



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

**MEETING OPENED: 0902h**

**Date: 2019-10-09**  
**Scheduled Start: 0900h**  
**Scheduled End: 1200h**  
**Location: Building 180-2044**

### 1. Whakatuwheratanga | Opening

#### 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 | Welcome Speech

- Final quarter for 2019. We need to begin thinking of closure.
  - SEATS review outcomes likely to be presented to Academic Board before the end of the year
  - QMS Stocktake outcomes should come soon. They may affect committee structures and relationships.
- Committee self-assessment
  - Today: Performance of Chair
  - Immediate future: View toward EER

**1.3. Ngā Whakapāha | Apologies****Mema Poāri Tae Ā-Tinana | Present**

1. Andrea Thumath – Arr. 1010h
2. Anne McKay – Dep. 1135h
3. Annette Pitovao – Arr. 1010h
4. Falaniko Tominiko – Arr. 1010h
5. Glenn McKay – Arr. 1010h
6. Kate Barry
7. Katie Bruffy
8. Lee Baglow
9. Merran Davis
- 10. Simon Nash (Chair)**
11. Simon Tries
12. Toni Rewiri – Arr. 1010h
13. Tracy Chapman – Arr. 1010h
14. Trude Cameron (proxy for Chris King)

**Apologies**

1. Chris King
2. Marcus Williams
3. Helen Vea – Caring for family

**MOTION**

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

Moved: S Tries  
Seconded: A McKay

**MOTION CARRIED**

**Quorate Status**

A minimum of 9 members was required; the meeting was declared quorate and motions moved after 1010h.

**Absences**

1. Liz Rainsbury

**Hunga Mahi | Staff in Attendance**

1. Daniel Weinholz (Secretary)
2. David Glover
3. Steve Marshall

**1.4. Mahia Atu | Matters Arising**

(None)

### **1.5. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s**

#### **MOTION**

That the Committee approve the Minutes of:

1. Regular Meetings  
2019-09-11 Regular
2. Online Meetings  
(None)
3. Special Meetings  
(None)
4. Standing Committee  
2019-09-12 Standing

Moved: A Thumath

Seconded: L Baglow

**MOTION CARRIED**

### **1.6. Committee Work and Actions**

#### **1.6.1. 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.

## 1.6.2. Ngā Tautapu Arotake | Actions for Review

### 1.6.2.1. Finite Action Items

| Date Created | Item Identifier       | Description   | Responsibility                  | Target Delivery Date  | Status / Date Completed   |
|--------------|-----------------------|---|---------------------------------|---|---|
| 2019-03-13   | 2019.AB<br>Action-012 | <p><b>Online Marking – Anticipation of Student Expectations</b><br/>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.<br/>2019-06-12: Set for presentation to Ako Ahimura on 2019-06-18.<br/>2019-07-10: Follow up with Chair of Ako Ahimura to present a report back to AB.<br/>2019-08-14: James Oldfield shall provide a report in due course.<br/>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.<br/>2019-10-09: Discussed at Ako Ahimura 2019-09-19, <b>Item 5.1.</b> 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.</p>  | Simon Nash (Chair, Ako Ahimura) | 2019-10-09  | Active  |
| 2019-06-12   | Action-024            | <p><b>Alignment of Grading Scales</b><br/>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.<br/>2019-08-14: No change.<br/>2019-10-09: Cancelled due to RoVE and other higher priorities.</p>   | Simon Tries                     | TBC   | <b>Closed</b><br>2019-10-09   |
| 2019-06-12   | Action-026            | <p><b>EPI Targets – Employment</b><br/>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.<br/>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</p> | Simon Tries                     | <p>Part 1 – Employment<br/>2019-06-19</p> <p>Part 2 – Graduate Outcomes<br/>TBC</p> | <p>Completed<br/>2019-07-10</p> <p>Continuing<br/>2019-08-14</p> <p><b>Closed</b><br/>2019-10-09<br/>(Subsumed into Graduate Survey reporting.)</p> |

