



# minutes

## POARI MĀTAURANGA | ACADEMIC BOARD

Date:	<b>2019-06-12</b>
Scheduled Start:	0900h
Scheduled End:	1200h
Location:	<b>Building 110-1030</b>

**MEETING OPENED:** 0903h

**\*\* Start of Proceedings \*\***

### 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**

- New agenda items
  - Item 2.05 Academic Quality Action Plan
  - Item 2.06 Committee Work Plan
- Items flowing from EER Recommendations
  - Item 5.01 Institutional Targets
  - Item 5.02 Academic Board Governance Post-EER (and sub-items)
  - Item 6.02 Continuous Self-Assessment of Academic Board
- Update on representation from Academic Programme Managers and Senior Academics

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

Noted.

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

Noted.

Senior Academic membership on AB to be discussed at the extra 1.5h meeting to be arranged.

- Leave official AB Membership doc as is.
- SN (offline) will work with CK, KB and MW to compose a list of 4 Academics who would be suitable to provide a greater Academic voice to AB as an interim measure until the Academic Restructure and Review of Subcommittees of AB is settled.

**2.02.2 Completion of Academic Board Membership**

- Academic voice is lacking at AB as there are 4 academic memberships yet to be filled.
- Academic Programme Managers are not yet appointed. Senior Academic nominations do not provide a spread across the whole Institute.
- MW – Need a transparent process.
- Possibly a temporary co-opting. See 5.01.3 for further discussion.

## **SECTION 2 – STANDING ITEMS**

**Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status****Mema Poāri Tae Ā-Tinana | Board Members (2019) Present**

1. Andrea Thumath
2. Annette Pitovao
3. Chris King
4. Falaniko Tominiko
5. Glenn McKay
6. Helen Vea
7. Katie Bruffy
8. Marcus Williams
9. Merran Davis – Arrived 0945h
10. Simon Nash (Chair)
11. Simon Tries
12. Toni Rewiri
13. Tracy Chapman

Total members present: 13 member/s

## Apologies

1. Merran - Lateness

Total apologies: 1 member/s

## MOTION

**That the Committee accept the apologies for the meeting.**

Moved: Marcus Williams

Seconded: Chris King

**MOTION CARRIED**

## Absences

1. Debra Robertson-Welsh

Total absences: 1 member/s

## Quorate Status

The meeting was determined as being quorate.

## Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Steve Marshall
3. David Glover
4. Trude Cameron

## Item 2.02 Mahia Atu | Matters Arising

### 2.02.1 Withdrawal of Deferred Item 4.02 Alignment of Grading Scales

Linked to:

- 2019-05-08 → Item 4.02 Alignment of Grading Scales

Presenter: Simon Nash

Item 4.02 Alignment of Grading Scales was presented at the Meeting of 2019-05-08. Discussion did not conclude and the item was deferred to this Meeting. Since then, in consultation with Trude Cameron, a decision was made to Withdraw the item until further notice.

## **MOTION**

**That the Committee agree to withdraw the Item 4.02 Alignment of Grading Scales, submitted at the Meeting of 2019-05-08.**

Moved: Simon Tries  
Seconded: Tracy Chapman

**MOTION CARRIED**

## **ACTION – Simon Tries**

### **Alignment of Grading Scales**

To present a progress update to Academic Board 2019-07-10.

**2019.AB.Action-024**

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

Related to:

