



minutes

TE POARI MĀTAURANGA | ACADEMIC BOARD

MEETING OPENED: 0901h

Date: 2019-12-11
Scheduled Start: 0900h
Scheduled End: 1200h
Location: Building 180-2043

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. Committee self-assessment

Today: Summative Self-Assessment for 2019
 Next: TBC

2. Important dates

Next due: 2020-01-22
 Next meeting: 2020-02-05 (First meeting for 2020)

3. Calendar for 2020

The Committee noted that dates, times and locations have been scheduled for Te Poari Mātauranga (AB), Te Komiti Rangahau o Unitec (URC), Te Komiti Tikanga Matatika (UREC), Te Komiti Whakahaere a ngā Pia (PGRSC), Te Komiti Whakamana Hotaka Hou (AAC), Te Poari Whai Kounga (QAB) and Ako Ahimura (AA-LTC).

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

Mema Poāri Tae Ā-Tinana | Present

1. Andrea Thumath
2. Anna Wheeler
(For: Annette Pitovao)
3. Anne McKay – Dep. 1156h
4. Falaniko Tominiko – Dep. 1156h
5. Helen Vea
6. Kate Barry
7. Lee Baglow – Dep. 1125h
8. Liz Rainsbury – Dep. 1145h
9. Marcus Williams – Dep. 1053h
10. Merran Davis
11. Nick Sheppard
(For: Katie Bruffy)
12. Simon Nash (Chair)

13. Simon Tries
14. Toni Rewiri
15. Tracy Chapman – Arr. 1029h

Ngā Whakapāha | Apologies

1. Annette Pitovao
(Proxy: Anna Wheeler)
2. Chris King
(Proxy: None)
3. Glenn McKay
(Proxy: None)
4. Katie Bruffy
(Proxy: Nick Sheppard)

MOTION

That Academic Board accept the apologies for the meeting.

Academic Board did motion to accept the listed Apologies, but the record of Mover and Seconder was missed.

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. Aroha Lewin – Dep. 0954h
2. Chantelle Daniels – Dep. 0954h
3. Daniel Achonwa – Dep. 0957h
4. Daniel Weinholz (Secretary)
5. Sinead Hart – Dep. 1120h
6. Sue Crossan – Dep. 1120h
7. Trude Cameron

1.4. Mahia Atu | Matters Arising

(None)

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

1.5.1. *Correction to Minutes of 2019-11-13, Item 2.8.*

The wording for the outcome of the Motion was corrected from “MOTION deferred to Academic Board 2019-12-11” to “MOTION deferred to a later meeting of Academic Board”.

MOTION

That Academic Board approve the Minutes of:

- Regular Meeting on 2019-11-13
- Standing Committee Meetings on 2019-11-14, 2019-11-20 and 2019-12-05

Moved: L Rainsbury

Seconded: A Thumath

MOTION CARRIED

1.6. Ngā Tautapu Arotake | Actions for Review

(See following pages.)

Committee:
Document:
Updated:

