



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

|                        |              |                         |                          |
|------------------------|--------------|-------------------------|--------------------------|
| <b>MEETING OPENED:</b> | <b>0902h</b> | <b>Date:</b>            | <b>2019-11-13</b>        |
|                        |              | <b>Scheduled Start:</b> | <b>0900h</b>             |
|                        |              | <b>Scheduled End:</b>   | <b>1200h</b>             |
|                        |              | <b>Location:</b>        | <b>Building 180-2043</b> |

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### 1. Whakatuwheratanga | Opening

#### 1.1. Karakia Timatanga | Opening 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

##### 1.2.1. Committee Self-Assessment

Today: Effective Engagement of Members in the Committee  
 Next: Summative AB Self-Assessment for 2019

##### 1.2.2. Important Dates

Next submissions due: 2019-11-27  
 Next meeting: 2019-12-11

##### 1.2.3. Calendar for 2020

Noted.

### 1.3. Tae Ā-Tinana, Ngā Whakapāha & Kōrama | Present, Apologies & Quorum

#### Mema Poāri Tae Ā-Tinana | Present

1. Andrea Thumath
2. Anne McKay – Dep. 1130h
3. Annette Pitovao
4. Chris King
5. Glenn McKay
6. Helen Vea – Dep. 1100h
7. Kate Barry – Dep. 1200h
8. Katie Bruffy
9. Lee Baglow

10. Liz Rainsbury
11. Marcus Williams
- 12. Simon Nash (Chair)**
13. Simon Tries
14. Toni Rewiri
15. Tracy Chapman

#### Ngā Whakapāha | Apologies

1. Merran Davis
2. Falaniko Tominiko

#### MOTION

That the Committee accept the apologies for the meeting.

Moved: M Williams

Seconded: K Bruffy

**MOTION CARRIED**

#### Kōrama | Quorum

A minimum of 9 members was required; the meeting was determined as holding quorum.

#### Absences

(None)

#### Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Jenny Ingram-Tung – Dep. 1122h
3. Trude Cameron

### 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:

- Regular Meeting on 2019-10-09
- Standing Committee Meetings on 2019-10-02, 2019-10-09 and 2019-10-31

Moved: A Thumath

Seconded: T Rewiri

**MOTION CARRIED**

## 1.6. Ngā Tautapu Arotake | Actions for Review

### 1.6.1. Finite Action Items

| Date Created | Item Identifier<br>2019.AB | Description   | Responsibility  | Target Delivery Date | Status / Date Completed |
|--------------|----------------------------|---|---|----------------------|-------------------------|
| 2019-03-13   | 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.<br/>2019-11-13: No memo received. Postponed to Academic Board 2019-12-11.</p>  | Simon Nash (Chair, Ako Ahimura)                                     | 2019-10-09           | Active                  |
| 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.<br/>2019-11-13: Postponed to Academic Board 2019-12-11.</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.</p>  | Simon Nash<br><br>Nick Wilson                                       | 2019-08-14           | Completed<br>2019-11-13 |

