



minutes

TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

MEETING OPENED: 0930h

Date: 2019-08-29

Scheduled Start: 0930h

Scheduled End: 1130h

Location: Building 180-2043

SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Karakia Timatanga | 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 Mihi Whakatau | Welcome from the Chair

- New members
 - Mirjana Bogosanovich – Engineering and Applied Technology
 - Sally Conway – Bridgepoint
- (Later) Update on Review of PAQCs
 - Steve Marshall
- Upcoming changes
 - Sue Emerson plans to find a replacement representative, allowing her to be proxy for Nick Sheppard at Ako Ahimura.

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

1. Andrea Thumath
2. Aroha Lewin
3. Arun Deo
4. Cris de Groot
5. Dila Beisembayeva
6. Liz Rainsbury
7. Maura Kempin
8. Mirjana Bogosanovich
9. Nikki Makamba – Arr. 0952h;
Dep. 1054h
10. Paul Jeurissen – Arr. 0958h

11. Rosemary Dewerse
12. Sally Conway – Arr. 0948h
13. Simon Nash
- 14. Simon Tries (Chair)**
15. Sue Emerson – Dep. 1015h
16. Toni Rewiri

Apologies

1. Falaniko Tominiko – Sick
2. Lydia Kiroff – Sick
3. Rowena Fuluifaga
4. Simon Goodlud
5. Tracy Chapman

MOTION

That the Committee accept the apologies for the meeting.

Moved: Andrea Thumath
Seconded: Maura Kempin

MOTION CARRIED

Absences

1. Linda Aumua
2. Daniel Irving
3. James Oldfield

Quorate Status

Meeting determined as quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Quentin Williams – Dep. 0949h
3. Steve Marshall

Item 2.02 Mahia Atu | Matters Arising

(None)

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

Attachment/s:

- Item 7.03 – Minutes of Meeting 2019-07-25 (Draft)
- Item 7.04 – Minutes of E-Meeting 2019-07-29

Presenter: Chair

MOTION

That the Committee approve the Meeting Minutes of 2019-07-25 and 2019-07-29.

Moved: Dila Beisembayeva

Seconded: Simon Nash

MOTION CARRIED

Item 2.04 Committee Work Plan (2019)

Under review to align with the AQAP.

Item 2.05 Ngā Tautapu Arotake | Actions for Review

Date Created	Item Identifier 2019.QAB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-02-28	Action-012	<p>Committee Work Plan 2019 Draft the TPI-QAB Work Plan 2019 and present it for approval at the next meeting. It should run from March 2019 to February 2020.</p> <p>2019-05-02, Item 5.02: Debra to upload draft Committee Workplan 2019. Committee Members to reply to Debra and Annemarie with feedback by 2019-05-16. Debra to present final version to Committee for approval on 2019-05-30. 2019-05-30, Verbal update: The Work Plan is being revised to align with the Academic Quality Action Plan. 2019-06-27: Action leadership moved to Simon Tries. 2019-07-25: Still to be aligned to the AQAP. 2019-08-29: Waiting on confirmation of related AQAP and Academic Board work.</p>	<p>Committee Members</p> <p>Simon Tries</p>	<p>2019-05-02 2019-05-30 TBC</p>	In progress
2019-02-28	Action-013	<p>SAC Working Group Investigate certain aspects of assessment at Unitec, as specified in Item 4.06 of the Minutes 20190228, including the added 4th section. Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.</p> <p>2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron. 2019-05-30, Verbal update: Out for consideration and feedback from QAB members. 2019-06-27: The Committee commended the leadership of Trude Cameron with this work. Link to <i>Proposed New SAC Documents</i> folder emailed to Committee Members. 2019-07-25: Some feedback was received. The Committee arrived at consensus postpone full implementation until Semester 1, 2020. Between now and then, the Working Group shall consult and gather feedback, pilot the new SAC process with Summer Semester 2019. Senior Academic QAB members shall be a channel for consultation to the Schools. Feedback response timeframes are TBC. 2019-08-29: Work in progress. Consultation closes 2019-09-30.</p>	<p>Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron</p>	<p>2019-05-02 TBC</p>	In progress
2019-05-02	Action-017	<p>Priority Group, IAC & PAQC Reporting System Develop a single template for Priority Group, PAQC and IAC reporting to AB, QAB and AA. Coordinate this reporting with the HR Diamonds for Heads of School. (2019-05-30)</p> <p>2019-05-02: WG to discuss the pros and cons of changing "Industry Advisory Committee" to "Industry Engagement Committee". 2019-05-30, Items 3.01~3.03: New actions, below. 1) Coordinate for Directors to view the Priority Group sections of HOS Diamonds. 2) Clarify which actions in the Diamonds relate to which Priority Groups. 3) Clarify the different layers of reporting against Priority Group targets, e.g. PAQC Reporting versus HOS Reporting.</p>	<p>Simon Nash Simon Tries Toni Rewiri Andrea Thumath Falaniko Tominiko Tracy Chapman Liz Rainsbury Rowena Fuluifaga</p>	TBC	In progress

