AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2019-05-23
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	**Building 182-1003**

MEETING OPENED: 0900h

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

- The Nest > Academic Governance Committees > Ako Ahimura
- Welcome to Anna Wheeler and Trude Cameron
- Priority Group Reporting
- ADL Services Report
- Nominations for Poari Mātauranga | Academic Board – Section 5: Discussion
- 2019 Committee Workplan – Section 5: Discussion
- Post-EER Academic Quality Action Plan (Draft) – Section 5: Discussion

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. Amos Clarke
2. Andrea Thumath
3. Anne McKay
4. Falaniko Tominiko
5. Guillermo Ramirez-Prado
6. Hamish Foote
7. Jackie Tims
8. James Oldfield
9. Kane Campbell
10. Lorne Roberts
11. Marcus Williams
12. Maura Kempin
13. Richard Fahey
14. Rowena Fuluifaga
15. Simon Nash (Chair)
16. Simon Tries – Arrived 1043h
17. Sue Crossan
18. Veraneeca Taiepa

Total members present: 18 member/s

Apologies

1. Tracy Chapman – On leave
2. David McNabb – Teaching commitments
3. Chris Stoddard – Teaching commitments
4. Hugh Wilson – Teaching commitments

Total apologies: 4 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Jackie Tims
Seconded: Lorne Roberts

MOTION CARRIED

Absences

1. Nick Sheppard
2. Mitra Etemaddar

Total absences: 3 member/s

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Anna Wheeler
3. Trude Cameron – Arrived 0923h

Item 2.02   Mahia Atu | Matters Arising

(None)

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 2018-04-18, with an amendment to close the item *2019.AALTC.Action-005: Programme & Course Design Development Support*, and remove it from the Actions of 2019-05-23.

Moved: Rowena Fuluifaga
Seconded: Veraneeca Taiepa

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** 2019-05-23: *Item 2.04.1-002 Micro and Other Digital Credentials at Unitec* The little feedback received was positive. Existing academic quality processes are valid for new micro-credentials, covering both staff and students. **MOTION** That the Committee receive the report on the use of Micro-credentials. Moved: Amos Clarke Seconded: Marcus Williams **MOTION CARRIED**	James Oldfield	2019-05-23	COMPLETED	2019-05-23
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. 2019-05-23: *Item 2.04.1-003.Complaints Resolution System* The previous contract with the Student Advocate didn't direct them to record which programme a complaint related to, or whether the student was domestic or international. The new system delivers more useful key information, and aims to systematically understand student needs and address them. Discussion subsumed into: **2019.AALTC.Standing-003** Refer to Standing-003 for more details.	Rowena Fuluifaga; Simon Tries; Simon Nash	2019-07-18	SUBSUMED	2019-05-23
2018-11-15	2019.AALTC.Action-004	**Academic Integrity at Unitec Institute of Technology** 2019-05-23: *Item 5.05 Academic Integrity*	James Oldfield	2019-05-23	COMPLETED	2019-05-23

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Closed
2019-04-18	2019.AALTC.Action-006	**Industry Engagement** Work with Heather Stonyer on the topic of industry engagement and the Industry Advisory Committees' relationship to this Committee. 2019-04-18: Invite Heather Stonyer to the next Committee meeting. 2019-05-23: No update. Simon Nash to investigate. Reminder emailed from committee inbox.	Maura Kempin; Simon Tries; James Oldfield	2019-05-23	TBC	-
2019-05-23	2019.AALTC.Action-007	**Student Complaints – Moodle Information** Linked to: 2019.AALTC.Standing-003 Moodle page for students to be checked and updated.	TBC Maura Kempin	2019-06-20	New	-
2019-05-23	2019.AALTC.Action-008	**Student Complaints – Safety and Confidentiality** Linked to: 2019.AALTC.Standing-003 To submit a summary to Ako Ahimura on the matter of student safety / confidentiality. Submissions due: 2019-06-06	Anna Wheeler	2019-06-20	New	-
2019-05-23	2019.AALTC.Action-009	**Student Complaints – Student Representation on PAQCs** Linked to: 2019.AALTC.Standing-003 Kane Campbell to present an update from the Student President to Ako Ahimura on the status of student representation on Programme Academic Quality Committees (PAQCs). Submissions due: 2019-06-06	Kane Campbell	2019-06-20	New	-
2019-05-23	2019.AALTC.Action-010	**Nominations to Academic Board** Members are to send in more nominations of two Senior Academics directly to Simon Nash (Director, Ako).	Committee Members	2019-05-30	In progress	-

2.04.2 Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status / Priority	Date Closed
2019-04-18	2019.AALTC.Standing-001	**Priority Group Reports** 2019-05-23: Item 3.01.1 ~ 3.01.4 Director Reports In future, this content shall appear in: **Section 3 – Items to Receive**.	Priority Group Representatives	SUBSUMED into a memo report	2019-05-23
2019-04-18	2019.AALTC.Standing-002	**Teacher Capability Update** 2019-05-23: Item 2.04.2-003 Teacher Capability Development	Maura Kempin	SUBSUMED into a memo report	2019-05-23

