



minutes

TE POARI MĀTAURANGA | ACADEMIC BOARD

| | | | |
|------------------------|--------------|------------------|--------------------------|
| MEETING OPENED: | 0831h | Date: | 2020-03-04 |
| | | Scheduled Start: | 0830h |
| | | Scheduled End: | 1130h |
| | | Actual End: | 1131h |
| | | Location: | Building 110-2019 |

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

| | |
|---------------------------|--|
| Manawa mai te mauri nuku | <i>Embrace the power of the earth</i> |
| Manawa mai te mauri rangi | <i>Embrace the power of the sky</i> |
| Ko te mauri kai au | <i>The power I have</i> |
| he mauri tipua | <i>Is mystical</i> |
| Ka pakaru mai te pō | <i>And shatters all darkness</i> |
| Tau mai te mauri | <i>Cometh the light</i> |
| Haumi e, hui e, taiki e! | <i>Join it, gather it, it is done!</i> |

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Today: *Preparedness for the EER Panel Visit*

1.2.2. Important Dates

Submissions due: 2020-03-25
Next meeting: 2020-04-08

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

Tae Ā-Tinana | Members Present

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Annette Pitovao
4. Anne McKay
5. Chris King
6. Falaniko Tominiko
7. Kate Barry
8. Simon Tries
9. Toni Rewiri
10. Tracy Chapman
11. Helen Vea

Akutō | Late

1. Katie Bruffy – Arr. 0835h
2. Liz Rainsbury – Arr. 0841h
3. Marcus Williams – Arr. 0851h

Kairiwhi | Proxies

1. David Glover
(For: Merran Davis)
2. Mary Johnston
(For: Glenn Mckay)
3. Aroha Lewin
(For: Lee Baglow)

Ngā Whakapāha | Apologies

1. Merran Davis
(Proxy: David Glover)
2. Glenn Mckay
(Proxy: Mary Johnston)
3. Lee Baglow
(Proxy: Aroha Lewin)

MOTION

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: C King
Seconded: A Pitovao

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. **(Secretary)** Daniel Weinholz
2. Maura Kempin – Dep. 0859h
3. Steve Marshall

1.4. Mahia Atu | Matters Arising

(None)

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

Noted.

MOTION

That Te Poari Mātauranga approve the Minutes of the following meetings:

- *Regular:* 2020-02-05
- *Standing:* 2020-01-28
- *Standing:* 2020-02-04
- *Standing:* 2020-02-11
- *Standing:* 2020-02-19
- *Standing:* 2020-02-27

Moved: T Chapman

Seconded: S Tries

MOTION CARRIED

1.6. Committee Management

1.6.1. Attendance Tracker

The Chair introduced this new item with emphasis on tracking across the Academic Governance Committees.

1.6.2. Ngā Tautapu Arotake | Actions Tracker

(See following pages.)

Committee:
Document:
Updated:

Te Poari Mātauranga | Academic Board
Committee Actions Table
2020-02-05

| Source | Action # | Specification | Measure / Progress | Responsibility | Time Target / Closed | Achievement Status |
|------------|---|---|---|---|--|--------------------|
| 2019-05-08 | Action-048 <i>(Formerly: Standing-005)</i> | <p>Renewal Plan + Renewal Strategy + Waitākere Strategy Strategic Plans and Strategies are to be presented to and approved by Academic Board.</p> <p>2019-11-13 Committee Self-Assessment</p> <ul style="list-style-type: none"> 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. <p>ACTION: In response to this self-assessment, the Chair of Academic Board shall prioritize to:</p> <ol style="list-style-type: none"> Arrange for the Waitākere Strategy to be presented to and endorsed by Academic Board 2019-12-11. Investigate whether consultation with Student Council / representatives has been adequate. Consider how best to compensate for the lack of Academic Board approval of the Strategies. | <p>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. 2020-02-05: Dual presentation of Manaakitia te Rito Renewal Strategy and the Renewal Plan set for Academic Board 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08.</p> <p>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 <i>Manaakitia Te Rito</i>. 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. 2020-02-05: Dual presentation of Manaakitia te Rito Renewal Strategy and the Renewal Plan set for Academic Board 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08.</p> <p>Waitākere Strategy <i>"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."</i> 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)</p> | Merran Davis | COMPLETE 2019-12-11 Waitākere Strategy TO PRESENT 2020-0 Manaakitia te Rito Renewal Strategy & Renewal Plan | Completed in part |
| 2019-06-12 | Action-032 | <p>Programme Development – Business Case Threshold 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.</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. 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. 2020-02-05: In progress. Nothing yet to report. 2020-03-04: Work to be prioritized to complete for 2020-04-08.</p> | 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> | <p>Review of Semesterised Delivery</p> | <p>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; 2020-02-05; 2020-03-04: No change.</p> | Simon Nash | TBC | Low Priority |