|            |  |  |                                   |            |                         |
|------------|--|--|-----------------------------------|------------|-------------------------|
|            |  | <p>2019-10-09: Drafted and now with Nick Wilson.</p> <p>2019-11-13: Completed with email to all Unitec staff 2019-10-25. The Committee noted that the presence of the Academic Governance Committees on The Nest is much improved, recognizing the support work of Daniel Weinholz.</p>  |                                   |            |                         |
| 2019-07-10 | Action-037   | <p><b>Utilization of NPS Verbatim Data</b></p> <p>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 also has 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.</p> <p>2019-09-11: Refer to <b>Item 4.6.</b> (Motion deferred pending further work.)</p> <p>2019-10-09: Refer to <b>Item 2.2.</b> (Motion deferred pending further work.)</p> <p>2019-11-13: Refer to <b>Item 2.2.</b> Approved. Item completed.</p> | Simon Nash<br>Simon Tries         | 2019-11-13 | Completed<br>2019-11-13 |
| 2019-07-10 | Action-038   | <p><b>Remediation of Student Debt</b></p> <p>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.</p> <p>2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09.</p> <p>2019-10-09: Progress has been made. Currently collaborating with Student Finance. Full report to be presented to Academic Board 2019-11-13.</p> <p>2019-11-13: Refer to <b>Item 4.1.4. &gt; Exceptions (June)</b>. Analysis work continues. When it concludes, it shall complete both the Exception and this Action.</p>  | Andrea Thumath<br>Marcus Williams | 2019-10-09 | Active                  |
| 2019-07-10 | Action-035<br><br><i>Related to<br/>Action-041</i> | <p><b>Reporting to ELT of Resources Needed to Achieve EPI Targets</b></p> <p>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.</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.</p> <p>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.</p> <p>2019-09-11: The work is currently with ELT.</p> <p>2019-10-09: Proposal to go to ELT next week.</p> <p>2019-11-13: ELT approved staff changes and an additional FTE in Pacific Support to support parity.</p>  | Glenn Mckay<br>Falaniko Tominiko  | TBC        | Completed<br>2019-11-13 |

|            |  |   |  |            |                         |
|------------|--|---|--|------------|-------------------------|
| 2019-07-10 | Action-041<br><br><i>Related to Action-035</i> | <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.</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> <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> <p>2019-11-13: The "I See Me" initiatives have a Moodle site A link is in the Chair's report to the Commissioner (Item 1.8. AQAP Updates). ELT have approved all associated resourcing, except for one item which is yet to be decided.</p> <p><b>Timeline of I See Me initiatives</b> → The timeline for implementation raised concern. It was felt to be "very ambitious" with so much Renewal and EER work happening at the same time. However, the I See Me work and the other work should actually be seen as connected and integrated.</p> <p><b>Resourcing</b> → This continues to be a work in progress, with ongoing review and negotiation of the situation between the Schools and ELT. The issue of ongoing resourcing for Schools and Support Teams needs to be reported to the Committee in some form, possibly as an Action, a regular Report or a Work Plan item; or even the 2020 Schools Action Plan Review or the AQAP Reporting. The Chair shall consider these options and provide direction on the matter.</p> <p><b>Reporting from Academic Board to ELT</b> → It was agreed to close Action-041 because the original matter is dealt with through a number of means, including:</p> <ul style="list-style-type: none"> <li>• Monthly report from the Chair to ELT, which includes specific requests for discussion and feedback</li> <li>• Presence of three ELT members at Academic Board</li> <li>• Continuous Quality Improvement of Academic Board processes</li> </ul> | Simon Nash<br>Glenn McKay<br><br>Trude Cameron<br>Nick Sheppard<br>Linda Aumua | TBC        | Completed<br>2019-11-13 |
| 2019-07-10 | Action-042                                     | <p><b>IAC for Architecture</b><br/>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>2019-11-13: No update, but work is known to be happening. <b>Target closure next meeting.</b></p>   | Simon Tries<br><br>Steve Marshall<br>Heather Stonyer                           | 2019-12-11 | Active                  |

