



minutes

TE POARI MĀTAURANGA | ACADEMIC BOARD

MEETING OPENED: 0905h

Date: 2019-09-11

Scheduled Start: 0900h

Scheduled End: 1200h

Location: Building 180-2043

SECTION 1

NGĀ KUPU ARATAKI

1.1. Karakia Timatanga | Beginning Prayer

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!

1.2. Mihi Whakatau

- New members
 - Kate Barry
 - Liz Rainsbury
 - Lee Baglow
- New agenda format based on the Web

SECTION 2**STANDING ITEMS****2.1. Ngā Whakapāha****Mema Poāri Tae Ā-Tinana**

1. Andrea Thumath
2. Anne McKay
3. Annette Pitovao
4. Chris King
5. Falaniko Tominiko
6. Glenn McKay
7. Kate Barry
8. Katie Bruffy
9. Lee Baglow
10. Liz Rainsbury
11. Marcus Williams

12. Merran Davis

13. Simon Nash (Chair)

14. Simon Tries

15. Toni Rewiri

16. Tracy Chapman

Apologies

1. Helen Vea

Late Arrival**Early Departure**

The Committee noted the listed Apologies, but no actual Motion was moved to accept the Apologies.

Quorate Status

A minimum of 9 members was required; the meeting was declared quorate.

Absences

(None)

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Trude Cameron
3. Steve Marshall
4. Heather Stonyer

2.2. Mahia Atu**2.2.1. New Member/s – Kate Barry & Liz Rainsbury**

The Committee noted that, as per the Terms of Reference, Kate and Liz have been nominated and appointed to Academic Board as Academic Programme Managers.

2.3. Pitopito Kōrero o Ngā Hui

MOTION

That the Committee approve the Minutes of:

1. Regular Meetings
2019-08-14 Regular
2. Online Meetings
2019-08-27 Online
3. Special Meetings
(None)
4. Standing Committee
2019-08-06 Standing
2019-08-08 Standing
2019-08-26 Standing

Moved: Simon Tries

Seconded: Chris King

MOTION CARRIED

2.4. Guiding Documents

2.4.1. Terms of Reference

Noted.

2.4.2. Membership

Noted.

2.4.3. Work Plan (2019) as at 2019-07-04

Noted as still under development and refinement through the TKK stocktake of QMS reporting requirements and development of the Academic Risk Register.

2.5. Ngā Tautapu Arotake

2.5.1. Finite Action Items

Date Created	Item Identifier 2019.AB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-03-13	Action-012	<p>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.</p> <p>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. 2019-08-14: James Oldfield shall provide a report in due course. 2019-09-11: Report went to Ako Ahimura 2019-08-22 but was deferred to 2019-09-19 due to time. If Ako Ahimura 2019-09-19 approves the item, then it will come to Academic Board 2019-10-09.</p>	Simon Nash (Chair, Ako Ahimura)	-	Active
2019-06-12	Action-024	<p>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.</p> <p>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. 2019-08-14: No change.</p>	Simon Tries	TBC	Paused until October
2019-06-12	Action-026	<p>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.</p> <p>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. 2019-08-14: The general consensus is that Unitec should keep the target at 85% rather than raising it to 90%, and shift the focus to the value of outcomes for graduates and the number of graduates produced. Formal recommendations shall be presented to the Committee in September, with input from programme level target setting. 2019-09-11: Refer to Item 4.5 of this meeting. (Motion deferred pending further work.)</p>	Simon Tries	2019-06-19	Completed 2019-07-10 Continuing 2019-08-14

2019-06-12	Action-030	<p>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.</p> <p>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 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. 2019-08-14: Aiming to present formal advice to the Committee in September. 2019-09-11: Refer to Item 4.7 of this meeting. (Motion carried.)</p>	James Oldfield Steve Marshall Simon Nash	TBC	Completed 2019-09-11
2019-06-12	Action-032	<p>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.</p> <p>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. 2019-08-14: Simon Tries, Simon Nash and Christine Brothers are looking at draft business case documents, and shall report back to ELT in order to guide the HOSs. Nick Sheppard (Lead HOS) is to be included in conversations. 2019-09-11: The work is currently with ELT.</p>	Simon Tries	2019-08-14	Active
2019-07-10	Action-036	<p>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.</p> <p>2019-08-14: No update. 2019-09-11: The work is currently with Nick Wilson (Communications). An output is expected soon.</p>	Simon Nash	2019-08-14	Active
2019-07-10	Action-037	<p>Utilization of NPS Verbatim Data Report back to the Committee on how Verbatim Data from "all student surveys" (2019-07-10 original: "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.</p> <p>2019-08-14: QAB has also this matter. The scope has broadened to include all student surveys. The wording of Action-037 has been updated (above). Concerns were raised around protecting confidentiality and privacy. For example, staff could possibly piece together who said what although a student's name is not explicitly stated. K Bruffy and H Vea commented that the system should look at how to close the feedback loop to</p>	Simon Nash Simon Tries	TBC	Active

