



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

MEETING OPENED: 0834h

Date: 2020-02-26

Scheduled Start: 0830h

Scheduled End: 1030h

Actual End: 1034h

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

1.2.1. Committee Self-Assessment

Today: **Reflection on 2019 and Direction for 2020**

1.2.2. Important Dates

Submissions: 2020-03-11

Meeting: 2020-03-25

1.2.3. Communications from Academic Board

Noted as being from late 2019. Refinement shall see this become more relevant to the committee.

1.2.4. Membership

The Chair welcomed incoming members and acknowledged outgoing members.

1. Incoming: Rick Yu – Trades and Services; Destin Povey – Student Representative
2. Outgoing: Hugh Wilson, Guillermo Ramirez-Prado

1.3. Ngā Whakapāha | Apologies

Tae ā-tinana | Present

1. **(Chair)** Simon Nash
2. David McNabb
3. Falaniko Tominiko – Dep. 0955h
4. Hamish Foote – Dep. 1034h
5. Jackie Tims
6. Lorne Roberts
7. Maura Kempin
8. Mitra Etemaddar
9. Rick Yu
10. Rowena Fuluifaga
11. Sarah Sommerville
12. Simon Tries – Dep. 1034h
13. Sue Emerson – Dep. 1034h
14. Sue Tulett
15. Tracy Chapman – Dep. 0935h

Akutō* | Late

1. Destiny Povey
Arr. 0854h
2. James Oldfield
Arr. 0851h; Dep. 0958h

Kairiwhi* | Proxies

1. Susan Bennett
(For: Guillermo Ramirez-Prado)

Ngā Whakapāha | Apologies

1. Guillermo Ramirez-Prado – Teaching; replacement being recruited
(Proxy: Susan Bennett)
2. Richard Fahey
(Proxy: *None*)
3. Veraneeca Taiepa – Māori Success event; no proxies available.
(Proxy: *None*)

MOTION

That Ako Ahimura accept the apologies for the meeting.

Moved: F Tominiko

Seconded: T Chapman

MOTION CARRIED

Kōrama | Quorum

A minimum of 12 members was required. Quorum was achieved at 0834h and held until 1034h.

Kore i tae ā-tinana | Absent

1. Amos Clarke
2. Lee-Anne Turton
3. Marcus Williams

Hunga mahi | Staff in attendance

1. **(Secretary)** Daniel Weinholz
2. Caroline Malthus – Dep. 0929h
3. Helen Vea
4. Susan Eady – Dep. 0929h

1.4. Mahia Atū | Matters Arising

(None)

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

That Ako Ahimura approve the Meeting Minutes of 2019-11-21.

Moved: D McNabb
Seconded: M Etemaddar

MOTION CARRIED**1.6. Work Plan**

Related: Actions Table > Action-020 Committee Work Plan 2020

Presenter: Simon Nash (Chair, Ako Ahimura)

Work Plan to be reviewed to align with the concluding work on the Quality Management System.

Discussion noted that:

- Few or no policies and procedures came to the committee for discussion or approval in 2019.
- Academic Board should approve policy and its subcommittees should approve procedures.
- One outcome of the QMS Stocktake will be that each committee will know more clearly what work it should expect to see and do.

