



# minutes

## POARI MĀTAURANGA | ACADEMIC BOARD

<b>MEETING OPENED:</b>	0903h	<b>Date:</b>	<b>2019-08-14</b>
		<b>Scheduled Start:</b>	0900h
		<b>Scheduled End:</b>	1300h
		<b>Location:</b>	<b>Building 180-2043</b>

### SECTION 1

### NGĀ KUPU ARATAKI | PRELIMINARIES

#### 1.01 Karakia Timatanga | Beginning Prayer

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!

#### 1.02 Mihi Whakatau | Welcome from the Chair

- Welcome to the guests, Murray Strong and Lynnette Brown.

*Kōrero with the Commissioner, Murray Strong*

The Commissioner encouraged Academic Board to operate within a Permission-Full environment, meaning that it should engage in robust conversation and have courage to address hard questions. He is committed to elevate Academic Board to the appropriate level of esteem for a committee which reports directly to the level of Council / Commissioner. He and Simon Nash (Chair, Academic Board) have been making progress on re-establishing this connection. Given the context of RoVE, the relationship and process is about as good as can be reasonably expected.

At the latest meeting of AdCom (the Commissioner's advisory panel), Simon Nash presented the Academic Quality Action Plan (AQAP) and the challenges and opportunities facing Academic Board. AdCom gave positive feedback and offered support, highly confident in the work and approach to EER of Simon Nash and Academic Board. Resource needs shall form a regular part of discussion between Academic Board, the Commissioner and ELT.

## SECTION 2                      STANDING ITEMS

### **2.01    Ngā Whakapāha | Attendance, Apologies & Quorate Status**

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

1. Anne McKay
2. Annette Pitovao
3. Cath Delaporte  
(Proxy for Lee Baglow)
4. Chris King
5. Glenn McKay
6. Helen Vea
7. Katie Bruffy
8. Marcus Williams
- 9. Simon Nash (Chair)**
10. Simon Tries
11. Toni Rewiri
12. Tracy Chapman

#### **Apologies**

1. Lee Baglow  
(Opening a Trades Connect meeting)
2. Falaniko Tominiko

#### **Late Arrival**

1. Merran Davis – 0917h
2. Andrea Thumath – 1006h  
(Conducting formalities of PILOT)

#### **Early Departure**

1. Anne McKay – 1055h

#### **MOTION**

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

Moved:            Chris King  
Seconded:        Katie Bruffy

**MOTION CARRIED**

#### **Quorate Status**

A minimum of 8 members was required; the meeting was determined to be quorate.

#### **Absences**

(None)

#### **Hunga Mahi | Staff in Attendance**

1. Daniel Weinholz (Secretary)
2. Trude Cameron
3. Steve Marshall
4. Murray Strong – Dep. 0959h
5. Lynnette Brown – Dep. 0959h

## **2.02 Mahia Atu | Matters Arising**

### **2.02.1 Incoming Member – Anne McKay**

The Committee noted that, as per the Terms of Reference, Anne McKay has been nominated and appointed to Academic Board as a Senior Academic. No motion required.

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

Refer to:

- Section 7 Appendices

### **MOTION**

**That the Committee approve the Minutes for the meetings of:**

- 2019-07-10 Regular
- 2019-07-11 Online
- 2019-07-16 Standing Committee
- 2019-07-23 Standing Committee
- 2019-07-30 Standing Committee

Moved: Simon Tries  
Seconded: Marcus Williams

**MOTION CARRIED**

## **2.04 Committee Work Plan (2019)**

Noted.

Still under development and refinement through the TKK stocktake of QMS reporting requirements and development of the Academic Risk Register.

## 2.05 Ngā Tautapu Arotake | Actions For Review

### 2.05.1 Finite Action Items

Date Created	Item Identifier 2019.AB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-03-13	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. 2019-07-10: Follow up with Chair of Ako Ahimura to present a report back to AB. 2019-08-14: James Oldfield shall provide a report in due course.	Simon Nash (Chair, Ako Ahimura)	-	Active
2019-06-12	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.  2019-07-10: Consultation within Te Korowai Kahurangi has concluded to pause this work, pending the announcement on RoVE. As RoVE rolls out, it could mean that this item becomes a non-issue. There have been no student complaints on the matter, it was only raised by internal Unitec self-review work. 2019-08-14: No change.	Simon Tries	TBC	PAUSED until October
2019-06-12	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.  2019-07-10: The meeting concluded that Unitec's employment achievements could already be peaking, given that our current rate is very near the local data maximum of 86%. Input to raising this level could result in a low return on investment. It was noted that the surveys only have a 20~30% response rate and that some programmes only have a 1% response rate. Instead of raising this target, it would be better to focus on increasing the number of graduate (programme completion) and improving their value (graduate outcomes / profiles). Simon Tries shall report back to Academic Board 2019-08-14 with more detailed advice / recommendations. 2019-08-14: The general consensus is that Unitec should keep the target at 85% rather than raising it to 90%, and shift the focus to the value of outcomes for graduates and the number of graduates produced. Formal recommendations shall be presented to the Committee in September, with input from programme level target setting.	Simon Tries	2019-06-19	COMPLETED 2019-07-10  <i>Continuing 2019-08-14</i>