		students so they know that the survey answers have been listened to and acted on. QAB and AA are to work together on this through their Chairs. Update expected at Academic Board 2019-09-11. 2019-09-11: Refer to Item 4.6 of this meeting. (Motion deferred pending further work.)			
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. 2019-08-14: Update deferred to Academic Board 2019-09-11. 2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09.	Andrea Thumath Marcus Williams	TBC	Active
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. 2019-08-14: No update. 2019-09-11: Glenn and Heather have had conversation. More work is needed to get the IAC Agendas operating, especially ensuring that items in the Agendas get addressed. As part of that, they will aim to include some Priority Group conversations.	Glenn McKay Heather Stonyer	2019-08-14	Active
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. 2019-08-14: Reminder to go to Heather Stonyer. 2019-09-11: Refer to Item 3.3.4 of this meeting.	Heather Stonyer	2019-08-14	Completed 2019-09-11
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. 2019-08-14: Glenn expects a paper from Falaniko next week. The Committee encourages a collaborative approach with the Schools and Student Success. Some additional resources have already been allocated by ELT to achieve parity targets. 2019-09-11: The work is currently with ELT.	Glenn McKay Falaniko Tominiko	TBC	Active
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 Trude Cameron Nick Sheppard Linda Aumua	TBC	Active

		<p>2019-08-14: T Cameron, S Nash, G McKay, N Sheppard and L Aumua shall work together to coordinate the resource requirements and reporting mechanism/s, with prioritisations indicated against resource needs. The Chair explained to the Committee that ELT had asked for more detail on resource requirements and would not be able to respond with any commitments without that detail. He noted that most resourcing would come from reallocation and reprioritisation of existing resources and workloads, rather than increasing resourcing. Additional resourcing needs will be identified through work at School level in additions to School Action Plans, EPI target-setting and through the advice of School Champions.</p> <p>2019-09-11: As the Action Items for each School are finalized, the resourcing associated with each are being considered. The discussion is first to identify if it is required, and then later to determine if it will come from a central source.</p>			
2019-07-10	Action-042	<p>IAC for Architecture</p> <p>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.</p> <p>2019-08-14: To be investigated by QAB through the Chair.</p> <p>Murray Strong commented that, given RoVE plans to establish Workforce Development Councils (WDCs), this may be a good time to consider how Unitec could incorporate them into its committee system structure / function.</p> <p>2019-09-11: At the last meeting of Academic Board, it was stated that an IAC for Architecture was required. However, at present, the Head of School is away in China. Simon Tries shall bring confirmation to Academic Board 2019-10-09.</p>	Steve Marshall Simon Tries Heather Stonyer	TBC	Active
2019-09-11 Item 3.1.1.	Action-043	<p>Priority Group Report Exception Handling</p> <p>To develop a process for Priority Group Directors on reporting Exceptions (i.e. raising questions / issues) which enables them to not be missed, but also does not bog the Committee down in the detail of the work though confident that they are being addressed.</p>	Simon Nash Simon Tries Toni Rewiri Falaniko Tominiko Tracy Chapman Andrea Thumath Daniel Weinholz	TBC	New
2019-09-11 Item 3.1.2.	Action-044	<p>Consistency and Clarity of AQAP and Priority Group Reporting</p> <p>To clarify and develop consistency in how progress is measured and reported to Academic Board against the AQAP and Priority Group Strategies. Specifically, tracking progress against actions support accountability, but it is different from progress against goals. The Māori Strategy could be used as a good template as it is the most developed. Committee members should send any feedback to Glenn McKay.</p>	Glenn McKay Simon Nash Simon Tries Toni Rewiri Falaniko Tominiko Tracy Chapman Andrea Thumath	TBC	New
2019-09-11 Item 4.5.	Action-045	<p>Support Needed to Raise Nursing Success Rates</p> <p>On the basis of Option 3 (raising a selected target/s in order for the institute to reach 85%), to discuss with Linda Aumua and the Nursing team of what support would be needed to raise success rates of a particularly low-achieving cohort, and bring a proposed solution to Academic Board 2019-10-09.</p>	Kate Barry Simon Tries Chris King	2019-10-09	New