		In future, this content shall appear in: **Section 3 – Items to Receive**. Maura Kempin shall also include key points / issues / commentary / context for Ako Ahimura to use for informing discussion at Academic Board. Staff voice indicates that the end of the Practice Passport professional development system has not been clearly communicated / understood. At the same time, the Badging system has come in and is becoming embedded. The Badging system includes opportunity for staff to evaluate the Badging process. Feedback can also flow up through the Course Evaluations and Programme Evaluations which go to Te Korowai Kahurangi. Concern was raised as to possible levels of non-engagement by staff. However, the current phase of work is still focussed on gaining traction and engagement, so it is too early to investigate non-engagement. It is the responsibility of Ako Ahimura and Academic Board to actively monitor the rollout of the Badging system and ensure that it doesn't "fall over". The Committee commends Te Puna Ako for making efforts to undertake in-person deliveries / presentations of the Badging system to the Schools, rather than simply issuing documents and emails. In lieu of the whole-institute context, the progress on deploying the Badging system has been amazingly successful. It was suggested that Heads of School could assist with being the "delivery person" to present the Badging system to staff, rather than solely Te Puna Ako staff. In June, Maura Kempin shall submit a report to Academic Board. This same report can come to Ako Ahimura.			
2019-04-18	2019.AALTC.Standing-003	**Student Complaints & Unitec Responses** To ensure that complaints and resolutions are actively monitored and worked on, and thematised. 2019-05-03: Linked to Actions -003, -007, -008 and -009. In future, this content shall appear in: **Section 3 – Items to Receive**. The Committee Work Plan 2019 also addresses it under "Student Complaints Tracking". Simon Nash (Chair, Ako Ahimura) shall decide specifically who is to report against the item.	TKK & Student Success	SUBSUMED into a memo report	2019-05-23

(Continued from previous page.)

Student Support

ACTION: Moodle page for students to be checked and updated.
2019.AALTC.Action-007

Student Support Advisors handle student hardship, but now also are the first point of contact with domestic student "concerns", i.e. 'de-escalated complaints'. International Student Support Advisors are the first point of contact for international students. Student Support connects to Student Council.

Improvement Actions Register

In the past, student concerns / informal complaints were not recorded and tracked. Under the new system, every concern or complaint is recorded and tracked, whether it is a formal complaint or not. The recording and tracking of individual concerns/complaints will be held in confidential registers.

At a regular monthly or quarterly meeting, a group of people involved with complaints will meet to ascertain any needs for improvements highlighted thru complaints process. These needs for improvements will be recorded in the Improvement Actions Register. It shall also capture higher level concern / complaint feedback regarding observations of what could be broader organizational issues. All complaints are being looked at and learned from, whether formal or informal.

The student voice is that students are often in fear of their safety that lecturers will identify them and take retribution / revenge against them.

Student Fears & Safety

ACTION: Anna Wheeler to submit a summary to Ako Ahimura on the matter of student safety / confidentiality.
2019.AALTC.Action-008

Confidentiality of student concerns / complaints is very important. The fear factor is a motivation for the new system's emphasis on the availability (yet effectiveness) of raising a "concern", i.e. a kind of de-escalated complaint. In the past, international students were advised to make a formal complaint (recorded) rather than an informal complaint (unrecorded). Now that both types are recorded, such students will be advised to raise a concern as a first step of action.

Unitec is also making efforts to engage more student-speak. One example is using Moodle to capture student thoughts and feedback. This aims to make students feel more comfortable, and less fearful, in engaging with Unitec.

		(Continued from previous page.)
		
		Class Representatives
		
		ACTION: Kane Campbell to present an update from the Student President to Ako Ahimura on the status of student representation on Programme Academic Quality Committees (PAQCs).
		2019.AALTC.Action-009
		
		Questions were raised as to the current roles and responsibilities of Class / Student Representatives on the PAQCs. This needs clarification. If the Class Rep system can be up and running in the first few weeks of semester, instead of mid-year, then dialogue and triage of student voice / complaints will be much better. The Class Rep system had been / is weak on recording and tracking complaints.
		
		Appeals
		
		The appeals and resolutions system had little or no process established at the start of this year. Information for staff and students was "patchy". Current work, led by Trude Cameron, has a few aims.
		   - To present students with a seamless approach to appeals
		   - To mirror other complaints processes, where possible
		   - To present better clarity on what does or does not need to go through the appeals process
		   - To better triage appeals to an appropriate level for effective resolution
		At some point, a recommendation will go to Academic Board that a "Standing Committee for Appeals and Complaints" (or similar) be established.			

