



POARI MĀTAURANGA | ACADEMIC BOARD

AGENDA

for the

SPECIAL MEETING

to resolve deferred items concerning

EPI Targets of 2019 ~ 2022

Date:	Wednesday, 19 June, 2019
Scheduled Start:	0930h
Scheduled End:	1030h
Location:	110-2019 Boardroom



agenda

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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

- Institutional Targets
- Continuous Self-Assessment of Academic Board

SECTION 2 STANDING ITEMS

Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status

- Merran Davis
- Debra Robertson-Welsh

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

(Not applicable)

Item 2.04 Actions for Review

(Not applicable)

Item 2.05 Academic Quality Action Plan

Presenter: Simon Nash

Accurate as of 2019-05-31:

https://unitecnz-my.sharepoint.com/:x:/g/personal/snash_unitec_ac_nz/EUghUcAhoYJBhuYLI3WqPQsBDSVN--k0RENhrFFgAKupQw?e=IifXt7

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

To	Poari Mātauranga Academic Board	From	Simon Tries, Manager, Te Korowai Kahurangi
Title	Proposed Institutional Performance Targets through to 2022	Date	4 June 2019 Updated 11 June 2019

Purpose:

To provide Poari Mātauranga | Academic Board with proposed Institutional Performance targets through to 2022.

Recommendation:

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

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

A separate memo from the Directors Priority Groups to this June meeting of Academic Board has set the goal for Priority Group students of 'parity' with the above targets by 2022.

Background:

Te Korowai Kahurangi propose setting 2019 performance targets using existing EPI data and the following EPI definitions¹, for institutional performance.

- **Successful course completion rate** - The proportion of course enrolments ending in a given year that have been successfully completed (EFTS weighted).

¹ <https://www.tec.govt.nz/assets/Forms-templates-and-guides/631b96b442/EPI-Guidelines-Methodology-Update-August-2018.pdf>

- Qualification completion (cohort based) - The proportion of students in a starting cohort who go on to complete a qualification at the same level at the same TEO.
- First year retention (cohort based) - The proportion of students retained in study after their first year of study by enrolling in a qualification at the same level in the year after they enter the cohort.
- Student progression - The proportion of students who complete a qualification and go on to enrol in a higher-level qualification within 12 months (at any TEO)
- Employment/Further Study - The proportion of Graduates from a qualification who have progressed into related employment or have engaged in further study

Notes on the above measures

The Qualification Completion target may need to be reconsidered in light of the work to be completed to address the Student Non-Completion recommendation from the EER plan.

Targets have been set as a stretch over 2018 achievements, noting that it will take time to embed measures to lift performance overall to parity by 2022.

There will be a requirement for Individual Programme Teams to develop action plans to achieve these targets, in line with Unitec strategies.

Reporting against target achievement will occur in a variety of ways, including Programme Evaluation and Planning reports and the annual Student Performance report. Emphasis in reporting against these targets is proposed to focus on understanding how/why targets have or have not been achieved.

Where Programmes are already achieving these targets, separate stretch targets will need to be developed.

All targets set will be stretch targets and will be aligned to improving Unitec's performance against the top Polytechnic performers in the ITP sector.

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting → SPECIAL

Meeting

Time: 0900h – 1030h
 Date: 2019-06-26
 Location: 110-2019
 Topic: Governance of Academic Board

Item 6.02 Continuous Self-Assessment of Academic Board

Presenter: Simon Nash

Linked to:

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

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

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!

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

Appointment	Position	Member
Ex officio	Executive Dean, Academic	Merran Davis
	Chief Executive	Merran Davis
	Director, Ako	Simon Nash – Chair
	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 Veia
	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	Manager, UPC	Andrea Thumath

Staff in Attendance (Frequent)

Daniel Weinholz – **Secretary**

Steve Marshall

Trude Cameron

Proposed Institutional Targets 2019 ~ 2022

Category	Unitec				
	Actual				
Year	2018	2019	2020	2021	2022
Course Completion	81.7	82	83	84	85
Qualification Completion	54.4	55	56	58	60
Student Retention	71.6	72	73	75	75
Student Progression	30.1	30.5	31	31.5	32
Employment / Further Study	85	86	87	89	90

Category	Māori				
	Actual				
Year	2018	2019	2020	2021	2022
Course Completion	69.3	72.3	76.3	81.3	85
Qualification Completion	45.5	48.5	52	56	60
Student Retention	62	65	68.5	72.5	75
Student Progression	32	32	32	32	32
Employment / Further Study	-	-	-	-	90

Category	Pacific				
	Actual				
Year	2018	2019	2020	2021	2022
Course Completion	67.8	71	75	80	85
Qualification Completion	42.4	46	50	55	60
Student Retention	56	60	65	70	75
Student Progression	31.6	32	32	32	32
Employment / Further Study	-	-	-	-	90

Category	International				
	Actual				
Year	2018	2019	2020	2021	2022
Course Completion	89	92	95	95	95
Qualification Completion	62	65	68	70	70
Student Retention	85	88	90	90	90
Student Progression	77	80	83	85	85
Employment / Further Study	65	-	-	-	-

Category	Under 25s				
	Actual				
Year	2018	2019	2020	2021	2022
Course Completion					
Qualification Completion					
Student Retention					
Student Progression					
Employment / Further Study					