2019-06-12	Action-030	<p><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.</p> <p>2019-07-10: Feedback indicated that the scope of the pilot recommendation was too large and that this may not be a feasible time in the institute's development to roll out such a disruptive and mandated change. Given that the module already exists, it could be offered to courses, programmes or groups which have a particular concern over Academic Integrity. For example, the International Student Orientation will include and present it in-depth. The Working Group shall report back to Academic Board in a month or two with revised recommendations, taking note to include feedback from Student Success.</p> <p>2019-08-14: Aiming to present formal advice to the Committee in September.</p>	James Oldfield Steve Marshall Simon Nash	TBC	Active
2019-06-12	Action-032	<p><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.</p> <p>2019-07-10: A paper was written and presented to ELT. Their response was a request for further information on the current status of business cases, the process and requirements of composing business cases and what role AB does / should have in the signoff process that ELT ultimately oversees.</p> <p>Simon Tries and Simon Nash shall consult broadly, including Marketing and Commercial Services, for feedback on the adequacy of the current process. Simon Tries shall report back to Academic Board 2019-08-14 on the a) business case threshold, and b) business case process map.</p> <p>2019-08-14: Simon Tries, Simon Nash and Christine Brothers are looking at draft business case documents, and shall report back to ELT in order to guide the HOSs. Nick Sheppard (Lead HOS) is to be included in conversations.</p>	Simon Tries	2019-07-10 2019-08-14	Active
2019-07-10	Action-036	<p><b>Raising Staff Awareness of Academic Board</b> Draft communications to the whole institute workforce, to be reviewed by the Committee, regarding the purpose and function of Academic Board and how an issue could / should travel from a staff member up through to Academic Board.</p> <p>2019-08-14: No update.</p>	Simon Nash	2019-08-14	Active
2019-07-10	Action-037	<p><b>Utilization of NPS Verbatim Data</b> Report back to the Committee on how Verbatim Data from "all student surveys" (2019-07-10 original: "the Student NPS Survey") can be used to inform Academic Board. Possibilities include that Academic Board could direct all Heads and Support managers to review the verbatim data and report back on their responses to that data, possibly through the PAQCs.</p> <p>2019-08-14: QAB has also this matter. The scope has broadened to include all student surveys. The wording of Action-037 has been updated (above). Concerns were raised around protecting confidentiality and privacy. For example, staff could possibly piece together who said what although a student's name is not explicitly stated. K Bruffy and H Veia commented that the system should look at how to close the feedback loop to students so they know that the survey answers have been listened to and acted on. QAB and AA are to work together on this through their Chairs. Update expected at Academic Board 2019-09-11.</p>	Simon Nash Simon Tries	TBC	Active