|            |            |   |   |            |        |
|------------|------------|---|---|------------|--------|
|            |            | recommendations shall be presented to the Committee in September, with input from programme level target setting.<br>2019-09-11: Refer to Academic Board, 2019-09-11, <b>Item 4.4. Measuring Graduate Outcomes</b> .<br>2019-10-09: Awaiting the results of the Graduate Survey.  |   |            |        |
| 2019-06-12 | Action-032 | <p><b>Programme Development – Business Case Threshold</b><br/>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.<br/>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.<br/>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.<br/>2019-09-11: The work is currently with ELT.<br/>2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers.</p> | Simon Tries<br>Simon Nash<br><br>Kristine Brothers<br>Nick Sheppard | 2019-08-14 | Active |
| 2019-07-10 | Action-036 | <p><b>Raising Staff Awareness of Academic Board</b><br/>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.<br/>2019-09-11: The work is currently with Nick Wilson (Communications). An output is expected soon.<br/>2019-10-09: Drafted and now with Nick Wilson.</p>  | Simon Nash<br><br>Nick Wilson                                       | 2019-08-14 | Active |
| 2019-07-10 | Action-037 | <p><b>Utilization of NPS Verbatim Data</b><br/>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.<br/>2019-09-11: Refer to <b>Item 4.6.</b> of this meeting. (Motion deferred pending further work.)<br/>2019-10-09: Refer to <b>Item 2.2.</b> of this meeting. (Motion deferred pending further work.)</p>  | Simon Nash<br>Simon Tries   | TBC        | Active |

|            |            |  |  |            |                                    |
|------------|------------|--|--|------------|------------------------------------|
| 2019-07-10 | Action-038 | <p><b>Remediation of Student Debt</b><br/>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.<br/>2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09.<br/>2019-10-09: Progress has been made. Currently collaborating with Student Finance. Full report to be presented to Academic Board 2019-11-13.</p>  | Andrea Thumath<br>Marcus Williams  | 2019-10-09 | Active                             |
| 2019-07-10 | Action-039 | <p><b>IAC Relationship with Priority Groups</b><br/>Glenn Mckay shall discuss with Heather Stonyer suitable mechanisms for raising the profile of Priority Group related issues at IACs.</p> <p>2019-08-14: No update.<br/>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.<br/>2019-10-09: Glenn shall inform Academic Board in writing when a tangible mechanism is finalized.</p>   | Glenn Mckay<br>Heather Stonyer   | 2019-08-14 | <b>Closed</b><br><b>2019-10-09</b> |
| 2019-07-10 | Action-035 | <p><b>Reporting to ELT of Resources Needed to Achieve EPI Targets</b><br/>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.<br/>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.<br/>2019-09-11: The work is currently with ELT.<br/>2019-10-09: Proposal to go to ELT next week.</p>   | Glenn Mckay<br>Falaniko Tominiko   | TBC        | Active                             |
| 2019-07-10 | Action-041 | <p><b>EPI Target Resource Need Reporting from Academic Board to ELT</b><br/>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> | Simon Nash<br>Glenn Mckay<br><br>Trude Cameron<br>Nick Sheppard<br>Linda Aumua | TBC        | Active                             |

|                           |            |   |  |            |        |
|---------------------------|------------|---|--|------------|--------|
|                           |            | <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>   |  |            |        |
| 2019-07-10                | Action-042 | <p><b>IAC for Architecture</b></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> <p>2019-10-09: Work is progressing to align the Architecture industry group with the IAC Terms of Reference.</p> | <p>Simon Tries</p> <p>Steve Marshall</p> <p>Heather Stonyer</p>  | TBC        | Active |
| 2019-09-11<br>Item 3.1.1. | Action-043 | <p><b>Priority Group Report Exception Handling</b></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> <p>2019-10-09: Work is in progress alongside Action-044. Meeting next week to streamline and align processes.</p>   | <p>Simon Nash</p> <p>Simon Tries</p> <p>Toni Rewiri</p> <p>Falaniko Tominiko</p> <p>Tracy Chapman</p> <p>Andrea Thumath</p> <p>Daniel Weinholz</p> | TBC        | Active |
| 2019-09-11<br>Item 3.1.2. | Action-044 | <p><b>Consistency and Clarity of AQAP and Priority Group Reporting</b></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> <p>2019-10-09: As per Action-043.</p>  | <p>Glenn McKay</p> <p>Simon Nash</p> <p>Simon Tries</p> <p>Toni Rewiri</p> <p>Falaniko Tominiko</p> <p>Tracy Chapman</p> <p>Andrea Thumath</p>     | TBC        | Active |
| 2019-09-11<br>Item 4.5.   | Action-045 | <p><b>Course Completion Target Setting for 2022</b> (formerly “Support Needed to Raise Nursing Success Rates”)</p> <p>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.</p> <p>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>.</p>   | <p>Simon Nash</p> <p>Linda Aumua</p> <p>Kate Barry</p> <p>Simon Tries</p> <p>Chris King</p>  | 2019-10-09 | Active |