1.7. Ngā Tautapu Arotake | Actions for Review

Committee Actions Table

Date Created	Reference	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-04-18	Action-019 <i>Renumbered from: Standing-004</i>	<p>Review of Unitec's Learning and Teaching Strategy Develop a proposed L&T Strategy with enlarged view of possible stakeholders post-RoVE.</p> <p>2019-05-23: The aim is to keep progress incremental, steady and simple, fitting it within the existing Unitec strategies. Simon Nash shall present a draft strategy to the next meeting. (Submission due 2019-06-06)</p> <p>2019-06-20: Draft strategy not ready for presentation.</p> <p>The Working Group has had a couple of meetings and workshops. They are currently focussed on trying to integrate the Strategy with the Unitec Diamond, Te Noho Kotahitanga and the other Success Strategies, and to make the wording accessible, consistent and clear in providing direction. They aim to have a draft ready to present to the next meeting. It aims to be pragmatic and minimize 'new' work for academic staff, taking care to align with the current Unitec direction.</p> <p>After completing the draft, it needs to be validated by a wider audience, especially in relation to any possible gaps and its application to Priority Groups. The intention is to bring it first to the Committee, then circulate it to a wider academic staff audience before it going up to Academic Board.</p> <p>The Committee commended the Working Group for working backwards from the Unitec Diamond and developing ways to reach that endpoint, especially around Work Ready Graduates. It also urged the Working Group to ensure consideration was given to:</p> <ul style="list-style-type: none"> the role of Industry Advisory Committees valid / accurate alignment of Graduate Profiles with Industry Expectations student time spent on worksites / Work Experience, which has proven highly valuable for producing quality graduates <p>2019-07-18: Maura delivered an update. Anne, Veraneeca and Maura shall continue drafting and aim to present the draft at the next meeting. Anne and Maura are to co-lead this Working Group.</p> <ul style="list-style-type: none"> Veraneeca and Anne met twice and have unpacked what Te Noho Kotahitanga might look like in the Teaching and Learning strategy. Investigating a diagrammatic representation of the weaving of all the parts. Aiming to develop a document that is jargon free or language explained and has a guide to possible 'how to' questions. <p>2019-08-22: The Chair advised that the Manaakitia te Rito Renewal Strategy includes lists of sub-strategies in the four strategic areas. The L&T Strategy which is currently being reviewed and the Academic Portfolio Strategy that doesn't exist yet will be combined into one Academic Strategy that will include a strategic direction to ensure that the Academic portfolio is meeting stakeholders needs. During discussion, the following points were raised:</p> <ul style="list-style-type: none"> Should the next logical step be to include research with teaching and learning as all three would fall under the Academic Portfolio? The Chair advised that he would meet with Marcus Williams to discuss this further. Maura gave an update and advised that the L&T Strategy now has overarching principles that are more clearly aligned with various success strategies and the next task was to agree on strategic priorities and actions for the next 2-3 years. The Chair noted that he had met with Maura and Veraneeca to look at a strategy to get into the new national RoVE environment that is action oriented and has measurable outcomes. Maura will submit a report at the next meeting. 	<p>Simon Nash</p> <p>Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell Lee-Anne Turton Sue Tulett</p>	2020-03-25	Active