- Item 7.01 Minutes of Meeting 2019-05-08

## **MOTION**

**That the Committee approve the Meeting Minutes of 2019-05-08.**

Moved: Andrea Thumath  
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
2019-03-13	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.  2019-05-08: Currently with Ako Ahimura. 2019-06-12: Set for presentation to Ako Ahimura on 2019-06-18.	Simon Nash (Chair, Ako Ahimura)	-	<b>IN PROGRESS</b>	-
2019-04-03	2019.AB.Action-015	<b>Review of Programme Change Process</b> Te Korowai Kahurangi shall send a memorandum to PAQCs.  2019-06-12: Complete	Simon Tries	2019-05-08	<b>COMPLETE</b>	2019-06-12
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.  2019-05-08: IMS still to be consulted regarding how this could actually be done. Outcomes to be reported at next meeting of AB. 2019-06-12: Verbal update. No further action is needed as no NITT students transferred to Unitec. However, a flag has been developed in case this happens in the future.	Annette Pitovao; Andrea Thumath; Trude Cameron	2019-05-08	<b>COMPLETE</b>	2019-06-12
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.  2019-05-08: Unitec staff are not formal members of IACs as per the current Terms of Reference. Simon Tries to follow up with Heather Stonyer. 2019-06-12: Verbal update. A paper has been submitted for presentation to Academic Board 2019-07-10 by Heather Stonyer.	Simon Tries	2019-05-08	<b>IN PROGRESS</b>	-

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.  2019-06-12: Complete → Item 5.06, Research Ethics Application Process	Marcus Williams (Director, Research & Enterprise)	2019-06-12	COMPLETE	2019-06-12
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.  2019-05-08: 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. 2019-06-12: Complete → Item 5.03, Teacher Capability Development Evaluation	Simon Nash (Director, Ako)	2019-05-08	COMPLETE	2019-06-12
2019-05-08	2019.AB.Action-021	<b>Degree Monitoring Tracker – RAG Report</b> To communicate and coordinate with the Heads of School and Te Korowai Kahurangi, providing explanations of any items marked red.  2019-06-12: Verbal update. All compliance tracking shall be tracked from PAQCs and collated centrally. Simon Tries shall report back on a request raised by Marcus Williams on provision of high level oversight regarding the status of degree monitoring.	Simon Nash (Chair, AB)  Simon Tries (Manager, TKK)	2019-06-12	IN PROGRESS	-
2019-05-08	2019.AB.Action-022	<b>Ako Ahimura Approval of Academic Integrity Plan</b> 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.  2019-06-12: Complete → Item 4.01, Academic Integrity Training for Students Action Item marked as Completed because the action has come to Academic Board as an Agenda Item. However, the meeting ran out of time to complete the Agenda Item and has been deferred to 2019-07-10.	Simon Nash (Chair, Ako Ahimura)	2019-06-12	COMPLETE	2019-06-12
2019-05-08	2019.AB.Action-023	<b>Extension of Academic Board Meeting Durations</b> To work with Timetabling Office and Committee Support to extend all future meetings of Academic Board to 3 hours long.  2019-06-12: Complete	Simon Nash (Chair, Academic Board)	2019-06-12	COMPLETE	2019-06-12
2019-06-12	2019.AB.Action-024	<b>Alignment of Grading Scales</b> A paper came to AB 2019-05-08 but discussion did not complete. It deferred to 2019-06-12, but was later decided to be withdrawn until further notice due to increasing complexities around the work. Updates shall be provided and the work resubmitted when ready.	Simon Tries	TBC	New	-