Te Poari Mātauranga | Academic Board
Committee Actions Table
2019-12-11

S		M		R	T	A
Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2019-03-13	Action-012	Online Marking – Anticipation of Student Expectations From 2020, NZQA shall introduce Online Marking for secondary students. Those students will later enrol in Unitec, and TKK anticipates that students will expect the same. Ako Ahimura should investigate this matter and lead planning for management of higher student expectations.	2019-05-08: Currently with Ako Ahimura. 2019-06-12: Set for presentation to Ako Ahimura on 2019-06-18. 2019-07-10: Follow up with Chair of Ako Ahimura to present a report back to AB. 2019-08-14: James Oldfield shall provide a report in due course. 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. 2019-10-09: Discussed at Ako Ahimura 2019-09-19, Item 5.1. 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. 2019-11-13: No progress to report. Deferred to Academic Board 2019-12-11. 2019-12-11: Refer to Item 2.10. Online Examinations .	Simon Nash (Chair, Ako Ahimura)	2019-10-09 2019-12-11	Completed
2019-05-08	Action-048 <i>(Formerly: Standing-005)</i>	Renewal Plan + Renewal Strategy + Waitākere Strategy Strategic Plans and Strategies are to be presented to and approved by Academic Board. 2019-11-13 Committee Self-Assessment • This Action very much needs to close in the December meeting. • 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. • The Student Council has not been consulted on the Waitākere Strategy. • As a collective, the Committee has neglected to exercise its mandate regarding the approval of these Strategies. ACTION: In response to this self-assessment, the Chair of Academic Board shall prioritize to: 1. Arrange for the Waitākere Strategy to be presented to and endorsed by Academic Board 2019-12-11. 2. Investigate whether consultation with Student Council / representatives has been adequate. 3. Consider how best to compensate for the lack of Academic Board approval of the Strategies.	Renewal Plan 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. 2019-10-09: The Renewal Plan, Renewal Strategy and Waitākere Strategy will be presented together to Academic Board 2019-11-13. 2019-11-13: The Renewal Plan, Renewal Strategy and Waitākere Strategy were not presented. 2019-12-11: Renewal Plan and Manaakitia Te Rito Renewal Strategy shall be presented in 2020 for Academic Board to received. Reporting against this shall begin in 2020. Item marked complete. Renewal Strategy 2019-05-08: Draft to be presented to Academic Board 2019-06-12. 2019-06-12: No update 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. 2019-08-14: Out for consultation with staff. Expected to come to Academic Board 2019-09-11 for ratification, alongside the Waitākere Strategy. 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. 2019-10-09: Finalising design for release to staff. 2019-11-13: Design has been completed and released as Manaakitia Te Rito . 2019-12-11: Renewal Plan and Manaakitia Te Rito Renewal Strategy to be presented in 2020 for Academic Board to received. Reporting against this shall begin in 2020. Item marked complete. Waitākere Strategy "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." 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 & Economic Development (ATEED). RoVE is not expected to impact this work, as it aligns with the Minister's aims. 2019-06-12: No update 2019-07-10: No significant update. Item name corrected from "Waitākere Success Strategy" to "Waitākere Strategy". 2019-08-14: Expected to be ready for Academic Board 2019-09-11. 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. 2019-10-09: Strategy has now been endorsed by ELT and Commissioner. 2019-11-13: Presented back to Waitākere staff for feedback. Being shared with external stakeholders. 2019-12-11: Refer to Item 2.11. Waitākere Strategy . (COMPLETE)	Merran Davis	2019-12-11 Waitākere Strategy	Completed

2019-06-12	Action-032	<u>Programme Development – Business Case Threshold</u> 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.	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. 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. 2019-09-11: The work is currently with ELT. 2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers. 2019-11-13: No progress to report. Deferred to Academic Board 2019-12-11. 2019-12-11: No progress.	Simon Nash Simon Tries Kristine Brothers Nick Sheppard	2019-07-10 2019-08-14 TBC	Active
2019-07-03	Action-047 <i>(Formerly: Standing-001)</i>	<u>Review of Semesterised Delivery</u>	2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks. 2019-08-14: Keep on the agenda, pending establishment of NZIST. 2019-09-11; 2019-10-09; 2019-11-13; 2019-12-11: No change.	Simon Nash	TBC	Low Priority
2019-07-10	Action-038	<u>Remediation of Student Debt</u> 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.	2019-08-14: Update deferred to Academic Board 2019-09-11. 2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09. 2019-10-09: Progress has been made. Currently collaborating with Student Finance. Full report to be presented to Academic Board 2019-11-13. 2019-11-13: Refer to Item 4.1.4. > Exceptions (June). Analysis work continues. When it concludes, it shall complete both the Exception and this Action. 2019-12-11: N/A	Andrea Thumath Marcus Williams	2019-10-09 TBC	Active
2019-07-10 Item 3.05.1.	Action-042	<u>Setup of Industry Advisory Committee (IAC) for Architecture</u> The report mentions that for “Architecture – a separate memo from HoS/PAQC regarding existing industry engagement meeting requirements of IAC and all accreditation requirements will be reviewed by AB.”	2019-07-10: 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. 2019-08-14: To be investigated by Quality Alignment Board through Simon Tries (Chair, Quality Alignment Board). Murray Strong (Unitec Commissioner) 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. 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. 2019-10-09: Work is progressing to align the Architecture industry group with the IAC Terms of Reference. 2019-11-13: No update, but work is known to be happening. Target closure next meeting. 2019-12-11: HOS says an IAC will be set up by EOY 2019 with first meeting in Feb 2020.	Simon Tries (Chair, Quality Alignment Board) Steve Marshall Heather Stonyer	2019-12-11	Completed
2019-11-13 Item 1.7.	Action-046	<u>Committee Work Plan 2020</u> Ensure that the Committee Work Plan is ready for 2020 and actively used throughout the year.	2019-12-11: Work in progress, currently focussed on the QMS Stocktake.	Simon Nash (Chair, Academic Board)	2020-02-05	Active