### 1.6.2.2. Standing Action Items

| Date Added | Item Identifier<br>2019.AB | Description  | Responsibility | Status /<br>Priority /<br>Date Removed |
|------------|----------------------------|--|----------------|--|
| 2018-07-03 | Standing-001               | <p><b>Review of Semesterised Delivery</b><br/>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.<br/>2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks.<br/>2019-08-14: Keep on the agenda, pending establishment of NZIST.<br/>2019-09-11: No change.<br/>2019-10-09: No change.</p>   | Simon Nash     | Low priority                           |
| 2018-07-31 | Standing-003               | <p><b>NZQF Proposal / Review</b><br/>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.<br/>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:<br/>1. Wider range of education products where NZ quality assured and highly regarded overseas publications appeared on the website in a 'Recognition Framework'.<br/>2. Embed transferable competencies that support life long learning, employment with debate continuing around 'citizenship'.<br/>3. Update level descriptors and address technical issues:<br/>a) Enabling degree apprenticeships and commentary around Level 7 descriptors covering the skills and attributes of a graduate apprenticeship<br/>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<br/>c) Suggestion of all Level 7 Diplomas be put through a TROQ<br/>d) Wide discussion on Level 8 Bachelor Degree with honours (Universities also in discussion)<br/>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.<br/>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.<br/>2019-06-12: Verbal update. Waiting on NZQA to release next consultation document mid-year.<br/>2019-07-10: No news from NZQA yet. Nothing expected until September.<br/>2019-08-14: (Approach to be discussed as part of Sector Update Report.)<br/>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.<br/>2019-10-09: Presentation of information shall be to Academic Board 2019-11-13.</p> | Simon Tries    | Active                                 |

|            |              |   |              |        |
|------------|--------------|---|--------------|--------|
| 2019-05-08 | Standing-005 | <p><b>Renewal Plan</b></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 Waitākere Strategy will be presented together to Academic Board 2019-11-13.</p> <p><b>Renewal Strategy</b></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><b>Waitākere Strategy</b></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> <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 &amp; 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> | Merran Davis | Active |
|------------|--------------|---|--------------|--------|

## 2. Mea Hei Whakaae | Items to Approve

### 2.1. Target Setting for 2022 – Successful Course Completion and Qualification Completion

Related to: Action-045

From: Simon Tries – Verbal update

No agreements have yet been reached on the matter of how to reach the Unitec Course Completion target. Work is escalated to Simon Nash and Linda Aumau.

ACTION → Simon Nash (Director, Ako) to discuss with Linda Aumua the raising of her School's course completion target. (Recorded as an update to current Action-045.)

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

From: Simon Tries

Work is in progress with Te Korowai Kahurangi. Next update shall be to Academic Board 2019-11-13.

### 2.3. New Language Training Schemes from Bridgepoint

From: Simon Tries (Chair of Academic Approvals Committee)

The Unitec Certificate in Language Teaching was replaced by the post-MRoQ NZ Certificate in Language Teaching (NZCLT) in 2018.

NZCLT comprises 30 credits leading to the award of the internationally accredited CELTA qualification plus two new 15 credit courses: Language Analysis and Assessment and Designing for Diversity. The Business Case which supported the development of NZCLT at Unitec included a proposal to modularise the two new courses so that the modules could be offered as short courses to currently practising language teachers wishing to engage in professional development.

The six training schemes have been created as a response to stakeholders seeking professional development.

#### **MOTION**

That the Committee approve the application for submission to NZQA for six new language Training Schemes, submitted by the Bridgepoint School of Languages.