| | | | | | | |
|-----------------------------|------------|--|--|---|--------------------------|-----------|
| 2019-07-10 | Action-038 | Remediation of Student Debt 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 2020-02-05: Aim to report back with a memo to Academic Board 2020-03-04. 2020-03-04: Refer to Item 4.4.3. Student Debt Investigation Update. ACTION ITEM COMPLETED. | Andrea Thumath Marcus Williams | 2019-10-09 2020-03-04 | COMPLETED |
| 2019-11-13 Item 1.7. | Action-046 | Committee Work Plan 2020 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. 2020-02-05: Work in progress, related to Item 3.1. Review - Quality Management System. 2020-03-04: Work to be prioritized to complete for 2020-04-08. | Simon Nash (Chair, Academic Board) | 2020-02-05 | Active |

Next:

Action-049

1.6.3. Work Plan

Presenter: Simon Nash (Chair, Academic Board)

[Note: Still under development and refinement through the Te Korowai Kahurangi stocktake of Quality Management System reporting requirements and development of the Academic Risk Register.]

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

(None)

Next: Item 4.4.1. Accuracy of Teacher Capability Development Reporting

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

ACTION → Simon Nash to re-open discussion with Priority Group Directors on whether or not to include a visual progress tracker in the Reports.

4.1.1. Māori

Presenter: Toni Rewiri (Director, Māori Success)

The presentation noted that:

- Qualification Completion for Māori learners in 2019 was only 40%. This is down from 47% in the previous year.

Discussion noted that:

- Academic Board needs to discuss the SDR data from the end of January.
- The Learner Outreach project should yield information to explain and lead to an improvement in the drop in Qualification Completion rates for Māori.
- The Student Performance Report is expected for presentation to Academic Board 2020-04-08. It should also provide information on the noted drop in rates.
- Academic Board needs to understand how the recent drop in Course Completion rates can be expected to affect future Qualification Completion rates.

ACTION → Members who wish to see particular points covered in the Student Performance Report should contact Simon Tries.

4.1.2. Pacific

Presenter: Falaniko Tominiko (Director, Pacific Success)

Two main points were raised, those being:

1. The new Pacific Navigators, including Falaniko Tominiko, have been prioritizing the contacting of Schools. Consequently, in this period, less attention has been paid to the Operations Plan per se.
2. Based on the recent SDR data, the Course Completion rates are down but rates for Retention and Qualification Completion are up. Course Completion rates fluctuate more often, and the resolution of unreported grades could possibly lift the Course Completion rate. Hopefully, Course Completion rates will be higher in the next SDR.

Discussion noted that:

- Progress in Schools on the embedding of Mātauranga Māori and Pacific knowledge gets reported into the monthly reports from Heads of School. Chris King will ask Nick Sheppard to share these with Falaniko Tominiko. The progress also goes into the AQAP Report.
- As it is only Week 2 of the semester, the impact of the *I See Me* initiatives, Navigators and Champions is only just starting. It could take at least a few weeks before any impact is apparent.
- The work of contacting the Schools could have been listed at the top of the report due to its high importance and significance.

4.1.3. International

Presenter: Tracy Chapman (Director, International Success)

The presentation noted that:

- Te Puna Ako is currently undertaking to support offshore students impacted by the travel restrictions cause by fear of the coronavirus. A memo shall soon go to ELT requesting final cut-off dates from the Schools for when students need to either be in class or defer their studies to a later semester. It will also request plans from Schools on how they will support students who may be four weeks late to their first class, even though they may have engaged in Moodle activities. The success of these impacted learners will be carefully monitored to understand their situations.

Discussion noted that:

- Guidance is needed for academic staff on matters such as:
 - How to manage overdue assessments
 - How to utilize Affected Performance Considerations
 - Expectations of how much a learner should have learned or achieved when they arrive
 - How to manage learners who have not responded to multiple attempts at contact in the last two weeks

- A number of students who were listed as still being overseas are actually in the country and attend class. Tracking the whereabouts of learners around the world is a difficult task and work is ongoing.

