



memo

To	Murray Strong Commissioner Executive Leadership Team	Date	16 / 08 / 21019
From	Simon Nash Chair Academic Board		
Subject	Academic Board Minutes for July and updates from August meeting		

Purpose

To provide the approved Academic Board Minutes for July and the Chair's summary of the August meeting for your information.

Key Points from August meeting

A report on the expiring *Certificate in Plumbing and Gasfitting Programme* and student transition arrangements was provided. This work appears mostly satisfactory albeit with some risks and unknowns. I will be reporting separately in detail on this to ELT and the Commissioner in the next week.

A report on other *Expiring and Discontinued Programmes* was also provided by TKK. We do not yet have adequate information on whether support arrangements for students in discontinued programmes (post-Renewal 2018) are good enough. A full report on this will be provided at the September meeting (all other MRoQ expiring programmes appear ok).

Committee governance quality improvements

I will be providing guidance this month to submitters about what's required in reports and memos to ensure they support efficient functioning of AB and sub-committees.

After consulting with Ako Ahimura and QAB Committee members, I have decided to not change their structures for 2019, but to establish clearer delineation of their work and therefore avoid duplication of effort. ToR may require changes (tba).

I am concerned about a lack of effective academic representation at both Ako Ahimura and QAB sub-committees. as we are experiencing 4-6 members missing from each meeting. I have requested of all Heads of Schools full attendance by their academic representatives or proxies, and I'll follow up where this isn't addressed.

With TKK, I have completed a 'stocktake' of the Quality Management System and will be updating our AB Workplan and Agenda for September to ensure we get full oversight of the QMS. This will involve some new processes and reporting (tba).

Self-evaluation at AB in August shows we are making the right changes to be more effective (see appended notes)

Risks and Issues

At the August meeting we introduced a 'Risk Register', which will be updated monthly. There's a bit more refinement to do. I will include Risks/Issues in this memo in future.

Please let me know if you have any questions.

Approved August minutes will be provided next month.

Appended - Evaluation Notes from August AB meeting

- Members like the endorsement by Murray Strong for action
- Agenda – impressed by the work we are doing, substantial work to be acknowledged
- QMS oversight and coverage in our agenda is critical, good to see this happening
- Lots of visuals in reports is good
- Environment for robust convos is good
- Still too much stuff on agenda
- Like the way the work is spread around committees and members
- Volume of work – it's all important, better overdo it than underdo it
- Macro view of all elements of QMS is critical; we need to know what's happening at which committee
- Getting the distinction of management vs governance right - still some work to do
- Guidelines needed for what comes to committees – or can go elsewhere
- Consistency of priority group reports is a work-in-progress
- Academic membership issues and lack of attendance needs addressing
- Quality of memos, discussions, decision-making is getting there
- Based on terms of ref – we would like to see consistent format of reports/memos
- Appreciate the conversations and questions
- The reduction in tabled papers is great
- Need to call fewer special meetings – and be realistic about what we can get through
- Should not be any papers coming that are not ready for approval
- The more we can push to QAB or Ako Ahimura, the better
- Conversations can still be had, which is good – not just approvals, etc
- Good trusting environment with ELT and AB and Commissioner
- Making sure staff are aware they can attend – is part of the awareness piece
- Similarly, agendas are public and should be known about

Attached / Linked

Final Academic Board Minutes July 2019



minutes

POARI MĀTAURANGA | ACADEMIC BOARD

Date: **2019-07-10**
 Scheduled Start: 0900h
 Scheduled End: 1200h
 Location: **Building 180-2043**

MEETING OPENED: 0900h

SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 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!

Item 1.02 Welcome from the Chair

- Words *in absentia* and apologies from Murray Strong (Commissioner). (Tabled item)
 - Permission-Full: Members are encouraged to exercise the mandate and responsibilities of the Committee. They have the full permission and endorsement of the Commissioner to do so. The Chair supports this and noted that it will take time for Members to become accustomed to doing so.
- New agenda structure and reports. Discussion and suggestions.
- Commencement of Self-Assessment Practice at the close of proceedings.
- Further deferral of items from the regular meeting of 2019-06-12.
 - Academic Integrity Training for Students (Item 4.01)
 - Teacher Capability Development Evaluation (Item 5.02)
 - NZQA Statutory Declaration (Item 5.03)

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. Falaniko Tominiko
3. Glenn McKay
4. Katie Bruffy
5. Marcus Williams – Arrived 1047h
6. Nick Sheppard (Proxy for Chris King)
7. **Simon Nash (Chair)**
8. Simon Tries
9. Toni Rewiri
10. Tracy Chapman

Apologies

1. Annette Pitovao
2. Chris King (Nick Sheppard nominated as proxy)
3. Helen Vea
4. Lee Baglow
5. Merran Davis

MOTION

That the Committee accept the apologies for the meeting.

