TE POARI MĀTAURANGA | ACADEMIC BOARD

Part 1 – Zoom Meeting

Date: **2020-04-08**
Scheduled: 0830h – 1130h
Actual: **0834h – 1128h**
Focal Location:

https://zoom.us/j/2916031584

Note: Meeting Items were covered under Part 1 – Zoom Meeting, unless specifically noted as being completed in
Part 2 – E-meeting Extension.

Part 2 – E-meeting Extension

Duration: 2020-04-09 ~ 2020-04-20
Focal Location:

2020-04-09 Voting and Feedback

https://unitecnz-my.sharepoint.com/:f:/g/personal/dweinholz_unitec_ac_nz/EhzbXFi-km9PttdgqDviePUBjlGBDPp2HGnsEPQjj5dO6w?e=rH7ywM

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

1. *Review of Feedback from Self-Assessment 2020-03-04*
2. *Feedback on the Shift to Online Committee Meetings*

1.2.2. Important Dates

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

1.2.3. COVID-19 Lockdown Updates and Discussion

Related to Item 2.2. Academic Recovery Committee

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. Glenn Mckay
8. Helen Vea
9. Kate Barry
10. Lee Baglow
11. Liz Rainsbury
12. Marcus Williams – Dep. 1055h
13. Merran Davis
14. Simon Tries
15. Toni Rewiri
16. Tracy Chapman – Dep. 1117h

Akutō | Late

(None)

Kairīwhi | Proxies

1. Linda Aumua – Dep. 1100h

Ngā Whakapāha | Apologies

1. Katie Bruffy
   (Proxy: Linda Aumua)

MOTION

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: L Aumua
Seconded: S Tries

MOTION CARRIED

Kōrama | Quorum

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

Absences	Hunga Mahi	Staff in Attendance
(None)	1. **(Secretary)** Daniel Weinholz 2. David Glover 3. Steve Marshall – Dep. 1114h 4. Trude Cameron 5. Victor Grbic – Dep. 0840h

1.4.   **Mahia Atu** | Matters Arising

(None)

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

MOTION

That Te Poari Mātauranga approve the Minutes of the following meetings:
- Regular: 2020-03-04
- Standing: 2020-03-12

Moved: M Williams
Seconded: A McKay

MOTION CARRIED

1.6.   **Committee Management**

1.6.1. **Attendance Tracker**

Noted.

1.6.2. **Ngā Tautapu Arotake** | Actions Items

(See following pages.)

Committee:		Te Poari Mātauranga	Academic Board			
Document:		**Committee Actions Table**				
Updated:		**2020-04-08**				

		S	**M**	**R**	**T**	**A**
Source	**Action #**	**Specification**	**Measure / Progress**	**Responsibility**	**Time Target / Closed**	**Achievement Status**
2019-05-08	Action-048 *(Formerly: Standing-005)*	**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.	**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. >> 2020-02-20: Request received to defer to 2020-04-08 as Merran Davis is unable to attend 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08. 2020-04-08: Refer to Item 2.1. Manaakitia te Rito. (COMPLETED)	**Merran Davis**	~~2019-11-13~~ ~~2020-03-04~~ 2020-04-08	Complete
		• 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. **2019-12-11: Completed = Waitākere Strategy** **2020-04-08: Completed = Manaakitia te Rito	Renewal Strategy & Renewal Plan**	**Manaakitia te Rito	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. 2020-02-05: Dual presentation of Manaakitia te Rito	Renewal Strategy and the Renewal Plan set for Academic Board 2020-03-04. >> 2020-02-20: Request received to defer to 2020-04-08 as Merran Davis is unable to attend 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08. 2020-04-08: Refer to Item 2.1. Manaakitia te Rito. (COMPLETED)		~~2019-11-13~~ ~~2020-03-04~~ 2020-04-08	Complete
2019-06-12	Action-032	**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.	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. 2020-04-08: David Glover – ELT has met and discussed how to make the processes behind programme development more agile, including ways to work with Te Korowai Kahurangi and Industry bodies to ensure two-way flow of information. Terms of Reference are being developed to form a Working Group on this issue.	**Simon Nash** **Simon Tries** Kristine Brothers Nick Sheppard	~~2019-07-10~~ ~~2019-08-14~~ TBC	Active
2019-07-03 *(Formerly: Standing-001)*	Action-047	**Review of Semesterised Delivery**	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; 2020-04-08: No change.	**Simon Nash**	TBC	Low Priority
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. 2020-04-08: Drafts for all seven Academic Governance Committees sent to the Chairs for feedback. Feedback to be in by 22 April in time for AB to approve the Work Plans for deployment to the subcommittees. Close off next meeting.	**Simon Nash** **(Chair, Academic Board)**	~~2020-02-05~~ ~~2020-03-04~~	Active