2019-06-12	2019.AB.Action-025	<b>Further Development of Work Plan 2019</b> Daniel Weinholz shall convert the Work Plan into an Excel spreadsheet following the style of the Work Plan for Ako Ahimura, to appear in Agenda 2019-07-10, with approval from Simon Nash.	Simon Nash	2019-07-10	New	-
2019-06-12	2019.AB.Action-026	<b>EPI Targets – Employment</b> Simon Tries to lead a meeting/s with Heather Stonyer, David Glover and Trude Cameron with the purpose of producing advice on the solidity of data behind the EPI target for Employment. The advice shall be presented to the Special Meeting of Academic Board on 2019-06-19.	Simon Tries	2019-06-19	New	-
2019-06-12	2019.AB.Action-027	<b>Vulnerable Children Act</b> The change to the Vulnerable Children Act is a name change only. Send notice to Katie Bruffy, Chris King and all the Academic Leaders.	Simon Tries	2019-07-10	New	-
2019-06-12	2019.AB.Action-028	<b>Priority Group Targets and Reporting</b> The joint paper submitted in Item 3.01.2 on Priority Group Targets shall be revised and resubmitted to Academic Board 2019-07-10. A model for reporting transparently and explicitly to Academic Board which identifies any current reporting gaps shall be added.	Andrea Thumath	2019-07-10	New	-
2019-06-12	2019.AB.Action-029	<b>Academic Integrity Training – Feedback</b> Provide feedback to James Oldfield and Steve Marshall by COB 2019-06-21.	Committee Members	2019-06-21	New	-
2019-06-12	2019.AB.Action-030	<b>Academic Integrity Training – Pilot Recommendations</b> Produce recommendations on the size, scope and implementation mechanism for the pilot, based on launch in Semester 1, 2020, to be presented to Academic Board 2019-08-14.	Steve Marshall	2019-08-14	New	-
2019-06-12	2019.AB.Action-031	<b>Interim PEP Approach – Timeline and Scope</b> Produce final timeline for a scope of every programme regardless of its status (e.g. teach out, suspend, etc.), for presentation to and approval by Academic Board 2019-07-10.	Simon Tries	2019-07-10	New	-
2019-06-12	2019.AB.Action-032	<b>Programme Development – Business Case Threshold</b> Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure. Present for approval to Academic Board 2019-07-10.	Simon Tries	2019-07-10	New	-

2019-06-12	2019.AB.Action-033	<b>Programme Development – Review of Pipeline Items</b> Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure. Present for approval to Academic Board 2019-07-10. Review all programme developments and query if they are intended for NZQA this year. If not, then direct them go through the Portfolio Renewal Presentations in July. Request information from HOSs on any programme development which is currently not listed. Direct the HOSs to advise on anything intended for NZQA this year. Direct the HOSs to include all of the “significant” programme developments in their Portfolio Renewal Presentations.	Simon Nash	TBC	New	-
2019-06-12	2019.AB.Action-034	<b>Interim PEP Approach - Prioritization</b> Communicate to HOSs about the need to prioritize Interim PEPs, the value of completing the Interim PEPs and how Interim PEPs relate to the AQAP.	Simon Nash	2019-07-10	New	-

## 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. 2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE.	Simon Nash	Lowered priority	-
2018-07-31	2019.AB.Standing-002	<b>Impact Statements</b> 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 2019-06-12. The report shall contain a link to the Tracker. 2019-06-12: Subsumed → Item 3.04, Programme Management Update	Simon Nash	CLOSED	2019-06-12
2018-07-31	2019.AB.Standing-003	<b>NZQF Proposal</b> 2019-05-08: Refer to Item 3.03 Sector Update. 2019-06-12: Verbal update. Waiting on NZQA to release next consultation document mid-year.	Simon Tries	Ongoing	-
2019-05-08	2019.AB.Standing-004	<b>Academic Quality Action Plan (Post-EER)</b> 2019-05-08: Refer to Item 5.03 for discussion of EER Recommendations 4 and 6 2019-06-12: Subsumed → Item 2.05, Academic Quality Action Plan	Debra Robertson-Welsh Simon Nash	CLOSED	2019-06-12



2019-05-08	2019.AB.Standing-005	<b>Renewal Plan</b>  <i>Renewal Strategy</i> 2019-05-08: Draft to be presented to Academic Board 2019-06-12. 2019-06-12: No update  <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."  2019-05-08: 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. 2019-06-12: No update	Merran Davis	Ongoing	-
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### **Item 2.05 Academic Quality Action Plan**

Simon Nash (Director, Ako) and Luan Rose (Projects Coordinator, Te Korowai Kahurangi) are working to coordinate the tracking of AQAP items, and are converting it from MS Excel into MS Project. This work will enable Academic Board to have better high-level oversight of this large and complex piece of work.

The first update against the AQAP shall be produced by the end of June. The audience will be both NZQA and all Unitec for full transparency. Simon and Luan are working with the Communications team on how best to engage internal staff, including the possibility of sessions with the Schools to engage staff. Conversations around delegated actions have begun. These conversations drive self-evaluative thought around what we expect of ourselves as an Institute.