Commendation was given for the great support work, both with the learners who have recently arrived and with learners still offshore, noting that it could have featured more prominently in the report.

4.1.4. Under-25s

Presenter: Andrea Thumath (Director, Under-25s Success)

Related: *Item 4.4.3. Student Debt Investigation Update*

General discussion on the format of the four Priority Group reports indicated a desire for the re-introduction of a particular visual piece in the reports. Having these visuals provide snapshots of progress whereas the live link always shows the latest status rather than progression over time. The Chair and Priority Group Directors shall discuss it further outside the committee.

4.1.5. Student Success

** Exception Reporting until Strategy completion*

Presenter: Annette Pitovao & Helen Vea

It was noted that this memo had only been submitted to the agenda this morning prior to the meeting. Members most likely had not had enough time to digest it.

Helen Vea gave an introduction and spoke about the Key Updates table.

Discussion noted that:

- A new Vice-President has been selected, and will be announced after the contract is signed and processed.
- Schools, APMs, HR, Steve Marshall, Annette Pitovao and others are still resolving matters related to recruiting Student Representatives for PAQCs, including:
 - Contracts
 - Confidentiality Agreements
 - Training
- PAQC Student Representative are estimated to be in place and ready for the start of Semester 2, 2020.

Annette Pitovao spoke about the Student Success table in the memo, particularly that:

- Point F means that Concentrix is being further phased out with more operations becoming internal to Unitec. Some interest exists from both Concentrix and Unitec staff for a transfer of some Concentrix staff to occur alongside the transfer of operations.

Discussion noted that:

- Early themes from Point B (Learner Outreach) look like statements such as the following. In these statements, “you” represents “Unitec” and “I” represents the learner.
 - “You assumed I was ok, but in fact I wasn’t.”
 - “I thought Unitec was doing that for me.”
 - “My life is so busy that I can’t study.”
 - “I can’t afford to study.”
 - “I’ve got a job now and that is more important than study.”
- The most surprising theme was to realise just how much that learner thought Unitec did for them on their behalf.
- Support teams have little awareness of the Learner Outreach project. Raising their awareness could have benefits.
- Student Success aims to collate some quick tips and trackers for themes, Schools and Priority Groups. The main challenge in this work is to keep it aligned and integrated because there are so many possible tangents and perspectives.
- Guidelines are needed by academic staff around how to protect privacy when highly personal information is shared with them by a learner.

4.1.6. Industry Engagement

** Exception Reporting until Strategy completion*

This Strategy may end up becoming incorporated into broader external stakeholder engagement.

4.1.7. Waitākere Strategy

Related: Action-048

** TBC Report format*

4.1.8. Manaakitia te Rito | Renewal Strategy

Related: Action-048

** TBC Report format*

4.1.9. Academic Quality Action Plan (AQAP)

Discussion noted that:

- The Memo and the Full AQAP Project Plan are useful.
- The Overview lacks information for proper evaluation of the data. It doesn’t immediately tell a reader whether or not the progress to date is on track or not. The colours of the bars could be changed to a RAG-status style rather than being colour-coded to match the Recommendations.
- Non-completion of Moderation is a very real risk which Academic Board should take seriously. APMs and academic staff can feel so overloaded that when approached

about completion of Moderation they react as though it is yet another compliance exercise in addition to their main workload. Additional stress on staff can occur as time and energy goes into adapting what they are doing over to the new academic systems and structures.

- This is an extremely busy period in the academic year.
- Many staff don't seem to understand what work should simply be their "Business As Usual" versus what work is "critical for success in EER2020". Unitec leadership should raise clarity and provide direction on this matter to all staff.

MOTION

That Te Poari Mātauranga receive the following Strategic Report/s:

- Māori
- Pacific
- International
- Under-25s
- Student Success
- Academic Quality Action Plan

Moved: H Vea
Seconded: K Barry

MOTION CARRIED

Note: Proceedings took a short break from 0955h to 1005h.

Committee Self-Assessment

The Chair reminded the committee that in this forum of Academic Board, we discuss matters of institutional governance and systems. If a member becomes aware of a particular issue and is unsure if it lies within this remit, then they should discuss it with the Chair in advance of the meeting. There is often a better way to manage the issue than by raising it with Academic Board. However, some issues which are primarily acute and may still need presentation to Academic Board.

