



## **POARI MĀTAURANGA | ACADEMIC BOARD**

### **MEETING AGENDA**

**Wednesday  
8 May, 2019**



# agenda

## POARI MĀTAURANGA | ACADEMIC BOARD

**Date:** Wednesday, 8 May, 2019  
**Scheduled Start:** 0900h  
**Scheduled End:** 1100h  
**Location:** Building 180-2043

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## **SECTION 1                      NGĀ KUPU ARATAKI | PRELIMINARIES**

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### **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**

## Poari Mātauranga | Academic Board

### Terms of Reference

#### 1. HOAKETANGA | PURPOSE

The purpose of Poari Mātauranga | Academic Board is to:

- 1.1 Advise Council on matters relating to Programmes of study or training, Qualifications, and other academic matters
- 1.2 Exercise the powers delegated by Council in Section 3 of this document

#### 2. KAUPAPA | VALUES

- 2.1 Poari Mātauranga | Academic Board work is framed within the values of Rangatiratanga and Kaitiakitanga. The Committee employs the values of Mahi Kotahitanga and Ngākau Māhaki in its working processes.
- 2.2 Poari Mātauranga | Academic Board performs as a high-performance team with advanced skills in collaborative problem solving and co-creation of academic priorities.
- 2.3 Poari Mātauranga | Academic Board is accountable to Council for ensuring appropriate mechanisms exist to facilitate, manage, monitor and evaluate all aspects of the Academic Quality Management System.
- 2.4 Poari Mātauranga | Academic Board sets the priorities for all of its Sub-committees.

#### 3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

The authority and responsibilities of Poari Mātauranga | Academic Board shall be:

- 3.1 to advise Council on academic strategies and set Unitec academic direction;
- 3.2 to oversee and report to Council on educational performance and outcomes;
- 3.3 to ensure the effective operation and outcomes of Unitec's evaluative quality assurance framework;
- 3.4 to approve academic policies and the delegation of authority for their implementation;
- 3.5 to recommend to Council changes to any relevant Unitec statute/s;
- 3.6 to advise Council on matters relating to courses of study or training, awards, and other academic matters, including:
  - 3.6.1 to approve new courses of study or training and significant changes to existing Programmes, and,
  - 3.6.2 to submit these to the relevant external approval and accrediting body (e.g. NZQA);
- 3.7 to maintain the integrity of the Quality Management System;

- 3.8 to confer or award Qualifications to which Unitec's seal may be affixed;
- 3.9 to establish and oversee subcommittees and delegate responsibilities to such committees or members of the staff of Unitec as Poari Mātauranga | Academic Board considers necessary for its efficient and effective operation;
- 3.10 to undertake any other business as delegated or authorised by Council.

#### 4. ACCOUNTABILITY AND REPORTING

- 4.1 Poari Mātauranga | Academic Board is accountable to Council, and shall report to the Council following each meeting.

#### 5. MEMBERSHIP AND APPOINTMENTS

- 5.1 Appointment *ex officio* shall comprise:
  - Executive Dean, Academic – Chair
  - Chief Executive
  - Director, Ako
  - Director, Research and Enterprise
  - Director, Pacific Success
  - Director, Māori Success
  - Director, Student Success
  - Director, International Success
  - Manager, Te Korowai Kahurangi
  - President, Student Council
  - Chairs of:
    - Ako Ahimura | Learning and Teaching Committee
    - Te Poari Iho | Quality Alignment Board
    - Rōpū Whakaae Mātauranga | Academic Approvals Committee
    - Postgraduate Research & Scholarships Committee
- 5.2 Appointment via nomination shall comprise:
  - One member of the Executive Leadership Team, as nominated and appointed by the Chief Executive
  - One student representative, as nominated and appointed by the Student Council
  - Two Heads of School, as nominated by the collective Heads of School and appointed by the Executive Dean, Academic
  - Two Programme Managers, as nominated by Te Poari Iho | Quality Alignment Board and appointed by the Director, Ako
  - Two Senior Academics, as nominated by Ako Ahimura | Learning and Teaching Committee and appointed by the Director, Ako
- 5.3 Additional members may be co-opted by Poari Mātauranga | Academic Board as necessary for a defined period or specific purpose.

- 5.4 The Chairperson of the Board shall be the Executive Dean (Academic) or a nominee, or such other person appointed by Council, who will have the right to determine periods of membership and set procedures for the operation of Poari Mātauranga | Academic Board.
- 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.

## **6. REVIEW GUIDELINES**

- 6.1 Poari Mātauranga | Academic Board 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.

## **8. SUBCOMMITTEES**

- 8.1 Poari Mātauranga | Academic Board shall have the authority to establish subcommittees, and determine their memberships and terms of reference.
- 8.2 Establishment of subcommittees will include appointment of Chair, Terms of Reference, membership requirements, reporting responsibilities to the Board, extent of decision-making powers and period for which delegated authority is granted.

**Approval Details**

Version: 1.00

Key changes:

- Approved by the Council / Crown Commissioner, Murray Strong, and re-versioned to v1.00.

Last updated: 2019-03-19

Editor:

Daniel Weinholz  
Specialist - Committee Support, Te Korowai Kahurangi

Endorsement date: 2019-03-13

Endorsed by: Poari Mātauranga | Academic Board

Approval date: 2019-03-19

Approved by: Crown Commissioner, Murray Strong

## **MEMBERSHIP STRUCTURE 2019**

### **Poari Mātauranga | Academic Board**

<b>Appointment</b>	<b>Position</b>	<b>Member</b>
Ex officio	Executive Dean, Academic	Merran Davis
	Chief Executive	Merran Davis
	Director, Ako	Simon Nash – <b>Chair</b>
	Director, Research and Enterprise	Marcus Williams
	Director, Pacific Success	Falaniko Tominiko
	Director, Māori Success	Toni Rewiri
	Director, Student Success	Annette Pitovao
	Director, International Success	Tracy Chapman
	Manager, Te Korowai Kahurangi	Simon Tries
	Student President	Helen Vea
	Chairs of:	
	➤ Ako Ahimura   Learning and Teaching Committee	Simon Nash
	➤ Te Poari Iho   Quality Alignment Board	Debra Robertson-Welsh
	➤ Rōpū Whakae Mātauranga   Academic Approvals Committee	Simon Tries
	➤ Postgraduate Research and Scholarships Committee	Marcus Williams
Via nomination	One member of the Executive Leadership Team	Glenn McKay
	One student representative	TBC
	Head of School – 1	Chris King
	Head of School – 2	Katie Bruffy
	Programme Manager – 1	TBA
	Programme Manager – 2	TBA
	Senior Academic – 1	TBC
	Senior Academic – 2	TBC
Co-opted	-	-

### **Staff in Attendance (Frequent)**

Daniel Weinholz – **Secretary**

Steve Marshall

Trude Cameron



## **SECTION 2                      STANDING ITEMS**

---

### **Item 2.01              Ngā Whakapāha | Attendance, Apologies & Quorate Status**

#### **RECOMMENDATION**

**That the Committee accept the Apologies of today's meeting.**

### **Item 2.02              Mahia Atu | Matters Arising**

(None)

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

#### **RECOMMENDATION**

**That the Committee approves the Minutes of the meeting of 2019/04/03.**



# minutes

## POARI MĀTAURANGA | ACADEMIC BOARD

Date:	Wednesday, 3 April, 2019
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	<b>Building 112-4021</b> (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

- Priority Group and Subcommittee Reporting
  - One simple template under development
  - Meetings to happen with Priority Group Directors
  - Meetings to happen with Academic Governance Committee Chairs

### **Item 1.03 Terms of Reference (2019)**

Noted.

### **Item 1.04 Committee Membership (2019 in progress)**

Noted.

