



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date: **2019-08-22**
 Scheduled Start: 0900h
 Scheduled End: 1100h
 Location: **Building 180-2043**

Meeting Opened: 0903h

SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

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!

1.02 Welcome from the Chair

The Chair welcomed all members and attendees.

SECTION 2**STANDING ITEMS****2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status****Mema Poāri Tae Ā-Tinana |
Board Members (2019) Present**

1. Andrea Thumath
2. David McNabb
3. Guillermo Ramirez-Prado
4. Hamish Foote
5. Hugh Wilson
6. James Oldfield
7. Kane Campbell
8. Lorne Roberts
9. Marcus Williams
10. Maura Kempin
11. Mitra Etemaddar
12. Richard Fahey
13. Rowena Fuluifaga
- 14. Simon Nash (Chair)**
15. Simon Tries
16. Sue Crossan
17. Veraneeca Taiepa

Apologies

1. Amos Clarke – Teaching workload
2. Anne McKay – Resigning
3. Chris Stoddard – Regular teaching clash
4. Falaniko Tominiko
5. Jackie Tims
6. Lee-Anne Turton
7. Nick Sheppard – Regular HOS meeting
8. Tracy Chapman

Late Arrival

1. James Oldfield – 0930h
2. Richard Fahey – 0908h
3. Rowena Fuluifaga – 0905h

Early Departure

1. Andrea Thumath – 1015h
2. Guillermo Ramirez-Prado – 0930h
3. Kane Campbell – 1015h
4. Lorne Roberts – 1000h
5. Marcus Williams – After 1030h

MOTION

That the Committee accept the apologies for the meeting.

Moved: Simon Tries
Seconded: Andrea Thumath

MOTION CARRIED**Quorate Status**

A minimum of 12 members was required; the meeting was quorate.

Absences

(None)

Hunga Mahi | Staff in Attendance

1. Karen Miller (Acting Secretary)

2.02 Mahia Atu | Matters Arising

2.02.1 Replacement of Member – Anne McKay and Lee-Anne Turton

Anne McKay has moved out of her Academic position within Community Studies. The Head of School (Community Studies), Katie Bruffy, has nominated Lee-Anne Turton to take her place on Ako Ahimura. The Chair acknowledged Anne's contributions to the committee during her time as a member.

The Chair advised that he had communicated with Heads of School about committee membership and committee member attendance. He expressed concern about unfilled positions on some committees and continued non-attendance at meetings by some members. He reiterated the importance of sufficient academic representation on committees and those members who are unable to attend due to teaching commitments must appoint a proxy to attend in their stead to ensure that a high level of academic representation is maintained.

2.03 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

Refer to Section 7 – Appendices.

MOTION

That the Committee approve the Meeting Minutes of 2019-07-18.

Moved: Rowena Fuluifaga
Seconded: Hugh Wilson

MOTION CARRIED

2.04 Committee Work Plan (2019)

The Chair noted that the Committee has asked for advice about industry engagement and how it could feed into the Committee. He noted that this issue had been included in a bigger piece of work where Te Puna Ako (TPA) with Te Korowai Kahurangi (TKK) were conducting a stocktake of the whole quality management system. We need to know that academic committees are an effective means of engaging with industry to ensure that programmes are fit for purpose, that we produce work ready graduates and industry needs are met.

Heather Stonyer is to report to Simon, as Academic Board Chair, about mechanisms that ensure committees have adequate oversight of industry engagement. Simon noted that he envisaged that this will be reported to Academic Board in the same way as priority group reporting so there is always opportunity to discuss issues. Each area will be assigned someone outside the committee who will be holding committees to account to ensure that the requirements of their strategy are being met at the relevant levels of the committee structure.

Simon Tries advised that Academic Board requires that all schools have an advisory committee. He noted that not all industry has advisory boards but they do have stakeholders who need to be involved.

The Chair noted that discussion about how industry advisory committees were to be run could occur once Heather's report has been completed.

