the Unitec consultative response.	Debra Robertson-Welsh; Simon Nash; Simon Tries	2019-03-22	Complete	2019-04-03
2019-03-13	2019.AB.Action-014	Working Group – Interpretation of Te Noho Kotahitanga in the Academic Statute Investigate the addition of a clause to relevant parts of the Statute to clarify the interpretive context of Te Noho Kotahitanga, and report back to Academic Board with a recommendation.	Teorongonui Josie Keelan; Steve Marshall; Simon Tries	2019-04-03	Complete	2019-04-03 Item 4.01
2019-04-03	2019.AB.Action-015	Review of Programme Change Process Te Korowai Kahurangi shall send a memorandum to PAQCs.	Simon Tries	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-016	Pastoral Care Flag for Students from NITT Investigate how and where a flag could be raised for students moving to Unitec from NITT, given that the quality of their NITT studies may not actually be satisfactory due to NZQA's withdrawal of certification of some of their programmes. The working group shall report back at the next meeting.	Annette Pitovao; Andrea Thumath; Trude Cameron	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-017	Industry Advisory Committees Talk to Heather Stonyer about the possibilities of greater representation of Māori and Pasifika representation, both internal and external, in the IACs. Report back at the next meeting.	Simon Tries	2019-05-08	Starting	-

2019-04-03	2019.AB.Action-018	Research Ethics Applications "Review processes to ensure a prompt turnaround of Research Ethics applications and explore offering a pre-application review service to ensure high quality applications." (Item 5.04 Evaluation of 2018 Degree Monitoring Reports > Action Plan) Responsibility for action involves Unitec Research Ethics Committee (UREC), not Tūāpapa Rangahau. UREC to provide, through Marcus Williams, a verbal update to the June meeting of PM-AB, not the April meeting.	Marcus Williams (Director, Research & Enterprise)	2019-06-12	Starting	-
2019-04-03	2019.AB.Action-019	Waitakere Success Strategy "Investigate equity of student experience across the Mt Albert and Waitakere campuses, and face-to-face and online, and instigate improvement initiatives, particularly in regard to access to study spaces, classroom resourcing, support services and the library." (Item 5.04 Evaluation of 2018 Degree Monitoring Reports > Action Plan) Report on the development of a Waitakere Success Strategy.	Merran Davis (Executive Dean, Academic)	TBC	Starting	-
2019-04-03	2019.AB.Action-020	Badging System Feedback Investigate the uptake and effectiveness of the Badging system for professional development in Academic Staff. Report back to PM-AB at the next meeting. Present a memo for PM-AB to discuss the relationship between academic compliance and performance management. (Item 3.01 Priority Group Updates)	Simon Nash (Director, Ako)	2019-05-08	Starting	-

2.04.2 Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Removed
2018-07-03	2019.AB.Standing-001	Review of Semesterised Delivery To provide regular progress reports.	Simon Nash	Lowered priority	-
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. <i>2019-04-03: Simon Nash reported on status of Teach-Out Tracker.</i> <i>2019-04-03: Simon Nash to email a link to the Tracker to Committee members.</i>	Simon Nash	Ongoing	-
2018-07-31 (Agenda 1.04 Action 5)	2019.AB.Standing-003	NZQF Proposal Verbal Update	Simon Tries	Ongoing	-

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Updates postponed by the Chair.

Item 3.02 Ngā Rōpū Tuarua Pūrongo | Subcommittee Minutes

The Chair opened the floor for discussion on the subcommittee minutes. No additional action items or motions were raised.

MOTION

That the Committee receive the Subcommittee Minutes, which are located at the following location/s:

Te Poari Iho | Quality Alignment Board

Meeting 2019/03/28

[H:\2. Academic Development\E-Academic Library\2.0 Committees\Quality Alignment Board\Minutes\2019](#)

Unitec Postgraduate Research and Scholarships Committee

Meeting 2019/02/12

(Attached)

Unitec Postgraduate Research and Scholarships Committee

Meeting 2019/03/05

(Attached)

Moved: Debra Robertson-Welsh

Seconded: Katie Bruffy

MOTION CARRIED

Item 3.03 Subcommittee Chair Reports

Discussion noted:

- No reports were received.
- The reporting system is undergoing renovation.
- Chairs would like to be prompted for submission of these reports, including the Chair of UREC, Maria Humphreys, who is external to Unitec.

Item 3.04 Sector Update – New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP)

Presenter: Trude Cameron

Discussion raised the utility of raising a flag for pastoral care on students who may come to Unitec from NITT, and an Action Item created to investigate.