		<p>2019-09-19: Refer to Item 5.2. Learning & Teaching Strategy. Working Group expanded to include Lee-Anne Turton and Sue Tulett. The expanded group shall meet to finalize a draft for wider consultation with teaching staff in October, noting that it is a busy time for some teaching staff but November would be too late. Simon Nash is to confirm the development timeline of the wider Academic Strategy (the integration of the Academic Portfolio Strategy, the Research Strategy and the Learning & Teaching Strategy), which could influence this Strategy.</p> <p>2019-10-17: Draft Strategy presented for feedback under Item 4.2. The Working Group (Learning & Teaching Strategy) shall work with the Director Ako on refinements to the Strategy to ensure that (a) it is fit-for-purpose and operable, and (b) the principles identified in the strategy are clearly reflected in the design of Teacher Capability Development and badges, and (c) staff understand the connection between strategies and their own School and Individual action plans and capability development goals. Any members interested in contributing should contact Simon Nash directly.</p> <p>2019-11-21: Refer to Item 3.2. Learning & Teaching Strategy. Further work to continue into 2020.</p> <p>2020-02-26: Simon Nash shall refresh the membership of the Working Group to re-develop the strategy to be action-oriented rather than philosophy-oriented, for presentation to Ako Ahimura 2020-03-25.</p>			
2019-06-20	Action-012	<p>Presentation of Strategy for Student Success</p> <p>Annette Pitovao to present a synopsis of the Success Strategy for Student Success to the Committee.</p> <p>2019-07-18: Annette Pitovao has been invited and can present on 2019-08-22.</p> <p>2019-08-22: Rowena Fuluifaga advised that the first draft would be completed for presentation at the September meeting.</p> <p>2019-09-19: Update from Annette Pitovao via Rowena Fuluifaga – “Merran has changed the approach so Action-012 is no longer relevant. Annette is now working with Vivienne to build an end-to-end updated Student Journey as an overarching framework that follows on from our Renewal Strategy. The key question from Merran for the framework building is “What does manaaki mean to us? Map the student journey in a meaningful way that helps us to connect all strategies into one shared approach.”</p> <p>➔ Student Journey Framework</p> <p>Quite a few different strategies exist. This review is to integrate them into a Student Journey Framework. It will become more than just a Student Success Strategy and will involve the four Priority Groups. The new Student Journey Framework, instead of the Student Success Strategy, will come to Ako Ahimura when it has been drafted.</p> <p>2019-10-17: The Strategy and Framework are still under development, led by Annette. When they are done they shall be presented to Ako Ahimura.</p> <p>2019-11-21: (Annette Pitovao) The “Student Journey Framework” has been broadened to the “Learner Success Map” to be inclusive of the future incoming apprentices and other learners. It will not be ready until February 2020.</p> <p>2020-02-26: Reporting deferred to Ako Ahimura 2020-04-29 (submissions due 2020-04-15) due to NZIST-related changes. Simon Nash (Director, Ako) has not yet received any direction from NZIST relating to common policies, though it is expected that such work will happen over the next few years. In the meantime, Unitec has a Policy Review Schedule on The Nest.</p>	Rowena Fuluifaga	<p>2019-07-18</p> <p>2019-09-19</p> <p>2020-02-26 2020-04-29</p>	<p>Invitation sent</p> <p>“Student Journey Framework”</p> <p>“Learner Success Map”</p>
2019-06-20	Action-015	<p>Relationship of Badging to Recruitment, Progression and Promotion</p> <p>Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion.</p> <p>2019-07-18: Robust discussion raised how the wider topic of teaching capability development relates to recruitment, staff induction, student NPS feedback and evaluations (particularly on low teacher competency), investment into capability development and expectations of ongoing professional development. Simon Nash shall seek advice as follows:</p> <ul style="list-style-type: none"> From TPA and TKK on processes for collection and application of student feedback to inform quality teaching From Director Ako and HR on recruitment strategies around teacher competency From Maura Kempin on induction and early engagement <p>2019-08-22: The Chair gave an update on progress with the above 3 items:</p> <ul style="list-style-type: none"> The Net Promoter Score (NPS) was noted at this committee and Student Course Survey outcomes submitted to this meeting could inform in the quality teaching space. 	Simon Nash Maura Kempin	2019-09-19	Active