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.]

Commendation was given to Daniel Weinholz (Committee Support Specialist / Secretary of Academic Board, Quality Alignment Board, Ako Ahimura and Academic Approvals Committee) for his contribution to developing the Work Plans.

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

2.1.   **Manaakitia te Rito**

Presenter: Glenn Mckay, on behalf of Merran Davis

The development of Manaakitia te Rito included extensive consultation. The fact that it missed approval from Academic Board was a process oversight. Academic Board reserves the right to review the Strategy as needed.

ELT regularly reports to TEC. ELT shall consider if the same reporting can double as reporting to Academic Board.

Commendation was given for the quality of the memo and the efficient approach to reporting.

MOTION

That Te Poari Mātauranga retrospectively approve:

- Manaakitia te Rito | Renewal Strategy
- Renewal Plan

Moved: C King
Seconded: A Pitovao

MOTION CARRIED

2.2.   **Formation of 'Academic Recovery' Sub-Committee (ARC) of Academic Board**

Presenter: Simon Nash

This committee is intended to be an extraordinary and temporary subcommittee. Terms of Reference are contained within the second Motion attached to this item. Membership aims to remain limited to allow for more speed and agility in decision-making. It was noted that due to the crisis circumstances motivating the formation of this committee:

- ELT has a similar response team which meets daily.
- An ideal level of consultation is simply not feasible due to the rapidly changing environment.
- The membership will not necessarily be representative, but they need to have the confidence and trust of Academic Board to make sound decisions.

- ARC should be dissolved after the crisis is over.

Concern was expressed that ARC may make decisions which are not actually able to be implemented. To mitigate this risk, ARC should ensure that institutional knowledge experts are called upon where applicable, and not make decisions without their input. Of note would be various experts from Te Puna Ako and Te Korowai Kahurangi.

Student representation into Unitec's institutional response to COVID-19 and Lockdown is covered by the involvement of Helen Vea (Student President) within the Incident Management Team (IMT). Annette Pitovao shall be the voice of students at ARC.

Merran Davis, with awareness of the circumstantial responses of five other TEOs, expressed belief that Unitec's response is the best she knows of.

MOTION #1

That Te Poari Mātauranga approve the temporary establishment of an 'Academic Recovery' Subcommittee of Academic Board to ensure effective, timely decision-making on matters related to the impact of COVID-19.

Moved: T Rewiri
Seconded: M Williams

MOTION CARRIED

MOTION #2

That Te Poari Mātauranga delegate authority to the Academic Recovery Subcommittee for decision-making within these Terms of Reference: Those matters relating directly to the impact of COVID-19 on academic quality and learner outcomes within the scope of: (1) EER and the Academic Quality Action Plan; (2) the achievement of educational performance targets including Parity; and (3) changes to delivery of learning and teaching and related pedagogical and quality assurance matters.

Moved: K Barry
Seconded: A Pitovao

MOTION CARRIED

MOTION #3

That membership of the Academic Recovery Subcommittee is to be the following:

- (Chair) Executive Director Ako → Simon Nash
- (Secretary) Cathy Tyler
- Te Tumu, Executive Director, Student Success → Glenn Mckay
- Head of School → Chris King
- Executive Director, Schools and Performance → Nick Sheppard
- Director, Student Success → Annette Pitovao
- Team Lead, Academic Programme Managers → Sue Emerson
- Operations Manager, Schools → Trude Cameron

Moved: L Aumua
Seconded: G Mckay

MOTION CARRIED

MOTION #4

That the Academic Recovery Subcommittee provides a full report to Academic Board on its activities every month.

