



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date: **2019-07-18**
 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!

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.

Aiming to finish at 1030h due to the Checkpoint event.

SECTION 2 – STANDING ITEMS

Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status

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

1. David McNabb
2. Falaniko Tominiko
3. Hamish Foote
4. Hugh Wilson
5. Jackie Tims
6. Lorne Roberts – Arrived 1028h
7. Marcus Williams
8. Maura Kempin
9. Richard Fahey
10. Rowena Fuluifaga
11. Sarah Sommerville (Proxy for Andrea Thumath)
- 12. Simon Nash (Chair)**
13. Simon Tries
14. Toni Rewiri (Standing in for Veraneeca Taiepa)

Apologies

1. Amos Clarke
2. Andrea Thumath (Represented by Sarah Sommerville)
3. Anne McKay – Sick
4. Chris Stoddard – Regular teaching clash
5. Guillermo Ramirez-Prado
6. James Oldfield – Sick
7. Kane Campbell – Sick
8. Mitra Etemaddar
9. Nick Sheppard – Regularly at HOS meeting at this time
10. Sue Crossan
11. Tracy Chapman

MOTION

That the Committee accept the apologies for the meeting.

Moved: Toni Rewiri
Seconded: Simon Tries

MOTION CARRIED

Absences

(None)

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. 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 2019-06-20.

Moved: Hugh Wilson
Seconded: Rowena Fuluifaga

MOTION CARRIED

Item 2.04 Committee Work Plan (2019)

Noted.

Item 2.05 Ngā Tautapu Arotake | Actions For Review

2.05.1 Finite Action Items

Date Created	Item Identifier 2019.AALTC	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-04-18	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. 2019-07-18: No report submitted. Simon Nash shall work with Heather to report back to the next meeting.	Simon Nash Maura Kempin Simon Tries James Oldfield	2019-05-23	In progress
2019-05-23	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. 2019-07-18: The relevant information is contained in the Student Handbook. The Student Handbook is part of every course's Moodle page.	Maura Kempin	2019-06-20	Complete 2019-07-18
2019-05-23	Action-010	Nominations to Academic Board Members are to send in more nominations of two Senior Academics directly to Simon Nash (Director, Ako). 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. 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. 2019-07-18: (Paragraph on Business Cases [above] is in an odd place, but that is when and where the committee noted that issue.) This item (on nominations) is tied up with multiple higher level pieces of work at Academic Board. Work is yet to conclude. Until further announcement, committee members should continue business as usual.	Committee Members	2019-05-30	Paused

2019-06-20	Action-011	<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>2019-07-18: Email update from James forwarded to Committee members.</p>	Simon Nash James Oldfield Andrea Thumath Lorne Roberts Richard Fahey Anne McKay (?)	TBC	In progress
2019-06-20	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> <p>2019-07-18: Annette Pitovao has been invited and can present on 2019-08-22.</p>	Secretary	2019-07-18	Complete 2019-07-18
2019-06-20	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>2019-07-18: Toni Rewiri and Falaniko Tominiko shall present under Items 3.01.1 and 3.01.2. Andrea Thumath and Tracy Chapman can present on 2019-08-22 under Items 3.01.3 and 3.01.4.</p>	Secretary Simon Nash Marcus Williams Veraneeca Taiepa Falaniko Tominiko Tracy Chapman Andrea Thumath	2019-07-18	Complete 2019-07-18
2019-06-20	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> <p>2019-07-18: (Verbal) Complaints raised through the Schools could be reported up through PAQCs, particularly for informal complaints. Simon Tries shall include this matter for investigation through the PAQC Review. Rowena shall forward a link to <i>The Nest > Complaints Process</i> for information to Committee members.</p> <p>Chair will discuss with Student Success staff the frequency of reporting to the Committee on themes arising from the Improvement Actions Register. For now, it is to be included in the Committee Work Plan as a quarterly item.</p>	Simon Nash	TBC	Complete 2019-07-18
2019-06-20	Action-015	<p>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.</p> <p>2019-07-18: Robust discussion raised how the wider topic of teaching capability development relates to recruitment, staff induction, student NPS feedback and evaluations (particularly on low teacher competency), investment into capability development and expectations of ongoing professional development. Simon Nash shall seek advice as follows:</p> <ul style="list-style-type: none"> From TPA and TKK on processes for collection and application of student feedback to inform quality teaching From Director Ako and HR on recruitment strategies around teacher competency From Maura Kempin on induction and early engagement 	Simon Nash	TBC	In progress

2019-06-20	Action-016	<p>Effectiveness of Student Representatives Report back either through Helen Vea or Kane Campbell as to how the Student Representative system is operating.</p> <p>2019-07-18: Similar issues being raised at multiple committees – AB, QAB and AA. AB has just commissioned a Review of the PAQCs which could encompass this item. The Review will be led by Simon Tries.</p> <p>The scope of this item is broader than the PAQC Review, because it also includes Class Reps too.</p> <p>Discussion noted that:</p> <ul style="list-style-type: none"> • Not only PAQCs, but also Research committees, struggle to get and keep student representation. (MW) • Students are not staff, so we may need to re-consider how we involve them due to different natures of other commitments. (HW) <p>Simon Tries shall lead the Working Group discussion on how to proceed with this, and if or how it should be incorporated into the PAQC Review.</p>	<p>Simon Tries</p> <p>Steve Marshall Helen Vea Simon Nash Rowena Fuluifaga</p>	TBC	In progress
2019-07-18	Action-017	<p>Response to Staff Plagiarism in Badging Simon Nash (Director, Ako) will author communications to:</p> <ul style="list-style-type: none"> - raise awareness across staff to reinforce the expectations of the standard of work in Badging submissions - explain how this incident relates to the Code of Conduct - explain the consequences of this breach - reinforce the cultural shift in Professional Development from passive attendance to active participation. 	Simon Nash	TBC	New