		<ul style="list-style-type: none"> He has work underway with Human Resources to look at whether to retain a teaching qualification (like the existing Graduate Diploma in Higher Education) that features in some staff contracts. We have a teaching competency framework that identifies what good teaching is and Badging that demonstrates teaching competencies. Maura to report back about induction and early engagement at the next meeting. <p>Discussion raised the following:</p> <ul style="list-style-type: none"> A clear definition of expectations of teaching staff is needed It is imperative that career progression is connected to the requirement for staff professional development A project is underway to change the description of what a quality teacher is in existing policies for recruitment and promotion so it is consistent and aligns directly with agreed teaching competencies for teachers at Unitec. Senior lecturers need to have a Masters' degree but practitioners in some disciplines do not have masters' degrees so an incentive for career progression is needed for these staff The Chair will update the Committee at the next meeting on the recruitment and promotion issue <p>2019-09-19: Work is still in progress. 2019-10-17: Work in progress. HR and Union representatives are working on this for both allied and academic staff. 2019-11-21: Still with HR. Staff collective agreement is up for review in early 2020. 2020-02-26: Still waiting for a response from HR and the Unions. Further discussion noted that:</p> <ul style="list-style-type: none"> Staff workload levels influence them to feel that Badging is primarily a compliance exercise and to choose lower levels of achievement that require less effort, unaware that this decision could impact their progression and promotion. ACTION → Simon Nash (Director, Ako) to provide advice to staff about proposals for aligning recruitment and promotion with the teacher capability framework. Due to workload levels, staff are often working on Badges outside of work hours, on weekends and holidays; this is not good. Any attempt to increase work put into Badging needs to be considered carefully. Research projects may be eligible for Badging accreditation, but being overlooked. Te Puna Ako liaisons should be consulted to see if or how a research project can be accredited on a case-by-case basis. <p>2020-03-25:</p>			
2019-09-19 Item 3.2.2.	Action-018	<p>Teacher Induction – Compulsory & Supported Simon Nash (Chair of Ako Ahimura) shall write to Academic Board requesting recommitment to mandatory induction of new teaching staff, and to support resourcing of the operational measures needed to implement it. Chair of Ako Ahimura is to provide advice to Academic Board on the thresholds and options (e.g. online versus face-to-face) for mandatory induction. Due to Academic Board 2019-10-09.</p> <p>2019-10-17: Nothing to report yet. 2019-11-21: With Nick Sheppard and Trude Cameron. 2020-02-26: Discussion affirmed that improvements have occurred. ACTION → Secretary to check that a memo was actually received by Academic Board, and if so then to close this Action Item. 2020-03-25:</p>	Simon Nash (Chair)	2019-10-09 (Academic Board) TBC	Active
2019-11-21 Item 1.7.	Action-020	<p>Committee Work Plan 2020 Ensure that the Committee Work Plan is ready and active in 2020.</p> <p>2020-02-26: Work in progress. 2020-03-25:</p>	Simon Nash (Chair of Ako Ahimura)	2020-02-26	Active

2019-11-21 Item 3.1.	Action-021	NZQA Approach to Monitoring of Diplomas Receive and analyse the NZQA Monitoring Reports for New Zealand Diploma in Business (NZDB). Consult with other ITPs for similarities and differences. Seek further clarity from NZQA on their perspective on the role of Learning Outcomes in the context of the Course and Programme as a whole. Provide a response to NZQA with Unitec's perspective. 2020-02-26: Awaiting a response from NZQA. 2020-03-25:	Simon Tries Maura Kempin	TBC	Active
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Next Action #: Action-022

2. Mea Hei Whakaae | Items to Approve

2.1. Change from APA 6th Edition to APA 7th Edition

Presenter: Rowena Fuluifaga

Where the referencing system does not cover some types of content (e.g. Medical Imaging x-rays), Unitec will develop its own referencing system.

Discussion noted that:

- (Recommendation 3) No specific date for changeover had been set because some students would be continuing work on their theses under APA 6th and expecting them to re-work their references to APA 7th would cause undue negative impact. The committee agreed to the following changes to the Recommendation.
 - From “strongly suggest” to “require”.
 - Add the words “with exceptions allowed in negotiation with the Learning and Achievement Team.”
- Referencing software tools at Unitec include:
 - EndNote (free version). Unitec has lost its staff who previously supported EndNote.
 - Mendeley Reference Manager
 - Microsoft add-ons. However, these were never fully accurate for APA 6th and we have no reason to expect they will be fully accurate for APA 7th.
- Students should be reminded that the main point of referencing is for academic integrity. Staff should also bear this in mind and thus not mark down just for minor punctuation mistakes.
- NorthTec has already changed over to APA 7th, so our MOU with them for 2nd Year student at NorthTec moving over to 3rd Year at Unitec does not need amendment.
- A need seems to exist to raise staff awareness of Mendeley and of the change to APA 7th. It was suggested that this could be done through a presentation to the APM Meetings.

ACTION → Susan Eady and Caroline Malthus to work with Nick Sheppard and Trude Cameron on finding a way to disseminate notice of the changeover to APA 7th out to the APMs and Academic Staff.