1.7. Committee Work Plan

Noted as still under development and refinement through the Te Korowai Kahurangi stocktake of Quality Management System reporting requirements and development of the Academic Risk Register.

1.8. Academic Quality Action Plan (AQAP) Updates

From: Simon Nash

Starting in 2020, a framework for reporting against Outcomes, rather than Actions, will be developed and deployed. Simon Nash will lead this work. It will apply, at least, to both the AQAP and the Priority Groups.

Reporting from Schools on *I See Me* initiatives are inconsistent. This makes it difficult to ensure accountability. It is important for institutional success that they are set up and ready prior to the start of Semester 1, 2020. At present, Academic Board does not have sufficient oversight of the work related to *I See Me* initiatives in Schools. The Heads of Schools are working on a consistent reporting template for Action Plans, Operations Plans and Reporting Plans, noting that the number of Schools has now reduced from eleven down to ten.

2. Mea Hei Whakaae | Items to Approve

Note: Proceedings directed by the Chair to Item 2.2.

2.2. Further Work on the Admission, Enrolment & Fees (AEF) Policy

From: Chantelle Daniels with Aroha Lewin

The Committee had robust discussion, raising a number of points.

- Students are often overwhelmed by all the new processes, responsibilities and language of further education. As a consequence, they often don't respond to email or text messages, or return phone calls.
- If a student is enrolled and charged without their knowledge, then there is the avenue of exceptional refunds.
- Most ITPs don't have a No-Show process. However, Unitec does have one, in order to accommodate its many young learners who are still coming to terms with the responsibilities and obligations of enrolment.
- The policy is more focused on improving the enrolment behaviour of returning, self-enrolling students than that of new enrollees who are often guided through the process by Unitec staff.
- A policy should be made with the purpose of defining a rule more than the exceptions. Development of a policy should not be based on exceptions.
- Issues around students who struggle to understand their enrolment responsibilities may be better dealt with as a Pastoral Care matter than a Policy matter.
- Unitec has a responsibility to ensure students are aware of our policies and processes. We need to educate and assist students to understand what they are signing up to.

- Students often rush into enrolment in order to get Studylink funding started.
- The Schools and Programmes also need to understand the enrolment policies well.
- The definition of “reasonable efforts” for Domestic Students is still being developed. Such a procedure has already been defined for International Students.
- At present, the Chief Executive makes decisions on “reasonable efforts”.
- If the remaining articles are not approved, it will impair the development of the associated procedures.
- Academic Board needs to ensure that it doesn’t make it impossible for Operations to fulfil their remit.
- The *I See Me* initiatives and other processes will produce a definition of “reasonable efforts”.
- From a legal perspective, it is important to have a line in the sand; a clear definition of the ‘black, white and grey’ areas.
- The upgrades to the Variation of Enrolment system now mean that No-Show tracking no longer relies on manually-maintained Excel spreadsheets, but goes into the institutional systems and provides better reporting information.

Any members with continuing concerns were encouraged to stay in contact with Aroha Lewin and Chantelle Daniels, particularly in defining the ‘grey’ areas and supporting pastoral care.

Kate Barry remained opposed to the changes to the Procedure.

MOTION

That Academic Board receive the further information in regards to *Sections 16.4, 18.1 and 18.2(d)* of the *Admission & Enrolment Procedure*.

That Academic Board approve these Sections to complete approval of the policy updates and new structure resulting from the formal periodic review of the *Admission, Enrolment & Fees Policy*.

Moved: M Williams

Seconded: A Thumath

MOTION CARRIED

Note: *Proceedings directed by the Chair to Item 2.6.*

2.6. Changes – Student Inbound, Outbound & Exchange Procedure

From: Daniel Achonwa

NZQA has approved that MOE-approved partners should not have to show evidence English language. This only applies to students from approved partners, not to all International students.