2.5.2. Standing Action Items

Date Added	Item Identifier 2019.AB	Description	Responsibility	Status / Priority / Date Removed
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. 2019-08-14: Keep on the agenda, pending establishment of NZIST. 2019-09-11: No change.</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. 2019-08-14: (Approach to be discussed as part of Sector Update Report.) 2019-09-11: Consultation closed on 2019-09-09. Unitec composed a response from a group of 15 Heads and APMs, via Merran Davis to NZQA. Information shall be distributed to Academic Board 2019-10-09. The Chair noted the need to be more careful in future to ensure that items deferred to an E-meeting are suitable for such.</p>	Simon Tries	Active

2019-05-08	Standing-005	<p>Renewal Plan</p> <p>2019-09-11: The two ratified strategies are expected to come to Academic Board 2019-10-09. The ratified Renewal Plan is expected to come to Academic Board 2019-11-13.</p> <p>Renewal Strategy</p> <p>2019-05-08: Draft to be presented to Academic Board 2019-06-12.</p> <p>2019-06-12: No update</p> <p>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> <p>2019-08-14: Out for consultation with staff. Expected to come to Academic Board 2019-09-11 for ratification, alongside the Waitakere Strategy.</p> <p>2019-09-11: Work is underway, based on staff feedback, to visually incorporate the Unitec values into the diamond and priorities. News on its ratification by the Commissioner is expected at Academic Board 2019-10-09. This will then inform the Renewal Plan and forecasts for 2020.</p> <p>Waitakere Strategy</p> <p>"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."</p> <p>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.</p> <p>2019-06-12: No update</p> <p>2019-07-10: No significant update. Item renamed from "Waitakere Success Strategy" to "Waitakere Strategy."</p> <p>2019-08-14: Expected to be ready for Academic Board 2019-09-11.</p> <p>2019-09-11: Work is almost at the final draft. It shall also go through ratification by the Commissioner and Academic Board, just like the Renewal Strategy, and is expected at Academic Board 2019-10-09.</p>	Merran Davis	Active
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2.6. AQAP Update

Covering memo and attachments noted.

From: Simon Nash – Director, Ako

The specific work of preparing teams for EER is yet to start. Simon Nash will set up a group to work with him on an Internal Evaluation and Review (IER). This will set the emphasis and priority for EER preparation. If wanting to be involved, Committee members are to express their interest to Simon Nash. The IER will run in November 2019.

Regarding the AQAP Tracker, the Committee noted the need for indication of whether progress is on schedule or not. For example, is the bar at 9% at risk, on track or ahead of schedule?

SECTION 3 ITEMS TO RECEIVE

3.1. Priority Group Director Reports

3.1.1. Māori

Written report noted.

From: Toni Rewiri

Some Dashboard are being developed specifically for the Māori Success Strategy.

Action-043 → Priority Group Report Exception Handling

Simon Nash (lead), Simon Tries, Priority Group Directors, Daniel Weinholz

To develop a process for Priority Group Directors on reporting Exceptions (i.e. raising questions / issues) which enables them to not be missed, but also does not bog the Committee down in the detail of the work though confident that they are being addressed.

The Committee discussed Recommendation A (Birth Certificates), noting that:

- Business and cultural aspects may need further analysis. E.g. the cost and scale.
- A birth certificate costs \$25 each.
- In principle, it seems very sensible.
- Various departments in Unitec in the past have practiced this but without mandate and on an ad hoc basis.
- The institute needs to be careful that it doesn't create a precedent for other requests, e.g. driver licences.

MOTION

That the Committee, in principle, endorse that Te Whare Wānanga o Wairaka purchase birth certificates on behalf of students wanting to enrol, but whose enrolment processing is blocked because they cannot afford to purchase a birth certificate for themselves.

Moved: Toni Rewiri

Seconded: Marcus Williams

MOTION CARRIED

Committee Self-Assessment

This Recommendation is an example of where an issue could have had more detailed preparation work around the definition, cost, scale, rationale, history, risks, implications, relevant policies / changes, frameworks, etc. before presentation to the Committee on a separate (but referenced) memo For Approval.

Regarding Recommendation B (Operational Plan), the Committee was not prepared to endorse the Operational Plan due to the Sharepoint link being inaccessible. It is to be presented to Academic Board 2019-10-09.

The Committee noted that the Operational Plans for Māori and Pacific are coming to Academic Board for approval because they relate to the parity targets of the AQAP and the EER Recommendations. Operational Plan can and do change, but the approval process from Academic Board is still valid because Toni Rewiri and Falaniko Tominiko report exceptions / changes monthly.

Committee Self-Assessment

The Chair noted that Committee members need to read the agenda and linked information in advance of coming to the meeting. In the process, if links are broken / inaccessible, the matter should be raised with the author / chair / secretary also in advance, rather than receiving first notice in the meeting proceedings.