Moved: S Tries

Seconded: K Bruffy

**MOTION CARRIED**

### 3. Ngā Tukunga | Items to Receive

#### 3.1. Priority Group Director Reports

##### 3.1.1. Māori

From: Toni Rewiri – Verbal update

##### *Birth Certificates*

The Operations Team does not collect data on how many applications are affected by lack of birth certificates. A trial shall be undertaken with a budget of \$2,500.

A memo for information shall come to Academic Board after the trial has been completed.

##### *Operations Plan*

A link to the Operations Plan in a format aligned to the AQAP shall come to Academic Board 2019-11-13.

##### 3.1.2. Pacific

From: Falaniko Tominiko – Written report

##### *Operations Plan*

Consulted with Pacific Staff and the Fono Fauautua. It is now ready for approval from Academic Board.

On linked Sharepoint site linked in the memo, members not refer to the Excel spreadsheet, but rather to *Pacific Success Operations Plan.pdf*.

The Committee noted that Members had not reviewed the Operations Plan in advance of the meeting. Members requested guidance on what questions they should have in mind when reviewing the Plan.

**ACTION → Committee Members** are to review the Pacific Operations Plan for informed discussion and approval at the next meeting. Questions to bear in mind include:

*Is it practical and relevant to our aims for Priority Groups?*

*Are these plans achievable from the perspectives both of Schools and of Support teams?*

*Do they align with the overarching Manaakitia te Rito?*

*Will these plans contribute to the Unitec parity targets?*

**ACTION → Falaniko Tominiko** shall meet with ELT on the matter of resourcing the Operations Plan, and bring back advice to the discussion of the Operations Plan at the next meeting.

##### *Report Feedback*

Items marked in red are mainly due to under-resourcing.

**ACTION → Falaniko Tominiko** shall add on to the report any reasons for items marked in red.

### 3.1.3. International

From: Tracy Chapman – Written report

Work is progressing well.

### 3.1.4. Under-25s

From: Andrea Thumath – Verbal update

#### *Strategy*

Approved by ELT last week pending resource approval.

#### *Operations Plan*

Expected to be written by Monday. Actions are already underway. The next report to Academic Board 2019-11-13 shall report against these.

## General Discussion on Priority Groups

The Committee discussed how the various Strategies within Manaakitia te Rito could build synergy and be better understood overall, and how to engage staff with them.

- Directors are often working together between themselves, e.g. Pacific students who are also Under 25.
- The under-development Student Journey Framework will provide an overarching view from a Student perspective.
- Similar work is underway with staff-facing academic strategies to combine them.
- An integrated Priority Group Report may need to be developed.
- The Moodle shell run by Te Puna Ako is one example of how integration can happen.
- Integration is a complex and layered matter, regardless of how it is achieved; and the upcoming EER adds even more to it.
- Success Champions should hold an integral role of 'owning' their Priority Groups Operations Plan inside each School.
- It is likely that many Unitec staff have a limited understanding of the various strategies, and that they require further support to connect their own work to our overall strategic direction. Academic Board needs to ensure that Staff can make sense of strategies in their own professional language, without causing information overload. Staff includes both Academic and Support teams. Work in this area should lead to definition of what Academic Board / ELT actually want Staff to know well, and possibly some kind of Elevator Pitch statements.

**MOTION**

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

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

Moved: F Tominiko

Seconded: K Bruffy

**MOTION CARRIED**

### **3.2. Subcommittee Chair Reports**

#### **3.2.1. Te Komiti Rangahau o Unitec**

From: Marcus Williams      URC – Written report

Noted as a late submission on 2019-09-30.

#### **3.2.2. Te Komiti Tikanga Matatika**

From: Marcus Williams      UREC

Noted that the next report shall be to Academic Board 2019-11-13.

#### **3.2.3. Te Komiti Whakahaere a ngā Pia**

From: Marcus Williams      PGRSC – Written report

Noted as a late submission on 2019-09-30.

#### **3.2.4. Te Komiti Whakamana Hotaka Hou**

From: Simon Tries      AAC – Verbal update

A trend has become apparent that too many academic approvals are being sought at the end of the year and changes to this practice are needed.

#### **3.2.5. Ako Ahimura**

From: Simon Nash      AA-LTC – Written report

Noted as a late submission on 2019-09-30.

### 3.2.5.1. Teacher Capability Development

Author: Maura Kempin (Manager of Te Puna Ako) – Written report

Noted as copied up from Ako Ahimura 2019-09-19.