## **SECTION 2 STANDING ITEMS**

---

### **Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status**

#### **Mema Poāri Tae Ā-Tinana | Board Members (2019) Present or Late**

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

#### **Apologies**

1. Helen Vea

Total apologies: 1 member/s

#### **MOTION**

**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	<b>Improvements to the Academic Committee Meeting Calendar</b> 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	<b>Online Marking – Anticipation of Student Expectations</b> From 2020, NZQA shall introduce Online Marking for secondary students. Those students will later enrol in Unitec, and TTK 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	<b>Self-Assessment on Police Programme Development</b> 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	<b>Working Group – Interpretation of Te Noho Kotahitanga in the Academic Statute</b> 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	<b>Review of Programme Change Process</b> Te Korowai Kahurangi shall send a memorandum to PAQCs.	Simon Tries	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-016	<b>Pastoral Care Flag for Students from NITT</b> 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	<b>Industry Advisory Committees</b> 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	<b>Research Ethics Applications</b> “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	<b>Waitakere Success Strategy</b> “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	<b>Badging System Feedback</b> 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	<b>Review of Semesterised Delivery</b> To provide regular progress reports.	Simon Nash	Lowered priority	-
2018-07-31	2019.AB.Standing-002	<b>Impact statements</b> 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	<b>NZQF Proposal</b> 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

## 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	<b>Improvements to the Academic Committee Meeting Calendar</b> Investigate the feasibility, and if possible, implement the feedback in Section 3.01 of the Minutes of 2019-02-13.	Simon Tries	2019-04-03	In progress	-
2019-03-13	2019.AB.Action-012	<b>Online Marking – Anticipation of Student Expectations</b> 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.	Simon Nash (Chair, Ako Ahimura)	TBC	Starting	-
2019-04-03	2019.AB.Action-015	<b>Review of Programme Change Process</b> Te Korowai Kahurangi shall send a memorandum to PAQCs.	Simon Tries	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-016	<b>Pastoral Care Flag for Students from NITT</b> 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.	Annette Pitovao; Andrea Thumath; Trude Cameron	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-017	<b>Industry Advisory Committees</b> Talk to Heather Stonyer about the possibilities of greater representation of Māori and Pasifika representation, both internal and external, in the IACs.	Simon Tries	2019-05-08	Starting	-
2019-04-03	2019.AB.Action-018	<b>Research Ethics Applications</b> “Review processes to ensure a prompt turnaround of Research Ethics applications and explore offering a pre-application review service to ensure high quality applications.” 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	<b>Waitakere Success Strategy</b> “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.” Develop a Waitakere Success Strategy.	Merran Davis (Executive Dean, Academic)	TBC	Starting	-
2019-04-03	2019.AB.Action-020	<b>Badging System Feedback</b> Investigate the uptake and effectiveness of the Badging system for professional development in Academic Staff. Present a memo for PM-AB to discuss the relationship between academic compliance and performance management.	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	<b>Review of Semesterised Delivery</b> To provide regular progress reports.	Simon Nash	Lowered priority	-
2018-07-31	2019.AB.Standing-002	<b>Impact statements</b> 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: To email a link to the Tracker to Committee members.</i>	Simon Nash	Ongoing	-
2018-07-31	2019.AB.Standing-003	<b>NZQF Proposal</b> Verbal Update	Simon Tries	Ongoing	-
2019-05-08	2019.AB.Standing-004	<b>Academic Quality Action Plan (Post-EER)</b>  <i>2019-05-08: See Item 5.03 for discussion of EER Recommendations 4 and 6</i>	Debra Robertson-Welsh (Chair, QAB); Simon Nash (Chair, AB)	Ongoing	-

## **SECTION 3                    ITEMS TO RECEIVE**

---

### **Item 3.01            Priority Group Director Reports**

#### **RECOMMENDATION**

**That the Committee receive the Priority Group Director Report/s:**

- 1. Māori**
- 2. Under 25**
- 3. Pasifika**
- 4. International**





# memo

To	Poari Mātauranga   Academic Board	Date	23/04/2019
From	Andrea Thumath Manager UPC Annette Pitovao Director Student Success		
Subject	Priority Group Report Under 25s – Academic Board		

## Success Strategy Outcomes

- Development of the Under 25s Strategy planning is underway in partnership between UPC and Student Success.
- Initial brainstorming has identified **5 key categories** of Under 25s and **27 key areas of focus (high level)** which will be condensed further. Each of these categories present opportunities to impact the success of Under 25s from a Recruitment, Reputation and Retention prospective. See below chart of categories and areas of focus – please note that some of the areas of focus feature in each of the **5 key categories**.

Straight from School	Under 25s @ Unitec	Under 25s in our Communities	Under 25s Not in Employment, Education or Training (NEETS)	The in between and switching Under 25s
Youth Guarantee Trade Academies	Youth Guarantee Funded ( <i>Formally Youth Guarantee Fees Free</i> )	Kākano Youth Arts Collective	Youth Horizons	Apprenticeships
Youth Guarantee Secondary Tertiary Alignment Tool (STAR)	Māori and Pasifika Trades Training (MPTT)	Crescendo Trust of Aotearoa	Youth Justice	Gap Year students
Secondary to Tertiary Partnerships	Whai Ake	Achieving @ Waitākere	PARS	Transfers from other institutes (our processes)
Kura Kaupapa Partnerships	Kura Kaupapa Partnerships	Kura Kaupapa Partnerships	Kura Kaupapa Partnerships	Kura Kaupapa Partnerships

Whai Ake	Under 18 Internationals	Whai Ake	Application and Enrolment Process (all other under 25's)	Application and Enrolment Process (all other under 25's)
School Leaver Scholarships	Application and Enrolment Process (all other under 25's)	Application and Enrolment Process (all other under 25's)		
Secondary School International Departments	Supported Learning	Ngā Manu Kōrero		
Secondary School and Supported Learning engagement activity	Polyfest	Polyfest		
Pacific Island Leaders of Tomorrow (PILOT)				
Kei ā Tātou te Ihi (KATTI)				
Application and Enrolment Process (Vocational Pathway, STAR, Straight from School)				
Māori and Pasifika Trades Training (MPTT)				
Year 9 and 10 Go Live				
Ngā Manu Kōrero				
Polyfest				

- Together we have identified collaboration opportunities with key stakeholders from around the organisation to start getting appointments into relevant calendars for the coming weeks, post Easter.

#### Other Updates

- A first draft of the Under 25s Transition badge is almost complete, with the UPC team as the trial cohort to test content and session structure. Workshop scenarios now in development to link staff to the transition engagement and support available to them on campus to support their students.
- Vocational Pathway Courses administered by the UPC have now been aligned to employ the CBA4 Four-point Competency Grading System which enables the entering of both Achievement and Unit standards into Peoplesoft. Aligns to NCEA, ensures ease of entering (no more complicated formula calculations) and enables ease of reporting directly to Secondary Schools.

#### Items Linked

N/A

**Item 3.02 Subcommittee Chair Reports**

**RECOMMENDATION**

**That the Committee receive the Subcommittee Chair Report/s.**



# memo

To	Poari Mātauranga   Academic Board	Date	24 / 04 /2019
From	Marcus Williams Director Research and Enterprise	Phone No.	021 401 965
Subject	Subcommittee Chair Report – Postgraduate Research and Scholarships Committee		

## Work Summary Update

- All programmes Proposal Committees submitted their ToRs and member constituents to relevant PAQC for approval
- A working party was formed, advised the committee and the decision was made that all students who are enrolled in an ENR course who were automatically enrolled in Moodle for the next 6 months will no longer be so
- A response to the feedback from Project 11 around management and administrative tasks for postgraduate ALs was developed and sent to Amy Tankard. The Chair met with her to discuss and good progress is being made
- A draft workplan for the PGRSC was presented, which included reviews of three policy. After discussion, including with the Executive Director Academic, it was decided to put this plan on hold until the first results of the RoVE are known.
- The ToR for a review of the process for seeking ethics approval for research was agreed
- A draft programme of professional development for supervisors was approved

## Items Linked

- Subcommittee Minutes

<H:\2. Academic Development\E-Academic Library\2.0 Committees\Postgraduate Research & Scholarships Committee\Minutes\2019>



# memo

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To	Poari Mātauranga   Academic Board	Date	24/04/2019
From	Marcus Williams Director Research and Enterprise	Phone No.	021 401 965
Subject	Subcommittee Chair Report – Unitec Research Committee		

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## Work Summary Update

- The new committee, with representation of each of the new schools, introduced itself to each other
- The research time allocation report from November 2019 was presented to the committee
- Progress on the Research Leader role in the Project 11 work flow was discussed. Concern about lack of clarity and delays in decision making was expressed by the committee

## Items Linked

- Subcommittee Minutes

[H:\2. Academic Development\Research & Enterprise, Tuapapa Rangahau\Support Services\Committee Admin\Unitec Research Committee\Meetings\2019\Minutes 2019](#)



# memo

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To	Poari Mātauranga   Academic Board	Date	29 April 2019
From	Simon Tries Chair, Rōpū Whakaae Mātauranga   Academic Approvals Committee Manager, Te Korowai Kahurangi		
Subject	Subcommittee Chair Report – Rōpū Whakaae Mātauranga   Academic Approvals Committee		

Te Rōpū Whakaae Mātauranga | Academic Approvals Committee met for the first time in 2019 on 17 April 2019.