		<p>4) Debra shall talk to Simon Nash about evidence and measurement of implementation of Priority Group targets within the HOS Diamonds.</p> <p>2019-06-27: Identical reports are currently going from the Priority Group Directors to AB, QAB and AA. Simon Tries shall take up leadership of this Working Group.</p> <p>2019-07-25: Meeting postponed to this afternoon due to an earlier clash. No other news to announce.</p> <p>2019-08-29: Waiting for outcomes of related Academic Board work.</p>			
2019-05-02	Action-020	<p>Academic Quality Action Plan Feedback</p> <p>2019-05-02, Item 5.05: Email feedback to Simon Nash by COB, 2019-05-17.</p> <p>2019-05-30, Verbal update: The AQAP is being tidied up ready for release.</p> <p>2019-06-27: The AQAP tracking is now coordinated by Luan Rose and Simon Nash. A plan has been awaiting approval from NZQA for a month. Meetings have begun with Schools to begin plans for how to implement the actions. Hyperlink to the AQAP shall be sent to Committee Members.</p> <p>2019-07-25: The first whole-Unitec monthly AQAP Report is scheduled for the end of this month.</p> <p>2019-08-29: Monthly reporting has begun. About 17 click-throughs from have been counted since it was published on The Nest. Members encouraged to review it on The Nest. Simon Nash also reports monthly to Academic Board on this matter. Highlights include the level of collaboration across teams at Unitec, which makes work take a little longer but produces much better outcomes, and that the work on systems and processes done in 2017/2018 to prepare for the last EER (when Unitec was Cat. 2) is now producing outcomes and evidence which we can show to NZQA. The biggest risk is the level of workload produced by actions flowing out of the AQAP; the next EER is little over a year away and the parity targets mean that almost every team in Unitec needs to do some amount of re-prioritization. Overall, the situation feels positive.</p>	<p>Committee Members</p> <p>Simon Nash</p>	<p>2019-05-30 TBC</p>	<p>In progress</p>
2019-05-30	Action-022	<p>Dissemination of ADL Services Report</p> <p>Refer to: Item 5.01</p> <p>Request Bob Stewardson to share the ADL Services Report inside the Institutional Reports.</p> <p>2019-06-27: In progress. It is undergoing some clarifications before distribution.</p> <p>2019-07-25: 90% done. When all done, access will be given to PowerBI dashboard. Date for delivery is TBC with Bob. Commendation was given to the PowerBI dashboard team for high quality useful information.</p> <p>2019-08-29: No update.</p>	<p>Rowena Fuluifaga</p>	<p>TBC</p>	<p>In progress</p>
2019-06-27	Action-025	<p>Pre-requisite Enrolment Issues</p> <p>Lead Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools' leadership and proposed solutions plan for Semester 1, 2020.</p> <p>2019-07-25: Still in progress. Timeframe for delivery is TBC. Commendation was given to Aroha for her related work with the School of Building Construction resulting in VOEs dropping from over 1000 to around 10.</p> <p>2019-08-29: In progress. Report to come to next meeting. The number of VOEs have reduced. Reasons for system overrides with VOEs tend to be coming from technical issues with the system rather than school / operations issues.</p>	<p>Aroha Lewin</p>	<p>TBC</p>	<p>In progress</p>