Moved: M Williams
Seconded: F Tominiko

MOTION CARRIED

MOTION #5

That Academic Board reviews the term of this subcommittee by its August 2020 meeting.

Moved: S Tries
Seconded: K Barry

MOTION CARRIED

Note: *Proceedings went to Item 4.3.3. Academic Risk Register.*

3.   **Mea Hei Kōrero** | Items to Discuss

3.1.   Student Performance Report

Presenter: Simon Tries

The numbers in the Report are not static until the April Single Data Return (SDR) report is submitted on May 1.

Commendation was given to Simon Tries and Te Korowai Kahurangi for the Report being a very useful resource that brings so much data together in one place.

Successful Course Completion (SCC)

In comparing the Live Results versus the current SDR numbers, SCC for 2019 now stands at 83.06%. ITP Sector data for this is not yet available. A concern is that our benchmarking / self-evaluation currently compares Unitec not just to other ITPs but also Universities which have a significantly different operating environment. Consideration should be given to: 1) including Wānanga and the broader sector in the comparison, and 2) excluding Universities from the comparison.

The only remaining data to be incorporated into the final figure for 2019 SCC is missing and deferred grades. When these are entered, then the 2019 SCC figure may improve. Qualification Completion would probably not be significantly affected. All 2019 results should have been entered in for processing and reporting by the end of March.

Qualification Completion

Qualification Completion rates are about 20% lower than SCC rates. Consideration should be given to understanding why this is. Te Korowai Kahurangi is develop a year-by-year tracking system for Qualification Completion Rates of annual cohorts. Its Quality Systems Team is constructing a dashboard for this purpose and to investigate reasons why students

might complete courses but not a qualification. Suggestions for reasons included: 1) ensuring that Study Plans are complete and accurate, and 2) considering more interviews in the enrolment processes to ensure that students are ready and able to complete a qualification.

Impact of COVID-19 Lockdown on Targets

Consideration in the near future should be given to revising the targets due to the impact of the COVID-19 Lockdown. The current targets are no longer realistically achievable.

Withdrawals

Reasons for withdrawal can be recorded in PeopleSoft, but this is not a mandated or formalized process. Many withdrawal students do not go through the formal Withdrawal Process, instead they simply do not re-enrol and after a period of time become inactive. At present, Unitec does not have a team dedicated to systematically following up with students who withdraw or do not re-enrol, and thus has little understanding of reasons behind withdrawal or non-reenrolment. This is an opportunity for the Learner Outreach Project to work with Te Korowai Kahurangi. Institutional withdrawal numbers can be reported through the Student Performance Report.

ACTION → Working Group – Non-Completions

Simon Nash; Annette Pitovao; Helen Vea; Marcus Williams; Simon Tries
(Members: Email ab@unitec.ac.nz if interested in joining this Working Group on Non-Completions.)

To improve institutional management and oversight of student non-completions both to reduce non-completion and for Unitec to gain better understanding of reasons for non-completion.
To address the EER recommendation regarding non-Completions.
To consider if Unitec is responding appropriately to the EER recommendation.

1st Year Retention

The tracking of 1st Year Retention from year to year, i.e. annual cohorts of students through their journey, is possible but not yet in developed.

Progression

TEC only reports on progression of SAC students, not International students.

Graduate Outcomes

This data does not capture Semester 2, 2019 graduates. It is only to be considered provisional at this time.

ACTION → Suggestions for the Student Performance Report

Members are invited to send suggestions to Simon Tries of any other information they would like to see captured in the Student Performance Report.

Schools Responses to SPR

A report from the Schools on their response to the Report was considered favourably. To achieve this, a reporting framework would be needed. This would be similar to another ITP in which all the Heads have provided a response to their ELT. Such a report could reference the many initiatives already underway, e.g. I See Me; LOP; Project Takohanga; Priority Group initiatives.

ACTION → School Response to the Student Performance Report

Simon Nash (Executive Director, Ako)

Direct all Heads of School to report their School Response to him by **Friday, 15 May, 2020**. This is timed to be after the April SDR. The information will be based mainly on the Programme Evaluation & Planning. It shall be a short report on the main outcomes. They are to include contributions from the Priority Group teams and Te Puna Ako.

