



minutes

POARI MĀTAURANGA | ACADEMIC BOARD

Date:	Wednesday, 2019-05-08
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	Building 180-2043

MEETING OPENED: 0900h

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

Andrea Thumath provided caramel slice for the committee.

Item 1.03 Terms of Reference (2019)

Noted.

Item 1.04 Committee Membership (2019 in progress)

Noted.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Trude Cameron – Arrived 0931h

Item 2.02 Mahia Atu | Matters Arising

(None)

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 2019/04/03.

Moved: Debra Robertson-Welsh

Seconded: Toni Rewiri

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	<p>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.</p> <p>20190508: 2019 Calendar has been completed. Initial feedback from Academic Leader reviewers is that the calendar is great, and we need to extend it to run 2 ~ 3 years into the future. Distribution system to be developed. Dates for 2020 and 2021 to be collected. School-based calendars to be developed.</p>	Simon Tries	2019-04-03	COMPLETED	2019-05-08
2019-03-13	2019.AB.Action-012	<p>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.</p> <p>20190508: Currently with Ako Ahimura.</p>	Simon Nash (Chair, Ako Ahimura)	TBC	IN PROGRESS	-
2019-04-03	2019.AB.Action-015	<p>Review of Programme Change Process Te Korowai Kahurangi shall send a memorandum to PAQCs.</p>	Simon Tries	2019-05-08	IN PROGRESS	-
2019-04-03	2019.AB.Action-016	<p>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.</p> <p>20190508: IMS still to be consulted regarding how this could actually be done. Outcomes to be reported at next meeting of AB.</p>	Annette Pitovao; Andrea Thumath; Trude Cameron	2019-05-08	IN PROGRESS	-
2019-04-03	2019.AB.Action-017	<p>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.</p> <p>20190508: Unitec staff are not formal members of IACs as per the current Terms of Reference. Simon Tries to follow up with Heather Stonyer.</p>	Simon Tries	2019-05-08	IN PROGRESS	-

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.” 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	IN PROGRESS	-
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.” Develop a Waitakere Success Strategy.	Merran Davis	TBC	SUBSUMED Standing-005	2019-05-08
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. 20190508: Paper to be presented to Academic Board 20190612 to discuss the relationship between academic compliance and performance management. Self-evaluation to be piloted with Te Puna Ako before wider use applying Āta-Kōrero.	Simon Nash (Director, Ako)	2019-05-08	IN PROGRESS	-
2019-05-08	2019.AB.Action-021	Degree Monitoring Tracker – RAG Report To communicate and coordinate with the Heads of School and Te Korowai Kahurangi, providing explanations of any items marked red.	Simon Nash (Chair, Academic Board)	2019-06-12	New	-
2019-05-08	2019.AB.Action-022	Ako Ahimura Approval of Academic Integrity Plan To investigate the validity of the motion/s passed by Ako Ahimura regarding Academic Integrity in late 2018, and possibly bring the matter to Academic Board for higher approval.	Simon Nash (Chair, Ako Ahimura)	2019-06-12	New	-
2019-05-08	2019.AB.Action-023	Extension of Academic Board Meeting Durations To work with Timetabling Office and Committee Support to extend all future meetings of Academic Board to 3 hours long.	Simon Nash (Chair, Academic Board)	2019-06-12	New	-