2019-07-10	Action-038	<b>Remediation of Student Debt</b> Develop a proposal and scope for further investigation to identify proactive strategies to remedy and / or prevent outstanding student debts in partnership with Champions and Service Leads, and to identify how to incorporate it into the Academic Quality Action Plan.  2019-08-14: Update deferred to Academic Board 2019-09-11.	Andrea Thumath Marcus Williams	TBC	Active
2019-07-10	Action-039	<b>IAC Relationship with Priority Groups</b> Glenn McKay shall discuss with Heather Stonyer suitable mechanisms for raising the profile of Priority Group related issues at IACs.  2019-08-14: No update.	Glenn McKay Heather Stonyer	2019-08-14	Active
2019-07-10	Action-040	<b>Proposed Allocation of Industry Engagement Activities</b> Heather shall present a report to the Committee which proposes a view of the responsibilities of PAQCs, individual Academics, other identified parties and herself in relation to reporting to Academic Board on industry engagement activities.  2019-08-14: Reminder to go to Heather Stonyer.	Heather Stonyer	2019-08-14	Active
2019-07-10	Action-035	<b>Reporting to ELT of Resources Needed to Achieve EPI Targets</b> The greater outputs of higher EPI Targets will require greater input of resources, especially for the parity targets for Māori and Pacific. ELT needs awareness of resources needed, in order to make decisions on resource allocation. (Related to Action-041)  2019-07-10: Pacific – Falaniko Tominiko to work with Glenn McKay on a report back to Academic Board and ELT on what resourcing is required for the Pacific Success Strategy. 2019-08-14: Glenn expects a paper from Falaniko next week. The Committee encourages a collaborative approach with the Schools and Student Success. Some additional resources have already been allocated by ELT to achieve parity targets.	Glenn McKay Falaniko Tominiko	TBC	Active
2019-07-10	Action-041	<b>EPI Target Resource Need Reporting from Academic Board to ELT</b> Simon Nash shall work with Glenn McKay to develop an approach / mechanism through which Academic Board can communicate with ELT regarding resources needed to achieve the EPI Targets, especially parity of outcomes for Māori and Pacific students. Urgency is added due to Heads needing time to plan, implement, execute and report on specific actions to achieve the outcomes. (Related to Action-035)  2019-08-14: T Cameron, S Nash, G McKay, N Sheppard and L Aumua shall work together to coordinate the resource requirements and reporting mechanism/s, with prioritisations indicated against resource needs. The Chair explained to the Committee that ELT had asked for more detail on resource requirements and would not be able to respond with any commitments without that detail. He noted that most resourcing would come from reallocation and reprioritisation of existing resources and workloads, rather than increasing resourcing. Additional resourcing needs will be identified through work at School level in additions to School Action Plans, EPI target-setting and through the advice of School Champions.	Simon Nash Glenn McKay  Trude Cameron Nick Sheppard Linda Aumua	TBC	Active

2019-07-10	Action-042	<p><b>IAC for Architecture</b> The report constituting Item 3.05.1 (2019-07-10) mentions “Architecture – a separate memo from HoS/PAQC regarding existing industry engagement meeting requirements of IAC and all accreditation requirements will be reviewed by AB.” Steve Marshall shall follow up with Architecture as to the status of the memo, background context and the most appropriate committee for it to be addressed to.</p> <p>2019-08-14: To be investigated by QAB through the Chair. Murray Strong commented that, given RoVE plans to establish Workforce Development Councils (WDCs), this may be a good time to consider how Unitec could incorporate them into its committee system structure / function.</p>	Steve Marshall Simon Tries Heather Stonyer	TBC	Active
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## 2.05.2 Standing Action Items

Date Added	Item Identifier 2019.AB	Description	Responsibility	Status / Priority / Date Removed
2018-07-03	Standing-001	<p><b>Review of Semesterised Delivery</b> To provide regular progress reports.</p> <p>2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks. 2019-08-14: Keep on the agenda, pending establishment of NZIST.</p>	Simon Nash	Low priority
2018-07-31	Standing-003	<p><b>NZQF Proposal / Review</b> The NZQF Review commenced in February 2018 and targeted a number of focus groups (employers, Māori, Pasifika, professional and regulatory bodies, qualification developers and learners). The emphasis of this review questioned whether the NZQF were still fit for purpose, flexible and adaptive to stakeholders needs. The feedback from these groups informed the areas for consultation, of which there were four. In April, 2019 the NZQF Consultative Group met and delivered the following draft comments that have been amalgamated with discussion (Smart, 2019) occurring at the meeting: 1. Wider range of education products where NZ quality assured and highly regarded overseas publications appeared on the website in a ‘Recognition Framework’. 2. Embed transferable competencies that support life long learning, employment with debate continuing around ‘citizenship’. 3. Update level descriptors and address technical issues: a) Enabling degree apprenticeships and commentary around Level 7 descriptors covering the skills and attributes of a graduate apprenticeship b) VET: at time of qualifications renewal they are looked at objectively and not within the parameters of Level 2 – Level 4/5 for trades c) Suggestion of all Level 7 Diplomas be put through a TROQ d) Wide discussion on Level 8 Bachelor Degree with honours (Universities also in discussion) 4. Make NZQF user friendly and relevant by giving strong support for greater recognition of Mātauranga Māori and making NZQA more accessible through interactive portals with TEO and students views. Future: The NZQF Consultative Group, in recognition of current sector reform (ROVE, NCEA and Tomorrow's Schools), will get final feedback and move to publish the final results in September.</p>	Simon Tries	Active