Note: Proceedings paused for a break from 0948h to 1003h.

Note: Proceedings went from here to Item 4.1.9. Academic Quality Action Plan.

4.   Ngā Tukunga | Items to Receive

4.1.   Strategic Reports

Note: Meeting Item/s 4.1.1. to 4.1.5. completed in Part 2 – E-meeting Extension.

4.1.1. Māori

Presenter: Toni Rewiri (Director, Māori Success)

4.1.2. Pacific

Presenter: Falaniko Tominiko (Director, Pacific Success)

4.1.3. International

Presenter: Tracy Chapman (Director, International Success)

4.1.4. Under-25s

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

4.1.5. Student Success

* Exception Reporting until Strategy completion

Presenter: Annette Pitovao & Helen Vea

MOTION

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

- Māori
- Pacific

- International
- Under-25s
- Student Success

VOTES FOR
1. Toni Rewiri
2. Simon Nash
3. Kate Barry
4. Lee Baglow
5. Andrea Thumath
6. Marcus Williams
7. Falaniko Tominiko
8. Glenn Mckay
9. Simon Tries
10. Tracy Chapman

VOTES AGAINST
(None)

MOTION CARRIED

4.1.6. Industry Engagement
* Exception Reporting until Strategy completion
(None)

4.1.7. Waitākere Strategy
* TBC Report format
(None)

4.1.8. Manaakitia te Rito | Renewal Strategy
* TBC Report format
Refer to: Item 2.1. Manaakitia te Rito

4.1.9. Academic Quality Action Plan (AQAP)

Presentation noted that:

- Main point of the paper is to display acknowledgement of and response to the effect of the COVID-19 Lockdown.
- Work specific to EER is paused while the institute focuses on responding to the COVID-19 Lockdown.
- BAU work related to EER continues.
- Targets, action plans and *I See Me* initiatives may need to be revised due to the COVID-19 Lockdown.

Discussion noted that in reality, much BAU has been pushed aside or slowed down, not from intention but from necessity. This does not mean it has stopped, but has been reprioritized and / or slowed. The response to EER will become a central point of the Unitec narrative to EER, showing how we responded in real-time and continued to serve our learners.

MOTION

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

- Industry Engagement – *No exceptions reported*
- Waitākere Strategy – *No report*
- Manaakitia te Rito – *Reported under Item 2.1. for this meeting.*
- Academic Quality Action Plan

Moved: A McKay
Seconded: L Aumua

MOTION CARRIED

Note: Proceedings went from here to item 4.4.1. Learner Outreach Project.

4.2.   Subcommittee Reports

Note: Meeting Item/s 4.2.1. to 4.2.6. completed in Part 2 – E-meeting Extension.

4.2.1. Te Komiti Rangahau o Unitec

Presenter: Marcus Williams   URC

4.2.2. Te Komiti Tikanga Matatika

Presenter: Marcus Williams   UREC

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter: Marcus Williams   PGRSC

4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter: Simon Tries   AAC

4.2.5. Ako Ahimura

Presenter: Simon Nash   AA-LTC

4.2.6. Te Poari Whai Kounga

Presenter: Simon Tries   QAB

MOTION

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

- Te Komiti Rangahau o Unitec
- Te Komiti Tikanga Matatika – *No report*
- Te Komiti Whakahaere a ngā Pia
- Te Komiti Whakamana Hotaka Hou
- Ako Ahimura
- Te Poari Whai Kounga

VOTES FOR
1. Toni Rewiri
2. Simon Nash
3. Lee Baglow
4. Andrea Thumath
5. Marcus Williams
6. Falaniko Tominiko
7. Glenn Mckay
8. Simon Tries
9. Tracy Chapman

VOTES AGAINST
(None)

MOTION CARRIED

4.3.   Quality Management System (QMS) Reports

Note: Meeting Item/s 4.3.1. to 4.3.2. completed in Part 2 – E-meeting Extension.