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	-

		20190508: Nothing to report. Merran expects this will constitute part of the initial work of RoVE.			
2018-07-31	2019.AB.Standing-002	Impact statements To track and report on programmes being disestablished or suspended, and on related student transition and well-being. 2019-05-08: Simon Tries, Debra Robertson-Welsh and David Glover shall discuss the outcomes of impact statements. Te Korowai Kahurangi shall present a report to Academic Board 20190612. The report shall contain a link to the Tracker.	Simon Nash	Ongoing	-
2018-07-31	2019.AB.Standing-003	NZQF Proposal 2019-05-08: Refer to Item 3.03 Sector Update.	Simon Tries	Ongoing	-
2019-05-08	2019.AB.Standing-004	Academic Quality Action Plan (Post-EER) 20190508: Refer to Item 5.03 for discussion of EER Recommendations 4 and 6	Debra Robertson-Welsh (Chair, QAB); Simon Nash (Chair, Academic Board)	Ongoing	-
2019-05-08	2019.AB.Standing-005 (2019.AB.Action-019)	Renewal Plan <i>Renewal Strategy</i> 20190508: Draft to be presented to Academic Board 20190612. <i>Waitakere Success Strategy</i> "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." 20190508: Waitakere Success Strategy in progress with David Glover and Linda Aumua. They are opening 3 weeks of consultation with West Auckland community stakeholders, utilising data from Auckland Tourism, Events & Economic Development (ATEED). RoVE is not expected to impact this work, as it aligns with the Minister's aims.	Merran Davis (Executive Dean, Academic)	Ongoing	-

2.04.3 Discussion Notes

(None)

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

Each Priority Group Director tabled a paper, approved by the Chair.

A new system for Priority Group Directors to report monthly against their Success Strategies and related work is being trialled, and shall develop further over 2019-Q2. Priority Group Success Strategies are at varied levels of development.

The intention is to produce a single report to go to Academic Board, Quality Alignment Board and Ako Ahimura, with items tagged according to which committee they are most relevant to. Priority Group Directors would function more to review the work of the committees and rather than simply providing updates. An aim is to distribute more responsibility for the implementation work to committees and staff, instead of being too centralized on Priority Group Directors.

Māori

A decision to revive or restructure MAIA (disestablished during Transformation and Blueprint) is under discussion with both past members and wider whanau. Although MAIA has been disestablished, its kaupapa survives, and courageous conversation with the Māori support staff aims to put this kaupapa to rest. Māori staff and students are experiencing confusion of their identity / place in Unitec under the post-Transformation direction. The principles of why MAIA was first formed still apply today; its disestablishment seems to have been a primarily fiscal decision. Data around completion rates would suggest that MAIA had been having a positive impact. Re-establishing MAIA (or similar) runs a risk of losing the momentum that Māori success is responsibility of a specific team and that we all have to think about te reo and tikanga.

U25

Success Strategy due to be drafted by the end of May. The diversity included in the Under-25 Priority Group had been underestimated. The identification of 5 key categories and 27 key areas is to target this complexity.

Pacific

Objective 1 is tracking well, and will be better informed when the SDR is released at the end of May. Objective 2 is tracking well, with many staff signing up to a number of initiatives. Objective 3 is on hold, pending the outcomes of RoVE. Objective 4 is working to re-engage with the community, especially the Heart Foundation and promoting leadership among young Māori and Pacific in low-decile schools. The internship programmes are producing success stories, especially with Auckland Council jobs. Action Plan completed and in the process of being communicated out to the various leaders, managers and directors involved.

International

Success Strategy due to be drafted for presentation to Academic Board 20190612. Outcomes and Action Plans are being developed.

MOTION

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

1. Māori
2. Under 25
3. Pacific
4. International

Moved: Katie Bruffy
 Seconded: Debra Robertson-Welsh

MOTION CARRIED

Item 3.02 Subcommittee Chair Reports

No reports were received from the Chairs of:

- Quality Alignment Board
- Ako Ahimura

Simon Nash (Chair, Academic Board) shall follow up on these.

PGRSC was commended for making progress and reporting on two actions identified out of the review of monitoring from last year.

MOTION

That the Committee receive the Subcommittee Chair Report/s:

1. Postgraduate Research and Scholarships Committee
2. Unitec Research Committee
3. Academic Approvals Committee
4. Unitec Research Ethics Committee

Moved: Falaniko Tominiko
 Seconded: Chris King

MOTION CARRIED

Item 3.03 Sector Update – New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP)

Presenter: Trude Cameron

Discussion:

Unitec needs a central point to coordinate Unitec responses to consultation, especially RoVE and the NZQF. There is currently no mechanism for formalized receipt of feedback from staff. Academic Board should have some view over such feedback. Unitec also needs a mechanism to demonstrate that feedback was in fact sought, and that people were given responsibility to respond. Communications, Te Korowai Kahurangi and Simon Nash are to have an offline discussion and bring a response back to Academic Board 20190612. (No formal action item defined.)