Moved: Simon Tries
Seconded: Falaniko Tominiko

MOTION CARRIED

Absences

(None)

Quorate Status

A minimum of 7 representatives was required; the meeting was determined to be quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Steve Marshall
3. Heather Stonyer – Arrived 0912h

Item 2.02 Mahia Atū | Matters Arising**2.02.1 Incoming Member – Lee Baglow**

The Committee noted that, as per the Terms of Reference, Lee Baglow has been nominated and appointed to Academic Board as a Senior Academic. No motion required.

2.02.1 Change of Member – Chair of Quality Alignment Board

The Committee noted that Debra Robertson-Welsh has left the role of Chair of Quality Alignment Board, and Simon Tries fills the role as Interim Chair. No motion required.

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

Related to:

- Section 7 Appendices, Item 7.01 ~ Item 7.03

MOTION

That the Committee approve the Minutes for the meetings of:

- 2019-06-12 Regular
- 2019-06-19 Special – EPI Targets
- 2019-06-26 Special – Committee Governance

Moved: Tracy Chapman
Seconded: Andrea Thumath

MOTION CARRIED

Item 2.04 Committee Work Plan (2019)

Noted. Still under development and refinement through the TKK stocktake of QMS reporting requirements.

Item 2.05 Ngā Tautapu Arotake | Actions For Review

2.05.1 Finite Action Items

Date Created	Item Identifier 2019.AB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-03-13	Action-012	Online Marking – 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. 2019-05-08: Currently with Ako Ahimura. 2019-06-12: Set for presentation to Ako Ahimura on 2019-06-18. 2019-07-10: Follow up with Chair of Ako Ahimura to present a report back to AB.	Simon Nash (Chair, Ako Ahimura)	-	ACTIVE
2019-04-03	Action-017	Industry Advisory Committees Talk to Heather Stonyer about the possibilities of greater representation of Māori and Pasifika representation, both internal and external, in the IACs. 2019-05-08: Unitec staff are not formal members of IACs as per the current Terms of Reference. Simon Tries to follow up with Heather Stonyer. 2019-06-12: Verbal update. A paper has been submitted for presentation to Academic Board 2019-07-10 by Heather Stonyer. 2019-07-10: Complete → Item 3.05.1	Simon Tries	2019-05-08	COMPLETED 2019-07-10
2019-05-08	Action-021	Degree Monitoring Tracker – RAG Report To communicate and coordinate with the Heads of School and Te Korowai Kahurangi, providing explanations of any items marked red. 2019-06-12: Verbal update. All compliance tracking shall be tracked from PAQCs and collated centrally. Simon Tries shall report back on a request raised by Marcus Williams on provision of high level oversight regarding the status of degree monitoring. 2019-07-10: Complete → Item 3.03.2	Simon Nash (Chair, AB) Simon Tries (Manager, TKK)	TBC	COMPLETED 2019-07-10
2019-06-12	Action-024	Alignment of Grading Scales A paper came to AB 2019-05-08 but discussion did not complete. It deferred to 2019-06-12, but was later decided to be withdrawn until further notice due to increasing complexities around the work. Updates shall be provided and the work resubmitted when ready. 2019-07-10: Consultation within Te Korowai Kahurangi has concluded to pause this work, pending the announcement on RoVE. As RoVE rolls out, it could mean that this item becomes a non-issue. There have been no student complaints on the matter, it was only raised by internal Unitec self-review work.	Simon Tries	TBC	PAUSED until October