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| 2019-09-11<br>Item 3.1.1. | Action-043<br><i>Related to Action-044</i> | <b>Priority Group Report Exception Handling</b><br>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.<br><br>2019-10-09: Work is in progress alongside Action-044. Meeting next week to streamline and align processes.<br>2019-11-13: The group met and agreed on the template approach, exemplified by the reports from Māori and Pacific. To reduce confusion of how each Exception relates to each sub/committee, the Directors shall identify which committee each item is intended for. Monitoring of this process shall be part of continuous quality improvement.   | Simon Nash<br><br>Simon Tries<br>Toni Rewiri<br>Falaniko Tominiko<br>Tracy Chapman<br>Andrea Thumath<br>Daniel Weinholz | TBC        | Completed<br>2019-11-13 |
| 2019-09-11<br>Item 3.1.2. | Action-044<br><i>Related to Action-043</i> | <b>Consistency and Clarity of AQAP and Priority Group Reporting</b><br>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 supports 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.<br><br>2019-10-09: As per Action-043.<br>2019-11-13: The AQAP was noted as being reported differently to the Strategies. Improvement / revision of the reporting for both the AQAP and Strategy reporting shall be part of continuous quality improvement.  | Glenn Mckay<br><br>Simon Nash<br>Simon Tries<br>Toni Rewiri<br>Falaniko Tominiko<br>Tracy Chapman<br>Andrea Thumath     | TBC        | Completed<br>2019-11-13 |
| 2019-09-11<br>Item 4.5.   | Action-045                                 | <b>Course Completion Target Setting for 2022</b> (formerly "Support Needed to Raise Nursing Success Rates")<br>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.<br><br>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> .<br>2019-11-13: Refer to <b>Item 2.1</b> . Approved by the Committee. | Simon Nash<br><br>Linda Aumua<br>Kate Barry<br>Simon Tries<br>Chris King  | 2019-10-09 | Completed<br>2019-11-13 |
| 2019-11-13<br>Item 1.7.   | Action-046                                 | <b>Committee Work Plan 2020</b><br>Ensure that the Committee Work Plan is ready and active in 2020.  | Simon Nash (Chair of Academic Board)  | 2020-02-05 | Active                  |

## 1.6.2. Standing Action Items

| Date Added | Item Identifier | Description   | Responsibility | Status / Priority / Date Removed |
|------------|-----------------|---|----------------|----------------------------------|
|            | <b>2019.AB</b>  |   |                |                                  |
| 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; 2019-10-09; 2019-11-13: 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.<br/>2019-11-13: Refer to <b>Item 4.4.1</b>. Received by the Committee.</p> | Simon Tries    | Completed<br>2019-11-13          |

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| 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>2019-11-13: The Renewal Plan, Renewal Strategy and Waitākere Strategy were <b>not</b> presented.</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>2019-11-13: Design has been completed and released as Manaakitia Te Rito.</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> <p>2019-11-13: Presented back to Waitākere staff for feedback. Being shared with external stakeholders.</p> <p><b>2019-11-13 – Committee Self-Assessment</b></p> <ul style="list-style-type: none"> <li>• This Action very much needs to close in the December meeting.</li> <li>• Neither the Renewal Plan, Renewal Strategy, Waitākere Strategy nor Manaakitia Te Rito were presented to and approved / endorsed by Academic Board before release. It is unknown if these were endorsed by the Heads of Schools and the Priority Group Directors.</li> <li>• The Student Council has not been consulted on the Waitākere Strategy.</li> <li>• As a collective, the Committee has neglected to exercise its mandate regarding the approval of these Strategies.</li> </ul> <p><b>ACTION</b> → In response to this self-assessment, the Chair of Academic Board shall prioritize to:</p> <ol style="list-style-type: none"> <li>1. Arrange for the Waitākere Strategy to be presented to and <b>endorsed</b> by Academic Board 2019-12-11.</li> <li>2. Investigate whether consultation with Student Council / representatives has been adequate.</li> <li>3. Consider how best to compensate for the lack of Academic Board approval of the Strategies.</li> </ol> | Merran Davis | Active<br><br>Target Closure<br>2019-12-11 |
|------------|--------------|--|--------------|--|



## 1.7. Committee Work Plan

Noted as still under development and refinement through the TKK stocktake of QMS reporting requirements and development of the Academic Risk Register.

### Committee Self-Assessment

It is unsatisfactory that the Work Plan has remained in a draft state for so long. It really must be sorted out for 2020.

**ACTION-046 // Committee Work Plan 2020** → Simon Nash (Chair of Academic Board) is to prioritize and ensure that the Committee Work Plan is ready and active in 2020. Due by the first meeting next year, i.e. Academic Board 2020-02-05.

## 1.8. Academic Quality Action Plan (AQAP) Updates

From: Simon Nash

### *Flagging of Low-percentage Areas*

Some areas of the AQAP have a low percentage of completion. If this low percentage is considered to be a concern, then it is identified through the covering memo rather than a red flag / RAG system.