MOTION

That Academic Board approve the changes in structure, document updates and change of process listed in the Memo, to ensure the Procedure aligns with NZQA requirements and Unitec processes.

Moved: S Tries
Seconded: K Barry

MOTION CARRIED

Note: Proceedings directed by the Chair to Item 2.1.

2.1. Changes – Conduct of Research Policy

From: Marcus Williams

MOTION

That Academic Board approve the minor changes to the Conduct of Research Policy.

Moved: M Williams
Seconded: L Rainsbury

MOTION CARRIED**2.3. Quality Assured Research Outputs (QARO) Targets**

From: Marcus Williams

Liz Rainsbury was thanked for raising this matter at the last meeting.

Robust discussion included the following points.

- The rationale for keeping the original targets was presented, as described in the memo.
- Concern was raised that if the targets are changed now, it may give a wrong impression to the EER Panel in 2020.
- The last EER Panel had only given Research a rating of “Good”, even though the Director contested that it should be “Excellent” due to:
 - Unitec having significantly higher measures on two major goals compared to other ITPs.
 - Improvement on every measure of performance.
- With RoVE, it may be more important for Unitec to align with other ITPs rather than outperform them.
- Reading the graphs provided does not indicate on their own that QARO performance will improve.
- Recent budget cuts would be expected to negatively impact achievability of the Targets.
- The Director expressed willingness to change the Targets, but was only concerned with how such a move may be interpreted by EER.

With all matters considered, agreement was reached to change the QARO Targets.

ACTION → Marcus Williams to change the QARO Targets and document the rationale for the changes, and submit them for approval at Academic Board 2020-02-05, retaining the proposal to review them at the end of 2020.

MOTION

That Academic Board approve the retention of the original Quality Assured Research Outputs target until the end of 2020 and then review it.

Moved: --

Seconded: --

MOTION deferred to first meeting of 2020

Note: *Proceedings paused by the Chair from 1010h to 1021h.*

2.4. Review – AC2.6 Student Appeals Procedure

From: Sue Crossan with Sinead Hart and Trude Cameron

A short but comprehensive summary of the purpose, background and next steps of this work was delivered by Sue Crossan, as per the Memo. In addition, the initial work identified by Trude Cameron of end-to-end appeal tracking, lack of website information and poor appeal form completion was noted.

Discussion was robust and included the following points.

- Concern was raised that the proposed process would make the Appeals Committee the final level, without involvement of the Chief Executive prior to the appeal becoming public knowledge, noting that it would be the Chief Executive who would need to face the media and public scrutiny.
- Comparisons have been made with Manukau Institute of Technology, NorthTec, Open Polytechnic and the University of Auckland. Of all the ITPs, Unitec currently has the most complicated, drawn-out process.
- Expert advice regarding a particular appeal could be called in by an Appeals Investigator, for example on matters regarding regulatory bodies or clinical competence.
- The current Grades Appeal process only allows a student to appeal a grade on very narrow (mainly procedural) grounds and does not allow for a Complaint on the substance of a grade. However, such Complaints *have been* coming through the Student Complaints Resolution Process because the current Grades Appeal process is not adequate.
- Research programmes have a distinct nature in terms of grades and procedures. Applying the same Appeals Procedure to Level 9 and 10 programmes as to Level 8 programmes and lower could be a disaster. The regulations on research grade Appeals are very clear. Such Appeals are allowed only under two specific criteria.
- The flowcharts need to indicate that out-of-scope Academic Complaints get re-directed to the Student Complaints Resolution Process.
- The timeframe for resolution of 10 days is far too short, considering that it can often take 3 days just to find an available and competent investigator.
- Only final grades are allowed to be appealed based on the following rationale. Students may get a low grade on an early assessment item and want to Appeal based on a fear of not passing the Course. However, they often achieve higher grades as they progress

through the Course. Thus, allowing an Appeal for individual assessment items opens the possibility of exponentially more Appeals being lodged, most of which would be unnecessary in reality.

- Schools need improved consistency and education on how to handle an Informal Complaint.
- “Severe” means that a medical certificate is required. It can include issues with mental health, and possibly include that of a dependent child or relative.