4.2. Subcommittee Reports

4.2.1. Te Komiti Rangahau o Unitec

Presenter: Marcus Williams URC

** No new meetings to report.*

4.2.2. Te Komiti Tikanga Matatika

Presenter: Marcus Williams UREC

** No new meetings to report.*

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter: Marcus Williams PGRSC

** No new meetings to report.*

4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter: Simon Tries AAC

Attendance and representation has significantly impacted effectiveness of AAC. The Chair shall monitor attendance and report on it as needed.

Representation has been impacted by staff and leadership changes within Schools. This is being resolved.

4.2.5. Ako Ahimura

Presenter: Simon Nash AA-LTC

The previous Learning and Teaching Strategy was quite philosophical in nature. The new Strategy needed to be re-shaped to be more clearly action-oriented in line with the other Unitec Strategies. In addition, it is incorporating closer ties to Mātauranga Māori. Development of the new Strategy has deliberately avoided matters which are expected to be reviewed under NZIST. For example, online learning is not receiving large investment in the Strategy because it is known that NZIST has a whole team dedicated to this field.

The Unitec Research Strategy is being developed. However, the decision has been made to wait until after NZIST is implemented before presenting it to Academic Board. Discussion considered whether the Research Symposium should be moved forward to July 2020 or whether it should remain as scheduled for October 2020, coinciding with the EER visit.

ACTION → Members can contact Marcus Williams and Maura Kempin with thoughts on whether the Research Symposium should be held in July 2020 or in October 2020.

The timeline of Manaakitia te Rito runs until end of 2022, which also marks the end of the NZIST interim / transitional stage. ELT are fairly confident that nothing in our Strategies is likely to be overrun by NZIST. The approach of NZIST is likely be that of taking the many strategies from across all the ITPS and forming a national one, rather than building a national strategy and then pushing it down onto subsidiaries.

4.2.5.1. *Teacher Capability Development*

Author: Maura Kempin (Manager, Te Puna Ako)

Note: For this month's meeting, the regular Report is replaced by Item 4.4.1. and Item 4.4.2.

4.2.6. **Te Poari Whai Kounga**

Presenter: Simon Tries QAB

Discussion noted that:

- PAQC Quarterly Reports should be reported "to QAB" rather than "to AB". The QAB analysis will report on moderation up to AB.
- Chairs have two key roles in maintaining effective committees: 1) To monitor attendance, representation and capabilities; 2) To communicate priorities and awareness of committee matters to the members as a meeting approaches.
- Committees should engage in succession planning, which also presents staff who may not currently be committee members to learn about committee work.

ACTION → Simon Nash to meet with and induct newer members of Academic Board.

MOTION

That Te Poari Mātauranga receive the Subcommittee Report/s for:

- Te Komiti Whakamana Hotaka Hou
- Ako Ahimura
- Te Poari Whai Kounga

Moved: A Thumath

Seconded: A Pitovao

MOTION CARRIED

4.3. Quality Management System (QMS) Reports

4.3.1. Programme Management

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

4.3.1.1. Programme Development

Discussion noted that:

- Whether or not the Master of Applied Business (MAB) begins delivery in Semester 2, 2020 depends on the outcomes of the next meeting of Academic Approvals Committee and the application to NZQA.
- The two New Zealand Certificates in Business are on track for delivery in Semester 2, 2020.
- The next due date for NZQA is 24 April.

ACTION → Simon Nash and Simon Tries shall discuss how to better coordinate the work of the different departments involved in Programme Development, noting that plans are currently being developed inside Te Korowai Kahurangi.

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

Many of the Reviews have not completed. This is not satisfactory. A theme of workload and priorities has been identified as a main reason for non-completion.

4.3.1.3. *Expiring and Discontinued Programmes*

Te Korowai Kahurangi is working with Schools to better manage unenrolled “Programme Active” learners. Significant resources in Schools are being consumed in this work because it requires analysis of each learner case-by-case.

MOTION

That Te Poari Mātauranga approve the closure of the following programme/s:

- *Certificate in Employment and Community Skills (CECS)*
- *Certificate in Plumbing and Gasfitting (CPGFT)*
- *Certificate in Computing Systems (CCSYS)*

Moved: C King
Seconded: T Rewiri

MOTION CARRIED

Note: The reports of Item 4.3.1. and Item 4.3.2. were received in a single Motion.

4.3.2. Degree Monitoring

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Thematic appraisal of the Reports is under development and shall come to Academic Board.