The Committee discussed the process by which items may flow between Academic Board, ELT and the Commissioner, noting that:

- This clarification work is still in progress.
- The stocktake of the Quality Management System is part-way through addressing this matter. The report should come to Academic Board 2019-10-09.
- In the past, Programme Committees were reportedly abolished and their powers delegated to individuals because of the perception that things were getting stuck.
- We need to take care to keep committee processes efficient and effective, especially around core academic processes.
- The review of PAQCs contribute to this improvement too.

3.1.2. Pacific

Written report noted.

From: Falaniko Tominiko

A paper version of the dashboard was presented because problems had occurred with the digital link.

Falaniko noted that Fono had given partial endorsement to the Operational Plan. If Academic Board wanted changes to the Operational Plan, then he would need to return to Fono again. The aim is to get the Operational Plan fully endorsed alongside the Māori Operational Plan at Academic Board 2019-10-09.

It was noted that the dashboard shows the completion percentage of the implementation of the actions, not the achievement of outcomes. E.g. 1.1 shows “25%”, meaning that 25% of the planned actions to achieve the outcomes have been enacted, not that 25% of the outcomes have been achieved.

Action-044 → Consistency and Clarity of AQAP and Priority Group Reporting

Glenn McKay (lead), Simon Nash, Simon Tries, Toni Rewiri, Falaniko Tominiko, Tracy Chapman, Andrea Thumath

To clarify and develop consistency in how progress is measured and reported to Academic Board against the AQAP and Priority Group Strategies. Specifically, tracking progress against actions support accountability, but it is different from progress against goals. The Māori Strategy could be used as a good template as it is the most developed. Committee members should send any feedback to Glenn McKay.

3.1.3. International

Written report noted.

From: Tracy Chapman

The Committee discussed the measurement of “excellent engage”, noting that:

- It needs to have numbers, especially for providing evidence to EER.
- Suggestions have been received.

Tracy Chapman and Liz Rainsbury can collaborate on how to measure “engagement”.

The issue of support for International students at Waitakere campus and the validation of target-setting are still works in progress.

(WiFi connection for the CoW dropped out.)

3.1.4. Under-25s

Written report noted.

From: Andrea Thumath

The Operational Plan is still being drafted, being transformed from the old to the new format.

Commendation was given to Andrea Thumath on the quality of writing, detail and consultation in the memo.

The Committee noted that pedagogical work aimed at improving transition and retention is critical and currently a work in progress. Andrea Thumath, Anne McKay and Annette Pitovao shall collaborate to incorporate this into the Operational Plan.

MOTION

That the Committee receives the Under-25s Report, endorses the Under-25s Success Strategy and supports in principle the resource request.

Moved: Andrea Thumath

Seconded: Simon Tries

MOTION CARRIED

MOTION

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

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

Moved: Marcus Williams

Seconded: Annette Pitovao

MOTION CARRIED

3.2. Subcommittee Chair Reports

3.2.1. Te Komiti Rangahau o Unitec

From: URC – Marcus Williams

3.2.2. Te Komiti Tikanga Matatika

From: UREC – Marcus Williams

3.2.3. Te Komiti Whakahaere a ngā Pia

From: PGRSC – Marcus Williams

Due to the introduction of Academic Programme Managers, the committee has experienced issues with loss of quorum. The last meeting went well though. It is not expected to be an ongoing issue.

3.2.4. Te Komiti Whakamana Hotaka Hou

From: AAC – Simon Tries

3.2.5. Ako Ahimura

From: AA-LTC – Simon Nash

3.2.5.1. Teacher Capability

From: Maura Kempin, Manager of Te Puna Ako

Simon Nash met with the HOSs and received assurance that teacher capability development is on track. However, Ako Ahimura and Simon Nash are requesting more detail of how Schools plan to achieve their targets given that it is now early September.

Concern was expressed about low percentages, and not being able to tell from the report whether or not a low percentage should be a concern or not. The Chair re-iterated Ako Ahimura is seeking evidence from HOSs to support their assurance that they are on track.