2019-04-18	2019.AALTC.Standing-004	**Review of Unitec's Learning and Teaching Strategy** Develop a proposed L&T Strategy with enlarged view of possible stakeholders post-RoVE. 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)	Simon Nash; Simon Tries; Jackie Tims; Maura Kempin; James Oldfield; Anne McKay; Hugh Wilson; Tracy Chapman; Veraneeca Taiepa; Kane Campbell	Active	-

SECTION 3   ITEMS TO RECEIVE

Item 3.01   Priority Group Director Reports

Presenter/s:

Māori – Veraneeca Taiepa

Strategy to begin rolling out in 2 weeks. Then Actions shall kick in with progress reporting. Badging workshops have begun, e.g. Living TNK, by end of June working with MK.

Under-25s – Andrea Thumath

Strategy to come out in the next few months.

Pacific – Falaniko Tominiko

Badges

The first Pacific Badge, for teaching staff, has completed development and gone active. Requests for doing this badge's training go to Te Puna Ako. The second Pacific Badge, for non-teaching staff, is currently in development and targeted to be for activation in Semester 2, 2019. Requests for this badge training go to Falaniko Tominiko / Pacific Success.

Workshops

Recent workshops filled the Gold Lecture Theatre.   The "Understanding Pacific" workshop is under the work of Learning & Development. The Badges are more than just attending a workshop, although a workshop could be part of the badge training. They have an element of application.

Strategy

The Strategy is completed. From this shall come Action Plans for the Schools. Pacific Champions to come from each School were called for at the start of 2019. There is now a list of Pacific Champions. Merran Davis intends to allocate workload / FTE ratings to the current Champions for them to sit on PAQCs as Pacific Representatives.

Partnerships

Pacific Success is working with UPC to run a STEM event on the weekend. They are also working with Trades staff on another event.

International Success – Tracy Chapman (On leave)

(As per written submission.)

MOTION

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

1. **Māori**
2. **Under 25**
3. **Pasifika**
4. **International**

Moved: Maura Kempin
Seconded: James Oldfield

MOTION CARRIED

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)

Nominations came in, but some withdrawn. Now, as Director, there are not enough quality nominations to choose between.

ACTION
Committee Members are to send in more nominations of Senior Academics to sit on Academic Board by 2019-05-30 directly to Simon Nash (Director, Ako).
2019.AALTC.Action-010

Item 5.02   ADL Services Report

Presenter: Rowena Fuluifaga

Discussion: Due to time constraints, this item was deferred to 2019-06-20.

MOTION
(TBC)
MOTION deferred to the next meeting

Item 5.03   Academic Quality Action Plan

Presenter: Simon Nash (Chair)

Bits of feedback have been received. More feedback is welcome. NZQA requires a plan based on the AQAP by 31 May. Before going to NZQA, the AQAP-based plan needs to go through Academic Board and the Commissioner, so time is very limited. NZQA will require monthly updates due to Unitec's Category 3 status.

Unitec shall develop subsequent Action Plans and Working Groups in the coming months. Academic Board shall receive recommendations from Te Korowai Kahurangi and the Priority Group Directors on a set of targets to be discussed at their meeting.

Discussion: Committee members are to continue sending any feedback to Simon Nash directly. No motion was deemed necessary for this item.

Item 5.04   **Academic Integrity**

Presenter: James Oldfield

Discussion:

After robust discussion and questioning, the committee agreed to amend the wording and content of the Recommendation, as per the Motion shown below. It was noted that:

- PeopleSoft cannot accept a must-pass item with 0% weighting, hence the recommended weighting of 5%.
- Programme and / or course regulations will need to be changed, regardless of which implementation is approved by Academic Board.
- Implementation through the Badging system would require even more administrative overhead work.

Points which need to be addressed by the Working Group submission to Academic Board include, but are not limited to:

- How will this apply to programmes being taught out?
- Will it only apply to new students?
- How will this apply to students already in their 2nd year or above?
- How will this apply to students enrolled in the Semester 2 intake?
- Who shall decide which course the Module should be attached to?
- How will this apply to students who complete one programme, then return and enter a new programme?

MOTION

That Ako Ahimura Committee endorse James Oldfield, Simon Tries and Steve Marshall to form a Working Group to submit a paper to Academic Board by 29th of May for presentation to the Board on 12th June. The paper will include the following recommendations.

Recommendation 1:

That all Bachelor degree programmes include the requirement for students to successfully pass (100%) the Unitec Academic Integrity module within the first year of their study as a pilot of the process.

That evaluation be conducted at the end of 2019 with the view to further expansion to all students enrolled in programmes one year of duration or longer

Recommendation 2:

That James Oldfield, Simon Tries and Steve Marshall be endorsed to form a Working Group to investigate the options for implementation across Unitec, and recommend a preferred option back to Academic Board.

Moved: Marcus Williams
Seconded: Lorne Roberts

MOTION CARRIED

SECTION 6   ĒTAHI KAUPAPA ANŌ | OTHER ITEMS

Item 6.01   Details of Next Meeting

Time: 0900h – 1100h
Date: 2019-06-20
Location: 180-2043
Chair: Simon Nash

Submissions due: COB 2019-06-06

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: 1053h