#### *Badging Requirements, Consequences & Support*

Committee noted that:

- The Chair of Ako Ahimura has received assurances to two-thirds of Schools are on track to achieve their Badging targets, with much work estimated to be delivered over the final quarter of 2019.
- Ako Ahimura, Academic Board and ELT have all re-iterated their commitment to the Badging process.
- The target for 2020 is that each Teacher shall complete two Badges, not four.
- Consequences for Teachers who do not complete two Badges in a year should be set out, communicated and implemented.
- Support and rollout of Badging needs to account for such things as:
  - The role of the Managers of the Teachers.
  - Teachers who have licencing requirements with external bodies.
  - Cases of extended Sick Leave.
  - The fact that Students have an equivalent process through the SAC form, and that Staff should possibly have something similar.
  - A Staff culture of prioritizing industry capabilities over teaching capabilities.
  - Teachers who teach through the standard term breaks.
  - Practices at other institutes which support Teachers to achieve their Professional Development requirements.

### 3.2.6. Te Poari Whai Kounga

From: Simon Tries QAB – Written report

Noted as a late submission on 2019-09-30.

- The outcomes of the Review of PAQCs are being implemented.
- The timeframes for Āta-kōrero PEP workshops have been confirmed.
  - PEP Reports are crucial to preparation for EER.
- The system for PAQC Chair Reporting is going to be revised as it isn't working as well as hoped.

**MOTION**

That the Committee receive the Subcommittee Chair Reports / Updates:

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

Moved: A Thumath

Seconded: A McKay

**MOTION CARRIED**

### 3.3. Quality Management System Reports

- **QMS Stocktake / Update**

From: Simon Nash – Verbal update

Work is progressing. Outcomes could mean changes to:

- Academic Governance Committee structures and reporting
- Compliance and Priority Group reporting
- Academic Risk Register

#### 3.3.1. Programme Management

From: Simon Tries

The report tables pre-date the last meeting of AAC, so the information is different now.

NZQA has deadlines for submission of new programmes. For degree programmes, it is in August. For Sub-degree programmes this year, it is October 11, 2019. If NZQA receives the submission on time, then it commits to processing it in time for Semester 1 of the following year.

As a Category 3 organisation, we need to wait about 60 days for NZQA. After that, TEC takes about 4 to 6 weeks. Only then can Unitec update its own information and websites.

An Academic Board Standing Committee will be requested later today to approve the submission to NZQA of the New Zealand Diploma in Cybersecurity, plus thirteen Type-2 changes to other programmes.

**ACTION → Simon Tries** to follow up with Vanessa Byrnes for news of what work is underway on programme redesign on the Bachelor of Design and Contemporary Arts.

The Committee noted that the Bachelor of Police has been withdrawn very recently.

### 3.3.1.1. Programme Development

Written report noted.

### 3.3.1.2. Programme Reviews (5-year Reviews)

No change since last report.

### 3.3.1.3. Expiring and Discontinued Programmes

Written report noted.

Discussion noted that:

- More work is needed to clean the “Active in Programme” student data in Peoplesoft. E.g. Some Masters students have been found from the early 2000s who are still listed as Active In Programme but need to be formally removed.
- Unitec does have a programme closure process, documented in (AC1.10) *Suspension and Withdrawal of Academic Provision Procedure*. The weakness lies in ensuring that this procedure is followed.
- Te Korowai Kahurangi will investigate how the Graduate Diploma of Event Communication (GDEC) appeared on the list of Discontinued (Unitec Suspended) Programmes without evidence of request.
- Te Korowai Kahurangi will investigate the nature of the thirteen enrolments in DCOMP, which is a Discontinued (Unitec Suspended) Programme.

**ACTION → Simon Tries** to check on the enrolments of DCOMP students post-closure of programme and report to ELT.

- Academic Board needs to have clear oversight of Expiring and Discontinued Programmes, noting that EER will enquire about this work.
- Academic Board needs to ensure that the *Suspension and Withdrawal of Academic Provision Procedure* is active and followed, with Schools having transition arrangements in place prior to a request for approval from Academic Board to close a programme.

**ACTION → Simon Tries** to bring the policy / procedure for the closure of a programme to the next meeting with a recommendation that the Committee discuss whether or not the process includes enough AB oversight, and provide feedback to TKK on policy / procedural changes.