2019-06-12	Action-025	Further Development of Work Plan 2019 Daniel Weinholz shall convert the Work Plan into an Excel spreadsheet following the style of the Work Plan for Ako Ahimura, to appear in Agenda 2019-07-10, with approval from Simon Nash. 2019-07-10: Complete → Item 2.04. Further work shall occur on improving the quality and completeness of the Work Plan; for now, it is functional.	Simon Nash	2019-07-10	COMPLETED 2019-07-10
2019-06-12	Action-026	EPI Targets – Employment Simon Tries to lead a meeting/s with Heather Stonyer, David Glover and Trude Cameron with the purpose of producing advice on the solidity of data behind the EPI target for Employment. The advice shall be presented to the Special Meeting of Academic Board on 2019-06-19. 2019-07-10: The meeting concluded that Unitec's employment achievements could already be peaking, given that our current rate is very near the local data maximum of 86%. Input to raising this level could result in a low return on investment. It was noted that the surveys only have a 20~30% response rate and that some programmes only have a 1% response rate. Instead of raising this target, it would be better to focus on increasing the number of graduate (programme completion) and improving their value (graduate outcomes / profiles). Simon Tries shall report back to Academic Board 2019-08-14 with more detailed advice / recommendations.	Simon Tries	2019-06-19	COMPLETED 2019-07-10
2019-06-12	Action-027	Vulnerable Children Act The change to the Vulnerable Children Act is a name change only. Send notice to Katie Bruffy, Chris King and all the Academic Leaders. 2019-07-10: Communications sent.	Simon Tries	2019-07-10	COMPLETED 2019-07-10
2019-06-12	Action-028	Priority Group Targets and Reporting The joint paper submitted in Item 3.01.2 on Priority Group Targets shall be revised and resubmitted to Academic Board 2019-07-10. 2019-07-10: Presented to the Special Meeting of Academic Board 2019-06-19. (Simon Tries, with the Priority Group Directors and Glenn McKay, shall investigate why some Māori and Pacific success is already ahead of target, then combine it with the Employment Targets into a comprehensive report back to Academic Board 2019-08-14.)	Andrea Thumath	2019-07-10	COMPLETED 2019-07-10
2019-06-12	Action-029	Academic Integrity Training – Feedback Provide feedback to James Oldfield and Steve Marshall by COB 2019-06-21. 2019-07-10: Feedback received.	Committee Members	2019-06-21	COMPLETED 2019-07-10
2019-06-12	Action-030	Academic Integrity Training – Pilot Recommendations Produce recommendations on the size, scope and implementation mechanism for the pilot, based on launch in Semester 1, 2020, to be presented to Academic Board 2019-08-14. 2019-07-10: Feedback indicated that the scope of the pilot recommendation was too large and that this may not be a feasible time in the institute's development to roll out such a disruptive and mandated change. Given that the module already exists, it could be offered to courses, programmes or groups which have a particular concern over Academic Integrity. For example, the International Student Orientation will include and present it	James Oldfield Steve Marshall Simon Nash	TBC	ACTIVE

		in-depth. The Working Group shall report back to Academic Board in a month or two with revised recommendations, taking note to include feedback from Student Success.			
2019-06-12	Action-031	Interim PEP Approach – Timeline and Scope Produce final timeline for a scope of every programme regardless of its status (e.g. teach out, suspend, etc.), for presentation to and approval by Academic Board 2019-07-10. 2019-07-10: Complete → Item 4.03	Simon Tries	2019-07-10	COMPLETED 2019-07-10
2019-06-12	Action-032	Programme Development – Business Case Threshold Define the "significant" programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure. Present for approval to Academic Board 2019-07-10. 2019-07-10: A paper was written and presented to ELT. Their response was a request for further information on the current status of business cases, the process and requirements of composing business cases and what role AB does / should have in the signoff process that ELT ultimately oversees. Simon Tries and Simon Nash shall consult broadly, including Marketing and Commercial Services, for feedback on the adequacy of the current process. Simon Tries shall report back to Academic Board 2019-08-14 on the a) business case threshold, and b) business case process map.	Simon Tries	2019-07-10 2019-08-14	ACTIVE
2019-06-12	Action-033	Programme Development – Review of Pipeline Items Review all programme developments and query if they are intended for NZQA this year. If not, then direct them go through the Portfolio Renewal Presentations in July. Request information from HOSs on any programme development which is currently not listed. Direct the HOSs to advise on anything intended for NZQA this year. Direct the HOSs to include all of the "significant" programme developments in their Portfolio Renewal Presentations. 2019-07-10: Everything of significance shall go through the Portfolio Presentation Process occurring in July. The Heads have been notified of this.	Simon Nash	TBC	COMPLETED 2019-07-10
2019-06-12	Action-034	Interim PEP Approach - Prioritization Communicate to HOSs about the need to prioritize Interim PEPs, the value of completing the Interim PEPs and how Interim PEPs relate to the AQAP. 2019-07-10: (Simon Tries) Heads and PAQCs have been made aware of the importance of prioritizing the Interim PEP work.	Simon Nash	2019-07-10	COMPLETED 2019-07-10
2019-07-10	Action-035	Reporting to ELT of Resources Needed to Achieve EPI Targets The greater outputs of higher EPI Targets will require greater input of resources, especially for the parity targets for Māori and Pacific. ELT needs awareness of resources needed, in order to make decisions on resource allocation. (Related to Action-041.) 2019-07-10: Pacific – Falaniko Tominiko to work with Glenn McKay on a report back to Academic Board and ELT on what resourcing is required for the Pacific Success Strategy.	Glenn McKay Falaniko Tominiko	TBC	New