Discussion noted that a need exists for staff to hear what has progressed from Academic Board since the EER panel visit. Tying this reporting to the Interim PEP process would strengthen both pieces of work. Such reporting should cover what has been done, what is being done and what needs to be done. It could also link back to the CAT1 Project outcomes and take note to identify good practice, systems and processes.

### **Item 2.06 Committee Work Plan (2019)**

- Graduate Survey Report
  - Simon Tries  
For submission by 2019-06-26 for Academic Board Meeting 2019-07-10.
- Institute Research Report
  - Marcus Williams  
Submitted as 2019-06-12 Agenda Item 5.05 PBRF Report.

#### **ACTION – Committee Chair / Secretary**

##### **Further Development of Work Plan 2019**

Daniel Weinholz shall convert the Work Plan into an Excel spreadsheet following the style of the Work Plan for Ako Ahimura, to appear in Agenda 2019-07-10, with approval from Simon Nash.

**2019.AB.Action-025**

## SECTION 3                      ITEMS TO RECEIVE

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

#### **3.01.1 Māori – Toni Rewiri**

Mostly tracking well. MAIA has been reinstated.

##### *Non-reported Student Grades*

Discussion agreed that the work on fixing all non-reported student grades would satisfactorily cover affected Māori students too.

##### *EPI Reporting*

Related to:     Item 4.04 Institutional Targets  
Development and tracking of school / programme level targets

Real time tracking needs to be developed. It is a work in progress and will be especially useful for early interventions detected through items such as attendance and first assessment grades. Success rates on first assessment items across EPI groups is currently a manual process and not yet built into the system. EPI Reporting shall be discussed in a Special Meeting of Academic Board on the topic of Governance.

Programmes which have high Māori and Pacific enrolments would be candidates for early adoption. The tracking model should be presented to Academic Board before it goes to implementation. Pastoral care teams are in place that do track this. Academic Board may need to receive some kind of report on what is being done about early interventions.

Programme level EPI data is accessible through the PowerBI Dashboard and Institutional Performance Report. The PEP Reports exist to provide context and inform the data. Directors should use the Dashboard and Report, and challenge Academic Board on any areas of concern.

Simon Tries (Manager, Te Korowai Kahurangi) shall consider possible options for renaming the “Risk Register” to avoid using the word “Risk”.

#### **3.01.2 Under-25s – Andrea Thumath**

Related to:     Item 4.04 Institutional Targets

This report contains input from all the Priority Group Directors related to the setting of targets. Success Strategies for both Under 25s and for the whole of Student Success are being prepared for presentation to Academic Board 2019-07-10.

#### **MOTION**

**That the Committee receives the following memo and endorses institutional wide parity targets for Māori and Pacific students to align with non-priority group students. These targets are to be provided by Te Korowai Kahurangi and once agreed at Academic Board should be further endorsed by ELT, Rūnanga and the Pacific Fono.**

Moved:            Andrea Thumath  
Seconded:        Toni Rewiri

**MOTION CARRIED**

### 3.01.3 Pacific – Falaniko Tominiko

The Action Plan has been completed based on a template from Māori Success. By end of year, all goals will have Achieved actions. Live linked tracking of the strategy / actions will be presented to Academic Board 2019-07-10.

*Goal 3(a) – Incorporate relevant Pacific knowledge and dimensions within the current teaching and learning curriculum / programmes*

This work was stopped due to resourcing and RoVE. However, a risk is that it may lose focus completely. The PD and Workshops still run. Discussion agreed this work should not stop. The embedding of Mātauranga Māori has had a positive effect on the Institute, and thus Pacific should continue with their similar initiative.

It was agreed that Falaniko Tominiko will present to Academic Board 2019-07-10 prioritised courses and programmes for embedding the Pacific curriculum which can be implemented soon.

The committee noted that the Pacific will require increased resourcing to continue action and achievement on this goal.