### *Actions versus Outcomes*

When the Actions have been fully implemented, they should simply be BAU. The BAU work of the Actions shall then start to produce Outcomes. Additional to the BAU Actions are some EER-Specific Actions.

**ACTION** → Simon Nash (Chair of Academic Board / Director, Ako) to consider when best to request / present a full report against the Outcomes to the Committee, possibly in May 2020 after the IER.

An AQAP Governance Group has been formed, with Trude Cameron providing support. AQAP reporting mechanisms include:

- Memo to ELT and Commissioner
- Monthly email update to all staff (just started)
- Possibly using a 5-point scale to estimate progress against Outcomes

### Committee Self-Assessment

The AQAP and its reporting are much better than the institute had in the past, that it is currently a “high trust model” and that such a model is acceptable in the current circumstances. The key is to ensure that the correct Actions are implemented and that the Outcomes are correctly measured.

### *AQAP Desk Review*

The Review contains about a dozen identifiable action items, most of which are already underway. Particularly noted was the need to shift institutional focus from EER to BAU and for training of PEP Facilitators.

**ACTION** → Simon Nash (Director, Ako) to provide a more comprehensive written response to the AQAP Desk Review to Academic Board 2019-12-11.

## **2. Mea Hei Whakaae | Items to Approve**

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

From: Simon Tries

The combined targets now add up to 84.67%, which can round up to 85%.

The related but separate Progression and Retention Targets are still being developed in collaboration with relevant Schools.

#### **MOTION**

That the Committee approve the School-level Successful Course Completion targets, noting they are yet to be approved by the ELT and Commissioner.

Moved: T Rewiri

Seconded: K Bruffy

**MOTION CARRIED**

### **2.2. Guidelines on the Use of Student and Graduate Data**

From: Simon Tries

Noted that:

- The Guidelines shall be provided to students when they complete a survey.
- Access by Priority Group Directors (and other Directors) is covered by the words “used at school and institute level” of Guideline 2.

#### **MOTION**

That the Committee approve the *Guidelines on the Use of Student & Graduate Data*.

Moved: M Williams

Seconded: T Chapman

**MOTION CARRIED**

### **2.3. International Success Strategy and Operations Plan**

From: Tracy Chapman

Printed summaries the Strategy and the Operations Plan were distributed to the Committee.

The Committee gave commendation for the extensive consultation and quality of work presented, and for having measures associated with each of the Four Priorities – Manaaki, Whakaae, Tautoko & Awhi.

A number of points arose from discussion, including that:

- Some members liked having the Strategy and its background separated; some preferred them separated. A short version could have just the Strategy, and an extended version could include the background history.

- Tautoko | Priority 3 seemed to overlap with other priorities.
  - Response: The overlap simply aligns with the structure of the other Priority Group Strategies.
- Recognition of the fact that most International students are motivated by a desire to find employment in New Zealand is covered under Whakaae | Priority 2e and its related actions.
- The word “ensure” could be diversified into “create / develop / build”.
 

- **ACTION** → Tracy Chapman and Liz Rainsbury to further discuss the verbs used in the Strategy.
- The connection between the Four Priorities (named in te reo Māori) and the Operations Plan were not immediately evident.
  - Response: The staff who are acting on the Operations Plan are familiar with the links, i.e. Operations Plan > Priority # (second column). The *te reo* names could be added to the Operations Plan if really needed.
- Regarding Priority 3, a significant amount of variance exists between the Schools in how well their staff engage.

**ACTION** → The Chair and Priority Group Directors shall discuss how to respond to the need for Academic Board to have visibility of progress toward Outcomes.

#### **MOTION**

That the Committee approve the International Success Strategy and Operational Plan.

Moved: A Pitovao  
Seconded: M Williams

**MOTION CARRIED**

## **2.4. Policy Changes – Conduct of Student Research Policy**

From: Marcus Williams

This policy is usually reviewed every 5 years. However, due to its recent reestablishment, it was decided to conduct the review early.