2019-07-10	Action-036	Raising Staff Awareness of Academic Board Draft communications to the whole institute workforce, to be reviewed by the Committee, regarding the purpose and function of Academic Board and how an issue could / should travel from a staff member up through to Academic Board.	Simon Nash	2019-08-14	New
2019-07-10	Action-037	Utilization of NPS Verbatim Data Report back to the Committee on how Verbatim Data from the Student NPS Survey can be used to inform Academic Board. Possibilities include that Academic Board could direct all Heads and Support managers to review the verbatim data and report back on their responses to that data, possibly through the PAQCs.	Simon Nash Simon Tries	TBC	New
2019-07-10	Action-038	Remediation of Student Debt Develop a proposal and scope for further investigation to identify proactive strategies to remedy and / or prevent outstanding student debts in partnership with Champions and Service Leads, and to identify how to incorporate it into the Academic Quality Action Plan.	Andrea Thumath Marcus Williams	TBC	New
2019-07-10	Action-039	IAC Relationship with Priority Groups Glenn McKay shall discuss with Heather Stonyer suitable mechanisms for raising the profile of Priority Group related issues at IACs.	Glenn McKay Heather Stonyer	2019-08-14	New
2019-07-10	Action-040	Proposed Allocation of Industry Engagement Activities Heather shall present a report to the Committee which proposes a view of the responsibilities of PAQCs, individual Academics, other identified parties and herself in relation to reporting to Academic Board on industry engagement activities.	Heather Stonyer	2019-08-14	New
2019-07-10	Action-041	EPI Target Resource Need Reporting from Academic Board to ELT Simon Nash shall work with Glenn McKay to develop an approach / mechanism through which Academic Board can communicate with ELT regarding resources needed to achieve the EPI Targets, especially parity of outcomes for Māori and Pacific students. Urgency is added due to Heads needing time to plan, implement, execute and report on specific actions to achieve the outcomes. (Related to Action-035.)	Simon Nash Glenn McKay	TBC	New
2019-07-10	Action-042	IAC for Architecture The report constituting Item 3.05.1 (2019-07-10) mentions "Architecture – a separate memo from HoS/PAQC regarding existing industry engagement meeting requirements of IAC and all accreditation requirements will be reviewed by AB." Steve Marshall shall follow up with Architecture as to the status of the memo, background context and the most appropriate committee for it to be addressed to.	Steve Marshall	TBC	New