### 3.01.4 International – Tracy Chapman

Verbal update. The recent work focus has been on:

- Code of Practice workshops
- Development of a plan for communications and events in Semester 2
- Changes in the conduct of Orientation to align with the Code of Practice
- Submission being prepared for QAB around complaints
- Strategy to be presented to Academic Board 2019-07-10, in addition to a written Director Report.

#### MOTION

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

1. Māori
2. Under 25
3. Pasifika
4. International (Verbal update)

Moved: Katie Bruffy  
Seconded: Simon Tries

**MOTION CARRIED**

### Item 3.02 Subcommittee Chair Reports

#### 3.02.1 Academic Approvals Committee (AAC) – Simon Tries

Verbal update.

Meeting next week.

#### 3.02.2 Ako Ahimura (AA) – Simon Nash

Noted.

**3.02.3 Postgraduate Research & Scholarships Committee (PGRSC) – Marcus Williams**

Noted.

**3.02.4 Quality Alignment Board (QAB) – Debra Robertson-Welsh**

Noted.

**3.02.5 Unitec Research Committee (URC) – Marcus Williams**

Noted.

**3.02.6 Unitec Research Ethics Committee (UREC) – Asher Lewis (Committee Support)**

UREC submitted the Minutes of the latest meeting. UREC has been reminded to submit a Chair Report instead of Minutes.

**MOTION**

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

1. Academic Approvals Committee – Verbal update
2. Postgraduate Research and Scholarships Committee
3. Unitec Research Committee
4. Academic Approvals Committee
5. Unitec Research Ethics Committee – Minutes

Moved: Marcus Williams

Seconded: Tracy Chapman

**MOTION CARRIED**

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

Presenter: Trude Cameron

Discussion:

The Committee gave commendation on the inclusion of “Unitec Action” items in the report.

Key Point 2 – Changes to NZQA Rule 18 on English Language Proficiency. Simon Tries is scoping the amount of work needed, including Type 2 changes. It could be a lot of work, but the difficult part is where the programme-specific regulations exist and state that the usual regulations don't apply. However, he believes it will not be a major issue.

Key Point 3 – Vulnerable Children Act Changes. Concern was raised on the level of staff awareness. Simon Tries shall lead action to promote awareness.

**ACTION – Simon Tries****Vulnerable Children Act**

The change to the Vulnerable Children Act is a name change only. Send notice to Katie Bruffy, Chris King and all the Academic Leaders.

**2019.AB.Action-027**

Key Point 7 – New Guidelines. Unitec does very little development of qualifications, so this matter only has a minor effect. If something does happen to be under review, then the Head of School should pick it up as part of their usual process. No further action needed.

## **MOTION**

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

Moved: Katie Bruffy

Seconded: Chris King

**MOTION CARRIED**

## **Item 3.04 Programme Management Update**

Related to:

- 2019.AB.Standing-002 Impact Statements  
The Programme Management Update (more comprehensive) shall close this Standing Action.

Presenter: Simon Tries

### **3.04.1 Programme Development**

Discussion raised the need for clarity on the definition of a “significant” change which would require a Business Case to be submitted.

A number of members expressed concern regarding awareness / clarity of mapping and definition of the process, timelines, where the decisions sit and what work may not currently be visible because it may not have been deemed “significant”.

Commendation was given for the report’s clarity of presentation and level of information.

#### **ACTION – Simon Tries**

##### **Programme Development – Business Case Threshold**

Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure. Present for approval to Academic Board 2019-07-10.

**2019.AB.Action-032**

#### **ACTION – Simon Nash (Chair, Academic Board)**

##### **Programme Development – Review of Pipeline Items**

Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure. Present for approval to Academic Board 2019-07-10.

Review all programme developments and query if they are intended for NZQA this year. If not, then direct them go through the Portfolio Renewal Presentations in July.

Request information from HOSs on any programme development which is currently not

listed. Direct the HOSs to advise on anything intended for NZQA this year. Direct the HOSs to include all of the “significant” programme developments in their Portfolio Renewal Presentations.

