POARI MĀTAURANGA | ACADEMIC BOARD

Date:	**2019-06-26**
Scheduled Start:	0900h
Scheduled End:	1030h
Location:	**Building 110-2019**

** Start of Proceedings **

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

- Academic Board Governance Post-EER
  - AQAP – EER Recommendations 4 & 6 on Governance
  - Committee Self-Assessment 2018
  - Subcommittees Review

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. Glenn McKay
5. Helen Vea
6. Katie Bruffy
7. Marcus Williams
8. Simon Nash (Chair)
9. Simon Tries
10. Tracy Chapman

Total members present: 10 member/s

Apologies

1. Debra Robertson-Welsh
2. Falaniko Tominiko
3. Merran Davis
4. Toni Rewiri

Total apologies: 4 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Annette Pitovao
Seconded: Tracy Chapman

MOTION CARRIED

Absences

(None)

Total absences: 0 member/s

Quorate Status

Meeting determined to be quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Luan Rose
3. Rosemary Dewerse – Arrived 0932h
4. Trude Cameron – Arrived 0930h

Item 2.02   Mahia Atu | Matters Arising

(None)

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

N/A

Item 2.04   Academic Quality Action Plan

Noted.

Item 2.05   Committee Work Plan (2019)

Noted.

Item 2.06   Ngā Tautapu Arotake | Actions for Review

2.06.1 Finite Action Items

(Not applicable)

2.06.2 Standing Action Items

(Not applicable

SECTION 3   ITEMS TO RECEIVE

(Not applicable)

SECTION 4   ITEMS TO APPROVE

(Not applicable)

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 Academic Board Governance Post-EER

(Deferred from 2019-06-12)

Related to:

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

Presenter: Simon Nash – Chair of Academic Board

EER did not identify the Research-related committees as an area of concern, and so they are being excluded from the scope of the Review of Subcommittees.

Discussion

Memo Part (1) – AB Capabilities and Competencies, etc.

- The Committee does not have a communication strategy to connect with the Commissioner and with the wider institute.
- Academic Board also needs better communication with ELT in both directions to better represent academic issues and especially clear communication about the resource implications of Academic Board decisions on the Schools.
- In the context of EER scrutiny, we need to lean toward more formalized communication which can display evidence of performing its roles and responsibilities.

ACTION 1 → Simon Nash, Chair of Academic Board, to get a Standing Item on the ELT agenda for reporting up from Academic Board.

ACTION 2 → Simon Nash to discuss with ELT on how ELT can formally communicate into the Academic Board meeting agenda either on things ELT wants us to know and / or responding to queries.

- Each School has a weekly hui, providing an channel through which Academic Board could insert an explicit communication piece to the Schools.
- PAQCs don't receive meaningful updates from either QAB or AA.
- Academic Board needs to raise awareness of its current work and focus.
- Academic Board needs to establish a tangible and honest communication channel with the Commissioner, who happens to be attending the next regular Academic Board meeting on 2019-07-10.

ACTION 3 → To confirm the level of detail required by Murray about Academic Board deliberations, and the mechanisms for communications up and down between himself and Academic Board.

Memo Part (2) – Effective Monitoring & Oversight of Unitec's QMS

- Academic Board needs better / stronger tools to gain oversight / high-level summary of work happening with the Quality Management System and AQAP, particularly oversight of that work delegated to Subcommittees that should be reported up to Academic Board and responded to by Academic Board.

ACTION 4 → Luan, Simon Tries, Simon Nash, and Daniel Weinholz (to set up the meeting).
Related to Section 2.4 Quality Management System of the Academic Statute.
To consider whether or not we have sufficient oversight of the QMS, and identify gaps and remedies and incorporate explicit reference into the AB Work Plan, and to identify / include specific actions from the AQAP related to the QMS.

- The Committee felt that a gap exists between the main Unitec workforce and management / committees. MW – We need to close the gap between management and the workforce.