		<p>2019-05-08: Refer to Item 3.03 Sector Update.</p> <p>2019-06-12: Verbal update. Waiting on NZQA to release next consultation document mid-year.</p> <p>2019-07-10: No news from NZQA yet. Nothing expected until September.</p> <p>2019-08-14: (Approach to be discussed as part of Sector Update Report.)</p>		
2019-05-08	Standing-005	<p><b>Renewal Plan</b></p> <p><b>Renewal Strategy</b></p> <p>2019-05-08: Draft to be presented to Academic Board 2019-06-12.</p> <p>2019-06-12: No update</p> <p>2019-07-10: The Strategy shall soon go for checking to ELT and the Commissioner, before presentation as a draft to all staff at Tū-Arotake   Checkpoint.</p> <p>2019-08-14: Out for consultation with staff. Expected to come to Academic Board 2019-09-11 for ratification, alongside the Waitakere Strategy.</p> <p><b>Waitakere Strategy</b></p> <p>"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."</p> <p>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 &amp; Economic Development (ATEED). RoVE is not expected to impact this work, as it aligns with the Minister's aims.</p> <p>2019-06-12: No update</p> <p>2019-07-10: No significant update. Item renamed from "Waitakere Success Strategy" to "Waitakere Strategy."</p> <p>2019-08-14: Expected to be ready for Academic Board 2019-09-11.</p>	Merran Davis	Active



## **2.06 AQAP – Scope: Unitec**

Presenter/s: Simon Nash

Accountability of positions responsible for progress is being emphasized and tracked. Academic Board is accountable to M Strong for overseeing progress.

The Committee noted:

- The Progress Report linked on H Drive and its corresponding memo.
- Recommendation 7 is missing because S Nash is working with ELT to establish its metrics.
- The progress summary page would benefit by having the target completion dates for each line, along with percentages.
- The high level view and status of the review progress is very useful.

K Bruffy and C King offered to assist with communications and shared responsibility to all staff.

## **2.07 AQAP – Scope: Academic Board**

Presenter/s: Simon Nash

The definition and presentation of relevant items is under development, including:

1. QMS (Quality Management System) 'stocktake' by TKK
2. Committee amalgamations discussion
3. PAQC review
4. Regular end of AB meeting evaluations
5. AB Agenda restructure
6. AB Work Plan draft
7. General work on a "Permission-Full" environment for AB.

At future meetings, S Nash shall report against this item through a written memo submission.

C King commented that when the QMS stocktake concludes, a summary document should be communicated to all staff to promote shared institutional understanding.

## **SECTION 3                      ITEMS TO RECEIVE**

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

#### **3.01.1 Māori**

Written report noted.

Presenter/s: Toni Rewiri

Since the submission of the report, 3 of the 6 hui are completed. T Rewiri is considering how to deliver high level reports on progress of the operational plan. Bookings for the Roadshow have been lower than expected. The Committee noted that the Māori Success

Strategy is unique among the Priority Groups because it relates to the Treaty of Waitangi and is on par with the Code of Conduct workshops.

The Committee suggested that an appropriate word from *te reo Māori* could be used instead of “roadshow”.

#### **MOTION**

**That the Committee endorse the Māori Success Strategy “Roadshow” as compulsory for all staff, not just academic staff, with a priority equal to the Code of Conduct workshops.**

Moved: Andrea Thumath

Seconded: Toni Rewiri

**MOTION CARRIED**

### **3.01.2 Pacific**

Written report noted.

Presenter/s: Falaniko Tominiko

The Committee noted that:

- The rollout date for Champions is to be decided soon.
- The Heads need to be informed that champion nominations need to be sent to Glenn McKay. This could be done at the Heads of Schools meeting 2019-08-15.

### **3.01.3 International**

Written report noted.

Presenter/s: Tracy Chapman

The Code of Practice Self-Review is behind schedule. The reason for delay is unidentified. It needs to be ready before 1 October. The matter is being escalated to G McKay. S Tries (Manager, TKK) offered support from Te Korowai Kahurangi. The importance of meeting the timelines needs to be understood by the other Directors.

The status of the Self-Review shall be checked on Friday. G McKay and T Chapman shall collaborate on this on Monday (offline action).

In discussions with L Aumua, the Waitakere Campus requests increased resources for ISS support, possibly only being needed for the first half of Semester 2. This could be included as part of the Waitakere Strategy. However, this matter had not been brought to the attention of A Pitovao prior to the meeting.

A Pitovao, T Chapman and the Student Representative for Waitakere shall review the situation (offline action).

#### **Discussion**

Annette Pitovao, the Student Representative for Waitakere and other stakeholders / parties have not yet reviewed the draft ISS Strategy. The Chair reflected that any report presented

to the Committee should have feedback / collaboration from stakeholders / contributors prior to submission into the meeting agenda.