**2019.AB.Action-033**

### **3.04.2 Programme Reviews**

One error was noted, and is being corrected by Steve Marshall, that BETMG shall be reviewed in Semester 2, not Semester 1, due to external factors.

### **3.04.3 Portfolio Renewal**

Te Korowai Kahurangi are working with all Schools and Student Success to get a full report on all programme suspensions and expiring programmes to bring to Academic Board 2019-07-10. This report should capture and formalize the status of the 13 programmes which currently have no formal evidence of transition arrangements.

#### **MOTION**

**That the Committee receive the updates on Programme Development, Programme Reviews and Portfolio Renewal 2018, noting that a more comprehensive update for Portfolio Renewal 2018 will be provided to the July meeting of the Committee.**

Moved: Chris King  
Seconded: Toni Rewiri

**MOTION CARRIED**

### **Item 3.05 Degree Monitoring Tracker**

Related to:

- 2019.AB.Action-021 RAG Report (Simon Nash / Simon Tries)
- 2019.AB.Standing-002 Impact Statements

Presenter: Steve Marshall

#### **MOTION**

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

Moved: Marcus Williams  
Seconded: Andrea Thumath

**MOTION CARRIED**

### **Item 3.06 Minutes of the Academic Board Standing Committee (ABSC)**

Presenter: Simon Nash

According to the ABSC Terms of Reference, the ABSC reports its meetings to AB. This motion is for the ABSC Meetings of 2019 to date. In future, ABSC Minutes shall be reported more frequently.

**MOTION**

That the Committee receive the Minutes of the Standing Committee meetings held this year on the dates below, and stored on H Drive.

H:\2. Academic Development\E-Academic Library\2.0 Committees\ABSC\Minutes\2019

2019-01-30  
2019-02-19  
2019-02-26  
2019-03-01  
2019-03-26  
2019-04-03  
2019-04-08  
2019-05-07  
2019-05-15

Moved: Tracy Chapman  
Seconded: Katie Bruffy

**MOTION CARRIED**

## SECTION 4                  PAPERS FOR APPROVAL

### **Item 4.01                  Academic Integrity Training for Students**

Related to:

- 2019.AB.Action-022                  Ako Ahimura Approval of Academic Integrity Plan

Presenter: Simon Nash – Chair of Ako Ahimura

To gain approval for the commencement of a pilot programme that will adopt mandatory training for students in Academic Integrity as a way of addressing concerns raised through the Student Advocacy report (August 2018) related to student plagiarism.

Discussion:

A number of points were raised, including:

- Students not in their first year of study will not be required to complete it.
- A timeline of having it ready for launch in Semester 2, 2019 is not feasible.
- The pilot (“degree programmes”) size is too big.
- TKK / TPA shall produce a more detailed recommended implementation plan, with a view to launch in Semester 1, 2020.
- The University of Auckland complies with Academic Integrity Training through a very different mechanism.

### **ACTION – Committee Members**

#### **Academic Integrity Training – Feedback**

Provide feedback to James Oldfield and Steve Marshall by COB 2019-06-21.

**2019.AB.Action-029**



**ACTION – Steve Marshall****Academic Integrity Training – Pilot Recommendations**

Produce recommendations on the size, scope and implementation mechanism for the pilot, based on launch in Semester 1, 2020, to be presented to Academic Board 2019-08-14.

**2019.AB.Action-030**

Item deferred to Academic Board 2019-07-10.

**Item 4.02 Interim PEP Approach for 2019**

Presenter: Simon Tries

To provide an overview of the proposed 2019 Interim (Semester 1) Programme Evaluation and Planning process and related requirements, including feedback from Te Poari Iho | Quality Alignment Board and Heads of School.

Discussion:

Various points were raised, including:

- The selection of facilitators is a key to success.
- Timeframes for submission could be extended if relevant data is unavailable.
- Interim PEPs really need to be done and are very useful.
- Resourcing is a massive challenge c.f. QAB discussion. Academic Programme Managers are not yet in place and operational. ELT should approve whatever resources are needed for accomplishing this work.
- Simon Nash (Director Ako and thus leading the AQAP) shall
- The trends in length (shorter) and focus of submitted Interim PEPs are both positive.
- Timelines need further consultation and refinement.
- Approval in principle is fully agreed.