MOTION

That the Committee receive the update on the New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP).

Moved: Tracy Chapman

Seconded: Simon Tries

MOTION CARRIED

Item 3.04 Programme Management Update

Presenter: Steve Marshall

Discussion:

Tech Futures / MAP / Mind Lab programmes are to be formally retired.

The programmes listed in the update are not being formally closed. The closure dates are internal expectations set by Unitec.

A report / memo shall be submitted to Academic Board 20190612 to address the above points, to provide information on transitioning / closing programmes and to clarify how they may or may not be kept open for future use. (No formal action item defined.)

Programme reviews coloured green are on track.

MOTION

That the Committee receive the update on programme development, programme reviews and expiring / suspended programmes.

Moved: Simon Tries

Seconded: Katie Bruffy

MOTION CARRIED

Item 3.05 Degree Monitoring Tracker

Presenter: Simon Tries

Discussion:

Definitions of RAG colours are contained in the memo. More details are needed from the Schools to present the key reasons why an item is needing attention.

Academic Calendar – Simon Nash, Simon Tries are doing with Heads of School, Service Units and ELT around identifying the “mission critical” items / milestones which clearly must be done by a certain date and need to be responded to. The monitoring due to Category 3 status increases the importance of these milestones.

ACTION – Simon Nash (Chair, Academic Board)**Degree Monitoring Tracker – RAG Report**

To communicate and coordinate with the Heads of School and Te Korowai Kahurangi, providing explanations of any items marked red to Academic Board 20190612.

2019.AB.Action-021**MOTION**

That the Committee receive the update on the Degree Monitoring Tracker.

Moved: Simon Tries

Seconded: Glenn McKay

MOTION CARRIED**Item 3.06 Academic Appeal Committee Hearing Outcome Report**

Presenter: Debra Robertson-Welsh

Discussion:

Simon Nash (Director, Ako) is following up with the concerned department, i.e. Research. Reporting on this needs to go through PAQCs and PEPs, to ensure the department captures lessons learned before eventually coming back to Academic Board.

MOTION

That the Committee receive the Academic Appeal Committee Hearing Outcome Report.

Moved: Simon Tries

Seconded: Tracy Chapman

MOTION CARRIED**SECTION 4 PAPERS FOR APPROVAL****Item 4.01 Academic Integrity Policy Reinstatement**

Presenter: Trude Cameron

Discussion:

The Policy was originally retired as part of the Category 1 Project of 2018, but its value and necessity is now more appreciated.

Ako Ahimura (late 2018) approved a requirement for all students to complete a Moodle module on Academic Integrity. Te Puna Ako is doing further work on implementing this more deeply. Although passed by Ako Ahimura, the implementation has not yet occurred

because the mechanisms are still being organized. Academic Development (i.e. academic staff within Student Success) have been volunteered by Annette Pitovao (Director, Student Success) to be part of the process of operationalizing the Policy and related workshops. Merran Davis (Executive Dean, Academic) questioned whether or not Ako Ahimura was the valid committee to approve this matter, or whether it should actually be recommended to Academic Board for approval.

ACTION – Simon Nash (Chair, Ako Ahimura)

Ako Ahimura Approval of Academic Integrity Plan

To investigate the validity of the motion/s passed by Ako Ahimura regarding Academic Integrity in late 2018, and possibly bring the matter to Academic Board for higher approval.

2019.AB.Action-022

Possible plagiarism by staff involved in the Badging process, detected by chance by Te Puna Ako, is currently under investigation with Simon Nash (Director, Ako). A report / update should come to Academic Board 20190612.

A similar issue has been noticed in the research area and Marcus Williams (Director, Research & Enterprise) is aware of it. He is waiting for the investigation into Badging plagiarism to come to Academic Board for discussion, with the possibility of the investigation looking at both issues.

MOTION

That the Committee approve the temporary reinstatement of Unitec's Academic Integrity Policy until the end of Semester Two 2019.