This policy mostly relates to the work of the Postgraduate Research & Scholarships Committee. The changes are very minor, mostly being related to name changes, e.g. “Pathways” becoming “Schools”.

An equivalent policy review related to the Unitec Research Committee shall come to Academic Board 2019-12-11 for approval.

#### **MOTION**

That the Committee approve the changes to *AC 5.0 Conduct of Student Research Policy*.

Moved: L Rainsbury  
Seconded: K Barry

**MOTION CARRIED**

Note: Item 2.9 moved forward in proceedings to follow Item 2.4.

## 2.9. Policy Changes – Unitec Research Ethics Policy

From: Marcus Williams

This policy mostly relates to the work of the Unitec Research Ethics Committee. The changes are very minor, mostly being related to name changes, e.g. “Pathways” becoming “Schools”.

### MOTION

That the Committee approve the changes to the *Unitec Research Ethics Policy*.

Moved: M Williams

Seconded: C King

**MOTION CARRIED**

Note: *Proceedings resumed at Item 2.5.*

## 2.5. Research Targets

From: Marcus Williams

### *External Research Income*

- The category of External Research Income is only about 5 years old at Unitec, so it is fairly new.
- Some disciplines tend to have less external funding out there in the field, e.g. the Arts. So, we have a Unitec goal, but not School goals.

### *Sub-Degree Programme Research KPIs*

**ACTION** → Chris King and Marcus Williams to discuss whether to have Research KPIs for Schools such as Bridgepoint and Trades & Services who are not required to do research due to being sub-degree programmes.

### *Concerns around Target Feasibility*

Concern was raised about how Unitec could realistically achieve its targets for 2019, given that we are in the final quarter of 2019 and some Schools have not even reach 50% of their target yet. Investment and travel finance restrictions were acknowledged. However, even with these challenges, the PBRF rating has been kept healthy and confidence exists that funding for Quality Assured Research Outputs will improve. Some general trends present challenges, but they are being managed with confidence. Similar concerns and outlooks applied to the 2020 targets.

**ACTION** → Marcus Williams to present the 2020 Goals for Quality Assured Research Outputs to the Unitec Research Committee for discussion of whether the goals are achievable or need modifying.

**MOTION**

That the Committee approve the 2019-2020 Research Goals and KPIs for Schools, and refer the 2020 Goals for Quality Assured Research Outputs to the Unitec Research Committee for discussion of whether the goals are achievable or need modifying.

Moved: M Williams  
Seconded: T Chapman

**MOTION CARRIED****2.6. Policy & Procedure Changes – Student Complaints Resolution**

From: Annette Pitovao

*Context*

- In the memo, the highlighted pieces indicate where there is new wording in the policy or procedure.
- This work represents Continuous Quality Improvement in response to student feedback and alignment with the work to improve the Appeals Process.

*Student Complaints Resolution Procedures, Section 6(b)*

Concern was raised that having a Notice of Complaint “sent to the Director International Success for further review before registering” could be perceived as an attempt to block or divert a complaint, even though the intention is for the Director to support a solution to the matter in a timely, de-escalated and effective manner.

The reason these words were inserted for International, and not other Priority Group students, was because the support of International students has more legislative requirements and the impacts are much larger on their lives (e.g. family land may have been mortgaged to fund the study). International students also have a complaints process available to them through NZQA. Thus, it is hoped that the Director can contribute their specific knowledge and capabilities to an earlier, less alarming and more effective solution before it becomes a formal complaint with either the Schools (who are not International specialists) or the NZQA (an external body).

**ACTION** → Annette Pitovao to change the wording of *Student Complaints Resolution Procedures, Section 6(b)* “be reviewed by the Director” to “be sent to the Director of International Student Success to support a positive outcome” or similar.

*Statute of Limitations*

Another key improvement to the Policy / Procedures is the addition of a statute of limitations around timeframes for reporting a complaint.

