



# minutes

## AKO AHIMURA | LEARNING & TEACHING COMMITTEE

MEETING OPENED: 0901h

Date: **2019-09-19**

Scheduled Start: 0900h

Scheduled End: 1100h

Location: **Building 180-2043**

### SECTION 1

### WHAKATUWHERATANGA

#### 1.1. Karakia Timatanga

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

- Welcome new member/s
  - Lee-Anne Turton
- New web-based Agenda

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

1. Andrea Thumath
2. David McNabb
3. Guillermo Ramirez-Prado
4. Hamish Foote
5. Hugh Wilson
6. Jackie Tims
7. James Oldfield
8. Lee-Anne Turton
9. Maura Kempin
10. Mitra Etemaddar
11. Rowena Fuluifaga

**12. Simon Nash (Chair)**

13. Sue Tulett
14. Tracy Chapman
15. Veraneeca Taiepa

**Apologies**

1. Amos Clarke
2. Chris Stoddard
3. Falaniko Tominiko
4. Simon Tries
5. Marcus Williams
6. Lorne Roberts

**MOTION**

**That the Committee accept the apologies for the meeting.**

Moved: Andrea Thumath

Seconded: Maura Kempin

**MOTION CARRIED**

**Quorate Status**

A minimum of 12 members was required; the meeting was deemed quorate.

**Absences**

1. Kane Campbell
2. Richard Fahey

**Hunga Mahi | Staff in Attendance**

1. Daniel Weinholz (Secretary)
2. Anne McKay

**2.2. Mahia Atu | Matters Arising**

(None)

### **2.3. Pitopito Kōrero o Ngā Hui**

#### **MOTION**

**That the Committee approve the Meeting Minutes of 2019-08-22.**

Moved: Mitra Etemaddar

Seconded: David McNabb

**MOTION CARRIED**

### **2.4. Ngā Tautapu Arotake**

#### **2.4.1. Committee Work Plan**

Noted.

#### **2.4.2. Actions Table**

(Following pages.)

### 2.4.2.1 Finite Action Items

Date Created	Item Identifier 2019.AALTC	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-06-20	Action-011	<p><b>Online Assessment – Anticipation of Student Expectations</b> From 2020, NZQA shall introduce Online Marking for secondary students. Those students will later enrol in Unitec, and TKK anticipates that students will expect the same. Ako Ahimura should investigate this matter and lead planning for management of higher student expectations.</p> <p>2019-06-20: The Committee agreed to form a Working Group led by James Oldfield (Digital Learning Lead), and noted that the title should be “Online Assessment” rather than “Online Marking” and that Andrea Thumath is observing related developments in Secondary Schools.</p> <p>2019-07-18: Email update from James forwarded to Committee members. 2019-08-22: James tabled a paper but it was deferred to the next meeting. 2019-09-19: Refer to Item 5.1. Online Examinations.</p>	<p>Simon Nash</p> <p>James Oldfield Andrea Thumath Lorne Roberts Richard Fahey</p>	2019-09-19	Completed 2019-09-19
2019-06-20	Action-012	<p><b>Presentation of Strategy for Student Success</b> Annette Pitovao to present a synopsis of the Success Strategy for Student Success to the Committee. 2019-07-18: Annette Pitovao has been invited and can present on 2019-08-22. 2019-08-22: Rowena Fuluifaga advised that the first draft would be completed for presentation at the September meeting. 2019-09-19: Update from Annette Pitovao via Rowena Fuluifaga – “Merran has changed the approach so Action-012 is no longer relevant. Annette is now working with Vivienne to build an end-to-end updated Student Journey as an overarching framework that follows on from our Renewal Strategy. The key question from Merran for the framework building is “What does manaaki mean to us? Map the student journey in a meaningful way that helps us to connect all strategies into one shared approach.”” Quite a few different strategies exist. This review is to integrate them into a Student Journey Framework. It will become more than just a Student Success Strategy and will involve the four Priority Groups. The new Student Journey Framework, instead of the Student Success Strategy, will come to Ako Ahimura when it has been drafted.</p>	Rowena Fuluifaga	<p>2019-07-18</p> <p>2019-09-19</p>	<p>Invitation completed 2019-07-18</p> <p>In progress</p>
2019-06-20	Action-013	<p><b>Presentation of Strategies for Priority Groups</b> Invite Priority Group Directors to present Success Strategies (or even pre-drafts) to Ako Ahimura and PGRSC for the purpose of raising awareness. 2019-07-18: Toni Rewiri presented under Items 3.01.1. 2019-08-22: Andrea presented today. Falaniko and Tracy to defer to September and November respectively. 2019-09-19: No presentation; apologies from Falaniko Tominiko. Presentation deferred to 2019-10-17.</p>	<p>Secretary Simon Nash Marcus Williams Veraneeca Taiepa Falaniko Tominiko Tracy Chapman Andrea Thumath</p>	<p>Pacific <del>2019-09-19</del> 2019-10-17</p> <p>International 2019-11-21</p>	<p>Completed for:  Māori 2019-07-18</p> <p>Under-25s 2019-08-22</p>
2019-06-20	Action-015	<p><b>Relationship of Badging to Recruitment, Progression and Promotion</b> Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.</p>	<p>Simon Nash Maura Kempin</p>	2019-09-19	In progress