MOTION

That Te Poari Mātauranga receive the following report/s:

- *Programme Management Report/s*
- *Degree Monitoring Report.*

Moved: A McKay
Seconded: M Williams

MOTION CARRIED

4.3.4. Academic Risk Register (ARR)

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Presentation with accompanying display of the Register and the related PowerBI Dashboard on the big screen noted that:

- Fourteen Risk Areas have been identified. Two of the Risk Areas may not apply to all programmes.
- Academic Programme Managers (APMs) are providing input for the Likelihood and Consequence columns.
- Long term operation is to be confirmed. It will probably have the APMs updating the Register, after which the PAQCs shall review the risks, feeding them up to Quality Alignment Board (QAB). QAB would then respond / report both back to the PAQCs and up to Academic Board. A report is expected to come from QAB to Academic Board 2020-04-08 which will have more details on how the Register will operate.
- On the PowerBI Dashboard, where a line is red and at 100%, it indicates that this data has not yet been received.
- “Risk Areas” are different from specific Risks. The Register works based on Risk Areas.

Discussion noted that:

- Data on priority group learners is not immediately apparent. This was done deliberately in order to avoid overloading the main page. The PowerBI Dashboard take an “all-students” approach. Data on priority groups is accessible through using the PowerBI filters. Priority Group targets are listed under Risk Category > Outcomes.
- The language could possibly be more student-centric. For example, maybe “Students not achieving” could be used instead of “Programme targets not met”.
- The Register provides a good complement to the PEP Reports.
- A review of the Register has been set for three months away.

ACTION → Members can submit feedback to Simon Tries.

ACTION → Members who want to become part of an associated Working Group should respond to an email which shall come out from the Secretary. The first meeting would be after the end of next week, i.e. no earlier than 16 March.

Note: Item 4.3.4. did not require a Motion.

4.3.5. NZQA and ITP Sector / RoVE Updates

David Glover presented a verbal update that:

- Recommendations are being composed by the Workstreams to be presented to the incoming NZIST Chief Executive and Council.
- Educational Products and Services – Key issues include:
 - Ability to deliver 24/7
 - Setting up a single point of contact for employers
 - Nationwide Professional Development for over 30,000 staff
 - Utilisation of technology to make best use of the new economy of scale and wealth of data

- Academic Architecture
 - The principles of Te Tiriti o Waitangi shall be embedded.
 - The approach is to have a nationwide Academic Board with a high level of delegation to committees of the subsidiary institutes.

Discussion noted that:

- A process by which a Centre of Vocational Excellence (CoVE) shall be selected exists and has been published on the internet.
- Selection of a CoVE for Primary Industries is underway.
- Unitec plans to be for selection as the CoVE for Construction.
- Among the new subsidiaries, Open Polytechnic has distinct attributes in that it has no regional base and delivery 100% through distance learning.
- Workforce Development Councils (WDCs) shall take up the standard-setting work of the former ITOs. They represent the demand-side of workforce development and shall be heavily composed of industry representatives. Six WDCs have been planned and each will need a number of subcommittees.
- Some ITOs show eagerness to move on with the new NZIST structure; some ITOs face technical and / or legal issues as various ITOs have different structures.
- Submissions on a preferred name for NZIST are encouraged. Each person can make a submission. Unitec does not plan to make an institutional submission as such.
- No direction has been received on any new reporting structure. Murray Strong shall be involved with the new board at Unitec until his role gets de-commissioned.

4.4. Ngā Rīpoata | Other Reports

4.4.1. Accuracy of Teacher Capability Development (TCD) Reporting

Related:

- Academic Board 2019-12-11, Item 4.2.5.1. Teacher Capability Development
- Ako Ahimura 2019-10-17, Item 4.1. Teacher Capability Development Evaluation
- Academic Board 2020-02-05, Item 5.1. Accuracy of TCD Reporting (deferred)

Presenter: Maura Kempin (Manager, Te Puna Ako)

The presentation noted that:

- The purpose is to assure Academic Board of the accuracy of the reporting.
- Errors have been found to occur, but these have been few and far between.
- The cause of most actual errors was due to staff changing between roles.
- Most 'errors' came from misunderstandings / misperceptions, including:
 - Thinking a self-evaluation had been done for 2019, when in fact it was done *in* 2019 *for* 2018.
 - Thinking that attendance in a Badging workshop equated to enrolment in a Badging course. Enrolment in a Badge requires completion of the enrolment process.
 - Reports are produced on the first day of the month for the work done in the previous month. There can be a time lag between the event, the report and when it is presented or seen.
 - Staff reporting to a Head of School that they have finished a Badge, when in fact they have submitted their final piece of evidence for a Badge, but it can take up to 10 days

before Te Puna Ako processes the submission and registers it as a completed Badge.