2.05.2 Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority / Date Removed
	2019.AB			
2018-07-03	Standing-001	<p>Review of Semesterised Delivery To provide regular progress reports.</p> <p>2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks.</p>	Simon Nash	Low priority
2018-07-31	Standing-003	<p>NZQF Proposal / Review The NZQF Review commenced in February 2018 and targeted a number of focus groups (employers, Māori, Pasifika, professional and regulatory bodies, qualification developers and learners). The emphasis of this review questioned whether the NZQF were still fit for purpose, flexible and adaptive to stakeholders needs. The feedback from these groups informed the areas for consultation, of which there were four. In April, 2019 the NZQF Consultative Group met and delivered the following draft comments that have been amalgamated with discussion (Smart, 2019) occurring at the meeting: 1. Wider range of education products where NZ quality assured and highly regarded overseas publications appeared on the website in a 'Recognition Framework'. 2. Embed transferable competencies that support life long learning, employment with debate continuing around 'citizenship'. 3. Update level descriptors and address technical issues: a) Enabling degree apprenticeships and commentary around Level 7 descriptors covering the skills and attributes of a graduate apprenticeship b) VET: at time of qualifications renewal they are looked at objectively and not within the parameters of Level 2 – Level 4/5 for trades c) Suggestion of all Level 7 Diplomas be put through a TROQ d) Wide discussion on Level 8 Bachelor Degree with honours (Universities also in discussion) 4. Make NZQF user friendly and relevant by giving strong support for greater recognition of Mātauranga Māori and making NZQA more accessible through interactive portals with TEO and students views. Future: The NZQF Consultative Group, in recognition of current sector reform (ROVE, NCEA and Tomorrow's Schools), will get final feedback and move to publish the final results in September.</p> <p>2019-05-08: Refer to Item 3.03 Sector Update. 2019-06-12: Verbal update. Waiting on NZQA to release next consultation document mid-year. 2019-07-10: No news from NZQA yet. Nothing expected until September.</p>	Simon Tries	ACTIVE
2019-05-08	Standing-005	<p>Renewal Plan <i>Renewal Strategy</i> 2019-05-08: Draft to be presented to Academic Board 2019-06-12. 2019-06-12: No update 2019-07-10: The Strategy shall soon go for checking to ELT and the Commissioner, before presentation as a draft to all staff at Tū-Arotake Checkpoint.</p>	Merran Davis	ACTIVE

		<p>Waitakere Strategy "Investigate equity of student experience across the Mt Albert and Waitakere campuses, and face-to-face and online, and instigate improvement initiatives, particularly in regard to access to study spaces, classroom resourcing, support services and the library." 2019-05-08: Waitakere Success Strategy in progress with David Glover and Linda Aumua. They are opening 3 weeks of consultation with West Auckland community stakeholders, utilising data from Auckland Tourism, Events & Economic Development (ATEED). RoVE is not expected to impact this work, as it aligns with the Minister's aims. 2019-06-12: No update 2019-07-10: No significant update. Item renamed from "Waitakere Success Strategy" to "Waitakere Strategy."</p>		
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2.04.3 Other Action Items

Actions arising from the Special Meeting of 20190626 – Governance:

ACTION 1 → Chair of AB to get a Standing Item on the ELT agenda for reporting up from AB.

Completed.

ACTION 2 → Simon Nash to discuss with ELT on how ELT can formally communicate into AB meeting agenda either on things ELT wants us to know and / or responding to queries.

Completed. Regular monthly memos and also as needed / directed by AB for Chair to do.

ACTION 3 → To confirm the level of detail required by Murray about AB deliberations, and the mechanisms for communications up and down between himself and AB.

Completed. Same solution as Action 2.

ACTION 4 → Luan, Simon Tries, Simon Nash, and Daniel Weinholz (set up the meeting). Related to Section 2.4 (Quality Management System) of the Academic Statute. To consider whether or not we have sufficient oversight of the QMS, and identify gaps and remedies and incorporate explicit reference into the AB Work Plan, and to identify / include specific actions from the AQAP related to the QMS.

Completed. A meeting was conducted on Tuesday, 2019-07-09. Coming out of the meeting was a move to try and set aside a whiteboard / project room to map out the QMS oversight and other work mentioned in this Action.

ACTION 5 → SN to draft communications to the whole institute workforce, to be reviewed by AB, regarding the purpose and function of AB and how an issue could / should travel from a staff member up through to AB.

Yet to do. Transformed into 2019.AB.Action-036 Raising Staff Awareness of Academic Board

ACTION 6 → Committee Members are to consult with colleagues on possible models / approaches to amalgamation of the two committees, and prepare to provide input to discussion at the next regular Academic Board meeting on 2019-07-10.

Completed. Merged into Action 7.

ACTION 7 → Simon Nash to consult with a selection of QAB and AA members to develop possible models for amalgamation of the two committees, and present a report to the next regular Academic Board meeting on 2019-07-10. (Note: Annette Pitovao specifically requests that Rowena Fuluifaga be include in the consultation.)