		<p>2019-07-18: Robust discussion raised how the wider topic of teaching capability development relates to recruitment, staff induction, student NPS feedback and evaluations (particularly on low teacher competency), investment into capability development and expectations of ongoing professional development. Simon Nash shall seek advice as follows:</p> <ul style="list-style-type: none"> <li>• From TPA and TKK on processes for collection and application of student feedback to inform quality teaching</li> <li>• From Director Ako and HR on recruitment strategies around teacher competency</li> <li>• From Maura Kempin on induction and early engagement</li> </ul> <p>2019-08-22: The Chair gave an update on progress with the above 3 items:</p> <ul style="list-style-type: none"> <li>• The Net Promoter Score (NPS) was noted at this committee and Student Course Survey outcomes submitted to this meeting could inform in the quality teaching space.</li> <li>• He has work underway with Human Resources to look at whether to retain a teaching qualification (like the existing Graduate Diploma in Higher Education) that features in some staff contracts. We have a teaching competency framework that identifies what good teaching is and Badging that demonstrates teaching competencies.</li> <li>• Maura to report back about induction and early engagement at the next meeting.</li> </ul> <p>Discussion raised the following:</p> <ul style="list-style-type: none"> <li>○ A clear definition of expectations of teaching staff is needed</li> <li>○ It is imperative that career progression is connected to the requirement for staff professional development</li> <li>○ A project is underway to change the description of what a quality teacher is in existing policies for recruitment and promotion so it is consistent and aligns directly with agreed teaching competencies for teachers at Unitec.</li> <li>○ Senior lecturers need to have a Masters' degree but practitioners in some disciplines do not have masters' degrees so an incentive for career progression is needed for these staff</li> <li>○ The Chair will update the Committee at the next meeting on the recruitment and promotion issue</li> </ul> <p>2019-09-19: Work is still in progress.</p>			
2019-06-20	Action-016	<p><b>Effectiveness of Student Representatives</b> Report back either through Helen Vea or Kane Campbell as to how the Student Representative system is operating.</p> <p>2019-07-18: Similar issues being raised at multiple committees – AB, QAB and AA. AB has just commissioned a Review of the PAQCs which could encompass this item. The Review will be led by Simon Tries. The scope of this item is broader than the PAQC Review, because it also includes Class Reps too. Discussion noted that:</p> <ul style="list-style-type: none"> <li>• Not only PAQCs, but also Research committees, struggle to get and keep student representation. (MW)</li> <li>• Students are not staff, so we may need to re-consider how we involve them due to different natures of other commitments. (HW)</li> </ul> <p>Simon Tries shall lead the Working Group discussion on how to proceed with this, and if or how it should be incorporated into the PAQC Review.</p> <p>2019-08-22: Effectively incorporated into the PAQC Review. The Chair advised that this issue will be discussed by ELT and it is an issue for all committees, particularly PAQCs. Simon Tries said committee chairs, secretaries and members had been contacted and although engagement in the process was variable they got a consistent message across. A report will go to QAB before going to AB. A key finding was that</p>	<p>Simon Tries</p> <p>Steve Marshall Helen Vea Simon Nash Rowena Fuluifaga</p>	TBC	In progress