Academic Board decided that, although the proposed changes would be a great improvement over the current system, it would be wiser to resolve the concerns raised before giving approval.

ACTIONS for Sue Crossan and team.

- Allow for a final appeal to the Chief Executive.
- With solid rationale, exclude Level 9 and 10 programmes from the regular Appeals process (Sue Crossan, Marcus Williams, Simon Tries).
- Establish clear rules and guidelines for Informal Resolution of complaints and consistency of practice across Unitec.

Academic Board commended Trude Cameron, Sue Cross and Sinead Hart for their great work.

MOTION

That Academic Board approve the changes to the *Student Appeals Procedure*.

That Academic Board receive the thirteen associated documents listed in the memo.

That Academic Board note the remaining work to be done in the ‘Next Steps’ listed in the memo.

Moved: --

Seconded: --

MOTION deferred to 2020 pending further work

2.5. Amendments – Student Complaints Resolution Procedure

Related: Review – AC2.6 Student Appeals Procedure

From: Anna Wheeler (for Annette Pitovao)

MOTION

That Academic Board approve the amendments to the *Student Complaints Resolution Procedure* as listed in the Memo, in order to align with the revised *Student Appeals Procedure* and the new *Academic Complaint Procedure*.

Moved: --

Seconded: --

MOTION deferred to 2020 due to deferment of Item 2.4.

2.7. Review – Industry Advisory Committee (IAC) Guidelines

Background: This item was originally sent to QAB 2019-11-28, but the meeting was cancelled, so it has been escalated here for approval before the end of 2019.

From: Simon Tries (on behalf of Heather Stonyer)

Discussion raised a number of points.

- The Terms of Reference seem unrealistic to achieve, given:
 - The large scope of responsibilities
 - Meeting only twice per year
 - Members are not paid
- IACs are intended to provide strategic guidance, but the Terms of Reference detail a far greater scope of work.
- All ITPs have similar bodies to the IACs of Unitec.
- The sections on *Background* and *Purpose* seem to overlap / mix.

Academic Board was concerned at the massive scope of work in the Guidelines. Academic Board would like a review conducted to check the performance of IACs against what is actually written in the Terms of Reference.

It was decided to not approve the Guidelines, but rather redirect them back to Quality Alignment Board for further review in 2020.

MOTION

That Academic Board, instead of the Quality Alignment Board, approve the changes to the *Industry Advisory Group Guidelines*, including the updated Terms of Reference.

Moved: --

Seconded: --

MOTION sent back to Quality Alignment Board to address in 2020

2.8. List of Programmes for Formal Closure

Related: Item 4.3.1.3. Expiring and Discontinued Programmes

From: Simon Tries

MOTION

That Academic Board approve the programmes for formal closure as listed in the Memo, including notification of their closure to relevant agencies.

That the Committee receive the update on programmes being suspended or withdrawn.

Moved: T Rewiri

Seconded: N Sheppard

MOTION CARRIED

2.9. Reinstatement of Academic Integrity Policy

From: Simon Tries

MOTION

That Academic Board approve the permanent reinstatement of the *Unitec Academic Integrity Policy*, noting that a review will commence in the first half of 2020.

Moved: T Rewiri
Seconded: A McKay

MOTION CARRIED

2.10. Online Examinations

From: Simon Nash (Chair of Ako Ahimura)

ACTION → Anne McKay to provide a Memo For Information to Ako Ahimura regarding the feedback received in conversation with Steve Bargh (NZQA, Examinations).

ACTION → Anna Wheeler to follow up with James Oldfield / Te Puna Ako on the question of whether or not students are directed to “bring your own device” for online exams.

MOTION

That Academic Board endorse Ako Ahimura to monitor the development and progress of online exams being undertaken through NZQA, and to seek feedback from students who have experienced these exams.

Moved: L Rainsbury
Seconded: S Tries

MOTION CARRIED

2.11. Waitākere Strategy

From: Merran Davis

Discussion included the following points.

