



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2019-06-20
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	Building 180-2043

**** Start of Proceedings ****

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!

Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!

Item 1.02 Welcome from the Chair

The Chair welcomed all members and attendees.

Item 1.03 Committee Work Plan (2019)

Noted.

SECTION 2 – STANDING ITEMS

Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Mema Poāri Tae Ā-Tinana | Board Members (2019) Present

1. Amos Clarke
2. Andrea Thumath
3. Anne McKay
4. Guillermo Ramirez-Prado
5. Helen Luka (Proxy for Rowena Fuluifaga)
6. Hugh Wilson
7. James Oldfield – Departed 1030h
8. Lorne Roberts
9. Marcus Williams – Departed 1030h
10. Mitra Etemaddar
11. Richard Fahey
12. *Simon Nash (Chair)*
13. Simon Tries
14. Sue Crossan
15. Veraneeca Taiepa

Total members present: 15 member/s

Apologies

1. Chris Stoddard – Regular teaching clash
2. David McNabb
3. Falaniko Tominiko
4. Hamish Foote
5. Jackie Tims
6. Maura Kempin
7. Nick Sheppard – Regularly at HOS meeting at this time
8. Rowena Fuluifaga

Total apologies: 8 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Mitra Etemaddar

Seconded: Anne McKay

MOTION CARRIED

Absences

1. Kane Campbell

Total absences: 1 member/s

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Anna Wheeler – Departed 1036h
3. Rosemary Dewerse

Item 2.02 Mahia Atu | Matters Arising

(None)

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

Noted as appendix Item 7.03 Minutes of Previous Meeting.

MOTION

That the Committee approve the Meeting Minutes of 2019-05-23.

Moved: Andrea Thumath

Seconded: James Oldfield

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
2019-04-18	2019.AALTC.Action-006	Industry Engagement Work with Heather Stonyer on the topic of industry engagement and the Industry Advisory Committees' relationship to this Committee. 2019-04-18: Invite Heather Stonyer to the next Committee meeting. 2019-05-23: No update. Simon Nash to investigate. Reminder emailed from committee inbox. 2019-06-20: Simon Nash shall talk to Heather, and present a joint report, with evidence, to the Committee specifically on how Industry and related stakeholders inform curriculum and approaches to teaching and learning.	Simon Nash Maura Kempin Simon Tries James Oldfield	2019-05-23	IN PROGRESS	-
2019-05-23	2019.AALTC.Action-007	Student Complaints – Moodle Information Related to: 2019.AALTC.Standing-003 Moodle page for students to be checked and updated. 2019-06-20: No update.	Maura Kempin	2019-06-20	IN PROGRESS	-
2019-05-23	2019.AALTC.Action-008	Student Complaints – Safety and Confidentiality Related to: 2019.AALTC.Standing-003 To submit a summary to Ako Ahimura on the matter of student safety / confidentiality. 2019-06-20: Refer to → Item 3.02 Student Confidentiality and Safety	Anna Wheeler	2019-06-20	COMPLETE	2019-06-20
2019-05-23	2019.AALTC.Action-009	Student Complaints – Student Representation on PAQCs Related to: 2019.AALTC.Standing-003 Kane Campbell to present an update from the Student President to Ako Ahimura on the status of student representation on Programme Academic Quality Committees (PAQCs). 2019-06-20: No update received. This matter is also being raised at Academic Board, so this work for Ako Ahimura can be closed. News shall come out of the Academic Board Review of Subcommittees. Helen Vea and Steve Marshall shall bring it first to Academic Board and then bring it to Ako Ahimura if there is anything further to discuss or report back on. ACTION → Simon Nash to contact Helen Vea regarding what to tell Student Representatives in year-long courses. Historically, they received direction from the Student Advocate. (Raised by Lorne Roberts.)	Kane Campbell	2019-06-20	COMPLETE	2019-06-20