		<p>although PAQCs are governance groups, a lot of management was going on and they were treated as team meetings instead of committees that have oversight of a number of programmes. Training for committee chairs is to come.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>Student representatives get training to be on PAQCs to get connected with students and staff. Send the names of class representatives should be sent to the Student President,</li> <li>Annette Pitovao is involved in the review of student representation.</li> </ul> <p>2019-09-19: PAQC Review Recommendations approved by Academic Board.2019-09-11. Further implications and work still being determined. Implementation requires better recruitment and training of Student Representatives for their effective engagement. Student Representatives will be remunerated for their time, with the details yet to be decided by ELT.</p>			
2019-07-18	Action-017	<p><b>Response to Staff Plagiarism in Badging</b></p> <p>Simon Nash (Director, Ako) will author communications to:</p> <ul style="list-style-type: none"> <li>raise awareness across staff to reinforce the expectations of the standard of work in Badging submissions</li> <li>explain how this incident relates to the Code of Conduct</li> <li>explain the consequences of this breach</li> <li>reinforce the cultural shift in Professional Development from passive attendance to active participation.</li> </ul> <p>2019-08-22: The Chair noted that he will be sending out a communication about this shortly.</p> <p>2019-09-19: Email communications from Simon Nash (Director, Ako) have gone out to teaching staff.</p>	Simon Nash	TBC	Completed 2019-09-19
2019-09-19 Item 3.2.2.	Action-018	<p><b>Teacher Induction – Compulsory &amp; Supported</b></p> <p>Simon Nash (Chair of Ako Ahimura) shall write to Academic Board requesting recommitment to mandatory induction of new teaching staff, and to support resourcing of the operational measures needed to implement it. Chair of Ako Ahimura is to provide advice to Academic Board on the thresholds and options (e.g. online versus face-to-face) for mandatory induction. Due to Academic Board 2019-10-09.</p>	Simon Nash (Chair)	2019-10-09	New

#### 2.4.2.2 Standing Action Items

Date Added	Item Identifier 2019.AALTC	Description	Responsibility	Status / Priority / Date Closed
2019-04-18	Standing-004	<p><b>Review of Unitec's Learning and Teaching Strategy</b></p> <p>Develop a proposed L&amp;T Strategy with enlarged view of possible stakeholders post-RoVE.</p> <p>2019-05-23: The aim is to keep progress incremental, steady and simple, fitting it within the existing Unitec strategies. Simon Nash shall present a draft strategy to the next meeting. (Submission due 2019-06-06)</p> <p>2019-06-20: Draft strategy not ready for presentation.</p> <p>The Working Group has had a couple of meetings and workshops. They are currently focussed on trying to integrate the Strategy with the Unitec Diamond, Te Noho Kotahitanga and the other Success Strategies, and to make the wording accessible, consistent and clear in providing direction. They aim to have a draft ready to present to the next meeting. It aims to be pragmatic and minimize 'new' work for academic staff, taking care to align with the current Unitec direction.</p>	Simon Nash Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell	Active