Completed. Item 2.07.1 Summary of Consultation

Item 2.06 AQAP – Scope: Unitec

Link noted.

Presenter/s: Simon Nash

The first full AQAP report is to be produced by the end of July. It will then come to inform Academic Board and simultaneously to NZQA. A summary of the report shall be communicated to all staff, possibly through The Nest.

Other points of note include:

- The report aims to leverage existing work as AQAP evidence rather than creating more work.
- Heads will take the AQAP to undertake a revision of their Annual Plans.
- Support Teams will also take the AQAP to undertake a revision of their Annual Plans.
- Progress reports are to come to Academic Board each month from Simon Nash.

Item 2.07 AQAP – Scope: Academic Board

(Tabled paper)

Presenter/s: Simon Nash

The definition and presentation of relevant items is under development, including:

1. QMS (Quality Management System) 'stocktake' by TKK
2. Committee amalgamations discussion
3. PAQC review
4. Regular end of AB meeting evaluations
5. AB Agenda restructure
6. AB Work Plan draft
7. General work on a "Permission-Full" environment for AB.

2.07.1 Summary of Consultation on Amalgamation of QAB and AA

(Tabled paper)

Presenter/s: Simon Nash

Discussion noted that a Head of School representative should be included in this work.

MOTION

That the Committee approve the following recommendations.

- 1. Delay a decision on amalgamation while the Chair works with Subcommittee Chairs and TKK to:**

- a. Better determine Academic Board needs for Subcommittees**
- b. Test the issue of duplication of committee agendas by applying some decision-making scenarios and determining which committee they should go to and why.**

- 2. Immediately go back to the Heads to seek commitment for academic attendance (and nominations where applicable) at Ako Ahimura and QAB in the interim**

3. Continue to work on improved Subcommittee functioning as matter for all committees, particularly given EER feedback.

Moved: Marcus Williams
Seconded: Glenn McKay

MOTION CARRIED

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

3.01.1 Māori

Written report noted.

Presenter/s: Toni Rewiri

Discussion

Discussion agreed to form the following Action.

ACTION – Simon Nash; Simon Tries

Utilization of NPS Verbatim Data

Report back to the Committee on how Verbatim Data from the Student NPS Survey can be used to inform Academic Board. Possibilities include that Academic Board could direct all Heads and Support managers to review the verbatim data and report back on their responses to that data, possibly through the PAQCs.

2019.AB.Action-037

3.01.2 Pacific

Written report noted.

Presenter/s: Falaniko Tominiko

A second version of the report is to be distributed to the committee that contains the same content, but with a structure aligned with the Māori Report.

Discussion

Strategy Outcome 3 – Falaniko shall collaborate with the Heads on how and when to embed Pacific content into their programmes / courses.

Strategy Outcome 4 – When needing a staff member to support community engagement, Falaniko / Pacific shall communicate with the Schools through the Pacific Success Champions.

Discussion on resourcing also contributed to the creation of **2019.AB.Action-035** and **2019.AB.Action-041**.

3.01.3 International

Written report noted.

Presenter/s: Tracy Chapman

Compliance > Assessment of Prior Learning (APL)

Work is underway with Quentin Williams on the mechanics of APL compliance. He will feed it into his next report on APL to the Quality Alignment Board.

Resourcing

The Student NPS has seen positive change. However, work is very constrained, especially regarding activity at Waitakere.

The matter of Resourcing shall form part of broader discussion that ELT needs to know what resource is needed in order to achieve the EPI Targets, currently driving **2019.AB.Action-035** and **2019.AB.Action-041**.

3.01.4 Under-25s

Written report noted.

Presenter/s: Andrea Thumath

Discussion agreed to form the following Action.

ACTION – Andrea Thumath; Marcus Williams

Remediation of Student Debt

Develop a proposal and scope for further investigation to identify proactive strategies to remedy and / or prevent outstanding student debts in partnership with Champions and Service Leads, and to identify how to incorporate it into the Academic Quality Action Plan.

2019.AB.Action-038

MOTION

That the Committee receive the Priority Group Director Report/s:

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

Moved: Katie Bruffy
Seconded: Simon Tries

MOTION CARRIED

Item 3.02 Subcommittee Chair Reports

The following item/s were deferred due to time constraints.