A summary of the ISS Operational Plan actions was emailed out to Committee members this morning. The Committee noted that since the ISS Strategy is not yet formally approved, the current action updates are to be understood as Work In Progress, pending approval of the ISS Strategy. T Chapman, G McKay and S Nash have had prior discussions on this matter. The Strategy should be ready for approval at Academic Board 2019-09-11.

The Committee noted the absence of, and need for, guidelines to be developed and published concerning which Academic Governance Committee a memo / report should best be presented at.

### 3.01.3.1 *Targets for Priority Group – International*

The Committee discussed what “parity” looks like as applied to Unitec. It was concluded that the intent of the parity targets should apply to every programme and school, compared with only looking at a single target for the institute. If it were the latter, then the target could be “gamed” by having more parity-successful programmes / schools compensating for less parity-successful programmes / schools, such that the overall institutional target was satisfied numerically; this would not fulfil the intent behind the target.

The information of this memo was not known to A Pitovao and G McKay prior to the distribution of the meeting agenda. They and T Chapman shall withdraw the matter from this meeting, collaborate on the Targets (especially the Qualification Completion target) and resubmit the memo to Academic Board 2019-09-11 (offline action). Two specific points of focus are to ensure the Qualification Completion target is not too low and to add clarity to what is meant by the request concerning “resourcing constraints”.

The Motion was deferred pending endorsement by G McKay and A Pitovao.
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#### **MOTION**

**That the Committee endorse the EPI targets and measures recommended in the memo.**

Moved: N/A

Seconded: N/A

**MOTION Deferred**

### **3.01.4 Under-25s**

Written report noted.

Presenter/s: Andrea Thumath

The Committee noted that these actions are reported against a Strategy which is yet to be approved, similar to the state of the ISS Strategy.

G McKay welcomes any feedback on the strategy.

**MOTION**

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

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

Moved: Marcus Williams

Seconded: Katie Bruffy

**MOTION CARRIED**

### **3.02 Subcommittee Chair Reports**

#### **3.02.1 Unitec Research Committee (URC)**

Presenter/s: Marcus Williams

#### **3.02.2 Unitec Research Ethics Committee (UREC)**

Presenter/s: Marcus Williams

#### **3.02.3 Postgraduate Research & Scholarships Committee (PGRSC)**

Presenter/s: Marcus Williams

#### **3.02.4 Academic Approvals Committee (AAC)**

Presenter/s: Simon Tries

#### **3.02.5 Ako Ahimura (AA)**

Presenter/s: Simon Nash

*3.02.5.a. Teacher Professional Development Report*

#### **3.02.6 Quality Alignment Board (QAB)**

Presenter/s: Simon Tries

*3.02.6.a. PAQC Updates*

Deferred to an E-Meeting (to be convened).

**MOTION**

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

1. Unitec Research Committee
2. Unitec Research Ethics Committee – None
3. Postgraduate Research & Scholarships Committee
4. Academic Approvals Committee
5. Ako Ahimura
  - a. Teacher Professional Development Report
6. Quality Alignment Board
  - a. PAQC Updates

Moved: N/A  
 Seconded: N/A

**MOTION Deferred**

### **3.03 Quality Management System Reports**

Presenter/s: Simon Tries

#### **3.03.1 Programme Management**

- 3.03.1.1. *Programme Development*
- 3.03.1.2. *Programme Reviews (5-year Reviews)*
- 3.03.1.3. *Expiring and Discontinued Programmes*

#### **3.03.2 Degree Monitoring**

##### **Discussion**

TKK is investigating to identify any students who are “active in the system” (i.e. have commenced the programme but are not currently enrolled, but could possibly want to return), and then notify the Schools to follow up with the students. However, this work is progressing slowly as only one person in Te Korowai Kahurangi is undertaking this work with the Schools, and that person is on leave until the end of next week. Progress updates shall be reported monthly to Academic Board. In due course, Academic Board shall be informed of the “Last date for qualification completion” (refer to spreadsheet).

Regarding the CPGFT programme, C Delaporte commented that the programme team felt they were “re-inventing the wheel”. The Committee was advised that a process for formal closure of Expiring and Discontinued Programmes does actually exist at Unitec, named AC1.10 Withdrawal of Academic Provision. However, it is apparent that this process simply was not followed. The Network Deans were responsible for overseeing this process, but their position has been disestablished and records of their decisions may not exist.

S Tries is to advise the Committee on the priority level of this work, and advise of a date when a completely informed spreadsheet shall be presented to the Committee.