4.3.1. Programme Management

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

4.3.1.1.   Programme Development

4.3.1.2.   Programme Reviews (5-year Reviews)

4.3.1.3.   Expiring and Discontinued Programmes

4.3.2. Degree Monitoring

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

MOTION

That Te Poari Mātauranga receive the following report/s:

- Programme Management Report/s
- Degree Monitoring Report

VOTES FOR
1. Toni Rewiri
2. Simon Nash
3. Lee Baglow
4. Andrea Thumath
5. Marcus Williams
6. Falaniko Tominiko
7. Glenn Mckay
8. Simon Tries
9. Tracy Chapman

VOTES AGAINST
(None)

MOTION CARRIED

4.3.3. Academic Risk Register (ARR)

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Presentation noted that:

- ARR work has been impacted by the need for APMs to respond to the COVID-19 Lockdown.
- PowerBI licencing has not rolled out as soon as expected.
- The first PAQC Quarterly Thematic Report is expected for presentation at Academic Board 2020-05-06.

Discussion noted that:

- Extra time has been taken to ensure bottom-up reporting of risks. Thus, Academic Board has not yet considered the substance of the ARR yet. This timing situation is a risk in itself.
- The Academic Risk Working Group would report to Quality Alignment Board, but not be a subcommittee of it *per se*.
- A key driver for establishing the Working Group is the risk that PAQCs may not yet have the capability to oversee their Programme Risk Registers appropriately. The Working Group constitutes an effort to mitigate this risk.
- Agreement was reached that it would be useful for a PAQC Chair representative to be added to the Working Group. PAQC Chairs are to oversee the PAQCs governance of Programme Risk Registers, and is thus responsible to ensure that the PAQC looks at and, if necessary, holds the APM to account for their Programme Risk Register/s.
- In conversations with MIT to come soon, Marcus Williams shall include the topic of better aligning the Academic Risk Register work of Unitec with the approach that MIT takes, in light of the fact that both MIT and Unitec shall be governed by a shared Board under NZIST.
- Academic Risk Register work must not be delayed by anything to do with COVID-19 Lockdown or Priority Groups. It really needs deployment as soon as possible.

MOTION (with additional words inserted by the Committee)

That Te Poari Mātauranga:

- Endorse the approach outlined for the management and oversight of academic risk at Unitec
- support the formation of a cross institute Academic Risk Working Group**, with the inclusion of a PAQC Chair into membership.**
- adopt the institute level academic risks detailed in this memorandum
- approve the requirement that all Programme Academic Quality Committees review the risks associated with their programmes and report to Quality Alignment Board by 2020-04-15 in time for the meeting of Quality Alignment Board on 2020-04-22.

Moved: A Pitovao
Seconded: C King

MOTION CARRIED

4.3.4. NZQA and ITP Sector / RoVE Updates

Presentation noted that the specific impact of RoVE on the committee system of Unitec is not yet clearly known. As yet, the Chair has not been directed to undertake any actions. Discussion noted that the compliance requirement of public notification of meetings of Academic Board has received pushback from ITPs across the sector. This requirement will probably be removed. In relation to other possible impacts, Unitec is waiting for clarity of direction to have a better idea of how much change will occur and how it will be managed.

Note: Proceedings went from here to Item 5.1. Any Other Business.

4.4.   **Ngā Rīpoata** | Other Reports

4.4.1. Learner Outreach Project (LOP) Update

Related: *Item 4.1.5. Student Success*

Presenter: Annette Pitovao

Commendation was given to Annette Pitovao and her team for their great work on this project.

Coordination between various departments was an issue, but the findings of the Project are greatly appreciated across the institute. A report shall be produced later in April that presents more detail on the findings.

PAQC Chairs are to identify a Student Representative for their PAQC, in conjunction with APM input. The selected Student Representative then needs to be set up with access and resources as appropriate.

ACTION → PAQC Student Representation Blockages

Steve Marshall; Simon Tries; Helen Vea; Annette Pitovao

To identify any PAQCs that do not yet have Student Representatives, and investigate any blockages.

To report back to Academic Board 2020-05-06.

Future consideration will need to be given as to whether the Learner Outreach Project approach should continue after the COVID-19 Lockdown crisis has passed.