**MOTION**

That the Committee approve the changes to the *Student Complaints Resolution Policy* and the *Student Complaints Resolution Procedures*.

Moved: H Vea  
Seconded: S Tries

**MOTION CARRIED**

## 2.7. Policy Changes – Admission, Enrolment & Fees (AEF) Policy

From: Jenny Ingram-Tung & Chantelle Daniels (via teleconference)

The Chair commended the extent of evident consultation done. A number of points arose.

1. Admission & Enrolment Procedure, Section 10.2
  - a. Change from “he or she” to “they” in line with Section 10.1.
2. Admission & Enrolment Procedure, Section 16.4
  - a. The wording of “all reasonable efforts” is undefined.
  - b. (Response: This set of Policy Change documents represents Phase 1 of the review. Further definition of terms such as “all reasonable efforts” are intended for Phase 2.)
3. Admission & Enrolment Procedure, Section 18.1
  - a. The Committee felt strongly that this was unfair toward students, in that attending (or even simply accessing Moodle) for just *one* enrolled course removed the Student’s status of No-Show for *all* their enrolled courses. A Student’s reasons for No-Show to a course can be many and varied, including reasons arising from Unitec internally and reasons outside of Unitec but beyond the Student’s control. The impact on a Student from lost No-Show status can be very large, including affecting their Student Allowance and Student Loan.
  - b. (Response: Unitec does have an Exceptional Refund Policy for when events occur beyond the Student’s control that impact their enrolment.)
4. Admission & Enrolment Procedure, Section 18.4
  - a. Academic Programme Managers are not explicitly stated in the process.
  - b. (Response: The No-Show Process includes a step where it goes to the APMS for approval.)

**ACTION** → Chantelle Daniels to present a memo For Approval to Academic Board 2019-12-11 containing responses to the concerns raised on *Admission & Enrolment Procedure*:

- Section 18.1 – Further consultation and work needed to improve student considerations
- Section 16.4 – Definition of “all reasonable efforts”
- Section 18.2d – Further consultation on how reasonable this is

### MOTION

That the Committee approve the policy updates resulting from the formal periodic review for the *Admission, Enrolment & Fees Policy*, which upon review has adopted a new structure of:

- *Admission, Enrolment & Fees Policy*
- *Admission & Enrolment Procedures*
- *Fees & Refunds Procedures*

That *Admission & Enrolment Procedure*, Section 18.1 is not approved. This shall be deferred to Academic Board 2019-12-11.

That further information to be presented on *Admission & Enrolment Procedure*, Section 16.4 and 18.2d to Academic Board 2019-12-11.

Moved: A Thumath  
Seconded: A Pitovao

**MOTION CARRIED**

## 2.8. Procedure Changes – Programme Regulations Procedure and Admission Requirements Procedure

From: Simon Tries (on behalf of Steve Marshall)

The changes in the two Procedures are in coordination with the changes to the *Admission, Enrolment & Fees Policy*.

The HOS representatives and Director of Student Success had concerns about the removal of Generic Programme Regulations. Other members supported their removal, stating that the current QA process and Type 2 changes were sufficient to cover any gaps and that the existence of Generic Programme Regulations simply added confusion for all users.

**ACTION** → Steve Marshall, Heads of Schools and the Director of Student Success to discuss the effect of the changes (i.e. dropping Generic Programme Regulations) to the:

- *Programme Regulations Procedure*
- *Admission Requirements Guidelines*
- *Admission Requirements Procedure*

**ACTION** → Committee Members are to direct any concerns or feedback to Steve Marshall.

### MOTION

That the Committee approve the changes to the *Programme Regulations Procedure* and the *Admissions Requirements Procedure*.

Moved: -

Seconded: -

**MOTION deferred to a later meeting of Academic Board**

Note: Item 2.9 was moved forward in proceedings to follow Item 2.4.

## 2.10. Operations Plan & Dashboard – Māori Success

From: Toni Rewiri

### MOTION

That the Committee endorse the Māori Success Operations Plan and Dashboard.