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	<p>Industry Engagement Work with Heather Stonyer on the topic of industry engagement and the Industry Advisory Committees' relationship to this Committee.</p> <p>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. 2019-08-22: No report submitted. Simon Nash gave a progress report and advised that this action item would be included in the Committee Work Plan so can be closed.</p>	Simon Nash Maura Kempin Simon Tries James Oldfield	2019-05-23	Closed as subsumed into the Committee Work Plan
2019-05-23	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. 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. 2019-08-22: Lee Baglow and Anne McKay fill these roles.</p>	Committee Members	2019-05-30	Completed
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>	Simon Nash James Oldfield Andrea Thumath Lorne Roberts Richard Fahey	2019-09-19	In progress

		<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> <p>2019-08-22: James tabled a paper but it was deferred to the next meeting.</p>			
2019-06-20	Action-012	<p>Presentation of Strategy for Student Success</p> <p>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> <p>2019-08-22: Rowena Fuluifaga advised that the first draft would be completed for presentation at the September meeting.</p>	Secretary	2019-09-19	
2019-06-20	Action-013	<p>Presentation of Strategies for Priority Groups</p> <p>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 presented under Items 3.01.1.</p> <p>2019-08-22: Andrea presented today. Falaniko and Tracy to defer to September and November respectively.</p>	<p>Secretary</p> <p>Simon Nash</p> <p>Marcus Williams</p> <p>Veraneeca Taiepa</p> <p>Falaniko Tominiko</p> <p>Tracy Chapman</p> <p>Andrea Thumath</p>	<p>2019-09-19</p> <p>for Pacific</p> <p>&</p> <p>2019-11-21</p> <p>for</p> <p>International</p>	<p>Completed for</p> <p>Māori</p> <p>2019-07-18</p> <p>& Under 25's</p> <p>2019-08-22</p>
2019-06-20	Action-015	<p>Relationship of Badging to Recruitment, Progression and Promotion</p> <p>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 <p>2019-08-22: The Chair gave an update on progress with the above 3 items:</p> <ul style="list-style-type: none"> The Net Promoter Score (NPS) was noted at this committee and Student Course Survey outcomes submitted to this meeting could inform in the quality teaching space. He has work underway with Human Resources to look at whether to retain a teaching qualification (like the existing Graduate Diploma in Higher Education) that features in some staff contracts. We have a teaching competency framework that identifies what good teaching is and Badging that demonstrates teaching competencies. Maura to report back about induction and early engagement at the next meeting. <p>Discussion raised the following:</p> <ul style="list-style-type: none"> A clear definition of expectations of teaching staff is needed It is imperative that career progression is connected to the requirement for staff professional development A project is underway to change the description of what a quality teacher is in existing policies for recruitment and promotion so it is consistent and aligns directly with agreed teaching competencies for teachers at Unitec. 	<p>Simon Nash</p> <p>Maura Kempin</p>	2019-09-19	In progress