## Work Summary Update

- Purpose of the committee and its Terms of Reference were discussed
- Review of two academic policies/procedures
  1. Short Course, Training Scheme and Vocational Pathway Procedure
  2. Change and Improvement Procedure.

The Committee discussed 1. above and determined that further work was required.  
The Committee endorsed 2. above with minor changes for approval by Rōpū Whakaae Mātauranga | Academic Approvals Committee
- Debra Robertson-Walsh attended to discuss the development of the MAP specialisation in Police Practice, which was supported by the Committee
- The Academic Approvals Committee reviewed and updated its approval processes

## Items Linked

- For Approval
  - **Change and Improvement Procedure** of paper for PM-AB to APPROVE
- Subcommittee Minutes
  - Meeting on 17 April 2019
  - Minutes not yet approved



# memo

To	Poari Mātauranga   Academic Board	Date	01 / 05 / 2019
From	Asher Lewis Secretary	Phone No.	(8551)
Subject	Subcommittee Chair Report – Unitec Ethics Research Committee (UREC)		

## Work Summary Update

- Recruitment is underway for new members of UREC to replace those whose term has come to an end or those who have resigned from the committee. In particular, UREC is seeking members who have experience in Kaupapa Maori research methodology, members who have a current health practising certificate and members who are experienced working with people with disabilities.
- In April of 2019, UREC submitted its annual report for 2018 as well as its three-year re-approval request for accreditation to the Health Research Council of New Zealand.
- UREC continues to work with the Postgraduate Research and Scholarships Committee to foster cooperation and increase the quality of submissions to UREC
- As of April, UREC has accessed 12 applications for 2019.

## Items Linked

- Subcommittee Minutes
  - Meeting on 17 / 04 / 2019  
H:\2. Academic Development\E-Academic Library\2.0 Committees\Unitec Research Ethics Committee\Minutes\2019

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<b>To</b>	Poari Mātauranga/Academic Board	<b>From</b>	Trude Cameron - Lead Quality Systems
<b>Title</b>	Sector Updates	<b>Date</b>	10/04/19

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### Purpose

To provide Poari Mātauranga/Academic Board with an ITP sector update.

### Recommendation

That Poari Mātauranga/Academic Board receive the ITP sector update.

### Key Points

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The report contains information on the following:

- ROVE Consultation
- NZQF Review
- PBRF results

Details:

#### **ROVE consultation period deadline extended:**

The deadline for submissions for the ITP 2020 Roadmap reforms of the vocational sector was extended until 5<sup>th</sup> April. Outcome of consultation is expected in June.

#### **NZQF Review Summary**

The NZQF Review commenced in February 2018 and targetted a number of focus groups (employers, Māori, Pasifika, professional and regulatory bodies, qualification developers and learners). The emphasis of this review questioned whether the NZQF were still fit for purpose, flexible and adaptive to stakeholders needs. The feedback from these groups informed the areas for consultation, of which there were four.

In April, 2019 the NZQF Consultative Group met and delivered the following draft comments that have been amalgamated with discussion (Smart, 2019) occurring at the meeting:

1. Wider range of education products where NZ quality assured and highly regarded overseas publications appeared on the website in a 'Recognition Framework'.
2. Embed transferable competencies that support life long learning, employment with debate continuing around 'citizenship'.
3. Update level descriptors and address technical issues:
  - a) Enabling degree apprenticeships and commentary around Level 7 descriptors covering the skills and attributes of a graduate apprenticeship



b) VET: at time of qualifications renewal they are looked at objectively and not within the parameters of Level 2 – Level 4/5 for trades

c) Suggestion of all Level 7 Diplomas be put through a TROQ

d) Wide discussion on Level 8 Bachelor Degree with honours (Universities also in discussion)

4. Make NZQF user friendly and relevant by giving strong support for greater recognition of Mātauranga Māori and making NZQA more accessible through interactive portals with TEO and students views.

Future:

The NZQF Consultative Group, in recognition of current sector reform (ROVE, NCEA and Tomorrow's Schools), will get final feedback and move to publish the final results in September.

### **TEC Performance Based Research Fund**

Individual researcher results were released 29/4/19, and are available through TEC Workspace 2.

### **Contributors**

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Trude Cameron – Lead Quality Systems, Te Korowai Kahurangi

Simon Tries – Manager, Te Korowai Kahurangi

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<b>To</b>	Academic Board	<b>From</b>	Jackie Tims Lead, Programme Development and Management, Te Korowai Kahurangi
<b>Title</b>	Status update: Programme Development Programme Reviews Closing Programmes	<b>Date</b>	30 April 2019

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## Purpose

To provide Academic Board with an update on the status of current:

- Programme Development
- Programme Reviews
- Expiring and Suspended Programmes

## Recommendation

That Academic Board receive the update on programme development, programme reviews and expiring/suspended programmes

## Key Points

All programmes scheduled for development are underway and progressing. Noteworthy is the Bachelor of Veterinary Nursing which has been approved by NZQA but is awaiting TEC approval before opening for enrolments. Programme Reviews are, with the exception of two, in continuous collaboration with Te Korowai Kahurangi and action plans have been established. The second round of Programme Reviews will be sent reminders of the process and booked appointments with Te Korowai Kahurangi by the end of May. Expiring and Suspended Programmes are in a teach our phase.

## Contributors

Te Korowai Kahurangi

Academic Approvals Committee

**Attachment**

AB Programme Status Update 20190430

## Programme Development 2019/2020

### Sem 2 2019 Planned Delivery

Programme	School	Status	Previous RAG	Current RAG	Programme Comment
Bachelor of Vet Nursing	Environmental and Animal Sciences	On track			Awaiting TEC approval.

### Sem 1 2020 Planned Delivery

Programme	School	Status	Previous RAG	Current RAG	Programme Comment
Bachelor of Business	Applied Business	On track			Writing programme document. Collaborating with Te Korowai Kahurangi (4 meetings) and Te Puna Ako to develop these.
Master of Professional Accountancy	Applied Business	On track			Writing programme document

### Approved Programme Review schedule 2019-2022

Acad Prog	Programme Title	Prospectus Code	Last Known Programme Review Date	Current RAG	Proposed Programme Review Date	Programme Comment
BBS	Bachelor of Business	CA2109				Process for Programme Review is underway.
GCPA	Graduate Certificate in Professional Accountancy	CA2387				Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
GDBUS	Graduate Diploma in Business	CA2383	2011, 2013 scheduled but no report		Semester 1, 2019	Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
GDPA	Graduate Diploma in Professional Accountancy	CA2386				Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.

BPSA	Bachelor of Performing and Screen Arts	CA2222	2016		Semester 1, 2019	Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
GDDDES	Graduate Diploma in Creative Practice	CA2333				Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
BCS	Bachelor of Computing Systems	CA2209				Process for Programme Review is underway. Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
GDCMP	Graduate Diploma in Computing	CA2297	2014		Semester 1, 2019	
MAP(TF)	Master of Applied Practice (Tech Future)	CA2397	New programme with Mindlab, due for Graduating Review		Semester 1, 2019	Not started
PGCAP(DCL)	Postgraduate Certificate in Applied Practice (Digital Collaborative Learning)	CA2396	No Info of 5-year review, part of MAP but standalone		Semester 1, 2019	Not started
MAP(PA)	Master of Applied Practice (Professional Accounting)	CA2397	No Info of 5-year review, part of MAP, suggest reviewing with MBUS			Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
MBUS	Master of Business	CA2318			Semester 2, 2019	Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
PGDBS	Postgraduate Diploma in Business	CA2319	2013 scheduled but no report is evident			Process for Programme Review is underway. Date has been discussed but all reviews dates are pending the Te Korowai Kahurangi review of the programme. This will be used to inform the steps in the review.
MCOMP	Master of Computing	CA2270	2014 scheduled but no report is evident		Semester 2, 2019	Process is underway, have had several meetings and a tentative schedule has been produced.
PGDCG	Postgraduate Diploma in Computing	CA2271				Process is underway, have had several meetings and a tentative schedule has been produced.