##### **MOTION**

**That the Committee receive the reports on Programme Management and Degree Monitoring.**

Moved: Katie Bruffy  
 Seconded: Glenn McKay

**MOTION CARRIED**

### **3.03.3 Student Success**

TBC

### **3.03.4 Industry Engagement**

TBC

### **3.03.5 Self-Assessment Report**

TBC

### **3.03.6 Academic Risk Register Report**

Presenter/s: Simon Tries

The Committee confirmed the Academic Risk Register Report as a monthly item to be presented to Academic Board.

### **3.03.7 Head of School Reports**

Presenter/s: Chris King / Katie Bruffy

(No update)

### **3.03.8 Student President Report**

TBC

## **3.04 Other Reports – Regular**

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

Presenter/s: Rosemary Dewerse / Simon Tries

Deferred to an E-Meeting (to be convened).

#### **MOTION**

**That the Committee receive the update on the NZQA and ITP sector.**

Moved: N/A

Seconded: N/A

**MOTION Deferred**

### **3.05 Other Reports – Occasional**

#### **3.05.1 Student Course Evaluation Surveys Report for Semester 1, 2019**

Presenter/s: Simon Tries

The Committee re-directed this report to the Ako Ahimura committee.

#### **3.05.2 Consistency Reviews**

Presenter/s: Simon Tries

The Committee re-directed this report to the Quality Alignment Board.

#### **3.05.3 Unitec Quarterly Report to TEC (Extract)**

Presenter/s: Simon Nash

Deferred to an E-Meeting (to be convened).

#### **MOTION**

**That the Committee receive the Unitec Quarterly Report to TEC (Extract).**

Moved: N/A

Seconded: N/A

**MOTION Deferred**

#### **3.05.4 Report on the Certificate in Plumbing and Gasfitting**

Presenter/s: Simon Tries and Cath Delaporte

The work is on track to complete within the 1-month extension. Students and employers have all been communicated to personally by the programme team. An information evening shall be held tonight, and every employer shall be personally visited to sign the new agreement.

ELT receives weekly reports due to its high priority. A version of this report shall go to NZQA.

#### **Discussion**

The changes are not expected to impact Priority Group students in any special way. Every student is with an employer already. Every single student and employer is being contacted, regardless of identity.

The Committee noted that in this case, it had quite failed in its oversight responsibility. The RAG sheet on Expiring and Discontinued Qualifications has tracked this, but Te Korowai Kahurangi and Academic Board did not specifically detect it as a priority / problem, neither did the external review of CPGFT.

Only 1 student complaint has been received.

M Davis commented that CPGFT was a known area of concern to ELT. The outcomes of Project Takohanga should reassure the Committee that the issues raised will be resolved and not continue to be a problem for the institute.

SN ... qn ... lessons learned ... ST shall put this into the next Expiring and Discontinued report.

CK noted that it is good to see this come into AB.

S Tries shall report back through *3.03.1.3 Expiring and Discontinued Programmes* to Academic Board 2019-09-11 on Lessons Learned to prevent CPGFT happening again.

## **MOTION**

**That the Committee receive the summary report on the issues relating to the transition of students from the Certificate in Plumbing and Gasfitting (CPGFT).**

Moved: Marcus Williams

Seconded: Andrea Thumath

**MOTION CARRIED**

## **SECTION 4**

## **ITEMS TO APPROVE**

### **4.01 Consistency of Support and Standards for Level 9 & 10 Postgraduate Students**

Presenter/s: Marcus Williams

#### **Discussion**

Workload – The Te Miro postgraduate workload model had 15 hours per 15 credits. The working party for current item had HOS representatives and other academics, and they believe it will not bring additional workload. Instead, it should protect the academics and help them reduce workload currently taken by the lack of guidance.

The final statement of Motion 3 was re-worded from “Te Korowai Kahurangi” to “Te Puna Ako”, as below.

## **MOTION**

**That the Committee approve the following recommendations.**

- 1. The guidelines agreed upon by the working party are approved by Academic Board and added to an appropriate document, for example as a new clause to paragraph 3.2 in the Supervision and Advisement of Student Research Guidelines.**
- 2. The leaders of programmes are required to report back to Academic Board on the implementation of these recommendations by a reasonable and agreed date.**
- 3. Where monitors reports indicate there are problems with supervision, leaders of programmes and supervisors can be required to attend training in leading and supervising on Level 9 programmes at Unitec, at the discretion of the Director**



**Research and Enterprise and the Director of Te Korowai Kahurangi. The training would be provided by Tūāpapa Rangahau and Te Puna Ako.**