The Committee noted that:

- The data would initially indicate that progress is not on track to meet the targets.
- Many staff are busy and tired at this season. They are less actively focused on the Badges, and intending to focus on them in November or December when their teaching commitments are less. In addition, some Badges that staff would like to do are not ready yet, but will be later in the year. Both of these reasons help explain low percentages, and increases the importance of HOSs delivering evidence of a plan.
- HOSs need more clarity of what is expected. Schools need to understand that the expectation is that 100% of academic staff will complete two badges or more. A cultural shift is involved in this.
- A report on the Evaluation of Teacher Capability Development is in progress and shall be presented to the Committee soon.
- A decision needs to be made and communicated of the target for 2020, whether it is two badges or four badges. The decision needs to account for the effort and investment needed from staff. Simon Nash and Maura Kempin shall continue in their efforts to communicate the expectations, options and value of Badging out to the Schools.
- For Schools with a major gap between progress and the target, Te Puna Ako needs to work especially closely with them to support reaching the targets, recognizing the cultural shift involved but holding firm to the target.
- The completions of ADEPs last year was around 60% but is now at 95%, and that is very positive news. It also shows that with firm commitment and consistent action, we can achieve target, because ADEPs had received a lot of pushback in the past but are being achieved now.

The Committee also noted that some Badges are valuable for all staff, and not only Teaching staff. However, it was deemed not appropriate for Academic Board to be concerned about the non-academic staff development, though it is important.

3.2.6. Te Poari Whai Kounga

From: QAB – Simon Tries

The requirement for PAQCs to report up to QAB is now active, though still undergoing improvements.

The Graduate Survey data is now live on the Dashboard.

The proposal to merge QAB and Ako Ahimura was declined, instead it was decided to focus on improving their separate operations.

Regarding the QMS stocktake, it is hope that it will eventually lead to greater efficiency of committee operations.

Regarding the expectations from TEC of APL activity, the initial proposal involved a couple years of work. The revised prioritization has settled to meet compliance obligations and to communicate clearly with students. TEC have advised they are happy with what we are doing, but don't want us to invest heavily in infrastructure due to RoVE happening.

MOTION

That the Committee receive the Subcommittee Chair Report/s:

1. Unitec Research Committee
2. Unitec Research Ethics Committee
3. Postgraduate Research & Scholarships Committee
4. Academic Approvals Committee
5. Ako Ahimura
1. Teacher Capability
6. Quality Alignment Board

Moved: Katie Bruffy
 Seconded: Marcus Williams

MOTION CARRIED

3.3. Quality Management System Reports

3.3.1. Programme Management

From: Simon Tries

Written reports noted.

- 3.3.1.1. Programme Development**
- 3.3.1.2. Programme Reviews (5-year Reviews)**
- 3.3.1.3. Expiring and Discontinued Programmes**

Te Korowai Kahurangi is working to develop a single RAG report to cover all three reports.

Commendation was given to Te Korowai Kahurangi for its great work to support Unitec to sort out its portfolio and quality.

Commendation was given to Simon Nash's work to promote awareness of the existence of Academic Board and what it does.

The Committee noted that in the approval of 5-year Reviews, provision was made for a review to be called at any time. Questions were raised as to whether Certificate and Diploma reviews are happening properly. Simon Tries and Chris King shall collaborate to clarify the issue, and if necessary, submit a memo to AAC or QAB.

Simon Nash and Steve Marshall are to meet discuss an unstated matter regarding the Te Miro programmes.

3.3.2. Degree Monitoring

From: Simon Tries

Verbal update.

Feedback has been immensely positive, especially from the Monitors meeting ELT. We are clearly performing this function better than in the past.

3.3.3. Student Success

Simon Nash, Annette Pitovao and Helen Vea are to meet and discuss the expectations of this item. Use of a templated approach is encouraged.

3.3.4. Industry Engagement

From: Heather Stonyer

Written report noted.

Although the report implies that performance dashboards may be developed, they would need further guidance and collaboration to do it right. For example, in a number of cases, we are still working to establish best practice on how we engage and report engagement. One measure could be how we are doing to define and implement best practice, and a second measure could be how much that practice is actually lifting outcomes. Measuring both at the same time is quite difficult.

In future, Student Success and Industry Engagement may report alongside the Priority Group Director Reports.

The definition of best practice, particularly as it is defined for Unitec individually, is getting incorporated into the strategy.

Variance in engagement exists between Schools. This variance is expected, for various reasons, as the new structure and processes settle in. As APMs become more active, it will help increase levels of ownership and buy-in. We need to be pragmatic and not simply copy other institutes, but need to define best practice at Unitec for each School.

3.3.5. Self-Assessment Report

Simon Nash and Simon Tries are to meet and discuss the purpose and plan for this item.

3.3.6. Academic Risk Register Report

From: Simon Tries

Simon Nash and Simon Tries, noting that this is highly important and very urgent, shall have this ready for Academic Board 2019-10-09, even if it is initially quite a simple submission. The Minutes of Academic Board must show that it is receiving the Academic Risk Register Report.

3.3.7. Head of School Reports

From: Chris King / Katie Bruffy

Verbal update.