2019-05-23	2019.AALTC.Action-010	<p>Nominations to Academic Board Members are to send in more nominations of two Senior Academics directly to Simon Nash (Director, Ako).</p> <p>2019-06-20: Work on this action postponed until after Academic Board conducts a Review of Subcommittees. EER criticized Academic Board for its low quality of oversight. One response is for Academic Board to review the roles and functions of its Subcommittees, particularly QAB and AA and especially their high amount of content duplication. This review is on the agenda for discussion at a Special Meeting of Academic Board on Wednesday next week. If Academic Board leans toward amalgamation of QAB and AA, then Simon Nash will invite Committee Members to a workshop to discuss rationale and possible models / structures which to meet Unitec's functional needs.</p> <p>The Committee noted that critique of Business Cases has not been adequately performed by any particular committee in Unitec since the previous restructures post-Academic Committees (which didn't work well anyway). It is intended that the Portfolio Planning Process should address this issue.</p>	Committee Members	2019-05-30	PAUSED	-
2019-06-20	<p><i>Arising from Academic Board</i> 2019.AB.Action-012</p> <p>2019.AALTC.Action-011</p>	<p>Online Assessment – 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>2019-06-20: The Committee agreed to form a Working Group led by James Oldfield (Digital Learning Lead), and noted that the title should be “Online Assessment” rather than “Online Marking” and that Andrea Thumath is observing related developments in Secondary Schools.</p>	<p>Simon Nash</p> <p>James Oldfield Andrea Thumath Lorne Roberts Richard Fahey Anne McKay (?)</p>	TBC	NEW	-
2019-06-20	2019.AALTC.Action-012	<p>Presentation of Strategy for Student Success Invite Annette Pitovao to present a synopsis of the Success Strategy for Student Success to the Committee.</p>	Secretary	TBC	NEW	-
2019-06-20	2019.AALTC.Action-013	<p>Presentation of Strategies for Priority Groups Invite Priority Group Directors to present Success Strategies (or even pre-drafts) to Ako Ahimura and PGRSC for the purpose of raising awareness.</p>	<p>Secretary Simon Nash Marcus Williams Veraneeca Taiapa Falaniko Tominiko Tracy Chapman Andrea Thumath</p>	TBC	NEW	-
2019-06-20	2019.AALTC.Action-014	<p>Student Complaint Tracking – Improvement Action Register Review the status of development of the IAR and move to set up quarterly IAR reports.</p>	Simon Nash	TBC	NEW	-

2019-06-20	2019.AALTC.Action-015	Relationship of Badging to Recruitment, Progression and Promotion Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.	Simon Nash	TBC	NEW	-
2019-06-20	2019.AALTC.Action-016	Effectiveness of Student Representatives Report back either through Helen Vea or Kane Campbell as to how the Student Representative system is operating.	Steve Marshall Helen Vea	TBC	NEW	-

2.04.2 Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Closed
2019-04-18	2019.AALTC.Standing-004	<p>Review of Unitec's Learning and Teaching Strategy Develop a proposed L&T Strategy with enlarged view of possible stakeholders post-RoVE.</p> <p>2019-05-23: The aim is to keep progress incremental, steady and simple, fitting it within the existing Unitec strategies. Simon Nash shall present a draft strategy to the next meeting. (Submission due 2019-06-06)</p> <p>2019-06-20: Draft strategy not ready for presentation. The Working Group has had a couple of meetings and workshops. They are currently focussed on trying to integrate the Strategy with the Unitec Diamond, Te Noho Kotahitanga and the other Success Strategies, and to make the wording accessible, consistent and clear in providing direction. They aim to have a draft ready to present to the next meeting. It aims to be pragmatic and minimize 'new' work for academic staff, taking care to align with the current Unitec direction. After completing the draft, it needs to be validated by a wider audience, especially in relation to any possible gaps and its application to Priority Groups. The intention is to bring it first to the Committee, then circulate it to a wider academic staff audience before it going up to Academic Board.</p> <p>The Committee commended the Working Group for working backwards from the Unitec Diamond and developing ways to reach that endpoint, especially around Work Ready Graduates. It also urged the Working Group to ensure consideration was given to:</p> <ul style="list-style-type: none"> the role of Industry Advisory Committees valid / accurate alignment of Graduate Profiles with Industry Expectations student time spent on worksites / Work Experience, which has proven highly valuable for producing quality graduates 	Simon Nash Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell	Active	-

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

3.01.1 Māori – Veraneeca Taiepa

Written report noted.

On Friday, 5 July, the Success Strategies for Māori and Pacific will be jointly and officially re-launched, as part of Matariki celebrations at Ngakau Mahaki.

3.01.2 Pacific – (No representative present)

Written report noted.

3.01.3 International – Tracy Chapman

Verbal update.

- Code of Practice Amendments and Self-Review. These are on track.
- Preparing support teams for next cohort in Semester 2. This includes improvements to Orientation and refreshing awareness of Unitec policies, especially Academic Integrity.
- The processing of a particular student complaint is under investigation with Tracy Chapman and Trude Cameron.
- The Success Strategy is still under development with an aim to launch in August.

3.01.4 Under-25s – Andrea Thumath

Verbal update.

The Success Strategy (UPC and Under 25s) is under development and is currently working with Sarah Kirk to gain a clear analysis and understanding of the Under 25s demographic. It is due for release in 4 to 6 weeks. Annette Pitovao is also doing one also for the broader Student Success team, including all Priority Groups. Various groups in Unitec have been inviting Andrea Thumath and Priority Group Directors to present their Success Strategies.

ACTION: Invite Annette Pitovao to present a synopsis of the Success Strategy for Student Success to the Committee.