3.02.1 Unitec Research Committee (URC)

3.02.2 Unitec Research Ethics Committee (UREC)

3.02.3 Postgraduate Research & Scholarships Committee (PGRSC)

3.02.4 Academic Approvals Committee (AAC)

3.02.5 Ako Ahimura (AA)

3.02.5.a. *Teacher Capability Development Report*

3.02.6 Quality Alignment Board (QAB)

3.02.6.a. *PAQC Updates*

3.02.5.b. *Quality of Teaching and Learning Report*

To be removed from the agenda indefinitely.

Item 3.03 Quality Management System Reports

The following item/s were deferred due to time constraints.

3.03.1 Programme Management Update

3.03.1.a. *Programme Development*

3.03.1.b. *Programme Reviews (5-year Reviews)*

3.03.1.c. *Expiring and Discontinued Programmes*

3.03.2 Degree Monitoring Report

3.03.3 Student Success Update

Not addressed due to time constraints.

3.03.4 Industry Engagement Report

Presenter/s: Heather Stonyer

The Committee discussed the report and agreed to the following Actions.

ACTION – Glenn McKay; Heather Stonyer

IAC Relationship with Priority Groups

Glenn McKay shall discuss with Heather Stonyer suitable mechanisms for raising the profile of Priority Group related issues at IACs.

2019.AB.Action-039

ACTION – Heather Stonyer

Proposed Allocation of Industry Engagement Activities

Heather shall present a report to the Committee which proposes a view of the responsibilities of PAQCs, individual Academics, other identified parties and herself in relation to reporting to Academic Board on industry engagement activities.

2019.AB.Action-040

The following item/s were not confirmed or addressed due to time constraints.

3.03.5 Self-Assessment Report

3.03.6 Risk Register Report

3.03.7 Head of School Reports

3.03.8 Student President Report

Item 3.04 Other Reports – Regular

3.04.1 Sector Update – New Zealand Qualifications Authority (NZQA) and Institutes of Technology & Polytechnics (ITP)

Deferred due to time constraints.

3.04.2 Minutes of the Academic Board Standing Committee (ABSC)

Presenter: Simon Nash

This item had nothing to report at this time, but it shall remain in the Agenda structure.

3.04.2 Academic Appeal Committee Report

To be removed from the agenda indefinitely.

Item 3.05 Other Reports – Occasional

3.05.1 Industry Advisory Groups

Presenter/s: Heather Stonyer

IACs do not deal with course completion and success. IACs are external bodies that advise programmes on their relevance to the industry. Where an industry has a significant presence of Māori and Pacific, the IAC does have Māori and Pacific representatives, but they are primarily representative of the industry. If the industry has dedicated activity toward Māori and Pacific, then that should be reflected by the IAC representation.

The IACs are still maturing. They give feedback on the graduate profiles and changes in the sector, skill shortages, trends, registration and more. Some IACs function extremely well; some not so well. Discussion recommended that they be held steady for now and avoid changes while they continue to mature.

All staff can attend IACs, but they have no voting rights. Only the Industry Representatives have voting rights. The appointments to membership last for 3 years to provide continuity and support discussion of long-term issues / perspectives.

ACTION – Steve Marshall

IAC for Architecture

The report constituting Item 3.05.1 mentions “Architecture – a separate memo from HoS/PAQC regarding existing industry engagement meeting requirements of IAC and all accreditation requirements will be reviewed by AB.” Steve Marshall shall follow up with Architecture as to the status of the memo, background context and the most appropriate committee for it to be addressed to.

2019.AB.Action-042

MOTION

That the Committee receive the memo on Industry Advisory Groups.

Moved: Toni Rewiri

Seconded: Katie Bruffy

MOTION CARRIED

3.05.2 Consistency Reviews

Deferred due to time constraints.

SECTION 4

ITEMS TO APPROVE

Item 4.01 Research Annual Report 2018

Presenter: Marcus Williams

Accompanying this memo is the 2018 Research Annual Report, produced by Tūāpapa Rangahau; partnering research and enterprise. It provides a comprehensive summary of Unitec’s Research and Enterprise activity for the 2018 year.

MOTION

That the Academic Board endorses the 2018 Research Annual Report.

