

1.6. Ngā Tautapu Arotake | Actions Table

1.6.1. Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status / Date Completed
	2019.AB				
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. 2019-10-09: Discussed at Ako Ahimura 2019-09-19, Item 5.1. with the Chair of Ako Ahimura to inform Academic Board of the decision. Memo for information to be presented at Academic Board 2019-11-13. 2019-11-13:</p>	Simon Nash (Chair, Ako Ahimura)	2019-10-09	Active
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 Kristine 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. 2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers. 2019-11-13:</p>	Simon Tries Simon Nash Kristine Brothers Nick Sheppard	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.</p>	Simon Nash Nick Wilson	2019-08-14	Active

		<p>2019-09-11: The work is currently with Nick Wilson (Communications). An output is expected soon.</p> <p>2019-10-09: Drafted and now with Nick Wilson.</p> <p>2019-11-13:</p>			
2019-07-10	Action-037	<p>Utilization of NPS Verbatim Data</p> <p>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 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.</p> <p>2019-09-11: Refer to Item 4.6. of this meeting. (Motion deferred pending further work.)</p> <p>2019-10-09: Refer to Item 2.2. of this meeting. (Motion deferred pending further work.)</p> <p>2019-11-13:</p>	Simon Nash Simon Tries	TBC	Active
2019-07-10	Action-038	<p>Remediation of Student Debt</p> <p>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.</p> <p>2019-08-14: Update deferred to Academic Board 2019-09-11.</p> <p>2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09.</p> <p>2019-10-09: Progress has been made. Currently collaborating with Student Finance. Full report to be presented to Academic Board 2019-11-13.</p> <p>2019-11-13:</p>	Andrea Thumath Marcus Williams	2019-10-09	Active
2019-07-10	Action-035	<p>Reporting to ELT of Resources Needed to Achieve EPI Targets</p> <p>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.)</p> <p>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.</p> <p>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.</p> <p>2019-09-11: The work is currently with ELT.</p> <p>2019-10-09: Proposal to go to ELT next week.</p> <p>2019-11-13:</p>	Glenn Mckay Falaniko Tominiko	TBC	Active

2019-07-10	Action-041	<p>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.)</p> <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> <p>2019-10-09: Simon Nash and Glenn Mckay shall present on this to ELT next Monday.</p> <p>2019-11-13:</p>	Simon Nash Glenn Mckay Trude Cameron Nick Sheppard Linda Aumua	TBC	Active
2019-07-10	Action-042	<p>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.</p> <p>2019-08-14: To be investigated by QAB through the Chair. 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> <p>2019-10-09: Work is progressing to align the Architecture industry group with the IAC Terms of Reference.</p> <p>2019-11-13:</p>	Simon Tries Steve Marshall Heather Stonyer	TBC	Active
2019-09-11 Item 3.1.1.	Action-043	<p>Priority Group Report Exception Handling 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> <p>2019-10-09: Work is in progress alongside Action-044. Meeting next week to streamline and align processes.</p> <p>2019-11-13:</p>	Simon Nash Simon Tries Toni Rewiri Falaniko Tominiko Tracy Chapman Andrea Thumath Daniel Weinholz	TBC	Active

2019-09-11 Item 3.1.2.	Action-044	Consistency and Clarity of AQAP and Priority Group Reporting 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. 2019-10-09: As per Action-043. 2019-11-13:	Glenn Mckay Simon Nash Simon Tries Toni Rewiri Falaniko Tominiko Tracy Chapman Andrea Thumath	TBC	Active
2019-09-11 Item 4.5.	Action-045	Course Completion Target Setting for 2022 (formerly "Support Needed to Raise Nursing Success Rates") On the basis of Option 3 (raising a selected school 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. 2019-10-09: Further analysis revealed a complex set of issues, including vulnerable students, programme expense and student ability to afford the fees, high failure rates (e.g. 15 out of 27 students in one course) and a stair-cased curriculum. Simon Nash (Director, Ako) to discuss with Linda Aumua the raising of her School's course completion target. Refer to <i>Item 2.1. Target Setting for 2022</i> . 2019-11-13:	Simon Nash Linda Aumua Kate Barry Simon Tries Chris King	2019-10-09	Active

1.6.2. Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority / Date Removed
	2019.AB			
2018-07-03	Standing-001	Review of Semesterised Delivery To provide regular progress reports. 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. 2019-10-09: No change. 2019-11-13:	Simon Nash	Low priority
2018-07-31	Standing-003	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'.	Simon Tries	Active

		<p>3. Update level descriptors and address technical issues:</p> <p>a) Enabling degree apprenticeships and commentary around Level 7 descriptors covering the skills and attributes of a graduate apprenticeship</p> <p>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</p> <p>c) Suggestion of all Level 7 Diplomas be put through a TROQ</p> <p>d) Wide discussion on Level 8 Bachelor Degree with honours (Universities also in discussion)</p> <p>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.</p> <p>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.</p> <p>2019-06-12: Verbal update. Waiting on NZQA to release next consultation document mid-year.</p> <p>2019-07-10: No news from NZQA yet. Nothing expected until September.</p> <p>2019-08-14: (Approach to be discussed as part of Sector Update Report.)</p> <p>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> <p>2019-10-09: Presentation of information shall be to Academic Board 2019-11-13.</p> <p>2019-11-13:</p>		
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>2019-10-09: The Renewal Plan, Renewal Strategy and Waitakere Strategy will be presented together to Academic Board 2019-11-13.</p> <p>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 Waitākere 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>2019-10-09: Finalising design for release to staff.</p> <p>2019-11-13:</p> <p>Waitākere Strategy</p> <p>"Investigate equity of student experience across the Mt Albert and Waitākere 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>	Merran Davis	Active

		<p>2019-05-08: Waitākere 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 "Waitākere Success Strategy" to "Waitākere 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> <p>2019-10-09: Strategy has now been endorsed by ELT and Commissioner.</p> <p>2019-11-13:</p>		
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