2019-07-25	Action-026	Institutional Prioritization of APL Proposal Quentin to work with Simon Tries / TKK to consider the priorities relating to the proposal in the context of broader institutional priorities.	Quentin Williams Simon Tries	2019-08-29	Completed
2019-08-29 Item 3.02.00	Action-027	Working Group – Recommendations from the PAQC Review To meet early next week for about 2 hours, and then to take the findings of the PAQC Review, analyse them and produce formal, feasible Recommendations to be presented to Academic Board for approval.	Steve Marshall Liz Rainsbury Dila Beisembayeva Mirjana Bogosanovic	2019-09-26	New
2019-08-29 Item 5.01	Action-028	Working Group – Recommendations for the Graduate Survey 2020 To form recommendations for the improvement of the Graduate Survey 2020, and present them to QAB. Considerations shall include the following: <ul style="list-style-type: none"> • How to raise the response rate • Who in Unitec should be the owner of the Graduate details / contact list • How students / graduates should update their details, and who / how this direction shall be communicated out to them • How to raise awareness and usage of Graduate Profile Outcomes (GPOs) with students / graduates and teaching staff in the classroom, to emphasize the value of the broader <i>programme</i> / <i>qualification</i> rather than a narrow focus on the <i>course</i> 	Simon Tries; Hugh Wilson; Quentin Williams; Chantelle Daniels; Rosemary Dewerse; Heather Stonyer (check first through David Glover); Dila Beisembayeva; Marketing representative (TBC)	TBC	New

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

Glenn McKay and Simon Nash are working on a standardized template for these reports. Members encouraged to contribute thoughts to their process.

3.01.1 Māori

Written report noted.

Presenter/s: Toni Rewiri

Update – Roadshow

Academic Board has approved the compulsory status of the Roadshow/Wānanga. The current tentative proposed aim for completion of the tour is the end of Semester 1, 2020.

3.01.2 Pacific

Written report noted.

3.01.3 International

Written report noted.

Discussion

Code of Practice Review

Simon Tries has communicated the priority of this work to the right people needed to get the work progressing faster. Rosemary Dewerse shared that participants in the Review often do have good practices, but their capability in evaluative writing often means that these practices don't get effectively reported.

It was suggested that Te Puna Ako and Te Korowai Kahurangi could look at supporting staff capability around effective self-evaluation report writing.

Support for International Students at Waitakere

Waitakere has about 40 International Students. This has been discussed at Academic Board. Tracy Chapman and Annette Pitovao are working on it.

3.01.4 Under-25s

Written report noted.

Presenter/s: Andrea Thumath

MOTION

That the Committee receive the Priority Group Director Reports for:

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

Moved: Toni Rewiri
Seconded: Sue Emerson

MOTION CARRIED

Item 3.02 PAQC Chair Reports

3.02.00 PAQC Reporting – Discussion Memo

Presenter/s: Simon Tries

Healthy discussion occurred with points including:

- a) PAQC Chairs need more clarity on the purpose and audience of the Reports.
- b) The selection and quality of questions for the Chairs to report against needs more thought and improvement.
- c) The Reports are a great start for having oversight of what is going on across the institute. They are a first stage to better engagement.
- d) The Reports convey a sense that the programme teams feel pressured by workload.
- e) Student Representation on the PAQCs remains an issue.
- f) The July round of Reports came to QAB with a summary of themes / issues. This greatly enabled efficiency of oversight. The August round does not have such an accompanying summary. Future rounds should have a covering summary.
- g) PAQCs need to receive communications on the responses to issues that they raise in the Reports.
- h) The PAQC Review has found many of the same issues, but they are yet to be formally presented to QAB.

PAQC Review – Verbal update

Presenter/s: Steve Marshall

The PAQC Review has received feedback through multiple channels, especially the consultation meetings with PAQC Chairs.

The Committee agreed to form a Working Group, as per the following Action Item.

Action ID: Action-027

Responsible: Simon Tries; Steve Marshall; Liz Rainsbury; Dila Beisembayeva; Mirjana Bogosanovic

Task: To consider the recommendations to be presented to Academic Board for approval.

