



minutes

Poari Mātauranga | Academic Board (PM-AB)

Date:	Wednesday, 13 March, 2019
Scheduled Start:	0830h
Scheduled End:	1130h
Location:	Building 115-1007

MEETING OPENED: 0833

The assigned Chair (Merran Davis) was delayed, so Simon Nash functioned as the *de facto* Chair for this meeting.

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Opening Karakia

The Chair invited Simon Tries to deliver the opening karakia.

Item 1.02 Welcome from the Chair

The Chair welcomed the Committee Members.

Item 1.03 Committee Membership (current)

Nothing to note.

Item 1.04 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Board Members (2018) Departed from Company

1. Daniel Fuemana
2. Rosie Stanton

Total members departed from company: 2 members

Mema Poāri Tae Ā-Tinana | Board Members (2018) Present

1. Merran Davis (late)
2. Nick Sheppard (late)
3. Debra Robertson-Welsh
4. Marcus Williams (late)
5. Teorongonui Josie Keelan (late)
6. Glenn McKay (late)
7. Chris King (late)
8. Vanessa Byrnes
9. Simon Tries
10. Annette Pitovao
11. Simon Nash
12. Helen Vea (1-to-1 replacement as Student President)

Total members present: 12 members

Apologies

1. David Glover
2. Mark McNeill
3. Falaniko Tominiko

Total apologies: 3 members

MOTION

That the Committee accept the apologies for the meeting.

Moved: Simon Nash

Seconded: Simon Tries

MOTION CARRIED

Absences

1. Craig Hilton

Total absences: 1 members

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Steve Marshall
3. Tracy Chapman

Item 1.05 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

The Chair opened the floor for members to speak. No items were raised.

MOTION

That the Committee approve the Meeting Minutes of 13 February, 2019.

Moved: Annette Pitovao

Seconded: Vanessa Byrnes

MOTION CARRIED

Item 1.06 Mahia Atu | Matters Arising

The Chair opened the floor for members to speak. No items were raised.

Item 1.07 Ngā Tautapu Arotake | Actions For Review

1.07.1 Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status	Date Completed
2018-05-06	2019.AB.Action-001	Academic Board Risk Register To provide a final report detailing the format and content of this to the first meeting of Academic Board 2019.	Simon Tries	2019-02-13	Closed	2019-02-13
2018-07-03	2019.AB.Action-002	Renewal Plan To provide a paper outlining the rationale and detailing the responses from consultation with various areas at the next Academic Board meeting.	Chair, Academic Board	N/A	CLOSED By Chair (Simon Nash)	2019-03-13
2018-08-28	2019.AB.Action-005	Academic Board Membership To discuss with Academic Board subcommittee chairs to decide whether subcommittees should present their Terms of Reference each year to Academic Board and report back to the next Academic Board meeting.	Simon Tries	-	Closed	2019-02-13
2018-08-28	2019.AB.Action-006	Clarifying NZQAs Requirement to retain all student assessment material To investigate whether Unitec has evidence that it is adhering to NZQA's exemption from full compliance with Rule 14C.1 of the Quality Assurance (including EER) Rules 2016 and report outcomes at the next Board meeting.	Simon Tries	2018-12-04	Closed	2018-12-04
2018-09-25	2019.AB.Action-007	Teacher Capability Recommendations for 2019 To communicate with Mary Johnston (Executive Director - People & Infrastructure, Office of the Chief Executive) to determine a clear direction about the length of professional development leave assigned for teacher capability and report back to the Board at the next meeting.	Simon Nash	TBC	CLOSED	2019-03-13
2018-10-23	2019.AB.Action-008	Academic Quality and External Evaluation and Review To report back to the Board on the EER debrief.	Debra Robertson-Welsh	2019-02-13	Closed	2019-02-13
2018-12-04	2019.AB.Action-009	Academic Board Self-Assessment - Survey To complete the Academic Board Self-Assessment survey before the next meeting.	Academic Board members	2019-02-13	Closed	2019-02-13