**4. Heads of School are required to allocate time for Proposal Committee Membership and duties.**

Moved: Marcus Williams  
Seconded: Annette Pitovao

**MOTION CARRIED**

#### **4.02 Review of Current Short Course Provision**

Presenter/s: Simon Tries (Chair, Academic Approvals Committee)

##### **MOTION**

- 1. That the Academic Board approve a review of current Short Course provision to confirm that:**
  - a. short courses that are currently active in the system are still being offered, are fit for purpose and therefore should remain active;
  - b. short courses that are currently active are aligned to the correct category;
  - c. short course data/information held in relevant Unitec systems is internally consistent and aligns with the approved documentation;
  - d. short courses on offer are compliant with Unitec policy and procedure with a focus on quality assurance.
- 2. That Academic Board approve a working party of the Academic Approvals Committee to undertake the review and report its finding back to the Board in September.**

Moved: Simon Tries  
Seconded: Chris King

**MOTION CARRIED**

#### **4.03 Student Disciplinary Statute**

Presenter/s: Annette Pitovao

##### **MOTION**

- 1. That the Committee approves the following changes to the Student Disciplinary Statute to take effect immediately:**
  - a. Replace the mention of the 'Doc Owner: Executive Director Student Experience' in the footer of the document with 'Executive Dean Academic'.
  - b. Replace the 'Document owner: Executive Director Student Experience under the 'document details' section with the 'Executive Dean Academic'.

**c. Replace all mentions of Executive Dean responsible for Academic Development' with 'Executive Dean Academic'.**

**2. That the Committee endorse the issuing of communication to all staff that the Student Disciplinary Statute is owned by Merran Davies in her role as the Executive Dean, Academic.**

Moved: Toni Rewiri  
Seconded: Marcus Williams

**MOTION CARRIED**

## **SECTION 5**

## **WHAKAWHITI KŌRERO | ITEMS TO DISCUSS**

### **5.01 Research Ethics Application Process**

Originally submitted to the meeting of 2019-06-12, and subsequently deferred.

Presenter: Marcus Williams

The Chair of UREC now attends PGRSC to promote better coordination and efficient ethics approvals.

A Research Administrator shall vet the applications for basic quality issues prior to them going to UREC. The submission deadlines for students have moved forward by a week to allow this vetting to occur.

Some programmes have suffered more than others from the 2-year disestablishment of PGRSC. The Director of Research and Enterprise would like delegated authority to compel staff, identified at his discretion, to attend professional development.

The turnaround time for assessment of ethics applications was 22.6 working days, compared to the 2 months advised by the University of Auckland to its students. This highlights the fact that ethics application processing is a complicated process, and students need to clearly understand this.

#### **Discussion**

K Bruffy and M Williams shall collaborate on how Research Staff could receive recognition in the Badging Process (offline action).

Commendation was given to Research and Enterprise for closing the feedback loop on recommendations and then actions and reporting.

The staff of concern to the Director report to numerous varied Line Managers. Gathering them, roughly 150 people, into a single event is not feasible. A targeted approach would be much more efficient, effective and executable.

**MOTION**

**That the Committee receive this review, approves the actions and considers the recommendations.**

Moved: Marcus Williams

Seconded: Helen Vea

**MOTION CARRIED**

## **5.02 Analysis of 2018 End of Year PEP Reports**

Presenter/s: Simon Tries

The assistance of Te Puna Ako in supporting the Āta-kōrero workshops was acknowledged. K Bruffy and C King reported that the programme staff find significant value in the workshops. Staff appreciate that they now know that when a PEP is submitted, then it does really get read, reviewed and analyzed.

102 PEP reports represents very close to 100% completion.

**MOTION**

**That the Committee:**

- 1. Consider the recommendations made in the report, noting that some have been completed and others are intended to be addressed.**
- 2. Consider the findings from the evaluation of the PEP reports.**
- 3. Determine, where applicable, relevant actions to be taken as a result of the recommendations and findings from the report.**

Moved: Katie Bruffy

Seconded: Chris King

**MOTION CARRIED**

## **5.03 2018 Student Performance Report**

Presenter/s: Simon Tries

### **Discussion**

The Chair recommended holding a separate, special meeting solely to discuss the findings and recommendations of the report, and particularly for Academic Board to understand how the ratings are calculated. Between now and then, the Committee members are to thoroughly digest the paper

K Bruffy commented that this report could also be discussed at QAB and the PAQCs too, alongside the EPI Target initiatives.

Action – Simon Tries to disseminate the report.

Action – Extended ELT plus other members to be invited to a capability-building / engagement meeting.

Deferred to a Special Meeting (to be convened).