BCE	Bachelor of Creative Enterprise	CA2403	2012 scheduled but no report is evident		Semester 2, 2019	Due to start mid-May.
GDCE	Graduate Diploma in Creative Enterprise	CA2405	GDCE not currently offered			Due to start mid-May.
MCP	Master of Creative Practice	CA2400				Due to start mid-May.
PGCCP	Postgraduate Certificate in Creative Practice	CA2402	No Info of 5-year review		Semester 2, 2019	Due to start mid-May.
PGDCP	Postgraduate Diploma in Creative Practice	CA2401				Due to start mid-May.
BASCI	Bachelor of Applied Science	CA2359	2016 scheduled but no report is evident		Semester 2, 2019	Due to start mid-May.
BHSMI	Bachelor of Health Science (Medical Imaging)	CA2054	2014		Semester 2, 2019	Due to start mid-May.
BAT	Bachelor of Applied Technology	CA2320	2014		Semester 2, 2019	Due to start mid-May.
GDHE	Graduate Diploma in Higher Education	CA2188	2016 scheduled but no report is evident		Semester 2, 2019	Due to start mid-May.
BLA	Bachelor of Landscape Architecture	CA2190	2012 scheduled but no report evident,		Semester 1, 2020	Due to start mid-May.
			2017 accreditation report is available			Due to start mid-May.
MARCH	Master of Architecture	CA2302	2015		Semester 1, 2020	Due to start mid-May.
MLA	Master of Landscape Architecture	CA2304				Due to start mid-May.
BETMG	Bachelor of Engineering Technology (Electrical)	CA2382	No Info of 5-year review,		Semester 1, 2020	Due to start mid-May.
BETMG	Bachelor of Engineering Technology(Civil)	CA2381	2015 IPENZ accreditation for Civil			Due to start mid-May.
BNURS	Bachelor of Nursing	CA2412	New programme		Semester 1, 2020	Due to start mid-May.
BAS	Bachelor of Architectural Studies	CA2357	2015 scheduled but no report is evident,		Semester 2, 2020	Due to start mid-May.
MARCP	Master of Architecture (Professional)	CA2358	2017 external examiners report is available			Due to start mid-May.

BSOCP	Bachelor of Social Practice	CA2224	New programme		Semester 2, 2020	Due to start mid-May.
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## Expiring Qualifications:

Programme	Practice Pathway	Last date for new enrolments	Last Unitec Semester	Last date for graduation	Last Semester to Graduate
Dip in Applied Interior Design	Architecture	2019-05-31	1192	2021-05-31	1206
Cert in Construction Site Safety	Bldg. Const and Services	2018-11-30	1184	2020-11-30	1202
Dip in Sport and Fitness Education	Community Development	2019-01-31	1184	2021-01-31	1204
Cert in Communication and Media Arts	Creative Enterprise	2018-07-31	1182	2020-07-31	1202
Cert in Music (Introductory)	Creative Enterprise	2019-09-30	1194	2021-09-30	1212
Dip in Contemporary Music	Creative Enterprise	2019-09-30	1192	2021-09-30	1212
Dip in Performance Technology	Creative Enterprise	2019-09-30	1194	2021-09-30	1212
Cert in Animal Welfare Investigations (L4)	Environmental and Animal Sci.	2018-12-31	1184	2020-12-31	1204
Cert in Liaison Interpreting	Language Studies	2019-12-31	1194	2020-12-31	1194
Dip in Community and Social Work	Social Practice	2018-05-31	1182	2020-05-31	1196

## Suspensions:

Programme	Practice Pathway	Last date for new enrolments	Last Unitec Semester	Last date for graduation	Last Semester to Graduate
Bachelor of Applied Science (Human Biology)	Community	Sem 2 2018			*Suspension and Withdrawal applications incomplete
Bachelor of Health and Social Development	Community	Sem 2 2018			*Suspension and Withdrawal applications incomplete
Bachelor of Sport	Community	Sem 2 2018			*Suspension and Withdrawal applications incomplete
Master of Osteopathy	Community	Sem 2 2018	2022		*Suspension and Withdrawal applications incomplete

**Item 3.06 Degree Monitoring Tracker**

Presenter: Simon Tries

**RECOMMENDATION**

**That the Committee receive the Degree Monitoring Tracker.**





# memo

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To	Academic Board	Date	29 April 2019
CC			
From	Steve Marshall Quality Partnering Lead Te Korowai Kahurangi	Phone No.	Ext 8760
Subject	Scheduling Progress report for Degree Monitoring		

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The table below present a simple snapshot of progress against the setting of visit dates for Monitoring for Unitec Programmes for 2019. All programmes have been allocated a month in which Monitoring is to take place, and the spreadsheet presents progress of scheduling those visits. The RAG notes the following:

Red indicates that final dates have not yet been set for visits that are scheduled to occur in the next two months.

Amber indicates that dates have not yet been set for visits that are scheduled to occur beyond the next two months and before the end of the year.

Green indicates the final dates that have been set for Monitoring visits for 2019

Acad Prog	Descr	SCHOOL	Type	Program Status	NZQA or Self Monitoring	Next Visit Proposed Approved QAB	Next Visit Date Confirmed
BAS	Bach Architectural Studies	Architecture	DEG	Current	SELF	Dec 19	2-4 Dec, 2019
BASCI	Bach Applied Science	Environmental & Animal Sciences	DEG	Current	SELF	Sept 19	
BASHB	Bach Applied Science/Human Bio	Community Studies	DEG	Suspended	SELF	July 19	20-Mar
BAT	Bach Applied Technology	Engineering & Applied Technology	DEG	Current	SELF	May 19	11-Jun-19
BBS	Bach Business	Applied Business	DEG	Current	SELF	May 19	
GCPA	GCert Professional Accountancy	Applied Business	DEG	Current	SELF	July 19	
GDBUS	GDip Business	Applied Business	DEG	Current	SELF	May 19	
GDPA	GDip Professional Accountancy	Applied Business	DEG	Current	SELF	July 19	
BCE	Bach Creative Enterprise	Creative Industries	DEG	Current	SELF	July 19	21-May
BCONS	Bach Construction	Construction & Infrastructure	DEG	Current	SELF	May 19	
GDCPM	GDip Constructn Project Mgemnt	Construction & Infrastructure	DEG	Current	SELF	May 19	
BCS	Bach Computing Systems	Information & Communication Technology	DEG	Current	SELF	May 19	
GDCMP	GDip Computing	Information & Communication Technology	DEG	Current	SELF	May 19	
BETMG	Bach Engineering Technology	Engineering & Applied Technology	DEG	Current	SELF	Sep 19	26 Aug - 6 Sep
BHSD	Bach Health Social Development	Community Studies	DEG	Suspended	NZQA	July 19	
BHSMI	Bach Health Sci/Medical Imagin	Healthcare & Social Practice	DEG	Current	SELF	Sep 19	5-6 Sep, 2019
BIC	Bach Communication	Applied Business	DEG	Suspended	SELF	May 19	
GDEC	GDip Event Communication	Applied Business	DEG	Suspended	SELF	May 19	
BICHN	Bach Communication (Hons)	Applied Business	DEG	Suspended	SELF	May 19	
BLA	Bach Landscape Architecture	Architecture	DEG	Current	SELF	Oct 19	
BNURS	Bach Nursing	Healthcare & Social Practice	DEG	Current	NZQA	July 19	
BPSA	Bach Performing & Screen Arts	Creative Industries	DEG	Current	SELF	Nov-19	
GDDES	GDip Creative Practice	Creative Industries	DEG	Current	SELF	Nov-19	
BSP	Bach Social Practice	Healthcare & Social Practice	DEG	Current	NZQA	May 19	
BSPT	Bach Sport	Community Studies	DEG	Suspended	SELF	July 19	
BTECE	Bach Teaching Early Childhd Ed	Community Studies	DEG	Current	SELF	May 19	27-May-19
DCOMP	Doctor of Computing	Information & Communication Technology	DEG	Suspended	SELF	May 19	
GDHE	GDip Higher Education	Te Puna Ako	DEG	Current	SELF	June 19	