2018-12-04	2019.AB.Action-010	Academic Board Self-Assessment - Report To report the feedback from the Academic Board Self-Assessment survey at the next meeting.	Simon Tries	2019-02-13	Closed	2019-02-13
2019-02-13	2019.AB.Action-011	Improvements to the Academic Committee Meeting Calendar Investigate the feasibility, and if possible, implement the feedback in Section 3.01 of the Minutes of 2019-02-13.	Daniel Weinholz; Simon Tries	2019-04-03	In progress	-
2019-03-13	2019.AB.Action-012	Online Marking – Anticipation of Student Expectations From 2020, NZQA shall introduce Online Marking for secondary students. Those students will later enrol in Unitec, and TKK anticipates that students will expect the same. Ako Ahimura should investigate this matter and lead planning for management of higher student expectations.	Chair of Ako Ahimura – Simon Nash	TBC	In progress	-
2019-03-13	2019.AB.Action-013	Self-Assessment on Police Programme Development Produce a bullet point / summary of the learnings gained through this process. Provide the output to Nick Wilson by Friday, 22 March, 2019 for inclusion in the Unitec consultative response.	Debra Robertson-Welsh; Simon Nash; Simon Tries	2019-03-22	In progress	-
2019-03-13	2019.AB.Action-014	Working Group – Interpretation of Te Noho Kotahitanga in the Academic Statute Investigate the addition of a clause to relevant parts of the Statute to clarify the interpretive context of Te Noho Kotahitanga, and report back to Academic Board with a recommendation.	Teorongonui Josie Keelan; Steve Marshall; Simon Tries	2019-04-03	In progress	-

1.07.2 Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Removed
2018-07-03	2019.AB.Standing-001	Review of Semesterised Delivery To provide regular progress reports.	Simon Nash	Lowered priority	-
2018-07-31	2019.AB.Standing-002	Impact statements To discuss the outcomes of impact statements with Simon Tries, Debra Robertson-Welsh and David Glover and report back at the next Academic Board meeting. <i>Meeting 2019-04-03: Simon Nash to report on status of Teach-Out Tracker.</i>	Simon Nash	Ongoing	-
2018-07-31	2019.AB.Standing-003 (Agenda 1.04 Action 5)	NZQF Proposal (Updated) Post-consultation outcomes from NZQA will be released “early 2019”.	Simon Tries	Ongoing	-

2019-02-13	2019.AB.Standing-004	EPI Reporting on Māori & Pasifika Success	Simon Tries	CLOSED	2019-03-13
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1.07.3 Discussion Notes

The Chair opened the floor for discussion. No other items or motions were noted.

SECTION 2 TO BE RECEIVED

Item 2.01 Ngā Rōpū Tuarua Pūrongo | Subcommittee Reports & Minutes

The Chair opened the floor for any verbal additions to the reports. No additional action items or motions were raised.

MOTION

That the Committee receive the Subcommittee Report from Ako Ahimura.

Moved: Debra Robertson-Welsh
Seconded: Teorongonui Josie Keelan

MOTION CARRIED

MOTION

That the Committee receive the Subcommittee Report from the Postgraduate Research and Scholarships Committee.

Moved: Marcus Williams
Seconded: Chris King

MOTION CARRIED

MOTION

That the Committee receive the Subcommittee Report from the Unitec Research Committee.

Moved: Marcus Williams
Seconded: Simon Nash

MOTION CARRIED

The absence of any Subcommittee Minutes, especially from the Postgraduate Research and Scholarships Committee, was noted. The Secretary (Daniel Weinholz) agreed to double-check for these.

Item 2.02 Ngā hē me te Āpiti whai Ara Pūrongo | Oversight, Reporting & Tracking

The Chair invited Simon Tries to speak concerning the Sector Update, Programme Development Report and Monitoring of Degrees at Unitec.

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

Discussion highlighted that the impact of Online Marking and related student experiences and expectations should be raised at Ako Ahimura.

Action Item: 2019.AB.Action-012
Responsibility: Chair of Ako Ahimura – Simon Nash

2.02.2 Programme Development Report (Verbal)

Discussion reflected on possible ways that RoVE may impact Programme Development. No additional action items or motions were raised.

Discussion agreed that production of a Self-Assessment of Police Programme Development could have value as evidence of self-evaluative practice for both Unitec now and any future developments. This needs to be completed by a few days before March 27 in order to be sent to Nick Wilson who is coordinating a Unitec consultative feedback submission.

Action Item: 2019.AB.Action-013
Responsibility: Debra Robertson-Welsh; Simon Tries; Simon Nash

2.02.3 Monitoring of Degrees at Unitec (Verbal)

Steve Marshall delivered a verbal update, noting that everything is on track from a functional perspective. No additional action items or motions were raised.