**ACTION – Simon Tries****Interim PEP Approach – Timeline and Scope**

Produce final timelines for a scope of every programme regardless of its status (e.g. teach out, suspend, etc.), for presentation to and approval by Academic Board 2019-07-10.

**2019.AB.Action-031**

**ACTION – Simon Nash (Director, Ako)****Interim PEP Approach - Prioritization**

Communicate to HOSs about the need to prioritize Interim PEPs, the value of completing the Interim PEPs and how Interim PEPs relate to the AQAP.

**2019.AB.Action-034**

**MOTION**

**That Academic Board approve, in principle, the proposed approach to the 2019 Interim Programme Evaluation and Planning process, with the timelines to receive further consultation and refinement.**

Moved: Simon Tries  
Seconded: Annette Pitovao

**MOTION CARRIED****Item 4.03 School Research Leaders**

Presenter: Marcus Williams – Director of Research and Enterprise

On May 2<sup>nd</sup> 2019 the Heads of School and other members of the leadership team met with the Executive Academic Director and it was agreed that a role for Research Leaders would be created in every school with a minimum 0.1 FTE and a maximum 0.2 FTE.

**MOTION**

**That Academic Board approve that a role for Research Leaders be created in every school with a minimum 0.1 FTE and a maximum 0.2 FTE.**

Moved: Marcus Williams  
Seconded: Katie Bruffy

**MOTION CARRIED****Item 4.04 Institutional Targets**

Related to:

- Item 3.01.2 Priority Group Director Reports, Under-25s – Andrea Thumath

Presenter: Simon Tries

Discussion:

A number of points were raised, including:

- What rationale do we have to justify year on year increases, e.g. employment market may actually be down in 4 years' time? Is continuous increase purely optimistic or is it realistic?
- EER marked Unitec down for a lack of Stretch Targets.
- If the data (right now) excluded Māori and Pacific, then Unitec would already be reaching the Institutional Targets.
- In setting the Institutional Targets, TKK looked at the ITP sector benchmarks and top performers. In some cases, Unitec was already ahead; where Unitec is below benchmark, the benchmark has become Unitec's target.
- The Institutional Targets need to present more of the rationale behind the numbers chosen, especially for the Employment target.
- The parity target by 2022 for Māori and Pacific is an expectation from Government.

- Discussion agreed to motion these targets, and to note the need for further work to set up programme / school targets, as per the motion below.

#### **ACTION – Simon Tries**

##### **EPI Targets - Employment**

Lead a meeting/s with Heather Stonyer, David Glover and Trude Cameron with the purpose of producing advice on the solidity of data behind the EPI target for Employment. The advice shall be presented to the Special Meeting of Academic Board on 2019-06-19.

**2019.AB.Action-026**

#### **ACTION – Andrea Thumath**

##### **Priority Group Targets and Reporting**

The joint paper submitted in Item 3.01.2 on Priority Group Targets shall be revised and resubmitted to Academic Board 2019-07-10. A model for reporting transparently and explicitly to Academic Board which identifies any current reporting gaps shall be added.

**2019.AB.Action-028**

#### **MOTION**

**That Poari Mātauranga | Academic Board adopt the following Institutional Performance targets through to 2022, noting that:**

- Further rationale on the Employment shall be presented
- Interim Targets for Priority Groups and the Institute shall be reviewed at a Special Meeting of Academic Board to be arranged for next week.
- School/Programme-specific Targets shall be developed from these Institutional Targets.