- Academic Board needs greater engagement with ELT in the overall direction regarding future programme closure decisions. If a closure is triggered by ELT, then the proposal should come to Academic Board for discussion. ELT should engage Academic Board in the processes of:
  - the annual review of the Unitec programme portfolio, and
  - the agile / active programme portfolio management.

**ACTION → Simon Nash** to work with ELT and bring recommendations to the next meeting on Programme Portfolio Management and how Academic Board could contribute to it both on the regular review process and on the specific as-needed decisions.

### 3.3.2. Degree Monitoring

From: Simon Tries – Verbal update

This work is going really well. Preparation for 2020 has begun.

### 3.3.3. Student Success

From: Annette Pitovao (& Helen Veal) – Verbal update

The Student Journey Framework overview of multiple strategies is under development, after which written reports could commence.

### 3.3.4. Industry Engagement

From: Simon Nash (on behalf of Heather Stonyer)

Simon and Heather have had discussions, and Heather is currently working toward developing an Industry Engagement Strategy to report against. Once done, then some form of reporting can happen to Academic Board.

### 3.3.5. Self-Assessment Report

*(Item yet to be established, pending outcomes of QMS Stocktake.)*

### 3.3.6. Academic Risk Register Report

From: Simon Tries – Written report

A printed guide of how risk ratings were calculated was distributed in the meeting to members.

Discussion noted that:

- The Register may need a small working group to meet monthly and maintain it.
- No other ITPs appear to maintain a comprehensive Academic Risk Register.
- A template for planning mitigation of risks could be developed and used.
- Schools may need to develop their own risk registers, which could feed into the institutional one here.
- Consideration needs to be made of academic risks which are not programme-centric.

**ACTION → Simon Nash & Simon Tries** to work on refinement of the Academic Risk Register and its ongoing management, bringing advice back to next meeting. Members wanting to be involved should contact Simon Nash directly.

- Feedback from the Staff Teams Advisory Rōpū often mentions staff workload as being to high. Consideration needs to be made whether such should be listed on this register or on some other risk register.
- In the past, Academic Board did have a Risk Register. It was disbanded on the basis that it did not seem to be effectively utilized as the institute encountered financial problems.

- Developing and taking action on mitigation plans is more difficult than identification of risks.

### 3.3.7. Head of School Reports

From: Trude Cameron (proxy for Chris King) & Katie Bruffy – Verbal update

#### *Building & Construction – Fono evening*

28 students and families attended the Fono evening with very positive feedback. Future evenings shall aim to raise attendance numbers (especially of family members) and increase collaboration with the Support and Events teams.

#### *HOS Reporting to Academic Board*

**ACTION → Simon Nash, Katie Bruffy, Chris King & Trude Cameron** to collaborate and set up reporting requirements and purpose of the Head of School Reports to Academic Board.

#### *Action Plans*

HOSs have begun reporting against Action Plans in their monthly meetings. A consistent reporting approach is being developed for 2020.

### 3.3.8. NZQA and ITP Sector Update

From: Simon Tries (on behalf of Rosemary Dewerse) – Written report

*Vietnam fraud cases* – One agent has been dropped and one agent is under review.

*National monitoring of NZCEL Level 4 (Academic)* – Monitoring of these English language programmes is actually underway right now.

*Managing student complaints well* – The Committee noted the title and content of this section concerned “complaints”, but the Unitec Action pertained to “appeals/grievances”. Complaints are a different thing from appeals, so the action does not seem relevant to the content. However, it was acknowledged that staff generally need more guidance and support on how to deal with complaints and appeals. The process for complaints was reviewed last year. Work is already happening on the appeals process and a paper is expected to Academic Board 2019-11-13. It was also noted that this matter of complaints is an NZQA observation of the sector, not Unitec specifically.

**ACTION → Simon Nash & Simon Tries** to review the purpose of this update, particularly on the clarity of actions mentioned in the update.

## General Discussion

### *Reform of Vocational Education*

Concern was raised that the Agenda contains no updates regarding RoVE. A page on The Nest is being updated by Nick Wilson. Workforce Development Councils are being developed. Workstreams are being announced. These matters deserve attention from Academic Board.