- Although it didn't receive approval from Academic Board prior to release, it did undergo a very consultative process.
- It is a very high level strategy, forms part of *Manaakitia Te Rito* and should be reviewed every year in light of the RoVE developments.
- In terms of deployment, a Strategic Coordinator is currently being appointed for Waitākere.
- Consultation with Student Representatives at Waitākere was understood to have occurred, but the Student President could not comment confidently to confirm this.
- Furniture upgrades at the Waitākere Building 520, Level 3 have been halted by Nick Hanvey (Infrastructure Operations Manager, Facilities Management) due to changes flowing from the Strategy. These changes were not brought to the notice of the Library staff or Annette Pitovao. A request was made that Annette Pitovao and Anna Wheeler be consulted and updated when planning any changes that might impact the Waitākere library space.

ACTION → Merran Davis to speak with Glenn McKay regarding the feedback from Anna Wheeler on providing notice of intended operational changes flowing from the Waitākere Strategy.

- The subsequent Operations Plan does not need approval from Academic Board.
- Academic Board would like to receive transparent and clear reports of progress against the Operations Plan. These reports could be located in the Agenda alongside other strategic reports.

ACTION → Anna Wheeler to check with David Glover if Penny Dugmore (Manager, Auckland Council Libraries Waitākere) is being consulted / partnered with regarding the Waitākere Strategy.

MOTION

That Academic Board endorse the *Waitākere Strategy*.

Moved: F Tominiko

Seconded: A McKay

MOTION CARRIED

3. Mea Hei Kōrero | Items to Discuss

(None)

4. Ngā Tukunga | Items to Receive

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

4.1.1. Māori

From: Toni Rewiri

4.1.2. Pacific

From: Falaniko Tominiko

4.1.3. International

From: Tracy Chapman

4.1.4. Under-25s

From: Andrea Thumath

ACTION → Chair of Academic Board to ensure that Priority Group / Strategy Reports follow a consistent format / template.

ACTION → Priority Group Directors to include a live link to their Strategy and Operations Plan in each monthly Report.

The Directors confirmed that no there were no Exceptions to raise for this month's reporting.

MOTION

That Academic Board receive the Priority Group Report/s:

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

Moved: F Tominiko
Seconded: T Chapman

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 UREC

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

Although originally declined, the Police Training Scheme is now approved.

4.2.5. Ako Ahimura

From: Simon Nash AA-LTC

4.2.5.1. *Teacher Capability Development*

Author: Maura Kempin (Manager, Te Puna Ako)

The institute is still far away from reaching the target of two Badges per Staff member per year. Concern was raised that the achievement is actually higher than reported, especially with a "flurry of activity" in the last few weeks. Similar concern had been raised at Ako Ahimura.

ACTION → Manager of Te Puna Ako to provide a report to Academic Board 2020-02-05 on the accuracy of Badging data.

4.2.6. Te Poari Whai Kounga

From: Simon Tries QAB

The last meeting did not achieve quorum and was cancelled.

ACTION → Simon Nash to present a report to Academic Board 2020-02-05 regarding the performance of sub/committees with respect to Member Attendance.

MOTION

That Academic Board receive the Subcommittee Reports:

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: K Barry
Seconded: T Rewiri

MOTION CARRIED

4.3. Quality Management System Reports

- **QMS Stocktake**

Simon Tries

Written update noted.

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*
Related: Item 2.8. List of Programmes for Formal Closure

4.3.2. Degree Monitoring

From: Simon Tries

At Academic Board 2019-11-13, it was reported that one visit had been delayed. This has now progressed.

4.3.3. Student Success

From: Helen Veal – Verbal update

- Waiting for outcome of Student Voice submission to RoVE
- Moving office location to Te Puna for increased student visibility
- Working on student representative funding and training for 2020

Each School will have a Student Support Advisor of 0.5FTE centralized in the Student Success Team as part of the *I See Me* initiatives.

ACTION → Nick Sheppard to send out communications regarding the new Student Support Advisor positions.

4.3.4. Industry Engagement

Related: Item 2.7. Industry Advisory Committee Guidelines

From: Heather Stonyer (Apologies)

Reporting to begin after Strategy developed and deployed.

4.3.5. Self-Assessment

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

4.3.6. Academic Risk Register

From: Simon Nash

A live link to the Register on Sharepoint was provided to the Committee.