		<ul style="list-style-type: none"> Senior lecturers need to have a Masters' degree but practitioners in some disciplines do not have masters' degrees so an incentive for career progression is needed for these staff The Chair will update the Committee at the next meeting on the recruitment and promotion issue 			
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. The scope of this item is broader than the PAQC Review, because it also includes Class Reps too. 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>2019-08-22: Effectively incorporated into the PAQC Review. The Chair advised that this issue will be discussed by ELT and it is an issue for all committees, particularly PAQCs. Simon Tries said committee chairs, secretaries and members had been contacted and although engagement in the process was variable they got a consistent message across. A report will go to QAB before going to AB. A key finding was that although PAQCs are governance groups, a lot of management was going on and they were treated as team meetings instead of committees that have oversight of a number of programmes. Training for committee chairs is to come. The following points were raised:</p> <ul style="list-style-type: none"> Student representatives get training to be on PAQCs to get connected with students and staff. Send the names of class representatives should be sent to the Student President, Annette Pitovao is involved in the review of student representation. 	Simon Tries Steve Marshall Helen Vea Simon Nash Rowena Fuluifaga	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. <p>2019-08-22: The Chair noted that he will be sending out a communication about this shortly.</p>	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.</p> <p>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>2019-07-18: Maura delivered an update. 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> <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. 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' questions. <p>2019-08-22: The Chair advised that the Manaakitia te Rito Renewal Strategy includes lists of sub-strategies in the four strategic areas. The L&T Strategy which is currently being reviewed and the Academic Portfolio Strategy that doesn't exist yet will be combined into one Academic Strategy that will include a strategic direction to ensure that the Academic portfolio is meeting stakeholders needs. During discussion, the following points were raised:</p> <ul style="list-style-type: none"> Should the next logical step be to include research with teaching and learning as all three would fall under the Academic Portfolio? The Chair advised that he would meet with Marcus Williams to discuss this further. Maura gave an update and advised that the L&T Strategy now has overarching principles that are more clearly aligned with various success strategies and the next task was to agree on strategic priorities and actions for the next 2-3 years. The Chair noted that he had met with Maura and Veraneeca to look at a strategy to get into the new national RoVE environment that is action oriented and has measurable outcomes. Maura will submit a report at the next meeting. 	<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

3.01 Priority Group Director Reports

3.01.1 Māori

Written report noted.

Presenter/s: Veraneeca Taiepa

The Chair raised the issue of staff knowledge about the Māori Success Strategy. It was noted that Academic Board gave a directive that attendance at the Māori Success Strategy sessions was mandatory. Members noted a number of challenges that hindered progress such as difficulty in finding Māori lecturers and the absence of pathways. Some schools were doing internships to 'grow their own' lecturers in this space. A member who had attended one of the Māori Success Strategy sessions advised that the session was based around how to address the issues raised.

3.01.2 Pacific

20190822 – Falaniko sent in apologies and the presentation of the Pacific Success Strategy was deferred to the next meeting. The Chair will follow up with Falaniko to ensure that the presentation will be given by him or an appointed proxy.

3.01.3 International

20190822 – Tracy sent in apologies and the presentation of the International Success Strategy was deferred to the November meeting as it is still undergoing significant development with the Student Success team and other stakeholders. The Committee would also like her to provide written advice in advance, or verbal clarification at the next meeting, on the 6th Concern regarding "impartiality of formal complaints decisions".

The Chair will follow up with Tracy to ensure that the presentation will be given by her or an appointed proxy.

3.01.4 Under-25s

Written report noted.

Presenter/s: Andrea Thumath

Andrea noted the highlights from the strategy and noted that the focus was on three priority areas - transition, reputation and retention. She noted a conscious change to replace 'recruitment' with 'transition' to better describe the Under 25 student journey. An operation plan developed includes initiatives and identifies collaboration and linkages across reports, for example, retention, which will sit in the Student Success Strategy.

Andrea responded to Member queries and advised that she did not envisage that significant resourcing would be needed to implement the strategy. She said that current vocational pathway offerings included 34 courses and a number of Secondary Tertiary Alignment Resource (STAR) packages where Unitec provides moderation and approves resourcing. Under 25 students and transition rates are now easier to identify and one action is to clearly tag student activity to ascertain what levels of support Unitec Pathways College (UPC) can provide.

She confirmed that the strategy will be rolled out once Academic Board approval is gained. She noted that there is a much better understanding now of what UPC is doing in the transition space and schools are noticing a change in Under 25 numbers based on their engagement with the UPC team. Concern was expressed that UPC may be taking on too much as this initiative was a big goal for Unitec schools to achieve. Andrea advised that all actions will be done in partnership so the load is shared.

20190822 – Andrea will bring back the full plan once it is approved at the Academic Board meeting of 11 September.

