



minutes

Staff Team Advisory Rōpū

Wednesday, 31 July 2019
Mt Albert Campus, Building 183 Room 2007

Present

Daniel Weinholz (Chair)	Babar Mahmood	Brad Kruger	Lusa Tuleasca
Tracey Lomas-Heavey	Julie McGregor	Sarah Hardman	Roger Birchmore
Craig Robertson	Yo Heta Larsen	Peter Matthewson (W)	Jo Barnes

Apologies

Blair Sorenson	Linda Kestle	Maryam Mirzaei
Toni Rewiri	Rob Gambolati	Meenakshi Singh
Sarah Sommerville	Anaru Parangi	Elizabeth Morris

In Attendance

Lynnette Brown (Minutes)	Kinson Tran	Simon Nash
Simon Tries	James Oldfield	

Absent

Linda Kestle	Shar Lewin	
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1. **Karakia**
The meeting was opened with a Karakia
2. **Apologies**
The apologies were noted as well as the resignation of Neil Laing from the Committee.
3. **Minutes of the Meeting held 03 July 2019**
 - 3.1. The minutes of the previous meeting were accepted as a true and correct record.

Moved: Julie McGregor
Seconded: Sarah Hardman
MOTION CARRIED
 - 3.2. **Matters Arising**
There were no matters arising.
Daniel commended the ELT for the arrangements for staff to listen to the RoVE announcement.

3.3. **Action List**

The Committee noted the action list.

4. **STAR FOCUS AREAS**

4.1. **SEAtS**

Simon Nash advised that SEAtS was originally introduced in response to the crisis within the International area when it was revealed that there was poor monitoring of student attendance which is an integral part of the student's visa. This is the third semester that this software has been in place, however, a number of significant issues remain, as well as a range of smaller complexities, including:

1. Classes with large student numbers
2. Students not having compatible technology
3. Lack of engagement by some staff with the software
4. Limited staff uptake on the training sessions
5. A range of technical issues yet to be resolved

Simon Nash noted the concerns that were shared in the paper distributed with the agenda papers. He advised that there are SEAtS champions in each school, however, there are a couple of vacancies where people have left and have not yet been replaced.

Lisa Simperingham is the team lead for SEAtS and she would be able to provide support for most of the issues, however, James will circulate a document to highlight the best connection points.

STAR were reminded that training modules are available in Moodle. In general the system can do what people want it to do (particularly around reporting) and the issues often relate to training i.e. learning to understand how to get the information the staff might require. However, it was acknowledged that some fundamental technical problems remain, as well as issues with timetabling and training. There is a large amount of incorrect use of timetabling that also compounds the issues.

Concerns with timetabling of courses (as per the issue raised by Yo in relation to incorrect course start and end dates) affects the student attendance record and these should be sent to Simon Tries.

STAR suggested that a training programme should have been in place before the software was introduced in order that a sound understanding of its capabilities together with the opportunity to identify technical issues could be achieved prior to commissioning the software.

The Committee understood that a paper is being provided to the ELT with recommendations on SEAtS and STAR members would like to draw ELT attention to what they believe to be a significant cost to the institute in terms of staff time spent on trying to resolve issues with the software. The group will be provided with an update after ELT have considered.

ACTION: James Oldfield to circulate SEAtS connectors for raising issues

4.2. **Academic Committee**

Simon Nash, in his role as Chair of Academic Board, provided a verbal summary of the issues and actions being taken to address the EER recommendations. There is approximately 20 PAQCs and the number is part of the discussion around how many there should be in each of the schools.

In respect of academic committee membership, there are issues with a lack of academic staff representation to enable the committees to do their job well. Mapping attendance is important, together with gaining an understanding the reasons for non-attendance.

STAR commented that they felt the change management programme in respect of APMs and APLs was not robust enough and there are gaps in respect of the changeover at academic level which are not yet fully realised.

Lynnette advised the Committee that Commissioner, Murray Strong, has a keen interest in the activities of the STAR Ropu and is kept informed through the minutes. He was particularly interested in STAR's feedback on the Academic Board sub-committees as noted in the minutes of 3 July and will be attending the next meeting of the Academic Board.

5. Membership

5.1. Map

The Committee noted the membership.

6. Any Other Business

No other business.

7. The meeting was closed with a Karakia

8. Next meeting

21 August 2019