- The *Priority Group Action Plan for Schools* which came through ExLT is being integrated into individual School Action Plans, and reported.
- Low performing courses in particular Schools and Programmes are now under discussion, and a report shall go to Simon Nash (Director, Ako) by 20 September.
- Several School have experienced property moves and are working to manage the student experience.
- Work on the course duration issue will result in having to review student timetables.
- Schools are working hard to achieve their Badging targets.

The Committee would like a regular report on the activities and priorities of HOSs, especially relating to academic quality. Any request for approval should be submitted separate from the regular report. It will also function as a channel for HOSs to raise concerns with Academic Board, or give feedback to Academic Board regarding the effects of decisions made at Academic Board.

3.3.8. Student President Report

This item shall merge with 3.3.3. Student Success.

3.3.9. NZQA and ITP Sector Update

From: Simon Tries

MOTION

That the Committee receive the Quality Management System Reports.

Moved: Simon Tries

Seconded: Katie Bruffy

MOTION CARRIED

3.4. Other Reports

3.4.1. Remediation of Incorrect Cross-Crediting Practice between BET and NZDE

From: Nick Sheppard

Re-directed by the Chair to Te Poari Whai Kounga (QAB) 2019-09-26.

3.4.2. Course and Programme Setup and Delivery

From: Simon Tries

The Committee, in skipping proceedings forward, overlooked this item. It shall be deferred to Academic Board 2019-10-09.

MOTION

That the Committee receive the *Report on Course and Programme Delivery Setup 20190904* and note the summary findings and actions being taken to resolve the issues.

Moved: —

Seconded: —

MOTION unaddressed

3.4.3. CPGFT Transition 2019

From: Lee Baglow

The Committee noted that two memos and a report accompany this item. The motion attached to this item combines the Recommendations from the two memos.

MOTION

That the Committee:

1. Receive the *CPGFT (Transition) Report_Final*.
2. Approve the closure of the Certificate in Plumbing and Gasfitting (CPGFT, CA 2373, Level 4), noting that all NZQA Requirements and Unitec Internal Processes have been completed.

Moved: Simon Tries

Seconded: Chris King

MOTION CARRIED

SECTION 4 ITEMS TO APPROVE

4.1. Amendment to Graduation List for MARCP

From: Peter McPherson

MOTION

That the Committee approve following correction to the MARCP graduand list approved by Academic Board Standing Committee 2019-07-30: Student ID 1340757 is eligible for 2nd Class Honours

Moved: Chris King

Seconded: Annette Pitovao

MOTION CARRIED

4.2. Amendment to Graduation List for MCOMP

Noted as withdrawn from the Agenda on 2019-09-06.

4.3. Review of PAQCs and Recommendations for Improvement

From: Steve Marshall

The Committee noted that the Review had been commissioned and performed from the perspective of Academic Board, even though PAQCs report to QAB and not directly to Academic Board. Other key points included that:

- All PAQCs expressed a desire to better understand the difference between governance and management functions.
 - Regarding the appointment of the Chair of a PAQC, the process was intentionally undefined to allow for the most appropriate and pragmatic solution on a case by case basis.
- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • A generic Work Plan for PAQCs in 2020 is being developed. • A list of what programmes are covered by what PAQC needs to be written and distributed. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- ELT is undertaking to allocate remuneration for Student Representatives.

The Committee agreed to the Motion with several changes of wording, which are highlighted in the Motion below.

MOTION

That the Committee receive the final report for the Review of Programme and Academic Quality Committees and approve the recommendations below that have arisen from the review process.

Recommendation 1: That the Programme Academic Quality Committee [PAQC] Terms of Reference statements be modified to better reflect the authority and accountability of the PAQC in terms of its governance of programmes and courses as follows:

Student support and achievement

- To monitor and safeguard the fair treatment and wellbeing of students, including their progress through their programmes;

Academic quality outcomes

- To ensure quality assurance for all academic provision is undertaken in accordance with relevant institute policies and procedures;
- To evaluate outcomes of academic provision and promote and monitor actions to improve teaching, assessment and the outcomes for students;

Programme design, delivery and review

- To engage in the ongoing evaluation and review of academic provision;
- To ensure that the curriculum continues to meet the needs of internal and external stakeholders, including students

Recommendation 2: *That the statement referring to the Ako Ahimura committee and other statements which refer to operation and function be removed from the Terms of Reference and reframed as operational functions:*

The committee employs the following to achieve its Terms of Reference:

1. Maintains relationships and interactions with other committees at Unitec to ensure information is shared and accountabilities are maintained;
2. Employs evidence-based action planning and execution to deliver continuous improvement;
3. Maintains records of Programme Academic Quality Committee level academic decision making.