		<p>After completing the draft, it needs to be validated by a wider audience, especially in relation to any possible gaps and its application to Priority Groups. The intention is to bring it first to the Committee, then circulate it to a wider academic staff audience before it going up to Academic Board.</p> <p>The Committee commended the Working Group for working backwards from the Unitec Diamond and developing ways to reach that endpoint, especially around Work Ready Graduates. It also urged the Working Group to ensure consideration was given to:</p> <ul style="list-style-type: none"> <li>• the role of Industry Advisory Committees</li> <li>• valid / accurate alignment of Graduate Profiles with Industry Expectations</li> <li>• student time spent on worksites / Work Experience, which has proven highly valuable for producing quality graduates</li> </ul> <p>2019-07-18: Maura delivered an update. Anne, Veraneeca and Maura shall continue drafting and aim to present the draft at the next meeting. Anne and Maura are to co-lead this Working Group.</p> <ul style="list-style-type: none"> <li>• Veraneeca and Anne met twice and have unpacked what Te Noho Kotahitanga might look like in the Teaching and Learning strategy.</li> <li>• Investigating a diagrammatic representation of the weaving of all the parts.</li> <li>• Aiming to develop a document that is jargon free or language explained and has a guide to possible 'how to' questions.</li> </ul> <p>2019-08-22: The Chair advised that the Manaakitia te Rito Renewal Strategy includes lists of sub-strategies in the four strategic areas. The L&amp;T Strategy which is currently being reviewed and the Academic Portfolio Strategy that doesn't exist yet will be combined into one Academic Strategy that will include a strategic direction to ensure that the Academic portfolio is meeting stakeholders needs. During discussion, the following points were raised:</p> <ul style="list-style-type: none"> <li>• Should the next logical step be to include research with teaching and learning as all three would fall under the Academic Portfolio? The Chair advised that he would meet with Marcus Williams to discuss this further.</li> <li>• Maura gave an update and advised that the L&amp;T Strategy now has overarching principles that are more clearly aligned with various success strategies and the next task was to agree on strategic priorities and actions for the next 2-3 years.</li> <li>• The Chair noted that he had met with Maura and Veraneeca to look at a strategy to get into the new national RoVE environment that is action oriented and has measurable outcomes.</li> <li>• Maura will submit a report at the next meeting.</li> </ul> <p>2019-09-19: Refer to Item 5.2. Learning &amp; Teaching Strategy.</p> <p>Working Group expanded to include Lee-Anne Turton and Sue Tulett. The expanded group shall meet to finalize a draft for wider consultation with teaching staff in October, noting that it is a busy time for some teaching staff but November would be too late. Simon Nash is to confirm the development timeline of the wider Academic Strategy (the integration of the Academic Portfolio Strategy, the Research Strategy and the Learning &amp; Teaching Strategy), which could influence this Strategy.</p>	<p>Lee-Anne Turton Sue Tulett</p>	
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**SECTION 3****TO RECEIVE****3.1. Priority Group Director Reports****3.1.1. Māori**

Written report noted.

Presenter/s: Veraneeca Taiepa

Exceptions are being addressed through Academic Board.

**3.1.2. Pacific**

Written report noted.

Strategy presentation deferred to later meeting.

**3.1.3. International**

Written report noted.

Presenter/s: Tracy Chapman

**3.1.4. Under-25s**

Verbal update.

Presenter/s: Andrea Thumath

The full strategy was presented to and approved by Academic Board 2019-09-11. It will now go to ELT on Monday. After that, it will come to Ako Ahimura and Quality Alignment Board as information to receive.

**MOTION**

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

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

Moved: Rowena Fuluifaga

Seconded: Hugh Wilson

**MOTION CARRIED**



## **3.2. Other Reports**

### **3.2.1. Teacher Capability Development Report**

Written report noted.

Presenter/s: Maura Kempin

Progress is slow. Some schools have had Professional Development days.

At the last meeting of Ako Ahimura, an action was given for Simon Nash (Director, Ako) to request a plan from the HOSs of how they would meet the TCD Targets. With input from Academic Board and ELT, this request was made recently. It aims to address the misconception that the purpose of TCD is simply for the sake of compliance. Instead, it is to raise capability and share success stories. The HOSs were asked to provide their plan by the end of the year.

Action Note → Maura Kempin shall:

- Seek updated information on supervisor and director names and positions from the HOSs.
- Consider how the rubric for Pacific badges can involve application outside the classroom.

If staff complete more than the required two Badges for 2019, they do not carry over into meeting the Targets for 2020.