Over time, the content, structure and presentation of the Register will develop further. A Working Group has been formed who will oversee the Register. One aspect is the alignment of the Academic Risk Register with the Unitec (Institutional) Risk Register, and how Academic Board interacts with both Registers. Lynnette Brown (Council Secretary) is provides support to both Registers.

From 2020, Programme Academic Quality Committees shall report Risks up to Quality Alignment Board. Also, Academic Board shall form a subcommittee to monitor Risks.

4.3.7. NZQA & ITP Sector

(Item yet to be defined.)

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

From: Trude Cameron – Verbal update

- An update has been published to The Nest regarding the Working Group representatives from Unitec.
- Next year, Murray Strong shall be replaced as Commissioner by a Board of Directors. This will imply greater financial accountable and rigour than was held by a Council. Nominations for the Board of Directors is now open.
- The Workforce Development Councils (WDCs) have had meetings to plan their formation, but they are yet to be formed *per se*.

- RoVE has 10 “Workstreams”. One of these Workstreams has 7 “Working Groups”, one of which is named “Mobilizing the New World”.

MOTION

That Academic Board receive the Quality Management System Reports.

Moved: T Rewiri

Seconded: S Tries

MOTION CARRIED

4.4. Ngā Rīpoata | Other Reports

4.4.1. Terms of Reference and Membership 2020 – Postgraduate Research & Scholarships Committee

Note: Deferred in from Academic Board 2019-11-13.

From: Marcus Williams

Academic Board requested that:

- Section 3.1. Membership – Update *Committee Role* of “Director (Teaching and Learning) Mātauranga Māori” to “Director Māori Success”. Victor Grbic remains the nominee.

MOTION

That Academic Board receive the Terms of Reference and Membership 2020 for the Postgraduate Research & Scholarships Committee, with the updates requested.

Moved: F Tominiko

Seconded: A Thumath

MOTION CARRIED

4.4.2. Terms of Reference and Membership 2020 – Unitec Research Committee

Note: Deferred in from Academic Board 2019-11-13.

From: Marcus Williams

Academic Board requested that:

- Dr Jenny Lee-Morgan be noted on the Membership as “(Nominee)”

MOTION

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

Moved: H Veā

Seconded: T Rewiri

MOTION CARRIED

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

Refer to Sections 1 ~ 3 of the [Terms of Reference for Academic Board](#)

Topic: **Summative Self-Assessment for 2019**

Discussion and responses included the following points.

Section 2.4. – Setting Priorities of Subcommittees

We don't really do this. However, the outcomes of the Quality Management System stocktake should be out in February 2020. When this is finalized, it will lead to more active priority-setting by Academic Board.

A potential conflict of interest involves the fact that Academic Board and its Subcommittees share a large number of common Members. This would mean that people at one committee are setting the priorities for themselves in another committee/s.

Section 5.1. – Appointment of the Chair

The word "Chair" should be removed following "Executive Dean, Academic" because the appointment of the Chair is detailed in Section 5.4.

Consideration should be made to adding the "Director, Under-25s" as an *ex officio* appointment rather than the current co-opted appointment.

Section 4.1. – Connection to Council

The Chair did not feel a strong formal connection exists with the Council, now represented by the Commissioner, even though they do have contact and meetings. This is especially the case since the Commissioner became involved in the setup of NZIST. However, it is acknowledged that we are in a transition phase to the appointment of a Board of Directors, which will mean a whole new relationship to be formed.

Academic Board Standing Committee

Academic Board members have little awareness or engagement with the work of its Standing Committee and related Academic Approvals.

Projects versus Business As Usual

Much of the meeting time and discussion of Academic Board in 2019 has been on project-based nature, such as approving Strategies and reporting systems. In 2020, we expect see the workload move more toward Business As Usual rather than one-off projects.

Overall

Academic Board is substantially ahead of where we were a year ago. The scale of work achieved is huge.

The Chair expressed that he is very pleased with the progress of Academic Board, even though it feels that every Agenda has such a large amount of content to get through. The Chair thanked all the members and staff in attendance for their hard work and looks forward to 2020.

On behalf of the Members, the Interim Chief Executive thanked the Chair for his wisdom, good humour and leadership of Academic Board in 2019.

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

MEETING CLOSED: 1201h

READ & CONFIRMED

Chair:

Date: ____ / ____ / ____