**ACTION** → **Secretary** to set future Agendas to include new reporting item “RoVE and Unitec Workstreams Update” by Merran and Trude.

### **MOTION**

That the Committee receive the Quality Management System Reports.

Moved: K Bruffy

Seconded: K Barry

**MOTION CARRIED**

### **3.4. Academic Quality Action Plan (AQAP) Updates**

From: Simon Nash

Memo, Progress Overview and Project Plan all noted as being items which are all reported up to ELT and the Commissioner. A monthly regular EER update for all staff is being developed.

### **3.5. Ngā Rīpoata | Other Reports**

#### **3.5.1. Unitec Annual Self-Review of the Education (Pastoral Care of International Students) Code of Practice (2019)**

From: Tracy Chapman

The next steps are to begin working on the Improvements Actions Plan. Commendation was given to Tracy Chapman for the significant amount of work done behind the Self-Review. The aim for the next Self-Review is to achieve a rating of “Excellent”.

### **MOTION**

That the Committee receive the completed *2019 Unitec Annual Self-Review of the Education (Pastoral Care of International Students) Code of Practice*.

That the Committee receive the overall performance rating against the Code requirements based on *NZQA External Evaluation and Review* rubrics, with that rating being “Good”.

Moved: A Pitovao

Seconded: G McKay

**MOTION CARRIED**

### 3.5.2. Course and Programme Setup and Delivery

(Deferred in from Academic Board 2019-09-11.)

From: Simon Tries

Some instances of non-compliance were discovered in the analysis. A subsequent paper is being written for presentation to Academic Board 2019-11-13. It will address how we know what we do and don't deliver, and resource requirements and consistency across all information sources. In the longer term, the institutional fixes are estimated to be implemented by mid-2020.

#### 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: T Rewiri  
Seconded: A Thumath

**MOTION CARRIED**

#### 4. Mea Hei Kōrero | Items to Discuss

(None)

#### 5. Kupu Whakamutunga | Closing

##### 5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

##### 5.2. Committee Self-Assessment

Feedback Topic: Performance of Chair

Overall, the Committee members were positive about the performance of the Chair, with strong agreement that progress from the start of the year has been made and continues to happen. Some areas of improvement were suggested.

- The meetings are much better and tidier than at the start of 2019 and even six months ago. Great progress has been made.
- The Agenda and Meetings continually improve and incorporate feedback, thanks to the work of the Chair and the Secretary.
- Clarity and communication of the Actions from a Meeting has improved, and has more work to do.
- Allocation of time could be made to sections of the Agenda.
- The Chair could author Pou Tukutuku sometimes.

- Questions are encouraged in a probing yet respectful manner. This improves the quality of the work.
- Representation from Heads of Schools and Academics has improved.
- The Chair displays patience and support as members are still learning and becoming consistent with their reporting and submissions. The Chair has been active both in and out of meeting times.
- The Chair consistently encourages in-depth conversation and reinforces the importance of Academic Board.
- Meetings should include a break of 15 minutes.
- The Chair maintains the meeting focus over the whole 3 hours.
- The Chair obviously works well with the Secretary.
- Meetings are:
  - Good / Organized / Well done
  - Very / extremely well structured
  - Kept on track / Focused
  - “Out of sight from last year” in terms of improvement
  - Continually improving
- The Chair uses humour well to keep meetings away from boredom.
- The Chair holds many roles at Unitec and does well to juggle them.
- The Chair helps build synergy between roles and departments.
- The Chair is well supported by Te Korowai Kahurangi.
- Meetings should more consistently verbalize the *te reo Māori* printed on the Agenda and the Chair should encourage all members to use it more.
- The Chair is very keen for the Committee to continue to define and act on its mandate for oversight and communication with ELT and Commissioner.

### 5.3. Karakia Whakamutunga | Closing Prayer

|                          |                                    |
|--------------------------|------------------------------------|
| Ka wehe atu tātou        | We are departing                   |
| I raro i te rangimārie   | Peacefully                         |
| Te harikoa               | Joyfully                           |
| Me te manawanui          | And resolute                       |
| Haumi ē! Hui ē! Taiki ē! | We are united, progressing forward |

**MEETING CLOSED: 1159h**

#### READ & CONFIRMED

Chair: 

Date: 15 / 11 / 2019