2019.AALTC.Action-012

Work is underway to remove barriers to 350~380 young people who are still at High School while doing part time study at UTC. Some obstacles are bureaucratic; some are created by Unitec itself. Such work is essential to providing a positive experience of Unitec even before they arrive here. A recent breakthrough was made with the application and enrolment procedures.

The Committee gave general encouragement that breakthroughs / successes be shared at meetings, as they may have useful learnings for all of us.

The Committee noted that Under 25s have five less staff than before, and the current staff have increased workload and output. This is a common theme across departments.

MOTION

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

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

Moved: Sue Crossan
Seconded: Lorne Roberts

MOTION CARRIED

The Committee noted that the Priority Group Success Strategies call for even higher outcomes. All Priority Group Strategies are detailing specific requests for resources. The Strategies need to first be approved by Academic Board. ELT will then work the Commissioner to determine funding, prioritization and achievability. Depending on the results of this work, it may be the job of Academic Board / Ako Ahimura to respond with adjusted targets for outcomes.

ACTION: Arrange for the Priority Group Strategies to be presented to Ako Ahimura and PGRSC for the purpose of raising awareness, even before they receive approval from Academic Board.

2019.AALTC.Action-013

Item 3.02 Student Complaints (Tracking) & Unitec Responses

Related to:

- Committee Work Plan (2019) > Each Month
- 2019.AALTC.Standing-003 Student Complaints & Unitec Responses

Presenter/s: Anna Wheeler (verbal report)

Discussion

Work is still progressing on the Improvement Action Register (IAR). It shall inform Ako Ahimura periodically. The frequency and specific content are still To Be Confirmed. It shall allow the function of Unitec governance to see all and any student complaints, whether formal or informal, and to view the mass of them for collective issues and trends. As overarching themes are identified, they should be reported to the Committee for discussion and resolution / advice.

Recently, about 7 complaints were identified which will likely all be resolved by a single current work item – a certain policy review by Chantelle Williams. More such multi-complaint-simultaneous-resolution instances are expected to occur as the IAR matures.

No motion was moved for this item.

ACTION: Simon Nash will review the status of development of the IAR and move to set up quarterly IAR reports.

2019.AALTC.Action-014

Item 3.03 Teacher Capability Development Report

Presenter: James Oldfield on behalf of Maura Kempin

Discussion

Baseline Skills and Development Expectations for New Academics

The Committee compared pros and cons of the (former) standard of the Graduate Diploma of Higher Education (GDHE) versus the new Badging Process and a 3-day Workshop.

- The GDHE provides structured development which develops strong staff capability.
- The 3-day Workshop is not even compulsory. Some new staff don't bother to attend basic induction. Ako Ahimura should present this as a major concern to Academic Board, even to the degree of affecting salary / benefits for non-attendees.
- Not all Committee members were initially aware that the GDHE was no longer a requirement.
- Unitec has numerous cases of new staff with extensive industry experience but low teaching / communication skills. This situation goes on to generate a large number of student complaints and reduced quality of learning. The current approach to induction of new staff is inadequate.
- The current approach to mentoring / induction is determined by Schools, and is thus inconsistent and informal across Unitec.
- A recommendation is being developed for Academic Board to consider re-introducing the GDHE requirement. This could possibly happen alongside with a re-development of the GDHE as part of RoVE.
- Most Badging is directed / prioritized according to weaknesses noted by the EER; the GDHE provides a more holistic, comprehensive development package.
- The GDHE can take years; Badging is more flexible with time and content.
- Currently, Badging has more compulsion attached to it than the GDHE (which is only relevant to salary steps).
- Academic Board wants academics to complete two Badges per year. This adds significant workload in order to achieve this target.
- The Learning & Teaching Strategy (under development) should identify gaps in skills / development.
- New recruitment requirements that entail higher levels of teaching qualification / experience are being developed.

Staff Transitions

Overlap / handover from an outgoing Academic to an incoming Academic has been chronically overlooked. Often there is a gap in time between one leaving and another entering employment. This has serious effects on academic quality and lead time for a new staff member to be fully engaged with Unitec processes, especially compliance.

Part of the new Academic Programme Manager role specifies mentoring of new staff. This is an improvement, in that it states who is responsible. It still needs further development of mechanism and resource allocation.

ACTION: Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.

2019.AALTC.Action-015

MOTION

That the Committee receive the Teacher Capability Development Report.

Moved: Mitra Etemaddar

Seconded: Hugh Wilson

MOTION CARRIED

Item 3.04 Student Confidentiality and Safety

Related to:

- 2019.AB.Action-008 Student Complaints – Safety and Confidentiality

Presenter: Anna Wheeler

Discussion

The Committee noted points as below.

