# minutes

## Staff Team Advisory Rōpū

Wednesday 3 July 2019 @ 12.30pm
Mt Albert Campus, Building 180 Room 2044

**Present**

| Daniel Weinholz (Chair) | Babar Mahmood | Sarah Sommerville | Roger Birchmore |
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| Tracey Lomas-Heavey | Brad Kruger | Peter Matthewson (W) | Sarah Hardman |
| Meenakshi Singh | Yo Heta-Larsen | Elizabeth Morris | |

**Apologies**

| Toni Rewiri | Craig Robertson | Lusa Tuleasca |
| --- | --- | --- |
| Maryam Mirzaei | Julie McGregor | Shar Lewin |
| Neil Laing | Rob Gambolati | Anaru Parangi |

**In Attendance**

| Simon Nash | Simon Tries | Lynnette Brown (Minutes) |
| --- | --- | --- |

**Absent**

| Jo Barnes (W) | Evelyn Hikuroa (W) | Linda Kestle |
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1. **Karakia**
   The meeting was opened with a Karakia

2. **Welcome and Apologies**
   STAR noted the apologies.

3. **Administration**
   The Committee accepted the minutes of 5 June and 20 June as a true and correct record.

   **Moved:**     Elizabeth Morris/Peter Mathewson
   **Seconded:**  Roger Birchmore
   **MOTION CARRIED**

4. **Action List**
   STAR noted the action list.

STAR discussed the generic email address that has been established by TKK which was raised at a previous meeting. Simon Tries advised that this is still the best way of contacting them with any queries, however, he has requested his team ensure they respond with their name so that the enquirer knows who it is they are working with to resolve their query.

In respect of the H:Drive action, it was noted that this is part of a larger piece of work around risk associated with loss of documentation generally, and pertaining to programme information specifically, due to the restructure of the H:drive. This area of concern also encompasses appropriate training for staff.

5. **STAR Focus Areas**

5.1. **Academic Committee Performance**
The members were provided with a number of specific areas for discussion and responses are noted below:

Q.    What is the level of STAR members' awareness of what the different academic committees do and how an issue would flow for investigation/resolution.
A.    STAR's knowledge was rated quite low to virtually nil.

Q.    Overall, for those staff involved in the Academic Committees, do they feel that they are operating efficiently and effectively
A.    No – however the PAQC members feel their PAQCs have a level of effectiveness, but they are unaware of the role of PAQC in the wider Unitec system and that the PAQC often simply have too many items to cover.

Q.    For those staff involved in the Committees how would they rate the meetings?
A.    Useful

Overall, the awareness of the function and activities of the academic committees was low. There is no understanding of how they link in with each other and through to Academic Board. One member commented that he felt that there are important decisions coming out the academic committees/Academic Board that are incorrect e.g. generic degree regulations that don't fit the programme.

There is a lack of clarity around the purpose of academic committees with staff not understanding how they can have input into them.

STAR would like consideration to be given to the agenda to get more value out of the meeting i.e. whether some decisions/discussions can be held outside of the committee in order to focus on more important/relevant issues.

Representation on the committees also needs to be considered as some leadership roles do not always have time to commit to the meetings. In addition, some training for the committee members might be useful.

A consultation process is being conducted with various stakeholders to review the Terms of Reference and performance of the academic committees. Simon Nash and Simon Tries would like members to email any suggestions for improvement and, in particular, any questions/areas of focus that should be considered to ensure the key issues and concerns are captured, as well as understanding what is working well.

The email addresses to be used are:

TeKorowaiKahurangi@unitec.ac.nz and cc: star@unitec.ac.nz

Meena joined the meeting at 1.00 pm.

It was noted that the terms of reference and membership of the academic committees was reviewed last year.  The latest ToRs can be found by staff (under the relevant committee folder) at H:\2. Academic Development\E-Academic Library\2.0 Committees.

**Action:**
**1.      Distribute academic committees membership to STAR.**
**2.      Invite Simon Nash and Simon Tries to the 31 July meeting of STAR**

Simon Nash left the meeting at 1.09 pm

5.2.    **Risk Assessment - ECE**
Yo Heta-Larsen shared the Risk Register that has been developed and used as part of the programme's response to the EER findings.  It was noted that there were themes in common with the whole of Unitec e.g. enrolments including processing times and errors, change management (new academic leaders), and workload.  It was noted that a Governance level risk register is also being developed by the Executive Leadership Team.

STAR discussed how the response to these risks are being managed, i.e. what actions are being taken, have these risks been raised with the right people, and what accountability has been associated to those actions in order to share the load across the team.

STAR thanked Yo for sharing this piece of work noting that other areas of Unitec may be interested in the work being done in ECE at programme level..

**6.      Membership**
The Committee noted the membership.

**7.      Calendar**
The Committee noted the calendar and that the 18 July meeting has been cancelled due to the all staff Checkpoint event.

**8.      The meeting was closed with a Karakia**

Next meeting: 31 July 2019