#### **MOTION**

**That the Committee receive the Teacher Capability Development Report.**

Moved: Guillermo Ramirez-Prado

Seconded: James Oldfield

**MOTION CARRIED**

### **3.2.2. Teacher Induction Report**

Presenter/s: Maura Kempin

In addition to the written report, Merran Davis has asked for a complete review of the induction process, starting in October, to focus on solving the problem that only about 50% of new staff actually attend induction.

Action Note → Maura Kempin is to follow up on the compulsory nature of induction, providing advice to Learning & Development.

The Committee discussed reasons for the low turnout and possible solution approaches.

- New staff are contracted too soon before classes begin. Instead of attending induction, they need to begin preparing classes.
- There is rarely any overlap / direct handover from old staff to new staff.
- There is no set plan for a buddy system to support new staff after old staff are gone.
- More time, e.g. one month, needs to be planned between the new staff start date and the start of their classes.

- Financially, a few more weeks pay needs to be budgeted to support a higher quality transition / entry. APMs and HOSs should be involved in these conversations.
- Improving teacher induction directly flows into improving the student experience.
- The letter of offer of employment does not state that attending induction is compulsory, even though it was resolved years ago to make it so. Communications need revision / improvement. However, adding this statement to the letter won't solve the problem because even if it is in the contract, when new staff get dropped in the deep end, they must prioritize classes over induction.
- Induction in an online form is available, but it was only designed for emergencies / unplanned changes.
- Face-to-face (F2F) inductions are more valuable and effective than online inductions.
- F2F and Online inductions have different benefits and can complement each other. F2F allows work culture to be passed on or discussed; online induction cannot do that. Online induction allows more set details to be delivered in a more definitive manner.
- Consideration should be given to one induction package for contractors and another one for permanent staff.
- Online induction could be issued to candidates before the contract is issued because no staff login is required. The online induction system is managed by Te Puna Ako.

Action Item → Simon Nash (Chair of Ako Ahimura) shall write to Academic Board requesting recommitment to mandatory induction of new teaching staff, and to support resourcing of the operational measures needed to implement it. Chair of Ako Ahimura is to provide advice to Academic Board on the thresholds and options (e.g. online versus face-to-face) for mandatory induction. Due to Academic Board 2019-10-09.

Action-018

## MOTION

**That the Committee receive the information on the induction of new teaching staff at Unitec, as requested at the meeting of 18 July, 2019.**

Moved: James Oldfield  
Seconded: Hugh Wilson

**MOTION CARRIED**

## SECTION 4 TO APPROVE

(None)

## SECTION 5                      TO DISCUSS

### **5.1.     Online Examinations**

Presenter/s:    James Oldfield

The Committee discussed that:

- It is a great opportunity for Unitec.
- The RoVE / NZIST work is expected to pick it up, especially due to its scalability.
- It is a new concept for many people, can be disillusioning for students, requires new study skills and needs to be designed really well.

#### **MOTION**

**That the Committee, through the Chair, inform Academic Board that Ako Ahimura endorses Option 1 (Monitor the progress of online exams through NZQA and seek feedback from students who have experienced these exams) and shall undertake the associated monitoring.**

Moved:            Andrea Thumath

Seconded:        Guillermo Ramirez-Prado

**MOTION CARRIED**

### **5.2.     Learning & Teaching Strategy**

Related to:        2019.AALTC.Standing-004

Presenter/s:     Maura Kempin / Anne McKay / Veraneeca Taiepa

Commendation was given for the great work from the Working Group.

Report correction – First paragraph should be “achieving Priority 2” and not Priority 1.

The Strategy aims to be pragmatic, given that RoVE is coming and that NZIST will include apprentices, so that will require changes to the Strategy. The Unitec Academic Strategy is to be completed by the end of the year, as set by ELT. Nick Sheppard, Simon Nash and Marcus Williams are all involved. It will include the following strategies.

- Learning & Teaching Strategy
- Academic Portfolio Strategy
- Research Strategy

Development on the Learning & Teaching Strategy can occur while the Academic Strategy is being developed.