Moved: Falaniko Tominiko

Seconded: Chris King

MOTION CARRIED

Item 4.02 Alignment of Grading Scales

Presenter: Trude Cameron

Discussion:

The following matters were raised and answered.

- Has consideration been given to whether implementation will be done by date, by student or by programme? Past practice has been to apply the new standards to new course intakes. More clarification and detail on the impact is required.
- Could the original 11-point scale simply be set as the standard? Multiple Certificate and Diploma programmes use the 4-point scale. The original 11-point scale was designed for Degree programmes. Thus, applying the latter to the former could be unnecessary and problematic.
- The 11-point scale in the memo to Academic Board has an error. The 11-point scale in the attached memo to Quality Alignment Board is correct.
- Does our 4-point scale align with those of other institutions? Unknown; however, the current work deals with internal alignment rather than external alignment.

The following matters did not receive a response due to time constraints. They require further work.

- How could the Reforms of Vocational Education impact this work?
- What consultation has been done with IMS on how / when this could be developed and implemented into PeopleSoft?

This item did not conclude due to time constraints. More investigation / amendment is to be conducted, and further discussion on the item deferred to the next meeting.

MOTION

That the Committee endorse the alignment of Grade Ranges for the Achievement based four-point (ABA) system with the Achievement based 11-point (DEG) system.

That the Committee approve these changes, and instruct IMS to carry out the necessary changes, to be effective from Semester 1, 2019, as outlined in Table 3 of the paper.

Moved: N/A

Seconded: N/A

Motion Deferred to the Next Meeting

Item 4.03 Programme Improvement Change Process Update

Presenter: Simon Tries

MOTION

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

Moved: Simon Tries

Seconded: Toni Rewiri

MOTION CARRIED

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 Committee Self-Assessment 2018

(Deferred in from 2019/03/13)

Presenter: Simon Tries

The Chair directed this item to be Taken As Read, but no Motion was moved.

MOTION

That the Committee receive the Committee Self-Assessment 2018.

Moved: N/A
Seconded: N/A

Motion Deferred to the Next Meeting

Item 5.02 Committee Work Plan 2019

(Deferred in from 2019/03/13)

Presenter: Simon Tries

Discussion:

- The Plan is to be included in every Agenda as a Standing Item.
- Responsibility for production of each work item needs to be clearly added.
- For this year, items which have not been completed need to be indicated.
- Priority Groups shall report monthly.
- Further additions shall be proposed and included as needed.

MOTION

That the Committee review the draft work plan, agree any necessary amendments and adopt the plan for immediate implementation, with reviews as needed.

Moved: Simon Tries
Seconded: Tracy Chapman

MOTION CARRIED

Item 5.03 Academic Quality Action Plan – Recommendations 4 & 6

Presenter: Simon Nash

Discussion:

Academic Board and its members need to clearly understand:

- The mandate, powers, purpose, roles and responsibilities of Academic Board
- How Academic Board interrogates, balances, relates to and brings accountability to ELT and Council

The Self-Assessment Survey 2018 results (still to be discussed) indicate a low level of knowledge.

The subcommittees of Academic Board also need to be clear on the same topics (above).

Members who feel they don't have space in their workload to perform the expectations of a committee member should talk to their manager.

"Being a member of Academic Board is the most important job that any of us do at Unitec."
Merran Davis

No academic teaching staff currently sit on Academic Board. However, nominations for Senior Academics are in progress through Ako Ahimura.

Academic Board meetings too frequently run out of time.

ACTION – Simon Nash (Chair, Academic Board)

Extension of Academic Board Meeting Durations

To work with Timetabling Office and Committee Support to extend all future meetings of Academic Board to 3 hours long.

2019.AB.Action-023

Discussion did not conclude due to time constraints. No motion moved. Item deferred to Academic Board 20190612.

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting


Time: 0900h – 1200h
 Date: 2019-06-12
 Location: Building 110-1030
 Chair: Simon Nash
 Submissions due: 2019-05-29

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: 1100h

READ & CONFIRMED

Chair:  Date: _14_ / 06 / 19__