

Item 2.4.2 Ngā Tautapu Arotake | Actions for Review

2.4.2.1 Finite Action Items

Date Created	Item Identifier 2019.AALTC	Description	Responsibility	Target Delivery Date	Status / Date 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> <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>	<p>Simon Nash</p> <p>James Oldfield Andrea Thumath Lorne Roberts Richard Fahey</p>	2019-09-19	In progress
2019-06-20	Action-012	<p>Presentation of Strategy for Student Success 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	In progress
2019-06-20	Action-013	<p>Presentation of Strategies for Priority Groups Invite Priority Group Directors to present Success Strategies (or even pre-drafts) to Ako Ahimura and PGRSC for the purpose of raising awareness.</p> <p>2019-07-18: Toni Rewiri 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 Simon Nash Marcus Williams Veraneeca Taiepa Falaniko Tominiko Tracy Chapman Andrea Thumath</p>	<p>Pacific 2019-09-19</p> <p>International 2019-11-21</p>	<p>Completed for: Māori 2019-07-18</p> <p>Under 25s 2019-08-22</p>
2019-06-20	Action-015	<p>Relationship of Badging to Recruitment, Progression and Promotion Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.</p> <p>2019-07-18: Robust discussion raised how the wider topic of teaching capability development relates to recruitment, staff induction, student NPS feedback and evaluations (particularly on low teacher competency), investment into capability development and expectations of ongoing professional development. Simon Nash shall seek advice as follows:</p> <ul style="list-style-type: none"> From TPA and TKK on processes for collection and application of student feedback to inform quality teaching From Director Ako and HR on recruitment strategies around teacher competency From Maura Kempin on induction and early engagement <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 	<p>Simon Nash Maura Kempin</p>	2019-09-19	In progress

		<p>have a teaching competency framework that identifies what good teaching is and Badging that demonstrates teaching competencies.</p> <ul style="list-style-type: none"> • 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. ○ 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. 	<p>Simon Tries</p> <p>Steve Marshall Helen Vea Simon Nash Rowena Fuluifaga</p>	TBC	In progress
2019-07-18	Action-017	<p>Response to Staff Plagiarism in Badging Simon Nash (Director, Ako) will author communications to:</p> <ul style="list-style-type: none"> • raise awareness across staff to reinforce the expectations of the standard of work in Badging submissions • explain how this incident relates to the Code of Conduct • explain the consequences of this breach • reinforce the cultural shift in Professional Development from passive attendance to active participation. <p>2019-08-22: The Chair noted that he will be sending out a communication about this shortly.</p>	Simon Nash	TBC	In progress

2.4.2.2

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