MAP	Master Applied Practice	Applied Business	DEG	Current	SELF	May 19	
PGCAP	PGCert Applied Practice	Applied Business	DEG	Current	SELF	MindLab	
PGDAP	PGDip Applied Practice	Te Puna Ako	DEG	Current	SELF	May 19	
MARCH	Master Architecture	Architecture	DEG	Current	SELF	Nov 19	
MARCP	Master Architecture Professnal	Architecture	DEG	Current	SELF	Dec 19	2-4 Dec, 2019
MBUS	Master Business	Applied Business	DEG	Current	SELF	May 19	
PGDBS	PGDip Business	Applied Business	DEG	Current	SELF	May 19	
MCE	Master Contemporary Education	Te Puna Ako	DEG	Current	NZQA	MindLab	
MCOMP	Master Computing	Information & Communication Technology	DEG	Current	SELF	May 19	
PGDCG	PGDip Computing	information & Communication Technology	DEG	Current	SELF	May 19	
MCP	Master Creative Practice	Creative Industries	DEG	Current	SELF	July 19	15-May
PGCCP	PGCert Creative Practice	Creative Industries	DEG	Current	SELF	July 19	15-May
PGDCP	PGDip Creative Practice	Creative Industries	DEG	Current	SELF	July 19	15-May
MDESN	Master Design	Creative Industries	DEG	Suspended	SELF	July 19	15-May
MEDM	Master Educational Ldrship Mgt	Te Puna Ako	DEG	Suspended	SELF	July 19	
PGCEL	PGCert Educationl Ldrshp & Mgt	Te Puna Ako	DEG	Suspended	SELF	July 19	
PGDSM	PGDip Educational Ldrshp & Mgt	Te Puna Ako	DEG	Suspended	SELF	July 19	
MIC	Master Internatl Communication	Applied Business	DEG	Suspended	SELF	May 19	
PGDIC	PGDip Inter Communic	Applied Business	DEG	Suspended	SELF	May 19	
MLA	Master Landscape Architecture	Architecture	DEG	Current	SELF	Nov 19	
MOST	Master Osteopathy	Community Studies	DEG	Suspended	SELF	July 19	20-Mar
MSOCP	Master Social Practice	Healthcare & Social Practice	DEG	Suspended	SELF	July 19	
MTEL	Master Teachg & Educatn Ldrshp	Te Puna Ako	DEG	Current	NZQA	MindLab	
PGDCN	PGDip Counselling	Healthcare & Social Practice	DEG	Suspended	SELF	July 19	

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<b>To</b>	Poari Mātauranga/Academic Board	<b>From</b>	Debra Robertson Welsh – Interim Lead Category One
<b>Title</b>	Academic Appeal Committee Hearing outcome report	<b>Date</b>	16/04/19

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### Purpose

To provide information to Poari Mātauranga/Academic Board on the outcome of the Resolutions Appeal Committee Hearing in March 2019

### Key Points

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The grounds for Appeal were that there had been a material irregularity in the summative assessment of the course. The reason that was given for this was inadequate supervision throughout the course of the year, due to difficulty getting appointment times to meet with his supervisor. The subsequent lack of feedback resulted in a sub-standard project being submitted.

The Appeal was initially investigated by the Director Ako, and grounds for Appeal were upheld. An Appeal committee was formed and all parties were interviewed. This resulted in a positive outcome for the student whereby he has been allocated a new Supervisor and an opportunity to resubmit his final project prior to the end of Semester one 2019.

This was the first Academic Appeal Committee since the change in process, learnings will be incorporated into future guidelines.

These being:

- Updating guidelines for students and staff related to the grade appeal process
- Producing guidelines for decision making at Academic Appeals Committees

### Contributors

Debra Robertson Welsh – Interim Lead Category One

Trude Cameron – Lead Quality Systems, Te Korowai Kahurangi

## **SECTION 4                      ITEMS TO APPROVE**

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**To:** Poari Mātauranga/Academic Board

**From:** Trude Cameron, Lead Quality Systems, Te Korowai Kahurangi

**Date:** 15/4/19

**Subject:** Temporary reinstatement of the Academic Integrity Policy

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**Purpose:**

To ensure that Unitec has student and staff facing information about the values that underpin academic integrity, Unitec's expectations of Academic Integrity and what actions will be taken to address alleged Academic dishonesty. This is proposed to be a temporary measure while a review is undertaken of how this information is currently made available in Unitec Policies, Regulations, Procedures and other sources of information, and wider consultation occurs about the need for a separate Academic Integrity policy.

**Recommendation:**

That Poari Mātauranga/Academic Board approve the temporary reinstatement of Unitec's Academic Integrity Policy until the end of Semester Two 2019.

**Background:**

The Academic Integrity Policy was retired during a review of policies in the latter part of 2018. There are currently no policies or regulations specific to Academic Integrity. Instead, 'enforcement' of academic integrity in cases of plagiarism relies on an interpretation of more general policies such as the staff Code of Conduct and Student Disciplinary Statute.

A student-facing course was developed in 2016 as an online module in Moodle to guide students through the necessity for Academic Integrity, and to support them to make good decisions when undertaking assessment activities. Ako Ahimura Committee agreed in 2018 to make this course compulsory for all students, but the operationalization of this is still being investigated.

While the Moodle course provides guidance on academic integrity, the lack of explicit policy for students and staff may make enforcement of our guidelines and more general policies difficult. This has been highlighted by recent cases of staff plagiarism.

It is intended that a review of the need for the Academic Integrity policy be undertaken and a report delivered to Poari Mātauranga/Academic Board before the end of Semester Two 2019, along with a range of solutions for the future.

**Contributors:**

Simon Nash – Director Ako, Teaching and Learning

Trude Cameron - Lead Quality Systems

Lisa Simperingham – Academic Advisor, Te Puna Ako

**Attachments:**

Academic Integrity Policy



# Academic Integrity Policy

## 1. PURPOSE

To define Academic Integrity at Unitec and to promote the commitment of its staff and students to maintain Academic Integrity.

This policy relates directly to Section 8.1 of the Academic Statute, which requires learning and teaching activities to:

- i) support educational achievement;
- ii) foster Student engagement;
- iii) prepare Students for employment and/or educational pathways.

To achieve in their studies and in employment, students require appropriate academic support and guidance to act with integrity.

## 2. SCOPE

Academic integrity relates to meeting moral or ethical principles in educational settings. Commitment to these academic principles creates a foundation for successful personal and professional participation and enables citizens to contribute to the broader community, work and society.

At Unitec we are committed to the highest standards of integrity, respect, and professional conduct. This commitment informs every aspect of our working life, from respectful interactions with colleagues to integrity in all our academic and professional endeavours. We hold our students to the same high standards, and we are committed to providing the policies and resources necessary to support their success as learners and citizens.

Academic integrity practices apply the principle of Whakaritenga – Legitimacy, which requires that academic decision-making processes legitimise the contributions of others and ensure that ethics and integrity inform subsequent actions.

## 3. POLICY STATEMENTS

- 1) All Unitec staff and students will commit to the values below promoted by the International Centre for Academic Integrity (ICAI):



**Honesty:**An Academic Community of Integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.

**Trust:**An Academic Community of Integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

**Fairness:**An Academic Community of Integrity establishes clear standards, practices and procedures and expects fairness in the interactions of students, teachers and administrators.

**Respect:**An Academic Community of Integrity recognises the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.

**Responsibility:**An Academic Community of Integrity upholds personal accountability and depends upon action in the face of wrongdoing.