Moved: Toni Rewiri
Seconded: Katie Bruffy

MOTION CARRIED

Item 4.02 Review of Programme Academic Quality Committees

Presenter: Simon Tries

Programme Academic Quality Committees (PAQCs) have a critical role in the governance of the programmes for which they are responsible. Given recent changes in institutional structures and concerns about the effectiveness of governance across the institute, it is timely to confirm whether PAQCs are operating as intended, and to identify good practice and areas for improvement in programme level governance.

Discussion

It was noted that this review could possibly include the quality of minutes, agenda and archiving.

MOTION

That the Committee approve the proposed terms of reference for the review of the Programme Academic Quality Committees.

Moved: Marcus Williams
Seconded: Simon Tries

MOTION CARRIED

Item 4.03 Interim PEP Timeframes for 2019

Presenter: Simon Tries

To provide the timeframes for the 2019 Interim Programme Evaluation and Planning process. They have already been communicated across the Schools.

MOTION

That the Committee approve the timeframes for the 2019 Interim Programme Evaluation and Planning Process.

Moved: Simon Tries
Seconded: Katie Bruffy

MOTION CARRIED

Item 4.04 Research Productivity Traffic Light (RPTL) Report 2019

Deferred due to time constraints.

Item 4.05 Rule 18 Update

Presenter: Simon Tries / Steve Marshall

To report to the Board on the approach to be taken by Te Korowai Kahurangi in addressing the changes to Rule 18 across institutional Policies, Procedures, Regulations and Operations, to ensure compliance with the revised Rules by the deadline of 1st August 2019.

MOTION

That the Committee approve the changes required to Policies, Procedures and Programme Regulations to comply with the new Rule 18 English Language Requirements for International Students, as advised in the Sector Update to Te Poari Mātauranga | Academic Board in June 2019.

Moved: Andrea Thumath

Seconded: Tracy Chapman

MOTION CARRIED

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

The following item/s were deferred due to time constraints.

Item 5.01 Analysis of 2018 End of Year PEP Reports**Item 5.02 2018 Student Performance Reports****Item 5.03 2018 Performance Based Research Fund (PBRF) – Quality Evaluation Report**

Originally submitted to the meeting of 2019-06-12, and subsequently deferred.

Presenter: Marcus Williams

Accompanying this memo is the 2018 PBRF Quality Evaluation Report, produced by Tuapapa Rangahau. It provides a comprehensive summary of results/achievements for Unitec.

MOTION

That the Committee:

- **Review this report in order to discuss any pertinent content during the Academic Board meeting.**
- **Give endorsement to Tuapapa Rangahau for this Report.**

Moved: Marcus Williams

Seconded: Andrea Thumath

MOTION CARRIED

Item 5.04 Research Ethics Application Process

Originally submitted to the meeting of 2019-06-12, and subsequently deferred.

Presenter: Marcus Williams

Te Korowai Kahurangi undertook a review of Programme Monitors Reports in 2019 and made the request that the research ethics approval processes be reviewed.

Deferred due to time constraints, noting that it deserves proper discussion.

MOTION

That the Committee receives this review, approves the actions and considers the recommendations.

Moved: --

Seconded: --

MOTION deferred

SECTION 6**ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS****Item 6.01 Details of Next Meeting**

Time: 0900h – 1200h
 Date: 2019-08-14
 Location: Building 180-2043
 Chair: Simon Nash
 Submissions by: COB, 2019-07-31
 To: AcademicBoard@unitec.ac.nz

Item 6.02 Continuous Self-Assessment of Academic Board

Presenter: Simon Nash

To enable and evidence continuous self-assessment of the Committee performance by the Committee, reflected against the Committee Terms of Reference.

Reflections from Committee Members

- The meeting time of 3 hours was not enough to cover the agenda.
- The size of the agenda was not favourable for verbal discussion.
- The inclusion of the Subcommittee memos was great.

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 Minutes of the Previous Meeting

Noted.

- Minutes of Meeting 2019-06-12 (Draft)

Item 7.02 Minutes of the Special Meeting – EPI Targets

Noted.

- Minutes of Meeting 2019-06-19 (Draft)

Item 7.03 Minutes of the Special Meeting – Academic Board Governance

Noted.

- Minutes of Meeting 2019-06-26 (Draft)

MEETING CLOSED: 1159h

READ & CONFIRMED

Chair:



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Date: __16__ / __08__ / __2019__