Note: Item 4.4.1. and Item 4.4.2. were received in a single Motion.

4.4.2. Teacher Capability Development – Final Report (2019)

Presenter: Maura Kempin

The presentation and /or discussion noted that:

- Column 3 (2nd Badge) was able to have higher numbers than Column 2 (1st Badge) because Column 3 included both “Completed” and “Not Applicable”. In earlier reports, the “Not Applicable” group had not been included, but this reporting also confused some readers and so it became the way it is now.
- For 2020, the reporting table shall appear differently, as detailed in the memo.
- Given that Badging is a compulsory target, the completion numbers do raise concern.
- Staff are genuinely engaging with Badging, but each non-completion generally has a backstory to account for it.
- Student Representatives need to be aware that Badging is not the only teacher development activity that happens. Different Schools / Programmes also have other varied forms of development.
- A correlation between Student NPS ratings and Badging completions may exist, but is not clearly known at this time. Some courses indicate correlation; some do not. The biggest driver of Student NPS is generally acknowledged as being Teaching Quality.
- A report that evaluated the effectiveness of Badging was produced in late 2019. At that time, the final stage of impact still needed more time before it could be measured.
- Consideration could be given to investigating correlation between Badging and the Course Evaluation and Planning (CEP) reports instead of the Student NPS, because the Student NPS has a very broad scope with many influencing factors which are not directly related to Teaching Quality, whereas the CEPs have a much greater overlap of scope.
- Professional Development through Badging takes priority over any other forms of Professional Development, unless they are absolutely critical to the delivery of the programme.
- The new format of the TCD Report table for 2020 will show the continued completion of 2019 badges.

MOTION

That Te Poari Mātauranga receive the following report/s:

- *Accuracy of Teacher Capability Development (TCD) Reporting*
- *Teacher Capability Development – Final Report (2019)*

Moved: A McKay

Seconded: T Rewiri

MOTION CARRIED

Next: Section 4.4. Strategic Reports

4.4.3. Student Debt Investigation Update

Related: Action-038 Remediation of Student Debt

Presenter: Andrea Thumath

The presentation noted that:

- The substance of this action shall be incorporated under the Under-25s Action Plan.
- If Unitec enacts the approaches coming from this investigation, it will benefit not only Under-25s but all students within debt management in the institute.
- Elevation of this issue to Academic Board has been useful to motivate action. From this time on, Academic Board should be confident that operational measures have been identified, that operational implementation is underway and that progress will be reported by exception.

MOTION

That Te Poari Mātauranga receive the following report/s:

- *Remediation of Student Debt*

Moved: A Thumath

Seconded: M Williams

MOTION CARRIED

6. Kupu Whakamutunga | Closing

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

(None)

6.2. Committee Self-Assessment

Topic: *Preparedness for the EER Panel Visit*

Stimulus question/s:

1. *As a committee member, how effective is your oversight of academic quality and student success at Unitec?*
2. *In what areas does the committee need to focus its preparation for the EER Panel visit?*

Discussion noted that:

- A meeting shall be held on Monday with the Extended Leadership Team to consider similar matters. To facilitate an informed response, a shared document shall be set up for members to contribute their responses between the Monday meeting and the due date for submissions to the next meeting, i.e. 2020-03-25.
- The term of “Mock Panel” shall be avoided, instead the term “IER” shall be preferred.

Initial responses noted that:

- We are better prepared for EER2020 than we were for the previous EER.
- Weakness is still felt in terms of data and oversight of the Priority Groups.
- Lack of confidence still exists in the ability to triangulate across various areas of work
- Investigation may be needed into staff concerns of workload and stress impacting their ability to complete Moderation tasks.
- Programme Evaluation and Planning work has greatly contributed to governance level oversight. This shall be complemented by post-SDR analysis and kōrero.
- Implementation of the Academic Risk Register bring significant coherence to governance from Academic Board.

Communications shall be issued in the following few days to all staff regarding the focus areas for EER and selected invitations to the IER preparation sessions.

6.3. 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: 1131h

READ & CONFIRMED

Chair:



Date: __20__ / __04__ / 2020__