	<b>2018 Actual</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Successful course completion</b>	<b>81.7%</b>	<b>82%</b>	<b>83%</b>	<b>84%</b>	<b>85%</b>
<b>Qualification Completion</b>	<b>54.4%</b>	<b>55%</b>	<b>56%</b>	<b>58%</b>	<b>60%</b>
<b>Student retention</b>	<b>71.6</b>	<b>72%</b>	<b>73%</b>	<b>74%</b>	<b>75%</b>
<b>Student Progression</b>	<b>30.1</b>	<b>30.5%</b>	<b>31%</b>	<b>31.5%</b>	<b>32%</b>
<b>Employment/Further Study</b>	<b>85%</b>	<b>86%</b>	<b>87%</b>	<b>89%</b>	<b>90%</b>

Moved: Marcus Williams  
Seconded: Toni Rewiri

**MOTION CARRIED**

**SECTION 5****WHAKAWHITI KŌRERO | ITEMS TO DISCUSS****Item 5.01 Academic Board Governance Post-EER**

Related to:

- 2019.AB.Standing-004 Academic Quality Action Plan (Post-EER)

Presenter: Simon Nash – Chair of Academic Board

For Academic Board to plan its response to those EER recommendations that specifically pertain to its work, as set out in the Academic Quality Action Plan (AQAP).

Item deferred to the Special Meeting of Academic Board scheduled for 2019-06-26.

**5.01.1 Academic Quality Action Plan – Recommendations 4& 6**

(Deferred in from 2019-05-08)

Presenter: Simon Nash

Item deferred to the Special Meeting of Academic Board scheduled for 2019-06-26.

**5.01.2 Committee Self-Assessment 2018**

(Deferred in from 2019-05-08)

Presenter: Simon Nash

Item deferred to the Special Meeting of Academic Board scheduled for 2019-06-26.

**5.01.3 Subcommittees Review**

Presenter: Simon Nash

To review the operations of Academic Board's sub-committees, QAB, Ako Ahimura, and including PAQC; and to consider changes to structure and functions to support effective operation of our Quality Management System in the EER environment and in relation to Unitec's Academic Quality Action Plan (AQAP).

Item deferred to the Special Meeting of Academic Board scheduled for 2019-06-26.

**Item 5.02 Teacher Capability Development (TCD) Evaluation**

Presenter: Maura Kempin

Item deferred to the Meeting of Academic Board scheduled for 2019-07-10.

**Item 5.03 NZQA Statutory Declaration**

Presenter: Simon Tries

To provide Academic Board with a copy of the Interim Chief Executive's Annual Return Statutory Declaration to NZQA on compliance with the Education Act and Rules thereof and a copy of the resultant Action Plan.

Item deferred to the Meeting of Academic Board scheduled for 2019-07-10.
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**Item 5.04 Research Ethics Application Process**

Presenter: Marcus Williams

Item deferred to the Meeting of Academic Board scheduled for 2019-07-10.
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**Item 5.05 2018 Performance Based Research Fund (PBRF) - Quality Evaluation Report**

Presenter: Marcus Williams

Item deferred to the Meeting of Academic Board scheduled for 2019-07-10.
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## SECTION 6                      ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

**Item 6.01 Details of Next Meeting**

Time: 0900h – 1200h  
 Date: 2019-07-10  
 Location: Building 180-2043  
 Chair: Simon Nash  
 Submissions by: COB, 2019-06-26  
 To: [AcademicBoard@unitec.ac.nz](mailto:AcademicBoard@unitec.ac.nz)

**Item 6.02 Continuous Self-Assessment of Academic Board**

Related to:

- Item 5.02 Academic Board Governance Post-EER
- EER Recommendation 4 (KEQ 3) Strengthen Academic Board Oversight

Presenter: Simon Nash

To enable and evidence continuous self-assessment of the Committee performance by the Committee, reflected against the Committee Terms of Reference.

Item deferred to next suitable meeting, at the Chair's discretion.
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**Item 6.03 Closing Karakia**

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

**SECTION 7**

**APPENDICES**

**Item 7.01 Minutes of the Previous Meeting**

Noted.

- Minutes of Meeting 2019-05-08 (Draft)

**MEETING CLOSED:** 1200h

**\*\* End of Proceedings \*\***

**READ & CONFIRMED**

Chair:



Date: \_\_\_\_12 / \_\_\_\_07 / \_\_\_\_19