Points raised by the Committee for future consideration, which may or may not already be in the findings, include:

- a) What the response of QAB should be when Reports are not submitted
- b) What the response of QAB should be when Reports are incomplete, e.g. don't respond to all the questions
- c) Possible attendance by PAQC Chairs at QAB meetings
- d) Possible formation of a PAQC Chair group for collaboration and voice
- e) That PAQCs be informed that outcomes from the Review and responses by QAB to issues raised will be forthcoming, but may take some time
- f) The need for a monthly summary of themes / findings from the PAQC Reports to be written and presented to QAB, in addition to access to all the individual Reports
- g) That QAB should understand the present wider context of the PAQC members, especially the transition to APMs, changes of PAQC Chairs and the current season of grades-related work
- h) That PAQC Chairs should receive a regular memo from QAB in response to the issues raised in the Reports
- i) That PAQCs and their Chairs need to clearly understand their rights and responsibilities as subcommittees of QAB
- j) How kaihautū and / or Success Champions could work with or on PAQCs
- k) How understanding and activation of "Committee Citizenship" could be developed, possibly as a Badge through Te Puna Ako
- l) How PAQC Work Plans could be developed, given that Work Plans for QAB and AB are still under development and influenced by the actions coming out of the AQAP.

MOTION

That the Committee receive the PAQC Chair Report/s:

- 1. Bridging Education and Supported Learning**
- 2. Design and Contemporary Arts**
- 3. Trades and Services**
- 4. Community Studies**
- 5. Building Construction**
- 6. Bridgepoint (Language Studies)**
- 7. Engineering and Applied Technology**
- 8. Computing and Information Technology**
- 9. Creative Industries (Performing and Screen Arts)**
- 10. Medical Imaging**

That the Committee receive the following PAQC Chair Reports, noting the them as Late submissions:

- 11. Applied Business**
- 12. Environmental and Animal Sciences**
- 13. Bachelor of Social Practice**
- 14. MAP (Social Practice)**
- 15. New Zealand Certificate of Health and Wellbeing**

Moved: Liz Rainsbury
 Seconded: Cris de Groot

MOTION CARRIED

Item 3.03 Other Reports – Regular

3.03.1 Industry Advisory Committee Reports

Related to: Action-017

(System under review / development)

3.03.2 Degree Monitoring Status Report

Written report noted.

Presenter: Steve Marshall

Presentation noted that:

- a) Degree Monitor applies to qualifications of Levels 7 to 10.
- b) Green = dates are set; Amber = dates are unsure; Red = row can be removed from the next Report.
- c) Achieving consistency of information can be a challenge, sometimes for reasons beyond our control, e.g. last-minute confirmation of NZQA-appointed monitors.
- d) Contracts have changed from a 2-year to a 1-year basis. All monitors for 2020 are being re-contracted. This gives the opportunity to lock in dates as part of contract arrangement, with the schedule hopefully set before the end of 2019.

The Committee discussion noted that:

- a) The system of articulation and distribution of information out of the monitoring does not seem to be working effectively. For example, some of the UPC-style courses had great conversations, but Andrea Thumath was not aware of them. PEP Reporting only captures some of the information.
- b) In past years, outcomes from the monitors were all reported to QAB. This resulted in too many reports coming in to QAB.
- c) A system of report analysis and summary to supplement the existing annual summary report should be considered.
- d) Programmes being taught out wouldn't usually receive a Monitor's visit as the handful of students remaining in the programme does not justify the cost of a few thousand dollars of arranging a visit.

MOTION

That the Committee receive the Degree Monitoring Status Report.

Moved: Nikki Makamba
 Seconded: Arun Deo

MOTION CARRIED

3.03.3 Consistency Review Report

Written report noted.

Presenter/s: Simon Tries

The Committee noted that:

- a) Consistency Reviews apply to qualifications of Levels 1 to 6.
- b) Notice of reviews was not available too far in advance due to NZQA practice. Programme teams should be prepared for a review at any time by ensuring data is collected for each cohort of graduates.
- c) Commendation was given to Te Korowai Kahurangi for their support and partnership with the School of Applied Business.

MOTION

That the Committee receive the Consistency Review Report.