MOTION

That Ako Ahimura approve the change of referencing system from APA 6th Edition to APA 7th Edition, and endorse the following recommendations:

1. That Unitec lecturers accept assignments referenced using APA 6th until the end of Semester 2, 2020, with Schools to communicate confirmation to Susan Eady and Caroline Malthus for the information of the Learning and Achievement Team.
2. That the Learning and Achievement Team recommends a guide to APA 7th by the end of Semester 1, 2020 for those Schools who wish to change at mid-year.
3. That for clarity for students, we require all Schools to aim to migrate completely to APA 7th for the start of Semester 1, 2021 with exceptions allowed in negotiation with the Learning and Achievement Team.

4. That the Schools adopt a consistent approach across each programme to ease the changeover for students and teaching APA 7th.

5. That while consistency in use of a referencing system is desirable, lecturers should observe leniency when assessing APA referencing in student assignments during the changeover.

6. That from the start of Semester 1, 2021, only APA 7th will be supported and taught.

Moved: M Kempin

Seconded: J Tims

MOTION CARRIED

Next: Item 4.1.3. Strategic Reports, International

3. Mea Hei Kōrero | Items to Discuss

3.1. Attendance at Academic Governance Committees (2019)

Source: Academic Board 2020-02-05, Item 3.2.

Author: Simon Nash (Chair, Academic Board)

Presenter: Simon Nash (Chair, Ako Ahimura)

Presentation noted that:

- In 2019, apologies without a nominated proxy were an issue.
- Effective committees need to:
 - Hold quorum
 - Engage members
 - Read the meeting agenda prior to the meeting
 - Disseminate news and information out to the Schools through the representative members

Discussion noted that:

- Finding a proxy for senior academic representatives presents challenges by virtue of teaching timetables and limited numbers of senior academics.
- Some members have a long commute to reach Unitec.
- Virtual meetings online through Skype or Zoom tend to be low in effect and engagement with groups the size of Ako Ahimura. For small groups, virtual meetings can work well.
- Unitec does not yet have appropriate equipment to conduct large-scale virtual meetings.
- Regular virtual attendance can change the culture / nature of a committee.

ACTION → James Oldfield (Digital Learning Lead) to investigate the feasibility of virtual attendance or meetings for Ako Ahimura.

MOTION – Not required.

3.2. Definition of Learning Hours

Presenter: Simon Tries

The presentation noted that:

- Definition and accurate reporting of Learning Hours is a necessity, not an option.
- Unitec is awaiting feedback from NZQA.

Discussion noted that:

- Not much research is known of to support the numbers in the Notional Hours. It could be that the time needed to achieve one credit in a lower-level course may generally take less time than one credit in a higher-level course, or vice-versa.
- The proposed Definition has simply been adopted from another tertiary institute.
- When the Definition is finalized and approved, every programme in Unitec will be required to adopt it.
- NZQA does not acknowledge “Self-Directed Learning” as a valid category. In their view, all learning should be directed in some manner. Maybe “Self-Managed Learning” would be a better term.

Concerns were raised that:

- Some types of learning categorized as “on-campus” that actually seemed to be “off-campus”.
- The definition of “synchronous” and whether it could span a few days of dialectic teaching and learning online between staff and students. Such students may be told that it is “Self-Directed Learning” when in fact it is not.

ACTION → Simon Tries and Maura Kempin to work with Lorne Roberts and Susan Bennett to better clarify, define and categorize the Learning Hours template.

MOTION – Withdrawn, pending further work.

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

4.1.1. Māori

Source: Academic Board 2020-02-05

Presenter: (Veraneeca Taiepa – Apologies)

Noted.

4.1.2. Pacific

Source: Academic Board 2020-02-05

Presenter: Falaniko Tominiko

Key points of the presentation included:

- Two of the three new Pacific Navigator positions have now been filled. Their main role is to support Schools with the *I See Me* initiatives, especially Focus Area 3.
- Whānau-Fanau Evenings are scheduled next week, designed for staff to meet and converse with new Māori and Pacific students and their family members.
- Work is happening to better report against outcomes rather than actions.