ACTION 5 → Simon Nash to draft communications to the whole institute workforce, to be reviewed by Academic Board, regarding the purpose and function of Academic Board and how an issue could / should travel from a staff member up through to Academic Board.

Memo Part (3) – Effective Operation of these AB Subcommittees – QAB, AA & PAQCs

Discussion noted under Item 5.01.3 Review of Subcommittees.

Other

The Committee agreed to defer Motion 3 to a later meeting with high importance.

MOTION

That the Committee:

1.   Include as a standing item at the end of each meeting a 'Continuous Self-Assessment of Academic Board' to review its own performance against its Terms of Reference.

2.   Include as a standing item 'Academic Board's Response to the AQAP' (or similarly named) for those Academic Quality Action Plan items pertaining to the conduct of its own work.

3.   Review the structure and functions of its Subcommittees (including PAQCs) to ensure their effective operation.

4.   Review its Work Plan and monthly Agenda to ensure effective governance and management of all aspects of the Quality Management System, including reporting and monitoring of the QMS as required in the Unitec Statute.

Moved: Chris King
Seconded: Simon Tries

MOTION CARRIED

5.01.1 Academic Quality Action Plan – EER Recommendations 4 & 6

(Deferred in from 2019-05-08)

Presenter: Simon Nash

The Chair noted this item has been subsumed by the AQAP and other projects.

5.01.2 Committee Self-Assessment 2018

(Deferred in from 2019-05-08)

Presenter: Simon Nash

These survey results were taken as read by Committee Members, and understood to inform their contributions to current and future committee governance conversations. It was agreed to remove this item.

5.01.3 Review of Subcommittees

Presenter: Simon Nash

To review the operations of Academic Board's subcommittees, 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).

Discussion

The Committee noted that:

- A large amount of overlap exists between:
    - Academic Board and Quality Alignment Board
    - Ako Ahimura and Quality Alignment Board
- Unitec has significant short-term workload resulting from Category 3 status, EER scrutiny and the upcoming Reform of Vocational Education which will impact on decision-making in the longer term. Given this, the longer-term strategic discussion of Teaching and Learning, i.e. that part of the Ako Ahimura Committee's work that looks beyond the next 2-3 years, has become a lower priority.
- Groups / Departments within the institute should be dealing with the operational work. Committees should be focused on strategy and oversight. An example of this is how the Postgraduate Research and Scholarship Committee did function compared to how it now functions.
- EER identified that not only did Unitec have strategic weaknesses, but was also not confident of its operational performance.

The Committee agreed to change the word of the following motion from "collapse" to "amalgamate". The Committee agree to defer the motion to the next regular meeting in order for the Chair and members to gather more input and develop other models / approaches of amalgamation and function.

ACTION 6 → Committee Members are to consult with colleagues on possible models / approaches to amalgamation of the two committees, and prepare to provide input to discussion at the next regular Academic Board meeting on 2019-07-10.

ACTION 7 → Simon Nash to consult with a selection of QAB and AA members to develop possible models for amalgamation of the two committees, and present a report to the next regular Academic Board meeting on 2019-07-10. (Note: Annette Pitovao specifically requests that Rowena Fuluifaga be include in the consultation.)

MOTION

That Academic Board amalgamate Quality Alignment Board and Ako Ahimura into a single new committee with new Terms of Reference and Membership.

Moved: *N/A*
Seconded: *N/A*

<div align="right">

MOTION DEFERRED

</div>

MOTION

That the review of the effectiveness of PAQCs, currently being undertaken by TKK, include the implications of the AQAP and this memo, and provide a report back to Academic Board.

Moved: Marcus Williams
Seconded: Andrea Thumath

<div align="right">

MOTION CARRIED

</div>

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

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

This item shall become active at the next regular meeting of Academic Board.

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   Terms of Reference (2019)

Noted.

Item 7.02   Committee Membership (2019 in progress)

Noted.

MEETING CLOSED:	1131h

** End of Proceedings **

READ & CONFIRMED

Chair: _(signature)_   Date: _____12 / _____07 / _____2019