Recommendation 3: *That the membership of the Programme Academic Quality Committee be modified to align with revised Institutional Roles and other Committee structures as follows:*

MEMBERSHIP AND APPOINTMENTS

1. Appointment *ex officio* shall comprise:
 - The Head of School for each programme for which the committee is responsible;
 - The Academic Programme Manager for each programme for which the committee is responsible;
2. Appointment *via nomination* shall comprise:
 - Two to four Senior Academic Staff representing programmes for which the committee is responsible;
 - One or two Students representing programmes for which the committee is responsible;
 - One Senior Academic Staff member from another School **or Discipline**.
3. Additional members may be co-opted as necessary for a defined period and specific purpose.
4. **Additional non-voting staff shall be invited by the Chair to attend for specific purposes, including:**
 - School priority group champions;
 - A representative from Student **Success**;
 - A representative of Te Korowai Kahurangi;
 - A representative of Te Puna Ako.
5. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

6. Appointments shall be made to Committees on or before February each year. Membership and a list of programmes for which the committee is responsible shall be reported to Quality Alignment Board no later than February of each year.
7. A Chair and Deputy Chair shall be approved by the Executive Dean from among the Membership of the Committee. In appointing the Chair and Deputy Chair, the Executive Dean will consider the potential implications of the Chair and Deputy Chair holding a position of authority within the School.
8. The term of office of appointed members shall be two years.

REVIEW GUIDELINES

1. Programme Academic Quality Committee shall review its Terms of Reference annually.

MEETING QUOROM AND CONDUCT

1. Quorum shall be defined as a majority of the members currently appointed to the committee.
2. Appointed members may nominate a staff member proxy to represent them with full voting rights.

DELEGATED AUTHORITY

1. Programme Academic Quality Committee may delegate authority to formally established management sub-committees or working groups.
2. Establishment of management sub-committees or working groups will include appointment of a Convener, Terms of Reference, membership requirements, reporting responsibilities to the Committee, extent of decision-making powers and period for which delegated authority is granted.

***Recommendation 4:** That workload allocations be developed collectively across Schools to support members of Programme Academic Quality Committees to participate in all required aspects of the work of the Committee.*

***Recommendation 5:** That capability development for Committee Members be developed by the end of 2019 and delivered as soon as possible in early 2020. Capability development will be developed and delivered collaboratively by Te Korowai Kahurangi and Te Puna Ako for:*

1. Leadership and committee management capability for Chairs and Secretaries
2. Committee citizenship (function, responsibility and participation) capability for committee members
3. Committee citizenship (function, responsibility and participation) capability for student representatives
4. Committee secretarial support capability for Secretaries

Recommendation 6: *That the current operational processes and practices of Programme Academic Quality Committee be reviewed by Te Korowai Kahurangi with improvements deployed as soon as practical. Ongoing support with advice on policies, procedures and regulations in each Committee provided by Te Korowai Kahurangi. Improvements will include:*

1. *An overarching standardised academic quality Work Plan to guide the work of PAQC to be created and tailored into individual committee Work Plans in collaboration with PAQC Chairs and APMs, as needed to support the work of each committee;*
2. *A revised frequency of meetings for each committee based on the requirements of their agreed Work Plan. The frequency of meeting for each committee is to be approved by QAB;*
3. *Re-designed agenda and minute templates for PAQC that simplify and standardise committee operations and record keeping;*
4. *Centralised management for distribution of agenda items and other key communications between committees;*
5. *A streamlined reporting process of key action points from PAQC to QAB and other committees and stakeholders;*
6. *A formal process for escalation of matters from PAQC to other committees or other Institutional Agencies, including a process for feedback of any actions taken as a result. These will include:*

1. *Academic risk / issues of concern*
2. *Issues relating to resources*
3. *Issues related to Learning and Teaching*

Moved: Chris King
Seconded: Marcus Williams

MOTION CARRIED

4.4. Measuring Graduate Outcomes

From: Simon Tries

Currently, Graduate Outcomes are only measured through the Graduate Survey. Based on data from the current survey, response rates need to be considered and how they can be raised. The RoVE Establishment Unit is particularly interested in this area. We need to be very pragmatic around it and only do the basics needed for EER in 2020.

MOTION

That the Committee approve the approach to the institutional measurement of Graduates in Employment and Further Study:

1. A single institute level target for all programmes of 85% of graduates in employment and/or further study within 6 months

2. The adoption of a *relevance* target, yet to be determined, based on the relevance of the qualification to the graduates' employment and graduates' view of the extent to which they have achieved the outcomes of their qualification

Moved: Andrea Thumath

Seconded: Glenn McKay

MOTION CARRIED

4.5. Target Setting for 2022 – Successful Course Completion and Qualification Completion

From: Simon Tries

Workshops have been conducted, resulting in good progress. Schools could not quite commit enough to reach the institutional target of 85%, but reached a projection of 84.3%. This presented several options to the Committee.