2.05.2 Standing Action Items

Date Added	Item Identifier 2019.AALTC	Description	Responsibility	Status / Priority / Date Closed
2019-04-18	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 <p>2019-07-25: Maura delivered an update.</p> <ul style="list-style-type: none"> Veraneeca and Anne met twice and have unpacked what Te Noho Kotahitanga might look like in the Teaching and Learning strategy They are investigating a diagrammatic representation of the weaving of all the parts Aiming to develop a document that is jargon free or language explained and has a guide to possible 'how to' <p>Anne, Veraneeca and Maura shall continue drafting and aim to present the draft at the next meeting. Anne and Maura are to co-lead this Working Group.</p>	<p>Simon Nash Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell</p>	Active

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

3.01.1 Māori

Written report noted.

Presenter/s: Toni Rewiri

Toni verbally presented a summary of:

- The development narrative of the Māori Success Strategy
- The aims for parity of student outcomes by 2022
- The Strategy's key points and principles, e.g. the harakeke metaphor of child, mother and father.
- The monthly report to AB, QAB and AA which has a live link to a progress tracker.
- The Strategy shall eventually be published on The Nest after wide review and presentation.

Discussion

A number of points were covered, including:

- The Māori Success team is reflecting on why non-Māori stakeholders may not feel a sense of buy-in to the Strategy, and how they can show non-Māori what their role is to play.
- Māori Success (in Schools) is going to be reported through the PAQC Chair Reports.
- The parity targets are ambitious. Points of difference from past approaches include the setup of Māori Success Champions and having School Action Plans integrate specific parity-targeted actions.
- Maintaining momentum on embedding Māori initiatives in Schools through all the institutional changes and hardships has been a challenge.
- Māori Success Champions will work to discover “pockets of excellence” in Unitec and promote their good practices to the wider staff body.
- *Director Report > Exceptions > NPS Data* can be raised for further discussion at the next meeting.

3.01.2 Pacific

Written report noted.

Presenter/s: Falaniko Tominiko

Falaniko verbally emphasize Outcome 3, and that work is investigating how this can be realized.

Due to time constraints, the presentation of the Pacific Success Strategy was deferred to the next meeting.

3.01.3 International

Written report noted.

Presenter/s: Tracy Chapman (Apologies)

The Committee noted that the work of *Compliance > Assessment of Prior Learning (APL) Noncompliance* is underway with Quentin Williams and the Quality Alignment Board

The Committee would like Tracy Chapman to provide written advice in advance, or verbal clarification at the next meeting, on the 6th Concern regarding “impartiality of formal complaints decisions”.

3.01.4 Under-25s

Written report noted.

Presenter/s: Sarah Sommerville

MOTION

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

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

Moved: Falaniko Tominiko

Seconded: Jackie Tims

MOTION CARRIED

Item 3.02 Other Reports – Regular

3.02.1 Student Complaints (Tracking) & Unitec Responses

No update, either verbal or written.

3.02.2 Teacher Capability Development Report

Written report noted.

Presenter/s: Maura Kempin

MOTION

That the Committee receive the Teacher Capability Development Report.

Moved: Hugh Wilson

Seconded: David McNabb

MOTION CARRIED

SECTION 4 PAPERS FOR APPROVAL

(None)

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 Staff Plagiarism in Badging

(Discussion continuing from 2019-06-20)

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 2019-06-20 (For reference)

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.

Discussion 2019-07-18

The Committee noted that:

- Awareness of this incident and its consequences should be raised among all staff.
- This incident probably occurred before the *Code of Conduct* workshops were conducted. This could warrant a lighter response at this time.

- Any component of the response related to induction should be integrated this into existing induction rather than making a new / separate activity.
- Te Puna Ako is working to more clearly communicate the expectation of submission standards in future workshops.
- With all the institutional changes that have been and are occurring, plus the previous lower-engagement culture around Professional Development, it's understandable (but not excusable) why staff would have acted to be more 'efficient' in their compliance / badging submission.

The Committee agreed to not move any formal recommendations, but rather to delegate an Action Item to Simon Nash (Director, Ako).

ACTION: Simon Nash (Director, Ako) will author communications to:

- raise awareness across staff to reinforce the expectations of the standard of work in Badging submissions
- explain how this incident relates to the Code of Conduct
- explain the consequences of this breach
- reinforce the cultural shift in Professional Development from passive attendance to active participation.

2019.AALTC.Action-017

SECTION 6

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting

Time: 0900h – 1100h
 Date: 2019-08-22
 Location: Building 180-2043
 Chair: Simon Nash
 Submissions by: COB, 2019-08-08
 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 2019-06-20 (Draft)

Meeting Closed: 1029h

(Closed early due to Tū Arotake | Checkpoint at 1100h.)