2) Therefore, the key principles of this policy are that Unitec<sup>1</sup>:

- requires all its students and staff to undertake their academic work with Academic Integrity;
- encourages all its staff and students to engage in educational opportunities available, to understand the expectations and standards which support Academic Integrity;
- will offer a range of approaches to educate its students and staff to practise Academic Integrity in their academic work;
- will take consistent and equitable action to deal with alleged Academic Dishonesty by students by:
  - communicating to students that any piece of academic work they submit can be checked as to its authenticity at any time by Unitec using an appropriate process
  - implementing a common remedial and penalty framework across Unitec through the Student Disciplinary Statute
  - establishing and applying appropriate, consistent procedures for detecting and investigating alleged Academic Dishonesty, and
  - communicating the disciplinary appeal process
- will take consistent and equitable action through the Unitec Code of Conduct to deal with alleged Academic Dishonesty by staff.

3) Unitec will engage staff and students by:

- using appropriate mechanisms to advise staff and students of this policy;
- developing educational strategies to promote Academic Integrity;
- developing strategies that reduce opportunities for Academic Dishonesty;
- designing strategies to increase student engagement with their study and their ability to submit their own work, and
- reviewing these strategies at appropriate intervals.

<sup>1</sup>We acknowledge Macquarie University whose policy on Academic Honesty forms the basis of these principles and some procedures. Other organisations whose principles or policies have been referenced are: International Centre for Academic Integrity; Massey University.

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- 4) Unitec shall be entitled to initiate disciplinary procedures if a Unitec student or staff member breaches this policy.

## 4. PROCESS

Guidelines for both staff and students are available in Moodle courses linked from the Unitec website. (See References section).

## 5. DEFINITIONS

Academic Community of Integrity	Means all Unitec staff members (whether full-time, part-time or adjunct) and Students.
Academic Dishonesty	Means any behaviours, including Cheating and Plagiarism and any other Academic Misconduct, that constitute dishonest academic practices.
Academic Integrity	means intellectual honesty with regard to the use of information and in the pursuit of knowledge and understanding. It implies a commitment to the core values identified in this policy.
The terms "Cheating", "Plagiarism" and "Academic Misconduct"	have the meaning given to those terms in the Student Disciplinary Statute.

## 6. REFERENCES

- [1] Student Disciplinary Statute
- [2] Unitec Code of Conduct
- [3] Disciplinary Policy and Procedures
- [4] Guidelines and support documents for staff and students can be found at the following addresses:  
<http://moodle.unitec.ac.nz/course/view.php?id=3191&topic=0#section-1> and  
<http://moodle.unitec.ac.nz/course/view.php?id=3188>

## 7. AUTHORITY

Academic Board is the approval body for the Academic Integrity Policy, and policy ownership lies with the Dean Teaching and Learning.

All cases of alleged Academic Dishonesty by students will be dealt with under the provisions of the Student Disciplinary Statute.

All cases of alleged Academic Dishonesty by staff will be dealt with under the provisions of Unitec's Code of Conduct and the Disciplinary Policy and Procedures.

## DOCUMENT DETAILS

<b>Version:</b>	1	<b>Issue Date this Version:</b>	September 2013
<b>This Version Approved by:</b>	Academic Board	<b>Date of Approval:</b>	10 September 2013
<b>Document Owner:</b>	Dean Teaching and Learning	<b>Document Sponsor:</b>	
<b>Date of Next Review:</b>	October 2015		
<b>Date First Version Issued:</b>	September 2013	<b>Original Approval Body:</b>	Academic Board

## AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by

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To: Poari Mātauranga/Academic Board

Presenter: Trude Cameron – Lead Quality Systems, Te Korowai Kahurangi

Subject: Inconsistency between Unitec ABA 4 step and Degree Achievement Based 11 step grading systems.

Date: 1/5/19

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### ***Purpose***

This memo requests that Poari Mātauranga/Academic Board approve changes to align Unitec 4-point ABA grades to the Degree Achievement based 11-point scale.

### ***Recommendation***

That Academic Board approve the creation of a new ABA 4-point grade scale (ABA2), and that Unitec roll this out progressively, course by course from Semester 2 2019, to ensure no current student is adversely affected.

### ***Background***

There is a misalignment of grading levels between the ABA 4-point scale and the Degree Achievement Based 11-point scale in PeopleSoft.

The Quality Alignment Board endorsed the alignment of these two grading systems at its meeting on 28/3/19, and requested that the Academic Board approve the changes as shown in table 3 of 4.04.1 Grading Systems document (attached), and instruct IMS to carry out the necessary changes to be effective from Semester 1, 2019.

See below:

Current ABA 4-point scale

A	87.5 - 100
B	67.5 - 87
C	50 - 67
D	0 – 49.5

Current Degree Achievement based 11-point Scale

A+	90 - 100
A	85 - 89
A-	80 - 84
B+	60 - 68

B	70 - 74
B-	65 - 69
C+	60 - 68
C	55 - 59
C-	50 - 54
D	40 - 49
E	0 - 39

The current inconsistencies mean that a student being assessed on the ABA 4-point scale must get a minimum of 87.5 marks to achieve an A, whereas a student assessed on the 11-point scale only needs to get 80 marks

The creation of a new ABA 4-point scale would allow the alignment of these two scales to come into effect for all new students, in a progressive manner, from the start of Semester 2.

Proposed new ABA 4-point scale would be:

A	Distinction	80 - 100
B	Merit	65-79
C	Pass	50 - 64
D	Fail	0 – 49

## ***Attachments***

### **4.04.1 Grading Systems**

<b>To</b>	Te Poari Iho Quality Alignment Board	<b>From</b>	Trude Cameron – Lead Quality Systems Te Korowai Kahurangi
<b>Title</b>	Inconsistency in Achievement Grading System	<b>Date</b>	12/03/2019

## Purpose

This memo reports the outcome of grade alignment that was considered by the Assessment Working Party, and as approved at the Te Poari Iho Quality Alignment Board meeting 28<sup>th</sup> February 2019. Specifically, the working party examined the alignment of grade ranges between the Four-point [ABA] Achievement Based Grade Ranges and the 11-point [DEG] Achievement Based grade scale systems. This memo requests that QAB endorses the findings of the Assessment Working Party for this element, and recommends changes be approved by Academic Board as outlined below.

## Recommendation

That the Quality Alignment Board endorse the alignment of Grade Ranges for the Achievement based four-point (ABA) system with the Achievement based 11-point (DEG) system and requests that Academic Board approve these changes, and instruct IMS to carry out the necessary changes, to be effective from Semester 1, 2019, as outlined in Table 3 below.

## Background

In 2004 the Achievement based 11-point (DEG) grading system was standardized across all Unitec Programmes with consistent grade ranges to indicate achievement. A minimum achievement grade range was established for each of the 11 points, with the cut off for that range being the start point of the next highest grade range as outlined in Table 1.

**Table 1: Current Grade Ranges for 11-point Achievement based (DEG) assessment system**

Grade	Meaning	Result	Grade Ranges
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

The Achievement Based 4-point (ABA) grading system was not, however, similarly changed to establish minimum and maximum ranges. Rather, the ABA system uses a mid-point grade range for the award of both 'A' and 'B', with 'C' and 'D' aligning with a minimum achievement as outlined in Table 2.

**Table 2: Current Grade Ranges for four-point Achievement based (ABA) assessment system**

Grade	Meaning	Result	Grade Ranges
A	Distinction	Credits Earned	87.5 - 100
B	Merit	Credits Earned	67.5 - 87
C	Pass	Credits Earned	50 - 67
D	Fail	No Credits Earned	0-49

Gradebook was established as the interface for entering grades into the Student Management System in 2008. This system employs a numerical calculation across the number of assessments to produce a final grade. It is designed to count up from the minimum range of each grade to establish the achievement. For example, the grade range under the 11-point grade system for a 'A' begins at 85 and runs to 89, therefore an assessment mark of 86 will result in an award of an A grade. However, the 4-point grade system, has a mid-point start point of 87.5, would result in a student who achieved a mark of 86 being awarded a B grade.