Moved: Simon Tries
Seconded: Liz Rainsbury

MOTION CARRIED

3.03.4 Update on the Interim PEP Process

Presenter/s: Rosemary Dewerse

The Committee noted that:

- a) PEP Reports for 46 programmes have been received. All PEP Reports (excluding the one not accepted by its PAQC) are expected in by the end of August.
- b) The issue of the non-PAQC-accepted Report shall be escalated with urgency to Nick Sheppard (Head of School representative to ELT) for him to ensure its completion.
- c) More clarity / communication is needed on who actually owns the PEP Report. Some PAQCs are doing the actual work, and others are sending work back to the APMs for updates / corrections.
- d) The conversations had in the workshops were “great” and “useful”.
- e) Applied Business ran out of time to complete their PEP.
- f) Engineering and Applied Technology workshops were overflowing with feedback. Academic staff felt that during the previous environment of the Unitec Transformation, they were simply told what to do, and now that they are given a voice, they have a lot to say.
- g) At least one PEP Report read like a set of Minutes. The particular PAQC felt that the PEP Report captured people’s thoughts on a programme on a specific day, but didn’t strongly capture the actual performance status of the programme.
- h) The workshops really improved staff satisfaction and their sense of ownership of their programmes. However, staff need to know more clearly what criteria the programmes are being evaluated against.

- i) The timing of the End of Year PEP workshops is still To Be Confirmed. They should be conducted as soon as possible following the end of semester. The Reports produced should be succinct and evidence-based.
- j) Acknowledgement was given to the people who helped with the facilitation of workshops for about 65 programmes, including (but not limited to), Te Puna Ako, Liz Rainsbury, Dila Beisembayeva and Rosemary Dewerse. Many lessons have been learned through these valuable workshops.
- k) Regarding the timing / due dates for the Reports, some hadn't yet come in due to the timing of PAQC meetings. It was suggested that in future a PAQC could schedule a specific meeting dedicated to the PEP work.
- l) Staff need clarity on the expected number of pages in the Report.

Overall, feedback was encouraging with many considerations for the next round of evaluations, including the need for stronger staff capability in evaluative report writing.

MOTION

That the Committee receive the Update on the Interim PEP Process.

Moved: Dila Beisembayeva

Seconded: Arun Deo

MOTION CARRIED

Item 3.04 Other Reports – Occasional

3.04.1 Enrolment Setup Process

Presenter: Aroha Lewin

The Process has 3 key stages of operation.

1. Timetabling
2. Links to learning systems
3. Loans and allowances

After Scheduling, then Operationalizing (Academic Requirements), then Enrolment Testing, the Enrolment Cart gets opened to students.

The Operations Team aims to assign a complexity rating to each programme, drawing from a large number of factors, in order to better allocate time and resource. This will then enable more accurate timeframes and planning. Compared to previous years, the system now gives clearer accountability to Operations and Schools. One current issue is the need for clearer timeframes for responses.

At present, the Enrolment Cart for Semester 1, 2020 is stalled due to issues with Course Duration consistency and compliance. Te Korowai Kahurangi is working to resolve these issues. The current ETA for opening the Enrolment Cart is very late November, 2019. Operations is working to keep students engaged and connected during the delay period.

Discussion

The Committee noted that:

- a) When programmes are approved for delivery, the approval contains the course durations and the number of teaching hours. Courses must be delivered according to what the approval specifies. This includes both the number of weeks and the number of teaching hours. Mismatches have been discovered between the number of hours approved and the number of hours actually set up in the system and potentially delivered. Te Korowai Kahurangi is working on the analysis and identification of these mismatches to confirm the extent of non-compliance. ELT will be updated again on Monday. The mismatches must be reconciled before the Enrolment Cart can open. After the analysis concludes, communications need to go to the Heads on actions needed for a resolution. This is a significant amount of work. (S Tries)
- b) Course Delivery is not limited to contact hours, but also includes Self-Directed Learning and Blended Learning. (S Tries)
- c) Although multiple issues are surfacing, the good news is that the system is now being fixed and improved. The focus is to get sorted for 2020. (A Lewin; S Tries)
- d) It could be very useful to understand how the cost of the delay would quantify against the application conversion rate. (P Jeurissen)

MOTION

That the Committee receive the Enrolment Setup Process Report.