## **MOTION**

**That the Committee consider the report and:**

- 1. Determine any actions to be taken as a result of the findings.**
- 2. Provide a collective rating for each of the key measures presented in the report.**

Moved: N/A

Seconded: N/A

**MOTION Deferred**

### **5.04 NZQA Statutory Declaration**

Presenter/s: Simon Tries

S Tries is to add progress tracking on the Exceptions to the Exemption for record keeping, as soon as possible.

## **MOTION**

**That the Committee note the findings from the work undertaken to support the Statutory Declaration and adopt the Action Plan developed to support full compliance with the Education Act and relevant Rules made under the Act.**

Moved: Toni Rewiri

Seconded: Chris King

**MOTION CARRIED**

### **5.05 Academic Calendar 2021**

Presenter/s: Simon Nash

## **Discussion**

The Committee noted that:

- This is entitled the “Principal” Academic Calendar, and that different programmes may have customized semesters or exam periods.
- The format of presentation could be clearer.
- Unitec offers thousands of courses, and only about 150 have exams.
- The April Graduation currently lies within Easter Break. This would lead to low staff participation in the event and negatively impact on Unitec’s image.

Action – Annette Pitovao to lead efforts to move the April graduation forward by a week so that it doesn’t fall inside the Easter break.

Action – Steve Marshall to work with Timetabling Office to improve the layout / presentation of the calendar. Annette to follow up on Graduation issue.

**MOTION**

**That the Committee approve the 2021 Academic Calendar.**

Moved: Glenn McKay  
Seconded: Annette Pitovao

**MOTION CARRIED**

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

**Submissions due:** **COB Wednesday, 2019-08-28**  
**To:** [AcademicBoard@unitec.ac.nz](mailto:AcademicBoard@unitec.ac.nz)

Time: 0900h – 1200h  
Date: 2019-09-11  
Location: Building 180-2043  
Chair: Simon Nash

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

Presenter: Simon Nash

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

***Member Feedback***

T Rewiri likes that we endorse things all across the institute

M Williams is impressed by the number and depth of reports coming from S Tries and S Nash, and glad Unitec is re-establishing quality processes.

H Vea – Good questions are being asked in discussions.

T Chapman – It was a good meeting with visual and active conversations.

A Thumath – Robust conversations are happening within a supportive environment.

S Marshall – Agenda is simply still too big.

M Davis appreciates S Nash chairing the Committee and its volume of work. A concern is that the committees need to focus on processing the most appropriate items and building capability. As a whole, we need to work on what work goes through Line Managers and what goes through committees, but overall we are progressing in the right direction. Other concerns include the long duration of meetings and still-missing academic representation on the Committee. General staff should be reminded that they can attend meetings of Academic Board and that the Agendas and Minutes are published on The Nest.

G McKay – There needs to be guidelines for directing items to committees. Patience is appreciated as Priority Group Directors continue to establish an efficient reporting system.

T Cameron – Observation that quality of discussion and decision making has improved over the last 6 months.

A Pitovao – Papers should have clear recommendations at the start.

C King – Improvements are continuing. Meetings have less tabled papers than in the past, and that is good. We are having less special meetings. Better formed papers are coming into the agenda, but more work is still needed to raise the quality of submitted memos to enable efficient approvals. The Chair and Secretary could work with members to improve memo writing quality.

K Bruffy would like more items to be re-directed to QAB and AA. The professionalism of meetings is improving.

S Tries has seen many improvements over the last 12 months. The conversations and trust between Academic Board and ELT is good, and implements a permission-full environment.

S Nash – Pleased to hear feedback. Aiming to get subcommittees operating this way too.

### **6.03 Karakia Whakamutunga | Ending Prayer**

Ka wehe atu tātou  
I raro i te rangimārie

Te harikoa

Me te manawanui

Haumi ē! Hui ē! Taiki ē!

We are departing

Peacefully

Joyfully

And resolute

We are united, progressing forward!

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

Noted.

**7.02 Membership (2019)**

Noted.

**7.03 Minutes of Previous Meeting/s**

*7.03.1 (Draft) Minutes of Meeting 2019-07-10 (Regular)*

*7.03.2 (Draft) Minutes of Meeting 2019-07-11 (Online)*

*7.03.3 Minutes of Meeting 2019-07-16 (Standing Committee)*

*7.03.4 Minutes of Meeting 2019-07-23 (Standing Committee)*

*7.03.5 Minutes of Meeting 2019-07-30 (Standing Committee)*

All noted.

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**MEETING CLOSED:** 1257h

**READ & CONFIRMED**

Chair: .....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_