Next: Item 4.1.4. Strategic Reports, Under-25s

4.1.3. International

Source: Academic Board 2020-02-05

Presenter: Tracy Chapman

Noted.

Next: Item 4.1.1. Strategic Reports, Māori

4.1.4. Under-25s

Source: Academic Board 2020-02-05

Presenter: Andrea Thumath

Noted.

4.1.5. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board 2020-02-05, Item 1.8.

Presenter: Simon Nash (Director, Ako)

- Members were encouraged to scrutinize the reports and give feedback.
- (Recommendation 12) After the last EER Report, the School of Business agreed that they would review all the main programmes.

ACTION → Simon Nash (Director, Ako) to ensure that the review of programmes in the School of Business has been done satisfactorily.

MOTION

That Ako Ahimura receive the report/s on:

1. Māori
2. Pacific
3. International
4. Under-25s
5. Academic Quality Action Plan

Moved: F Tominiko

Seconded: S Tries

MOTION CARRIED

Next: Item 3.1. Attendance at Academic Governance Committees (2019)

4.2. Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter: Maura Kempin

The presentation noted that:

- Badging completion activity had a huge surge once the semester had ended.
- The Badging system is intended to support teaching through the semester and allow submission of evidence as teaching happens.

Discussion noted that:

- Teaching staff tend to have passion for teaching and improvement, and less so for the validation aspect.
- Unitec needs to know and show that its teachers are competent and developing, regardless of their level.
- Participants in Badging have the opportunity to give feedback on the experience immediately after completing.
- A specific report on Teacher Capability Development Evaluation was presented to the committee under Ako Ahimura 2019-10-17, Item 4.1. Members are encouraged to review this memo and report. The findings showed that feedback on Badging was generally positive. The final stage of evaluating impact through the Kirkpatrick Model is now being built into the CEPs.
- Consideration could be given to conducting an anonymous survey on the value of Badging which may yield either support for or comparison to the current feedback gathered.

ACTION → Maura Kempin to re-circulate the 2019 evaluation report on Teacher Capability development to members.

MOTION

That Ako Ahimura receive the Teacher Capability Development Report.

Moved: S Emerson

Seconded: D McNabb

MOTION CARRIED

4.3. Ngā Rīpoata | Other Reports

4.3.1. Name Changes to Learning Support Services

Presenter: Rowena Fuluifaga

The presentation noted that the intent of the Change is to help student-facing services to use more “student-speak”. It has been benchmarked with other institutes and incorporates feedback from consultation.

MOTION – Not required.

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

Topic: **Reflection on 2019 and Direction for 2020**

Question: *What improvements would you like to see in how Ako Ahimura operates in 2020?*

Feedback Summary:

- General
 - Committee runs fine / well / ok. (3 responses)
 - Committee seems to spend a lot of time discussing few items.
 - Understanding the wider Unitec context / gaining the knowledge of issues to speak confidently can take a year or more. (2 responses)
 - The online agenda is great / easy to use. (2 responses)
 - Massive improvement in depth of discussion from 2019 to 2020.
 - Memo templates on The Nest are useful.
 - The role of Chair is performed well, given how diverse the members are.
- Representation and Proxies
 - Having academic representation is very important to balance the discussions
 - Finding a proxy for senior academic representation is difficult.

- Great to have the student voice represented. (2 responses)
- Communications
 - Though a proxy may not have much to say in a meeting, they are valuable for sending relevant information back to their School, even during the meeting itself.
 - Although each School has a representative on the committee, a School often has multiple discipline areas which may not communicate frequently.
 - Guidelines / Expectations may be needed for how to communicate information from the committee to the Schools. (4 responses)
 - Updates from Academic Board are appreciated.

ACTION → Simon Nash to compose Communication Guidelines containing advice on how the Senior Academic representatives can effectively disseminate news back to their School and Programme teams.

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: 1035h