MOTION

That the Committee receive the following verbal and / or written reports:

- Sector Update
- Programme Development Report
- Monitoring of Degrees at Unitec

Moved: Debra Robertson-Welsh
 Seconded: Nick Sheppard

MOTION CARRIED

Item 2.03 Māori Success Strategy (Verbal)

The Chair invited Glenn McKay to speak. No additional action items or motions were raised.

MOTION

That the Committee receive the update on Māori Success Strategy (Verbal).

Moved: Marcus Williams
 Seconded: Chris King

MOTION CARRIED

Item 2.04 Changes to Grading Systems (Verbal)

The Chair invited Steve Marshall to speak. No additional action items or motions were raised.

MOTION

That the Committee receive the update on Changes to Grading Systems (Verbal).

Moved: Simon Tries
Seconded: Nick Sheppard

MOTION CARRIED

Item 2.05 Renewal Plan & Strategy (Presentation)

The Chair invited Merran Davis to deliver a provisional verbal update instead a presentation due to the data from the Semester 1, 2019 enrolment intake about a week away from being fully collected. The presentation shall be deferred to the next meeting. This item was renamed with the addition of "Development". No additional action items or motions were raised.

MOTION

That the Committee receive the verbal update on the Renewal Plan & Strategy Development (Presentation).

Moved: Marcus Williams
Seconded: Glenn McKay

MOTION CARRIED

SECTION 3 PAPERS FOR APPROVAL

Item 3.01 Review of Academic Statute & Poari Mātauranga | Academic Board

The Chair invited Simon Tries to speak, giving context to the item and inviting discussion.

It was suggested that the following be added to the Statute, Section 2.5i. – "... application of the principles both in their original context and the context stated herein." – and similarly to the introductory paragraph of Section 2.3. The Committee agreed to set up a Working Group with an Action Item to investigate these suggestions and present a proposal related to the Principles in the Statute.

Action Item: 2019.AB.Action-014
Responsibility: Teorongonui Josie Keelan; Steve Marshall; Simon Tries

Regarding the Terms of Reference, the Committee agreed to make the default Chair to be the Executive Dean, Academic instead of the Chief Executive, affecting Section 5.1 and Section 5.4. The Committee also agreed to add a new Section 7.2, stating that members can nominate a proxy with full voting rights.

Merran Davis endorsed Simon Nash as the future Chair.

MOTION

That the Committee endorse, for approval by Council, the Academic Board Membership and Terms of Reference (subject to changes to 5.1 and 5.4, and the addition of 7.2), and the revised Academic Statute.

Moved: Simon Tries

Seconded: Debra Robertson-Welsh

Debra Robertson-Welsh called for a vote. The vote resulted in a unanimous decision in favour of the motion.

MOTION CARRIED

Item 3.02 Review of Subcommittees

The Chair invited Simon Tries to speak, giving context to the item and inviting discussion. The Committee agreed to add a new Section 7.2 to all subcommittees, stating that members can nominate a proxy with full voting rights. No additional action items or motions were raised.

The Committee agreed to co-opt Andrea Thumath (Manager, Unitec Pathways College) to membership of Te Poari Iho | Quality Alignment Board for a term of 1 year, as a partial representative of the Under-25 Priority Group.

MOTION

That the Committee approve the revised Membership and Terms of Reference of the following subcommittees, subject to listed Section amendments:

- **Addition of Section 7.2 to all the following subcommittees, stating a provision for members to nominate a proxy with full voting rights.**
- **Rōpū Whakaae Mātauranga | Academic Approvals Committee**
- **Ako Ahimura | Learning and Teaching Committee**
- **Te Poari Iho | Quality Alignment Board**
 - **Section 5.2 – Change from “one” to “two” Heads of School**
 - **Section 5.4 – Remove the sentence related to the term of office**

Moved: Simon Tries

Seconded: Glenn McKay

MOTION CARRIED

Item 3.03 Review of Postgraduate Research & Scholarships Committee
(Membership)

The Chair invited Marcus Williams to speak, giving context to the item and inviting discussion. No additional action items or motions were raised.

MOTION

That the Committee approves the Postgraduate Research and Scholarships Committee Membership for the year 2019.

Moved: Marcus Williams

Seconded: Chris King

MOTION CARRIED

Item 3.04 Review of Unitec Research Ethics Committee (Membership)

The Chair invited Marcus Williams to speak, giving context to the item and inviting discussion. No additional action items or motions were raised.

MOTION

That the Committee acknowledges the membership for the UREC for the year 2019.