Moved: K Bruffy

Seconded: A Thumath

**MOTION CARRIED**

## 2.11. Operations Plan – Pacific Success

From: Falaniko Tominiko (apologies)

### MOTION

That the Committee endorse the Pacific Success Operations Plan.

Moved: A Pitovao

Seconded: G McKay

**MOTION CARRIED**

## 3. Mea Hei Kōrero | Items to Discuss

### 3.1. Academic Risk Register (ARR)

From: Simon Nash

Feedback included that:

- Academic Issues need a register, in addition to Risks in the ARR.
- The ARR could be owned by QAB because “quality” and “risk” can be put on the same spectrum of work.
- PAQCs and other Subcommittees need guidance on how to identify, manage and escalate Risk to an institutional level.
- In a corporate environment, Risk is often the remit of a dedicated committee; this supports the possibility of creating a new Subcommittee of Academic Board.

No Motion was deemed necessary for this item.

### 3.2. (Review of) NZQA & ITP Sector Update

The Motion was removed, replaced by the Action below.

**ACTION** → Simon Nash, Simon Tries and Rosemary Dewerse to meet and determine the future existence and form of the Sector Update.

## 4. Ngā Tukunga | Items to Receive

### 4.1. Rīpoata a te Kaiwhakahaere o ngā Rōpū Whakaarotau | Priority Group Director Reports

#### 4.1.1. Māori

From: Toni Rewiri

#### 4.1.2. Pacific

From: Falaniko Tominiko



#### 4.1.3. International

From: Tracy Chapman – Verbal update

#### 4.1.4. Under-25s

From: Andrea Thumath

*Student Debt* – The finance team are duplicating the Baycorp report and adding more columns of information.

#### MOTION

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

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

Moved: K Bruffy  
Seconded: L Rainsbury

**MOTION CARRIED**

### 4.2. Subcommittee Reports

#### 4.2.1. Te Komiti Rangahau o Unitec

From: Marcus Williams **URC**

#### 4.2.2. Te Komiti Tikanga Matatika

From: Marcus Williams (On behalf of) **UREC**

The pre-check process for ethics applications is implemented now and proving highly successful. Both the quality of applications and the speed of processing has improved.

#### 4.2.3. Te Komiti Whakahaere a ngā Pia

From: Marcus Williams **PGRSC**

#### 4.2.4. Te Komiti Whakamana Hotaka Hou

From: Simon Tries **AAC**

**ACTION** → Simon Nash and Simon Tries are to discuss the purpose of notifying Academic Board of the sub-standard quality of applications.

#### 4.2.5. Ako Ahimura

From: Simon Nash **AA-LTC**

##### 4.2.5.1. *Teacher Capability Development*

Author: Maura Kempin (Manager, Te Puna Ako)

#### 4.2.6. Te Poari Whai Kounga

From: Simon Tries

**QAB**

##### **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: S Tries

Seconded: T Chapman

**MOTION CARRIED**

#### **4.3. Quality Management System Reports**

- **QMS Stocktake**

Simon Nash / Simon Tries

##### **MOTION**

That the Committee receive the update on the Quality Management System stocktake.

Moved: -

Seconded: -

**MOTION deferred to Academic Board 2019-12-11**

#### **4.3.1. Programme Management**

From: Simon Tries

4.3.1.1. *Programme Development*

4.3.1.2. *Programme Reviews (5-year Reviews)*

4.3.1.3. *Expiring and Discontinued Programmes*

#### **4.3.2. Degree Monitoring**

From: Simon Tries – Verbal update

One monitoring visit had a late cancellation. The causes are under investigation.

**ACTION** → Simon Tries to report to Academic Board 2019-12-11 on the outcomes of the investigation into the late cancellation of one Degree Monitor visit.

#### 4.3.3. Student Success

From: Annette Pitovao / Helen Vea

No report received. This reporting item is still taking shape.

#### 4.3.4. Industry Engagement

From: Heather Stonyer

No report received. This reporting item is still taking shape.