The working party recognize that this is an unfair anomaly and can affect the GPA for students enrolled in courses where GPA is used for advancement to higher level qualifications, or award of honors. The working party determined that to ensure fairness for all students it is necessary to align the Four-point [ABA] Achievement Based Grade Ranges with the 11-point [DEG] Achievement Based grade ranges as outlined in Table 3:

**Table 3: Proposed Grade Ranges for Achievement based (ABA) assessment system**

Grade	Meaning	Result	Grade Range
A	Distinction	Credits Earned	80 - 100
B	Merit	Credits Earned	65 - 79
C	Pass	Credits Earned	50 - 64
D	Fail	No Credits Earned	0-49

### Impact of change

There will be no impact of this change for current students as the transition will be implemented between semesters 1 and 2 this year, with the exception of the Master of Osteopathy. The MOST employs the calculation of GPA to award honours and have been manually correcting this anomaly for some time to insure that no student is adversely affected by the miscalculation of GPA. They are in full support of this change to ensure that this correction can benefit students as soon as possible.

All other programmes using the current ABA system are New Zealand Certificates and there is no adverse implication for student success if this change is approved.

<b>To</b>	Academic Board	<b>From</b>	Simon Tries, Manager, Te Korowai Kahurangi
<b>Title</b>	Programme Improvement Change Process update	<b>Date</b>	1 May 2019

### Purpose

To seek Academic Board approval for changes to the *Change and Improvement Procedure (AC1.4)*.

### Recommendation

That the Academic Board approves the changes to the *Change and Improvement Procedure (AC1.4)*.

### Background

At the April Academic Board meeting the Academic Board determined that the Change and Improvement Procedure was to be sent to all Programme Academic Quality Committees (PAQCs) and relevant others.

Prior to doing so the decision was made to review the procedure to ensure that it met all current Unitec and external requirements and was sufficiently clear. Minor changes were made to the procedure before being considered and endorsed by the Academic Approvals Committee on 17 April 2019.

The appended *Change and Improvement Procedure (AC1.4)* reflects the outcome of this process.

### Contributors

Te Korowai Kahurangi

Academic Approvals Committee





# PROGRAMME CHANGE AND IMPROVEMENT PROCEDURE

## 1 Purpose

This procedure outlines the requirements for implementing changes and improvements to Academic Provision at Unitec.

## 2 Scope

This procedure applies to all academic provision at Unitec and has implications for all staff.

Programmes developed under collaborative arrangements must meet the requirements of the collaborative arrangement agreement **and** those specified here.

## 3 Procedures

The need to make and implement a change to a qualification, programme, course, or other type of academic provision may result from stakeholder feedback, internal evaluation, moderation or similar mechanism.

Approval is required before a proposed change can be implemented; the level of approval required reflects:

- the significance of the change(s) being proposed; and
- the type of academic provision being changed.

ALL proposals for significant change require Executive approval prior to any substantial work being undertaking to support a proposed change.

1. Te Korowai Kahurangi will provide advice relating to the significance of the change(s) being proposed and the appropriate process to follow.
2. The Programme Manager submits the application to the Programme Academic Quality Committee (PAQC) for endorsement of the proposed change.
3. The Chair of the PAQC, submits the application to the Programme Improvements Committee, (via [aac@unitec.ac.nz](mailto:aac@unitec.ac.nz)) with clear identification of the change type (Type 1 or Type 2 change).
4. The Chair of the Programme Improvements Committee considers the application, confirms the Type of change being made and forwards it either:
  - For Type 1 Changes, the Programme Improvements Committee
  - For Type 2, the Academic Approvals Committee.

Applications for change will only be proceed where there is sufficient evidence to support the change and meets relevant internal and external requirements.

### 3.1 Changes to Level 1-6 Programmes and Training Schemes

	Type 1 change	Type 2 change
<b>Definition</b>	<ul style="list-style-type: none"> <li>Minor changes to programme components.</li> <li>Do not have an impact on the total numbers of learning hours, credit values, or learning outcomes of the overall programme.</li> <li>Do not change or alter the programme approval and accreditation data held by NZQA (as defined in Rule 3.1<sup>1</sup>).</li> </ul>	<p>Type 2 changes relate to major changes to components that have an impact on the programme as a whole, and include change that will alter the programme approval and accreditation data held by NZQA.</p> <p>A Type 2 change must be approved by Academic Board and NZQA prior to implementation.</p>
<b>Examples of change</b>	<ul style="list-style-type: none"> <li>Content in a programme but not the learning outcomes.</li> <li>Title of a component.</li> <li>Pre or co-requisite that does not affect programme entry requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Changes to programme aims, graduate profile outcomes and learning outcomes.</li> <li>Requirements for practical, workplace and education provider learning.</li> <li>Structure of the programme.</li> <li>Regulations, including entry requirements.</li> <li>Delivery methods (e.g. a move from face-to-face learning to online learning).</li> <li>Changes that have an impact and alter the NZQA data requirements, specifically, those held in the factual summary sheet.</li> </ul>

<sup>1</sup> NZQF Programme Approval and Accreditation Rules 2018

### 3.2 Changes to Level 7-10 degree programmes and qualifications

	Type 1 change	Type 2 change
<b>Definition</b>	<ul style="list-style-type: none"> <li>Minor changes to programme components.</li> <li>Do not have an impact on the total numbers of learning hours, credit values, or learning outcomes of the overall programme.</li> <li>Do not change or alter the programme approval and accreditation data as stated in the Programme Documents.</li> </ul>	<p>Type 2 changes relate to major changes to components that have an impact on the programme as a whole, and include changes that will alter the programme approval and accreditation data held by NZQA.</p> <p>A Type 2 change must be approved by Academic Board and NZQA prior to implementation.</p>
<b>Examples of change</b>	<ul style="list-style-type: none"> <li>Content in a programme but not the learning outcomes.</li> <li>Title of a component.</li> <li>Pre or co-requisites that do not affect programme entry requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Changes to programme aims, graduate profile outcomes and learning outcomes.</li> <li>Requirements for practical, workplace and education provider learning.</li> <li>Structure of the programme.</li> <li>Regulations, including entry requirements.</li> <li>Delivery methods (e.g. a move from face-to-face learning to online learning).</li> <li>Changes that have an impact and alter the NZQA data requirements, specifically, those held in the factual summary sheet.</li> </ul>

<b>Examples of change</b>	<ul style="list-style-type: none"> <li>• Content in a programme but not the learning outcomes.</li> <li>• Title of a component.</li> <li>• Pre or co-requisite that does not affect programme entry requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to programme aims, graduate profile outcomes and learning outcomes.</li> <li>• Requirements for practical, workplace and education provider learning.</li> <li>• Structure of the programme.</li> <li>• Regulations, including entry requirements.</li> <li>• Delivery methods (e.g. a move from face-to-face learning to online learning).</li> <li>• Changes that have an impact and alter the NZQA data requirements, specifically, those held in the factual summary sheet such as: <ul style="list-style-type: none"> <li>-qualification type (graduate certificate, graduate diploma, post-graduate certificate, post-graduate diploma)</li> <li>-title</li> <li>-level</li> <li>-credit value</li> </ul> </li> </ul>
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### 3.2.1 Documentation Standards and Evidence

1. All change proposals must be:
  - a. submitted using a fully completed *Programme Improvements Application Form*.
  - b. supported by updated programme documentation that clearly identifies the proposed changes (for example, changes have been “tracked”).
  - c. endorsed and approved as detailed in the *Academic Development and Approval Policy*.

### 3.2.2 Timelines for Programme Improvements

1. All programme improvements must be reviewed by the Programme Improvements Committee within the published deadlines.
2. These deadlines are determined to enable changes to be applied in time for enrolment into the following semester or, for minor changes, to enable teaching materials to be prepared in time for the semester.
3. For improvements that require external approval, a longer time period must be allowed prior to the required start date.

## 3.3 Other Academic Provision: NZQA-Approved

1. Changes to any other academic provision originally approved by the NZQA must follow the process for Type 2 programme changes.

## 3.4 Other Academic Provision: Non-NZQA-Approved

1. Changes to any academic provision not originally approved by the NZQA must follow the process for Type 1 programme changes; NZQA reporting requirements may not be required.