Moved: Marcus Williams

Seconded: Teorongonui Josie Keelan

MOTION CARRIED

Item 3.05 Review of Unitec Research Committee

The Chair invited Marcus Williams to speak, giving context to the item and inviting discussion. No additional action items or motions were raised.

MOTION

That the Committee approves the Unitec Research Committee Membership for the year 2019.

Moved: Marcus Williams

Seconded: Teorongonui Josie Keelan

MOTION CARRIED

Item 3.06 Amendment to Graduation Completion Form

The acting Chair, Simon Nash, spoke. No additional action items or motions were raised.

MOTION

That the Committee accept the Postgraduate Certificate in Applied Practice majoring in Digital Collaborative Learning completion term 1174 sent on the 26th February 2019 as the correct form and withdraw the approval for Postgraduate Certificate in Applied Practice majoring in Digital Collaborative Learning completion term 1182 from the 2nd of November 2018.

Moved: Simon Tries
Seconded: Nick Sheppard

MOTION CARRIED**Item 3.07 Incorrect Cross-Crediting Practice**

The Chair invited Nick Sheppard to speak. No additional action items or motions were raised.

MOTION

That the Committee approve the actions being taken within the School of Engineering and Applied technology to address incorrect Cross-Crediting Practice between the Bachelor of Engineering Technology and the New Zealand Diploma in Engineering.

Moved: Nick Sheppard
Seconded: Chris King

MOTION CARRIED**Item 3.08 TTK Update on Programme Evaluation and Planning Work**

The Chair invited Simon Tries to speak. No additional action items or motions were raised.

MOTION

That the Committee:

- **receive the report on the process and support made by Te Korowai Kahurangi for Programme Evaluations since December 2018**
- **approve the proposal of Te Korowai Kahurangi for a reduced Interim PEP and for an End of Year PEP in 2019**

Moved: Simon Tries
Seconded: Nick Sheppard

MOTION CARRIED

Item 3.09 Ako Ahimura Committee Name Change

The Chair invited Simon Nash to speak. No additional action items or motions were raised.

MOTION

That the Committee approve a change the name of the Unitec Ako Ahimura Committee to 'Ako Ahimura Committee' and the associated email address from uaa@unitec.ac.nz to aa-ltc@unitec.ac.nz.

Moved: Simon Tries
Seconded: Glenn McKay

MOTION CARRIED**SECTION 4 WHAKAWHITI KŌRERO | PAPERS FOR DISCUSSION****Item 4.01 Review of Student Surveys for 2019**

Simon Nash, on behalf of the Chair (late), invited Simon Tries to speak. The Committee discussed various aspects of improved survey administration – how, when and who. No additional action items or motions were raised. Simon Tries will clarify these matters in the guidelines which will be sent out.

MOTION

That the Committee approve the following changes to the Course Evaluation Surveys:

- 1. That surveys occur early in the second half of semester, starting from Semester 2, 2019.**
- 2. That teaching staff be instructed to have students complete the survey in class time, in their usual place of learning**
- 3. That teaching staff are required to provide feedback on the results of surveys to students by sharing survey results and their intended actions to address issues**

Moved: Simon Tries
Seconded: Debra Robertson-Welsh

MOTION CARRIED

Item 4.02 Exchange Student Grades

The Chair invited Simon Tries to speak. No additional action items or motions were raised.

MOTION

That the Committee notes:

- that students on a Student Outbound Exchange Programme will retain an ES grade up to 12 months from their course end data; and
- Will be given a final grade of 'CR' or 'DNC' based on their achievement in the courses undertaken as part of the exchange.

And

- Approve the retrospective change of ES grades in the system from 2015 onward to either 'CR' or 'DNC', noting that students/graduates impacted by the change will be formally notified.

Moved: Simon Tries
Seconded: Teorongonui Josie Keelan

MOTION CARRIED

Items 4.03 ~ 4.07

Deferred to next meeting.

SECTION 5 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**Item 5.01 Details of Next Meeting**

The Chair announced the details of the next meeting.

Time: 9:00am – 11:00am, Wednesday, 3 April, 2019
Location: Building 180-2043
Chair: Simon Nash
Submissions by: COB Wednesday, 20 March, 2019

Item 5.02 Closing Karakia

The Committee Members delivered the closing karakia collectively.

MEETING CLOSED: 1130h

READ & CONFIRMED

Chair: 

Date: 20 / 11 / 2019