#### 4.3.5. Self-Assessment

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

#### 4.3.6. Academic Risk Register

From: Simon Nash

(Refer to notes of discussion of Item 3.1. Academic Risk Register.)

#### 4.3.7. NZQA & ITP Sector

(Refer to notes of Item 3.2. (Review of) NZQA & ITP Sector Update.)

#### 4.3.8. Reform of Vocational Education (RoVE) and Unitec Workstreams

From: Trude Cameron – Verbal update

The initial meeting of the RoVE Working Groups has occurred. At the national level, these include Annette Pitovao, David Glover and Heather Stonyer.

It has been decided that the “NZIST” shall be an Organization with the sixteen current ITPs becoming sixteen Company Subsidiaries. Each Council shall become a Board of Directors.

Four similar meetings are scheduled before end of this year and two for start of 2020 prior to April 1. Their immediate objective is to produce a White Paper for Minister Hipkins.

**ACTION** → Trude Cameron – A written report shall address this item in future meetings. Regarding the current meeting, a written report shall be circulated to members after the meeting.

#### MOTION

That the Committee receive the Quality Management System reports and updates.

Moved: K Bruffy

Seconded: T Chapman

**MOTION CARRIED**

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

##### **4.4.1. Response to NZQF Consultation**

From: Simon Tries

##### **MOTION**

That the Committee receive the response to the New Zealand Qualifications Authority's consultation on the New Zealand Qualifications Framework.

Moved: A McKay

Seconded: S Tries

**MOTION CARRIED**

##### **4.4.2. Terms of Reference and Membership 2020 – Postgraduate Research & Scholarships Committee**

From: Marcus Williams

##### **MOTION**

That the Committee receive Terms of Reference and Membership for the Postgraduate Research & Scholarships Committee for the year 2020.

Moved: -

Seconded: -

**MOTION deferred to Academic Board 2019-12-11**

##### **4.4.3. Terms of Reference and Membership 2020 – Unitec Research & Committee**

From: Marcus Williams

##### **MOTION**

That the Committee receive Terms of Reference and Membership for the Unitec Research Committee for the year 2020.

Moved: -

Seconded: -

**MOTION deferred to Academic Board 2019-12-11**

##### **4.4.4. Programme & Course Setup – Next steps**

From: Simon Tries

Programme Documents need to be updated to meet NZQA requirements and the needs of Learning & Teaching. This shall be done in such a way as to minimize the impact on Schools.

**MOTION**

That the Committee note that:

1. The Memo focuses on Course Duration issues rather than the associated timetabling challenges.
2. Work has been happening and continues to progress.
3. A final report on the process and outcomes shall be presented to Academic Board in the future.
4. The NZQA has been verbally notified of the issue.
5. The ELT have approved the actions outlined in the memo to address the issues noted.

Moved: -

Seconded: -

**MOTION deferred to Academic Board 2019-12-11**

## **5. Kupu Whakamutunga | Closing**

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

(None)

### **5.2. Committee Self-Assessment**

Topic: Effective Engagement of Members in the Committee

Feedback:

- Some direction / guidance could come with the Agenda as to what the highest priority items are for reading would be helpful.
- Newer members were commended for speaking up.
- Newer members would like some form of induction to the committee.
- The new Web Agenda supports better engagement with the content.
- Discerning whether a topic is more governance or more operational can be difficult. Some items are naturally more operational, and yet benefit from Academic Board discussion, e.g. Fees Policy.

**ACTION** → Simon Nash to hold an induction meeting with Anne McKay, Helen Vea, Kate Barry, Lee Baglow and Liz Rainsbury.

### 5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou  
I raro i te rangimārie

Te harikoa

Me te manawanui

Haumi ē! Hui ē! Taiki ē!

We are departing

Peacefully

Joyfully

And resolute

We are united, progressing forward

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**MEETING CLOSED: 1159h**

#### READ & CONFIRMED

Chair:



Date: 11 /12 / 2019