- Students with a complaint need to understand how Confidentiality works as soon as possible in the process.
- Ambiguity of information can make it difficult / stressful for the lecturer being complained about. When a formal complaint is made, the respondent is usually informed who complained; in this case, “confidential” includes the respondent. Support Staff need clear and proper training.
- The selection process of Student Reps needs clarity and transparency.
 - A particular Student Rep made directed comments to a lecturer on behalf of the class. A perception exists that the Rep is selected via a democratic process. However, when the comments came before the whole class, it was evident that they were the views of the Rep only and not the class. The Rep had clearly not consulted with class members before commenting. The Rep then took their case to the Dean / Head. In this case, the class united together in support of the lecturer. However, this united support is exceptional and not every class would do that.
 - It was suggested that this case, and other questions on the Student Rep selection process, be raised with Annette Pitovao.
 - In general, staff don't know what to tell their students about the Student Rep system.

ACTION: Steve Marshall; Helen Vea

Report back either through Helen Vea or Kane Campbell as to how the Student Representative system is operating.

2019.AALTC.Action-016

MOTION

That the Committee receive the update on Student Confidentiality and Safety.

Moved: Tracy Chapman
Seconded: Lorne Roberts

MOTION CARRIED

SECTION 4 PAPERS FOR APPROVAL

(None)

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 ADL Services Report

(Deferred in)

Presenter: Helen Luka on behalf of Rowena Fuluifaga

The data shows that ADL Services clearly improve Student Retention. However, the impact on Student Success is not so clear.

More “Other” topics have been identified since this report was released. The next report should have less in “Other” and more in the specified areas.

The team identified that Trades & Services have low usage of ADL Services. They are moving to work with them to identify how they can work together and identify student needs.

The team is working to build stronger relationships with staff in order to provide useful feedback when multiple students have common questions.

Discussion

On the graph showing usage by School, it would be useful to see it in terms of percentage of students rather than absolute numbers. Some schools could have high numbers and low usage, and vice-versa.

Students that under-utilize ADL Services tend to be:

- In distance learning programmes
- In programmes delivered at the Northern end of the Mt Albert campus (geographical distance from ADLs)
- In Night streams of programme delivery (of which Trades & Services has many), who are on campus after ADL services have closed

MOTION

That the Committee receive the ADL Services Report.

Moved: Anne McKay
Seconded: Sue Crossan

MOTION CARRIED

Item 5.02 Teacher Capability Development (TCD) Evaluation Report

Presenter: James Oldfield on behalf of Maura Kempin

Also scheduled for, but not yet presented to, Academic Board.

This item was taken as read. No motion was moved.

Item 5.03 Staff Plagiarism in Badging

Presenter: Simon Nash

For the Committee to consider Unitec's response to recent cases of teaching staff plagiarism in badging for Teacher Capability Development (TCD), and to make recommendations to Academic Board on the best courses of action.

Discussion

The Committee noted that:

- Unitec has the Turnitin plagiarism checking tool. We should apply it to Badging submissions.
- Turnitin also enables richer feedback on the Badging submissions rather than just "you got the Badge".
- We should find out what motivated the staff to engage in plagiarism.
- Te Puna Ako did not intend for this case to become an HR matter, but it did, and it went out of their hands.
- Expectations of submissions must be very clearly set out in the briefing / workshop.
 - At least one School had been told they could submit the same evidence for a group project.
 - Some badges allow collaboration; others don't.
 - A cultural shift is underway from previous approaches to Professional Development which had no requirement for providing evidence of improved capability.
 - If requirements for a Badge are set too strictly, it may deter staff from taking that Badge. Caution is necessary, and so is a proper balance.

The memo was approved to be shared inside School meetings. Further work / discussion was deferred to the next meeting. Committee members were encouraged to share the memo with their Schools and return with feedback for the Committee.

Due to the further discussion on this item, no motion was moved in this meeting.

SECTION 6**ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS****Item 6.01 Details of Next Meeting**

Time: 0900h – 1100h
 Date: 2019-07-18
 Location: Building 180-2043
 Chair: Simon Nash
 Submissions by: COB, 2019-07-04
 To: AA-LTC@unitec.ac.nz

Item 6.02 Te Karakia Whakamutunga | Closing Karakia

Ka wehe atu tātou	We are departing
I raro i te rangimārie	Peacefully
Te harikoa	Joyfully
Me te manawanui	And resolute
Haumi ē! Hui ē! Taiki ē!	We are united, progressing forward!

SECTION 7**APPENDICES****Item 7.01 Terms of Reference (2019)**

Noted.

Item 7.02 Membership (2019)

Noted.

Item 7.03 Minutes of the Previous Meeting

Noted.

- Minutes of Meeting 2019-05-23 (Draft)

MEETING CLOSED: 1100h

**** End of Proceedings ****