At present, RoVE has about 10 areas of academic attention. A call for nominations to join the working groups has gone out. According to the Commissioner, we are better place than many ITPs. We should consider how we can lead or contribute to NZIST. We will need to further develop ideas on apprenticeships and Work-Based-Learning, as these will be of interest to NZIST. The Committee would like this message to be reiterated to the wider

staff.

The Committee noted that the kaupapa on page 1 would essentially replace the Living Curriculum.

Consideration should be given to having programme and course design staff included in the Academic Strategy integration work.

**Action Note** → Simon Nash, via the Secretary, to share the newly approved People Strategy (about four pages long) with the committee members, after checking with Mary Johnson that it is approved for release.

Action was given to Simon Nash and the Working Group around the consultation, review and socialization of the Strategy. To enable such activity, the Strategy may first need to be condensed into a Consultation Document. The Working Group was expanded to include Lee-Anne Turton and Sue Tulett. (Refer to notes in the Actions Table for Standing-004.)

The Objectives of the Strategy need to be expressed as “things we are going to do”, but still need to be kept concise.

Unitec Poutama is being redeveloped so that it is updated, simple and easy to read. It will fit perfectly with the new Learning & Teaching Strategy. It is almost completed. Exemplars are currently being done.

#### **MOTION**

That the Committee receive the draft Learning & Teaching Strategy and provide feedback for further consideration.

Moved: Andrea Thumath

Seconded: Lee-Anne Turton

**MOTION CARRIED**

### **5.3. Student Course Survey – Preliminary Recommendations**

Presenter/s: Jackie Tims

Marketing have conducted a Pulse Survey prior to the semester break. If Ako Ahimura wants to approve Recommendation 1, then something must be done quickly.

The Committee noted that this report is still a work in progress with Academic Board, and that any discussion today on the Recommendations could be overridden by the Research Association.

Discussion points included that:

- Some staff prefer surveys earlier so they can improve teaching during the semester based on the feedback.
- Low response rates are a challenge.
- Students are being over-surveyed. Many students dislike doing 4 surveys for 4 courses, with 4 separate emails and links. They often respond by only completing the survey for the course they dislike the most and then ignoring the rest.
- Consideration should be given to an overarching Survey Strategy.
- In the past, small teacher-managed surveys were very effective, combined with a more comprehensive survey at the end of semester.

**Action Note** → Chair and Report authors to collaborate so that Student Course Survey Recommendations are more clearly formed for presentation and discussion at Ako Ahimura 2019-10-17.

## **MOTION**

That the Committee note the preliminary recommendations arising from the findings of the Semester 1 Student Course Survey Report.

Moved: David McNabb  
Seconded: Mitra Etemaddar

**MOTION CARRIED**

## **SECTION 6**

## **KUPU WHAKAMUTUNGA**

### **6.1. Any Other Business (AOB)**

(None)

### **6.2. Committee Self-Assessment**

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

- ➔ **Document Type:** Only link to PDF documents, not Word documents.  
(**Members** – Please submit papers as Word documents so that the Secretary can make minor corrections and formatting adjustments, which will then get converted and published as PDF.)
- ➔ **Presenting on a CoW:** Access to The Nest through a student classroom CoW
  1. Prior any usage, unplug the network cable from the CoW.
  2. Log in to UNITEC-MANAGED WiFi (bottom-right corner).
  3. Log in to the CoW (centre).
  4. After usage, plug the network cable back into the CoW.
  5. Restart the CoW so that it returns to its standard settings for the next user.
- ➔ **Note-taking:** Committee Members need to adjust how they take notes, given that there is no longer a massive one-document Agenda.

Committee members gave strongly positive feedback for the new agenda.

- 15 members responded with at least one of the following.
  - Good
  - Great
  - Much better
  - Fabulous
  - Excellent
  - Ka pai
  - Really good
- The links stand out more.
- Glad to have less scrolling from the top to the bottom.
- It is user friendly.

### **6.03 Te Karakia Whakamutunga | 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!

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**MEETING CLOSED:** 1047h