Action Item: 2019.AB.Action-016

Responsibility: Annette Pitovao; Andrea Thumath; Trude Cameron

MOTION

That the Committee receive the written and / or verbal Sector Update on the New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP).

Moved: Debra Robertson-Welsh

Seconded: Tracy Chapman

MOTION CARRIED

Item 3.05 Programme Development Report

Presenter: Simon Tries

Discussion agreed that a written report would be useful for the Committee.

MOTION

That the Committee receive the written and / or verbal Programme Development Report.

Moved: Marcus Williams

Seconded: Katie Bruffy

MOTION CARRIED

Item 3.06 Monitoring of Degrees at Unitec (Verbal)

Presenter: Simon Tries

Discussion agreed that a written report (including a Red-Amber-Green Report) would be useful for the Committee, and that monitoring visits should continue on an annual basis.

MOTION

That the Committee receive the written and / or verbal Programme Development Report.

Moved: Chris King

Seconded: Simon Tries

MOTION CARRIED

Item 3.07 Renewal Plan & Strategy Development Presentation

(Deferred from 2019-03-13)

Presenter: Merran Davis

Discussion agreed to remove this item, due to upcoming changes to come from the Reform of Vocational Education.

SECTION 4 PAPERS FOR APPROVAL

Item 4.01 Review of Academic Statute

Presenter: Simon Tries

No additional action items or motions were raised.

MOTION

That the Committee endorses the following recommended changes to Section 2.3 of the Academic Statute for approval by the Commissioner.

Moved: Marcus Williams

Seconded: Simon Tries

MOTION CARRIED

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Proceedings directed to Item 5.04 by the Chair.

Item 5.04 Evaluation of 2018 Degree Monitoring Reports

(Deferred from 2019/03/13)

Presenter: Simon Tries and Rosemary Dewerse

Discussion raised the following Action Items. (Refer to Minutes, Section 2.04.1 for details.)

Action Item: 2019.AB.Action-017

Responsibility: Simon Tries

Action Item: 2019.AB.Action-018

Responsibility: Marcus Williams

Action Item: 2019.AB.Action-019

Responsibility: Merran Davis

MOTION**That the Committee:**

- receive the report on Degree Monitoring in 2018.
- review the recommendations and associated *Action Plan to address issues arising from the 2018 Degree Monitor's Reports*; and
- approve, following any desired amendments, the recommended actions and associated timeframes for completion.

Moved: Chris King
 Seconded: Marcus Williams

MOTION CARRIED

Proceedings directed to Item 5.01 by the Chair.

Item 5.01 2018 Student Performance Interim Report

(Deferred from 2019/03/13)

Presenter: Simon Tries

Discussion agreed that this meeting did not have sufficient remaining time to satisfactorily address this matter. Instead, the Chair shall organise a special meeting to discuss the item and motion the recommendation.

Item deferred to special meeting of Poari Mātauranga | Academic Board, to be organised by the Chair.

Proceedings directed to Item 3.01 Priority Group Updates.

Item 3.01 Priority Group Updates

The Chair opened the floor for Priority Group Directors to speak. Falaniko Tominiko distributed a written version of the Pacific update to accompany the verbal update.

Action Item: 2019.AB.Action-020
Responsibility: Simon Nash

MOTION**That the Committee receive the Priority Group Updates, both written and / or verbal.**

Moved: Debra Robertson-Welsh
 Seconded: Chris King

MOTION CARRIED

Proceedings directed to Item 5.02 by the Chair.

Item 5.02 PM-AB Self-Assessment

(Deferred from 2019/03/13)

Presenter: Simon Tries

Item deferred to next meeting by the Chair.

Item 5.03 Committee Work Plan for 2019

(Deferred from 2019/03/13)

Presenter: Simon Tries

Item deferred to next meeting by the Chair.

Item 5.05 Being a Quality Organisation (Discussion)

(Deferred from 2019/03/13)

Presenter: Chair

Discussion agreed to remove this item, due to effectively being captured by ongoing quality improvement discussions and institutional initiatives.

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting

The Chair announced the details of the next meeting.

Time: 9:00am – 11:00am, Wednesday, 8 May, 2019
Location: Building 180-2043
Chair: Simon Nash
Submissions by: COB Wednesday, 24 April, 2019

The Committee acknowledged the contributions of past Committee members, and welcomed the new members.

Item 6.02 Closing Karakia

Ka wehe atu tātou
I raro i te rangimārie,
te harikoa, me te manawanui
Haumi ē! Hui ē! Taiki ē!

MEETING CLOSED: 1130h

READ & CONFIRMED

Chair:

Date: ____ / ____ / ____

DRAFT