1. Reduce the Unitec target down from 85%.
2. Scale up every School's target.
3. Raise a selected School/s target.

Discussion noted that:

- Option 1 should not be chosen.
- Option 2 was not desirable, because HOSs had given extensive thought and kōrero in good faith to setting their School targets. The targets should not be raised without their buy-in.
- Option 3 was a possibility because one School was predicting, with reasons, a decrease in successful completion rates due to a programme teach-out. If this one programme could receive the necessary support to raise their success rates, then it could provide the 0.7% lift needed to reach 85% overall.

Action-045 → Support to Raise Nursing Success Rates

Kate Barry (lead), Simon Tries, Chris King

On the basis of Option 3, to discuss with Linda Aumua and the Nursing team of what support would be needed to raise success rates of a particularly low-achieving cohort, and bring a proposed solution to Academic Board 2019-10-09.

The Committee agreed that if no solution could be found, then further discussions would need to occur with all HOSs to pursue Option 2. With that, the motion was deferred, pending the outcomes of Action-045.

The Committee also agreed that Motion 3 (below) should be resubmitted to Academic Board as a recommendation rather than a note. The Committee confirmed that we do need to have Progression and Retention targets.

It was noted that the cumulative targets from Schools for Qualification Completion (Motion 2, Part 2) did meet the overall institute target of 85%, so that part of the Recommendations was motioned.

MOTION

That the Committee approve the School level targets for Qualification Completion.

Moved: Chris King
Seconded: Andrea Thumath

MOTION CARRIED

MOTION

That the Committee:

1. determine the best approach to ensuring the Institute Successful Course Completion target (85%) can be achieved
2. approve the School level targets for Successful Course Completion
3. note that School and Programme level targets have not been set for Progression and First Year Retention

Moved: N/A
Seconded: N/A

MOTION deferred pending Action-045

4.6. Guidelines and Recommendations for the Utilisation of Student Survey Verbatim Data

From: Simon Tries

The Committee noted that:

- Access rights to various management positions may need clarification / revision.
- It needs more student voice. The Contributors do not include Helen Veal and / or Student Council.
- Regarding comments made about staff, there may need to be advice from HR and / or union/s.
- The feedback loop, checking that programmes are acting on the comments, is closed through the PAQCs.
- The guidelines need to be explicitly clear if Research can or can't use the data, and if so, then what the process is.
- More clarity is needed to plan how Facilities Management could be fed relevant survey data.

Action → Simon Tries shall consult more widely (including Student Council and HR) and bring the revised Recommendations to Academic Board 2019-10-09.

MOTION

That the Committee approve the guidelines and recommendations set out in this memo, noting that:

- these guidelines have been developed in collaboration with the Research Association of New Zealand (RANZ) and adhere to the RANZ code of conduct

- these guidelines have been sent to the Unitec Research Ethics Committee (UREC) for their information
- these guidelines will also be provided to the Unitec Research Ethics Committee for consideration and comment

Moved: N/A

Seconded: N/A

MOTION deferred pending further work

4.7. Resolution of Proposal for Academic Integrity Training

From: Steve Marshall / James Oldfield

MOTION

That the Committee endorse the deployment of the Academic Integrity Training Module in programmes where there are identified ongoing issues with Academic Integrity.

Moved: Katie Bruffy

Seconded: Annette Pitovao

MOTION CARRIED

SECTION 5

ITEMS TO DISCUSS

(None)

SECTION 6

KUPU WHAKAMUTUNGA

6.1. Any Other Business (AOB)

(None)

6.02 Committee Self-Assessment

Feedback Topic: Comments on the new style of web-based Agenda

The Committee noted that:

- In general, they liked it.
- It is easier to navigate, functional and has a good layout.
- The old format had sometimes been quite overwhelming, but this one delivered information in more bite-sized amounts.
- It adds more transparency and awareness of Committee activities because it is accessible to all staff on The Nest.
- Being able to see when links are updated or adjustments made to the Agenda is very helpful.
- Care needs to be taken with using Sharepoint and H Drive links, especially regarding confidentiality.
- Members need to adjust their note-taking methods.

- Maybe the Actions Table could be updated prior to the meeting.
- Placing the Approvals section at the start, then followed by the items to Receive, could improve meeting efficiency.

6.03 Karakia Whakamutunga | Ending Prayer

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!

MEETING CLOSED: 1201h

READ & CONFIRMED

Chair:



Date: __21__ / __09__ / __2019__