

## **Ako Ahimura | Learning and Teaching Committee**

### **Terms of Reference**

Unless specified otherwise, the word “Committee” in this document refers to Ako Ahimura | Learning and Teaching Committee.

#### **1. HOAKETANGA | PURPOSE**

- 1.1. To provide Unitec with strategic directions and priorities for learning and teaching and maintains related institutional policies, protocols and associated processes.

#### **2. KAUPAPA | VALUES**

- 2.1. The Committee is framed within the values of Rangatiratanga and Kaitiakitanga.
- 2.2. The Committee performs as a high-performance team with advanced skills in partnering for successful and collaborative problem solving for academic priorities set out by Poari Mātauranga | Academic Board.
- 2.3. The Committee partners Te Poari Iho | Quality Alignment Board to set the priorities for Programme Academic Quality Committees.

#### **3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES**

The Committee shall operate so as to:

- 3.1 Plan, advise and report on the strategic direction of learning and teaching at Unitec including recommendations to Poari Mātauranga | Academic Board.
- 3.2 Monitor the application of learning and teaching activities, to inform strategic directions, plans, policies, processes, systems and structures
- 3.3 Promote and support the application of good learning and teaching practice within Unitec including but not limited to curriculum, programme and course design.
- 3.4 Promote and support the embedding of Mātauranga Māori within all aspects of Unitec curricula.

#### **4. ACCOUNTABILITY AND REPORTING**

- 4.1. The Committee is accountable to Poari Mātauranga | Academic Board for its actions.
- 4.2. The Committee shall report to the Poari Mātauranga | Academic Board following each meeting.

## 5. MEMBERSHIP AND APPOINTMENTS

- 5.1. Appointment *ex officio* shall comprise:
- Director, Ako
  - Director, Māori Success
  - Director, Pacific Success
  - Director, Student Success
  - Director, International Success
  - Director, Research and Enterprise
  - Digital Learning Lead
  - Manager, Te Korowai Kahurangi
  - Manager, Te Puna Ako
  - Student President
- 5.2. Appointment via nomination shall comprise:
- One Head of School, appointed by the Executive Dean, Academic
  - One Senior Academic from each school, appointed by each Head of School
- 5.3. Additional members may be co-opted by the Committee as necessary for a defined period or specific purpose.
- 5.4. The Chair of Poari Mātauranga | Academic Board shall appoint the Chair of the Committee.
- 5.5. The term of office of appointed members shall be two years.
- 5.6. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.
- 5.7. Appointments shall be reviewed at or before the February meeting of Poari Mātauranga | Academic Board each year.

## 6. REVIEW GUIDELINES

- 6.1. The Committee shall review its Terms of Reference annually.

## 7. MEETING QUOROM AND CONDUCT

- 7.1. Quorum shall be defined as a majority of the members currently appointed to the Committee.
- 7.2. Appointed members may nominate a staff member proxy to represent them with full voting rights.

## Approval Details

Version: 1.0

Key changes:

- Approved by Poari Mātauranga | Academic Board and re-versioned to 1.0

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Approved by: Poari Mātauranga | Academic Board