Moved: Aroha Lewin
Seconded: Sally Conway

MOTION CARRIED

SECTION 4 ITEMS TO APPROVE

4.01 Assessment of Prior Learning Activity

Presenter/s: Quentin Williams

Purpose: To ensure Unitec is meeting NZQA and TEC requirements regarding the Assessment of Prior Learning.

The aim is to consolidate and refine the processes that Unitec already has, rather than expanding or extending our current activities.

The Committee noted that:

- a) The process of operationalizing these processes would be for it to go back to Quentin Williams and the APL team who are already doing this work. It would not need to go to Ako Ahimura or QAB. (S Tries; Q Williams)
- b) The timeframes for implementation depend on the availability / resourcing of people to work on it. They hope to complete by the end of 2019. (Q Williams)

At QAB 20190926, Quentin Williams shall present on estimated timeframes for implementation.

MOTION

That the Committee approve the proposed changes to the Assessment of Prior Learning stated in the attached Revised Plan of Action for Assessment of Prior Learning document, on the condition of oversight by Te Korowai Kahurangi to ensure quality and compliance standards are maintained.

Moved: Simon Nash
Seconded: Cris de Groot

MOTION CARRIED**SECTION 5****WHAKAWHITI KŌRERO | ITEMS TO DISCUSS****5.01 Graduate Survey Institutional Summary Report (Sep 2018 & Apr 2019)**

Presenter/s: Rosemary Dewerse and Simon Tries

Purpose: To provide Te Poari Mātauranga with the analysis of and findings from the Graduate Survey conducted on graduates from 2018 graduating in September 2018 and April 2019.

An “action plan” shall be developed by Te Korowai Kahurangi based on the Report. The aim is to develop conclusions / recommendations from the Report in time to feed into the Employment Targets currently sitting with Academic Board. (S Tries)

To do this, the work from the Report would need to complete by September 14. Concern was raised about how such a short time-frame could impact the quality of work. (R Dewerse)

Based on response rates from 2008 – 2013, a rate of 36% was noted as being relatively good. (Arun Deo)

The Committee agree to set up a Working Group for the following Action.

Action ID: Action-028

Responsible: Simon Tries; Hugh Wilson; Quentin Williams; Chantelle Daniels; Rosemary Dewerse; Heather Stonyer (check first through David Glover); Dila Beisembayeva; Marketing representative (TBC)

Aim: To form recommendations for the improvement of the Graduate Survey 2020, and present them to QAB.

Considerations shall include the following:

- How to raise the response rate
- Who in Unitec should be the owner of the Graduate details / contact list
- How students / graduates should update their details, and who / how this direction shall be communicated out to them

- How to raise awareness and usage of Graduate Profile Outcomes with students / graduates and teaching staff in the classroom, to emphasize the value of the broader *programme / qualification* rather than a narrow focus on the *course*

MOTION

That the Committee consider the findings of the report and determine any required actions as a result, in particular:

- how best to maintain a single source of truth for contact details which can be used for the purposes of the Graduate Survey
- how best to increase response rates for this survey
- the appropriateness of making all survey questions mandatory

That the Committee note that Te Korowai Kahurangi will provide qualification specific responses to the relevant programme team (i.e. those regarding GPOs)

Moved: Simon Nash

Seconded: Arun Deo

MOTION CARRIED

SECTION 6

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.03 Any Other Business (AOB)

6.03.1 Academic Representation on Academic Governance Committees (AGCs)

Simon Nash shared that Heads have been notified of the need to nominate representative to complete relevant memberships on AGCs. About half a dozen committee roles remain empty or in need of proxy / replacement representation.

Item 6.02 Details of Next Meeting

Submissions due: COB, Thursday, 2019-09-12

To: QAB@unitec.ac.nz

Time: 0930h – 1130h

Date: 2019-09-26

Location: 180-2043

Chair: Simon Tries

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!

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 Committee Membership (2019)

Noted as updated 2019-08-27.

Item 7.03 Minutes of the Previous Meeting

Noted.

- (Draft) Minutes of Meeting 2019-07-25
- Minutes of E-Meeting 2019-07-29

MEETING CLOSED: 1110h