## 4 Responsibilities

Role	Responsibilities
Academic Staff/Leaders	<ul style="list-style-type: none"> <li>• Prepare applications for change in accordance with approved form.</li> </ul>
Programme Improvements Committee	<ul style="list-style-type: none"> <li>• Review and approve Type 1 changes for existing programmes.</li> </ul>
Academic Approvals Committee	<ul style="list-style-type: none"> <li>• Review and endorse proposed Type 2 changes for existing programmes.</li> </ul>
Te Korowai Kahurangi	<ul style="list-style-type: none"> <li>• Assists and administers Programme Improvement Application process to finalisation of the PAQC.</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>• Approve proposed Type 2 changes.</li> </ul>
NZQA	<ul style="list-style-type: none"> <li>• Receive reports of Type 1 changes</li> <li>• Approve Type 2 changes</li> </ul>
Business Analyst (Accounts & Finance)	<ul style="list-style-type: none"> <li>• Reviews, reports and manages TEC relationship and funding</li> </ul>
Tertiary Education Commission (TEC)	<ul style="list-style-type: none"> <li>• Funding and performance of tertiary institutions</li> </ul>

## 5 Definitions

Unless otherwise specified, the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, email [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz) to have it added.

## 6 Reference Documents

- *Academic Development and Approval Policy*;
- *Programme Improvements Application Form*;
- *Guidance notes for Academic Staff (refer to the Programme Improvement Decision Register)*

## 7 Document Details

Version Number	1.0	Version Issue Date	14 August 2018
Version History	Amendment Date		Amendment/s
	August 2018		First edition
Approval Authority	Academic Board		
Date of Approval	31 July 2018		

<b>Procedure Sponsor</b>	Manager, Te Korowai Kahurangi
<b>Document Owner</b>	Manager, Te Korowai Kahurangi
<b>Contact Person</b>	Lead, Programme Development and Maintenance, Te Korowai Kahurangi
<b>Date of Next Review</b>	April 2020

## **SECTION 5                      WHAKAWHITI KŌRERO | ITEMS TO DISCUSS**

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# memo

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To	Te Poari Mātauranga Academic Board	Date	5 March 2019
From	Simon Tries, Manager, Te Korowai Kahurangi		
Subject	Academic Board Self-assessment		

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## **Purpose**

To provide Academic Board with a summary of the results of the Self-Assessment survey distributed to members.

## **Recommendation**

That Te Poari Mātauranga Academic Board consider the self-assessment survey results and discuss opportunities to improve the effectiveness of Te Poari Mātauranga Academic Board.

## **Commentary**

In support of being an effective governance body the Academic Board undertook to assess itself against its terms of reference at the end of 2018. A total of nine members provided a response to the self-assessment survey, the results of which are attached.

The results indicate significant variance in the members' perspectives on the Board's effectiveness in meeting its terms of reference. While the value of this self-assessment is somewhat lessened by the significant changes across Unitec throughout (particularly the second half of) 2018 and into 2019, there is still value in the current Academic Board considering the responses to each survey item and what it can do to better meets its obligations. In doing this, the Academic Board should also consider whether the current terms of reference are the most appropriate. A separate paper to the March Academic Board meeting proposes changes to the membership and terms of reference of Academic Board.

## **Attached:**

*AB 2018 Self-assessment survey results*

[Online summary of AB 2018 Self-assessment survey results](#)





## For Discussion

<b>To</b>	Poari Mātauranga Academic Board	<b>From</b>	Simon Tries, Manager, Te Korowai Kahurangi
<b>Title</b>	Poari Mātauranga Academic Board Workplan	<b>Date</b>	05 March 2019

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### Purpose

To provide a draft work plan for Academic Board for consideration and adoption.

### Recommendation

That Poari Mātauranga Academic Board review the draft work plan, agree any necessary amendments and adopt the plan for immediate implementation.

### Commentary

The proposed Academic Work plan is intended to provide structure to the operation of the Academic Board. It is intended to both signal the ongoing work of the Academic Board and to provide certainty to those who contribute to the work of the Academic Board.

It is not intended to be “set in stone” as it must also be responsive to the needs and challenges of the institute.

### Attachments

*DRAFT 2019 Workplan for AB - 20190305*

**ACADEMIC BOARD: DRAFT WORK PLAN FOR 2019****V0.1**

Meeting Date	Item
TO ADD	<ul style="list-style-type: none"> <li>• School evaluation</li> <li>• Service Centre evaluation</li> <li>• Institute Evaluation</li> <li>• Investment plan</li> <li>• Academic Risk Management</li> </ul>
February	<ul style="list-style-type: none"> <li>• Review of Membership and Terms of Reference</li> <li>• Review of outcomes from Māori Success Strategy</li> <li>• Review of outcomes from Pacific Success Strategy</li> </ul>
March	<ul style="list-style-type: none"> <li>• Student Performance Interim Report (for previous year)</li> <li>• Review of Degree Monitoring report (for previous year)</li> <li>• Industry engagement report (includes outcomes from Employer survey report (every second November)</li> <li>• Evaluation of Complaints process and outcomes (for previous year)</li> <li>• Evaluation of Academic Appeals process and outcomes (for previous year)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Full year Student Course Survey report (for previous year)</li> <li>• Annual review of Student Success</li> <li>• Review of Enrolment processes and outcomes</li> </ul>
May	<ul style="list-style-type: none"> <li>• Staff Pulse/Engagement Survey report</li> <li>• Student Performance Final Report (for previous year)</li> <li>• Review of Programme Evaluation Plan (PEP) process and outcomes (for previous year)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Graduate Survey report</li> <li>• Institute Research Report</li> </ul>

**Commented [ST1]:** This will move to the second half of the year as degree monitoring transitions to first third of year.

July	<ul style="list-style-type: none"> <li>• Semester 1 Student Course Survey report</li> <li>• Semester 1 Student Net Promotor Score (NPS) report</li> <li>• Award of Qualifications</li> <li>•</li> </ul>
August	<ul style="list-style-type: none"> <li>• Review of outcomes from Māori Success Strategy</li> <li>• Review of outcomes from Pacific Success Strategy</li> </ul>
September	<ul style="list-style-type: none"> <li>• Staff Pulse/Engagement Survey report</li> <li>• Semester 1 Programme Evaluation Plan (PEP) report</li> <li>• Student Performance Report (Semester 1)</li> <li>• Self-Review of performance against requirements of the <i>Education (Pastoral Care of International Students) Code of Practice 2016</i></li> </ul>
October	
November	<ul style="list-style-type: none"> <li>• Staff Pulse/Engagement Survey report</li> <li>• Research production in degree programmes</li> <li>• Semester 2 Student Course Survey report</li> <li>•</li> </ul>
December	<ul style="list-style-type: none"> <li>• Award of Qualifications</li> <li>• Academic Board self-assessment</li> <li>• Review of Academic Board Membership and Terms of Reference</li> <li>• Student Net Promotor Score report full year (NPS)</li> </ul>

### **Item 5.03 Academic Quality Action Plan (Post-EER)**

Presenter: Simon Nash

Linked to: 2.04.2 Standing Action Items > 2019.AB.Standing.004

#### **Recommendation 4 (KEQ 3) STRENGTHEN ACADEMIC BOARD OVERSIGHT**

Strengthen the competencies and mandate of the academic board to improve oversight of all matters affecting teaching and delivery quality (this should include setting policies and improving monitoring).

##### **Responses:**

Improve Academic Board oversight of teaching and delivery quality and outcomes, so that AB is effective in discharging its responsibilities for educational performance.  
Ensure effective quality assurance processes, monitoring, moderation, evaluation.  
Ensure AB exercises its mandate and maintains an effective relationship with ELT.  
Undertake Academic Board self-evaluation; training on quality assurance, data, policies.  
(involved: TKK, Director Ako, Directors Priority Groups and Student Success, committees)

#### **Recommendation 6 (KEQ 5) ACADEMIC RISK REGISTER AND ACADEMIC CALENDAR**

Develop a robust academic risk register and academic schedule/calendar of events to guide quality assurance processes.

##### **Responses:**

Establish an academic risk register and associated delegations of responsibilities to staff.  
Establish an Academic Board work calendar of quality assurance activities.  
Provide staff training on evaluations, risk register and delegations.  
Ensure proactive reporting on compliance via PAQCs, QAB to Academic Board.  
(involved: TKK, academic committees)

## **SECTION 6                    ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

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### **Item 6.01        Details of Next Meeting**

Time:                            9am – 11am, Wednesday, 12 June, 2019

Location:                    110-1030

Submissions by:        COB Wednesday, 29 May, 2019

Chair:                        Simon Nash

### **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!