

1.6. Ngā Tautapu Arotake | Actions Table

1.6.1. Finite Action Items

Date Created	Item Identifier 2019.AALTC	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-06-20	Action-012	<p>Presentation of Strategy for Student Success 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. 2019-10-17: The Strategy and Framework are still under development, led by Annette. When they are done they shall be presented to Ako Ahimura. 2019-11-21: Reminder emailed to Rowena 2019-11-08 (DW).</p>	Rowena Fuluifaga	2019-07-18 2019-09-19	Invitation completed 2019-07-18 Active
2019-06-20	Action-013	<p>Presentation of Strategies for Priority Groups 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. 2019-10-17: Pacific Success Strategy presented under Item 3.1.2. Presentation of the International Strategy is scheduled for 2019-11-21. 2019-11-21: Reminder emailed to Tracy 2019-11-08 (DW).</p>	Secretary Simon Nash Marcus Williams Veraneeca Taiepa Falaniko Tominiko Tracy Chapman Andrea Thumath	International 2019-11-21	Completed: Māori 2019-07-18 Under-25s 2019-08-22 Pacific 2019-10-17
2019-06-20	Action-015	<p>Relationship of Badging to Recruitment, Progression and Promotion Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.</p> <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"> From TPA and TKK on processes for collection and application of student feedback to inform quality teaching From Director Ako and HR on recruitment strategies around teacher competency From Maura Kempin on induction and early engagement <p>2019-08-22: The Chair gave an update on progress with the above 3 items:</p> <ul style="list-style-type: none"> 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. 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. Maura to report back about induction and early engagement at the next meeting. <p>Discussion raised the following:</p>	Simon Nash Maura Kempin	2019-09-19	Active

		<ul style="list-style-type: none"> ○ A clear definition of expectations of teaching staff is needed ○ It is imperative that career progression is connected to the requirement for staff professional development ○ 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. ○ 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 ○ The Chair will update the Committee at the next meeting on the recruitment and promotion issue <p>2019-09-19: Work is still in progress. 2019-10-17: Work in progress. HR and Union representatives are working on this for both allied and academic staff. 2019-11-21:</p>			
2019-06-20	Action-016	<p>Effectiveness of Student Representatives 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"> • Not only PAQCs, but also Research committees, struggle to get and keep student representation. (MW) • Students are not staff, so we may need to re-consider how we involve them due to different natures of other commitments. (HW) <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 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. The following points were raised:</p> <ul style="list-style-type: none"> ○ 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, ○ Annette Pitovao is involved in the review of student representation. <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. 2019-10-17: ELT aims to commence the implementation at the start of 2020, including training for PAQC Chairs and Student Representatives. Simon Tries shall present the PAQC Review Recommendations to Ako Ahimura 2019-11-21. 2019-11-21: Reminder emailed to Simon Tries 2019-11-08 (DW).</p>	<p>Simon Tries</p> <p>Steve Marshall Helen Vea Simon Nash Rowena Fuluifaga</p>	TBC	Active
2019-09-19 Item 3.2.2.	Action-018	<p>Teacher Induction – Compulsory & Supported 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> <p>2019-10-17: Nothing to report yet. 2019-11-21: Reminder emailed to Simon Nash 2019-11-08 (DW).</p>	Simon Nash (Chair)	2019-10-09 (Academic Board)	Active

1.6.2. Standing Action Items

Date Added	Item Identifier 2019.AALTC	Description	Responsibility	Status / Priority Date Closed
2019-04-18	Standing-004	<p>Review of Unitec's Learning and Teaching Strategy Develop a proposed L&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> <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"> the role of Industry Advisory Committees valid / accurate alignment of Graduate Profiles with Industry Expectations student time spent on worksites / Work Experience, which has proven highly valuable for producing quality graduates <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"> Veraneeca and Anne met twice and have unpacked what Te Noho Kotahitanga might look like in the Teaching and Learning strategy. Investigating a diagrammatic representation of the weaving of all the parts. Aiming to develop a document that is jargon free or language explained and has a guide to possible 'how to' questions. <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&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"> 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. Maura gave an update and advised that the L&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. 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. Maura will submit a report at the next meeting. <p>2019-09-19: Refer to Item 5.2. Learning & Teaching Strategy. 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 & Teaching Strategy), which could influence this Strategy.</p> <p>2019-10-17: Draft Strategy presented for feedback under Item 4.2. The Working Group (Learning & Teaching Strategy) shall work with Director Ako on refinements to the Strategy to ensure that (a) it is fit-for-purpose and operable, and (b) the principles identified in the strategy are clearly reflected in the design of Teacher Capability Development and badges, and (c) staff understand the connection between strategies and their own School and Individual action plans and capability development goals. Any members interested in contributing should contact Simon Nash directly.</p> <p>2019-11-21:</p>	<p>Simon Nash Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell Lee-Anne Turton Sue Tulett</p>	Active