MOTION

That the Committee receive the Priority Group Director Report/s and Strategy Presentations:

- 1. Māori**
- 2. Under-25s, plus Strategy Presentation.**

Moved: Lorne Roberts
Seconded: Mitra Etemaddar

MOTION CARRIED

3.02 Other Reports

3.02.1 Teacher Capability Development Report

Written report noted.

Presenter/s: Maura Kempin

Maura noted that although there was successful participation by Applied Business and Computing and Information Technology, due to the presence of a TPA advisor, overall engagement was lower than expected. The expectation was for all staff to complete at least one badge.

The Chair expressed concern that this is largely seen as a compliance issue and support is low.

Heads of School need action plans that identify an approach to close the gap in participation. The change to the institutional structure, leadership and academic processes has been very disruptive and an incentive is needed to progress.

Badges take approximately 10 hours to complete and staff are able to use their professional development time if they wish. Knowledge about badges is essential for staff and leaders.

The Chair will meet with Maura and go back to Heads of School to get an action plan for the end of the year to increase participation.

20190822 – Simon and/or Maura will provide an update on progress in due course

3.02.2 Student Course Surveys Report (Semester 1, 2019)

Presenter/s: Simon Tries

Unitec's student course survey programme is designed to provide a robust and consistent approach of measuring course performance across all of Unitec. Student course surveys are a key requirement for self-evaluation and an enabler for us to improve our course and programme delivery.

Discussion

The Chair commended the team on the great work done for this report. Simon Tries advised that closing the Semester 1 survey had been delayed to allow greater time for students to respond because response rates at the time of intended closure were very low. This had the effect of delaying the publication of results. It was necessary thought, because sufficient response rates are required to ensure the validity of the results. In future, he plans to bring surveys forward to get better information and the survey questions will be reviewed for Semester 2. He requested feedback from the Committee about how staff are using the survey results and whether they had discussed the results with their students.

Kane advised that feedback was not discussed with students but he was actively promoting the surveys to students so they are seen by students as a mechanism that will support *them* and their fellow students.

In the past, the Student Union offered incentives for completing surveys which proved effective as did paper based surveys. In-depth analysis of survey results should be done to discover why students respond the way they do.

Simon Tries suggested that surveys should be run before mid-semester breaks so the data can be reviewed during the semester break to identify future student support requirements.

After discussion, it was agreed that the low response rate was critical. It was suggested that relevant timing, relevant questions and increased communication to students about the reason for why these surveys are run would boost the response rate and therefore, the quality of the data.

The Chair stated that the recommendations were unclear and requested that representatives from TKK, Māori, Pasific, TPA, Student Union, Student Success and school representatives meet to refine and clarify the recommendations and resubmit them at the next meeting.

20190822 – Simon Tries to co-ordinate

MOTION

That the Committee:

- 1. Note that the Student Course Surveys Report (Semester 1, 2019)2019 has been provided to Te Poari Iho | Academic Board with recommendations.**
- 2. Determine any additional actions which it considers necessary to improve the survey process or outcomes.**

DEFERRED

SECTION 4

PAPERS FOR APPROVAL

(None)

SECTION 5**WHAKAWHITI KŌRERO | ITEMS TO DISCUSS**

(None)

SECTION 6**ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

The Online Examinations paper tabled by James Oldfield was deferred to the next meeting.

6.01 Any Other Business (AOB)

(None)

6.02 Details of Next Meeting

Submissions by: **COB Thursday, 2019-09-05**

To: AA-LTC@unitec.ac.nz

Time: 0900h – 1100h

Date: 2019-09-19

Location: Building 180-2043

Chair: Simon Nash

6.03 Te Karakia Whakamutunga | Closing Karakia

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

Item 7.01 Terms of Reference (2019)

Noted.

Item 7.02 Membership (2019)

Noted.

Item 7.03 Minutes of the Previous Meeting

7.03.1 (Draft) Minutes of Meeting 2019-07-18

Noted.

Meeting Closed: 1052h
