



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	Thursday, 18 April, 2019
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	Building 180-2043

MEETING OPENED: 0910h

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Opening Karakia

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!

Item 1.02 Welcome from the Chair

New members welcomed and the contributions of past members acknowledged. Induction briefing to 2019 Ako Ahimura | Learning & Teaching Committee delivered. Clarifications were sought and given around the new Terms of Reference, Committee Membership and Induction Notes.

Item 1.03 Terms of Reference (2019)

Noted.

Item 1.04 Committee Membership (2019)

Noted.

SECTION 2 STANDING ITEMS

Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Mema Poāri Tae Ā-Tinana | Board Members (2019) Present

1. Anne McKay
2. Hugh Wilson
3. Jackie Tims
4. James Oldfield
5. Kane Campbell
6. Maura Kempin
7. Mitra Etemaddar
8. Richard Fahey
9. Rowena Fuluifaga – Departed 0937h
10. Simon Nash (Chair)
11. Simon Tries
12. Tracy Chapman – Departed 0954h; returned 1020h
13. Veraneeca Taiepa
14. David McNabb – Arrived 0954h

Apologies

1. Amos Clarke
2. Falaniko Tominiko
3. Guillermo Ramirez-Prado
4. Hamish Foote
5. Lorne Roberts
6. Marcus Williams
7. Nick Sheppard
8. Sue Crossan

MOTION

That the Committee accept the apologies for the meeting.

Moved: James Oldfield

Seconded: Maura Kempin

MOTION CARRIED

Absences

1. Andrea Thumath
2. Chris Stoddard
3. Lani Max Mikaio
4. Pava Saifolo

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Toni Rewiri

Item 2.02 Mahia Atu | Matters Arising

2.02.1 Co-opted Members

Presenter: Simon Nash (Chair)

MOTION

That the Committee co-opt Jackie Tims and Andrea Thumath to membership with full voting rights until the annual review in 2020.

Moved: Anne McKay
Seconded: Tracy Chapman

MOTION CARRIED

Item 2.03 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

Presenter: Simon Nash (Chair)

MOTION

That the Committee approve the Meeting Minutes of 2018/11/15.

Moved: Hugh Wilson
Seconded: James Oldfield

MOTION CARRIED

Item 2.04 Ngā Tautapu Arotake | Actions For Review

2.04.1 Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status	Date Completed
2018-11-15	2019.AALTC.Action-002	Consultation on the use of micro-credentials ('badges', 'digital credentials') at Unitec James Oldfield to present a written report.	James Oldfield	2019-05-23	In progress	-
2018-11-15	2019.AALTC.Action-003	Issues and Trends arising from Advocacy Unitec has appointed a single internal Student Advocate. Improved tracking and resolution system under development. Simon Nash shall invite Anna Wheeler and Trude Cameron to attend and speak at the next meeting.	Rowena Fuluifaga; Simon Tries; Simon Nash	2019-07-18	In progress	-
2018-11-15	2019.AALTC.Action-004	Academic Integrity at Unitec Institute of Technology James Old field to present a written report at the next meeting.	James Oldfield	2019-05-23	In progress	-
2018-11-15	2019.AALTC.Action-005	Programme and course design development support Te Puna Ako to work closely with Te Korowai Kahurangi. Maura Kempin shall submit a report when the work is completed.	Maura Kempin	2019-04-18	CLOSED	2019-04-18
2019-04-18	2091.AALTC.Action-006	Industry Engagement Work with Heather Stonyer on the topic of industry engagement and the Industry Advisory Committees' relationship to this Committee. Invite Heather Stonyer to the next Committee meeting.	Maura Kempin; Simon Tries; James Oldfield	2019-05-23	Starting	-

2.04.2 Standing Action Items

(New section)

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Removed
2019-04-18	2019.AALTC.Standing-001	Priority Group Reports	Priority Group Representatives	Active	-
2019-04-18	2019.AALTC.Standing-002	Teacher Capability Update	Maura Kempin	Active	-
2019-04-18	2019.AALTC.Standing-003	Student Complaints & Unitec Responses	TKK & Student Success	Active	-
2019-04-18	2019.AALTC.Standing-004	Previously: 2019.AALTC.Action-001 Review of Unitec's Learning and Teaching Strategy Workgroup will develop a proposed L&T Strategy with enlarged view of possible stakeholders post-RoVE.	Simon Nash; Simon Tries; Jackie Tims; Maura Kempin; James Oldfield; Anne McKay; Hugh Wilson; Tracy Chapman; Veraneeca Talepa; Kane Campbell	Active	-

2.04.3 Discussion Notes

Outcomes of discussion noted in new / updated Action Items.

SECTION 3 ITEMS TO RECEIVE

(None)

SECTION 4 ITEMS TO APPROVE

(None)

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 Nominations for Poari Mātauranga | Academic Board

Presenter: Simon Nash (Chair)

Committee members will email nominations directly to Simon Nash (Director, Ako):
snash@unitec.ac.nz

Item 5.02 Committee Workplan 2019

Presenter: Simon Nash (Chair)

Action Item Created: 2019.AALTC.Action-006
Person/s Responsible: Maura Kempin; Simon Tries; James Oldfield
Title: Industry Engagement
Details: Work with Heather Stonyer on the topic of industry engagement and the Industry Advisory Committees' relationship to this Committee. Invite Heather to the next Committee meeting.

The Workplan shall have the following items added.

- Dates when the Committee expects to receive / deliver each task.
- TKK Evaluation of Monitoring Reports

MOTION

That the Committee discuss and agree on the contents of the Committee Workplan 2019, and review it at future meetings.

Moved: Toni Rewiri
 Seconded: Simon Tries

MOTION CARRIED

Item 5.03 **Draft Academic Quality Action Plan Post-EER**

Presenter: Simon Nash (Chair)

The Committee shall continue discussion of the Action Plan at the next meeting.

SECTION 6 **ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

Item 6.01 **Details of Next Meeting**

Time: 9am – 11am, Thursday, 23 May, 2019

Location: 182-1003

Chair: Simon Nash

Submissions by: COB Thursday, 9 May, 2019

Item 6.02 **Closing Karakia**

Ka wehe atu tātou
I raro i te rangimārie,
te harikoa, me te manawanui
Haumi ē! Hui ē! Taiki ē!

MEETING CLOSED: 1100h