MOTION

That Te Poari Mātauranga receive the following report/s:

- Learner Outreach Project Update (March 2020)

Moved: C King
Seconded: G Mckay

MOTION CARRIED

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5.   Kupu Whakamutunga | Closing

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

(None)

5.2.   Committee Self-Assessment

Topic/s:

1. *Review of Feedback from Self-Assessment 2020-03-04*
   a. *As a committee member, how effective is your oversight of academic quality and student success at Unitec?*
   b. *In what areas does the committee need to focus its preparation for the EER Panel visit?*
2. *Feedback on the Shift to Online Committee Meetings*

Response to Topic 1:

ACTION → Online feedback shall be collated by the Chair and presented to Academic Board 2020-05-06.

Response to Topic 2:

Note: Meeting Item/s 5.2., Topic 2. completed in Part 2 – E-meeting Extension.

Member Responses:

1. **(Chair)** Simon Nash – Happy with this as a first attempt, thanks everyone.
2. Andrea Thumath – Chaired well, need to find a balance for keeping track of questions being raised or make it clearer whether they are verbally raised or raised in chat as you run the risk of missing – it's really difficult to read the room/gauge when you can get in to ask a question when it's on a screen and not every participant is visible.
3. Annette Pitovao – (None)
4. Anne McKay – (None)
5. Chris King – (None)
6. Falaniko Tominiko – (None)
7. Glenn Mckay – Thought the meeting was chaired particularly well given the online circumstances. There were some great 'chat' comments and wondered why these weren't being verbalised to add further value to the conversation. I am concerned in some discussions we raise points that require further follow up but not sure if reporting back to Academic Board happens to close the loop.
8. Helen Vea – (None)
9. Kate Barry – (None)

10. Lee Baglow – Worked well, certainly has advantages but is limited by the inability to 'read the room'. Meeting managed well by chair and made possible by already excellently compiled notes and briefings.
11. Linda Aumua – I too thought the meeting went well considering this was the first online. The chair may need to put in a few guiding rules as to how to respond seeing that we can't see each other across the room. I think the document being discussed should also be shared on screen to ensure we are following the agenda.
12. Liz Rainsbury – (None)
13. Marcus Williams – Went well, good chairing, excellent preparation by secretary. Big ups to all for patiently following the Chair's lead, chaos ensues otherwise. Very important, especially with online meeting, to have manageable agendas so we can thoroughly cover the ground, which was the case I thought. Nice.
14. Merran Davis – (None)
15. Simon Tries – In addition to the comments already made (and which I support), I that think if members use (at least in part) the Instant Messaging (chat) function to ask the presenter questions, then the presenter can cover these off without having the awkwardness of multiple people trying to raise queries at the same time or worse, feeling like their voices aren't being heard.
16. Toni Rewiri – (None)
17. Tracy Chapman – (None)

Other Responses:

1. **(Secretary)** Daniel Weinholz –
   a. When creating a Working Group we need to ensure 1) that a person is designated as the Work Leader who shall be responsible for any reporting back to Academic Board (or elsewhere), 2) that the purpose of the work is clearly stated and agreed on. Expressions of Interest should then be emailed to the Work Leader instead of the Secretary.
   b. I am concerned how strongly members engage with completing post-live meeting committee voting on OneDrive. Voting and feedback saw a bare majority respond. It took over 8 Working Days (1.5 weeks) for enough response to close the meeting. This then pushes into support work for other committees. If all items in an agenda can be closed off inside the set time, then the "mover and seconder" process can operate. Once the meeting goes to an asynchronous / extended format, the "majority vote" process is required, which is clearly less efficient as it requires at least nine named responses instead of just two.
   c. If we as a committee can master online meetings and sufficient engagement and turnaround time, it presents real opportunities for continuation into the post-lockdown future. I hope to see this become reality.
2. David Glover – (None)
3. Steve Marshall – (None)
4. Trude Cameron – The shift to online meeting worked quite well. Discussion was ordered and constructive, and using Zoom helped with this flow as we could see all participants. Having the chair and speakers reference the agenda item number helped us to find and focus us on the papers being discussed. The break midway through was necessary and well received.
5. Victor Grbic – (None)

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*

READ & CONFIRMED

Chair: _(signature)_   Date: 2020 / 05 / 29