![Unitec logo]

To	Poāri Mātauranga Academic Board	**From**	Simon Nash,
	Executive Leadership Team		Chair Academic Recovery Committee
Title	Academic Recovery Committee Minutes and updates from April/May	**Date**	29 / 05 / 2020

Purpose

To provide the Chair's summary of May 2020 Academic Recovery Committee meetings and approved Minutes (24 April – 4 May) for your information.

Background

The Academic Recovery Committee (ARC) was established in April as a temporary sub-committee of Academic Board, with specific responsibility for rapid decision-making related to Covid 19. The ARC will report monthly to Academic Board and ELT, and weekly verbally to ELT. It will coordinate closely with the Covid 19 Incident Management Team that is responsible for non-academic operational matters. The Terms of Reference for this ARC committee are:

> *That Academic Board 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.*

Committee members are:

Simon Nash (Chair) – Interim Executive Director, Ako
Glenn McKay – Tumu / Executive Director Student Success
Chris King – Head of School - Bridgepoint
Nick Sheppard – Executive Director – Schools & Performance
Annette Pitovao – Director, Student Success
Sue Emerson – Academic Programme Manager – Team Leader
Trude Cameron - Operations Manager – Schools

Key Points from May meetings

The ARC met 12 times in May on 1/4, 4/4, 6/4, 8/4, 11/4, 13/4, 15/4, 18/4, 20/4, 22/4, 25/4 and 29/4.

The majority of ARC's business related to approvals of requests for on-campus access for teaching-related purposes. Under campus lockdown, all requests for access related to teaching and assessment have required approval by ARC to ensure that only high priority

needs were being accommodated, given (a) the high level of health and safety demands associated with each request, and (b) the following principles established by ARC:

- Stay online and off-campus if possible and if it's not detrimental to learners
- Do what we can to support learner success; avoid risks to learner success
- Avoid disruption; communicate to learners and staff early
- Where possible avoid dual teaching modes (online and F2F) as 'options' for learners to choose from
- Be ready to go back fully online at any time
- Communicate clearly with students about where attendance is required and where it is optional

The following noteworthy decisions were made:

1. To approve for on-campus access and delivery under Covid Alert Level 3 and Level 2 approximately 340 requests; and to refer these for further approval by the Incident Management Team. Further requests are being considered as they arise.
2. To require that all courses maintain an up-to-date 'teaching plan' to ensure students have accurate information about any changes to timetable and delivery arrangements.
3. To resolve that, apart from a small number of ARC-approved exceptions, all courses will remain within the existing semester timetable to limit disruption to learners.
4. To agree with IMT that from 8 June the campuses will re-open and that ARC's academic restrictions to on campus access would be removed.
5. As part of *I See Me* initiatives, to identify poor performing courses with significant Māori or Pacific cohorts and to establish interventions for Semester 2.
6. To require that all Zoom teaching sessions at Unitec to be recorded for learners' further access.
7. To recommend to ELT for a withdrawals, deferrals and refunds policy for Covid 19-related requests (subsequently adopted by ELT).
8. To approve a modified student course survey process for Sem 1 2020 to better evaluate the online teaching practices under Covid 19.
9. To recommend to ELT that Unitec not follow University of Auckland's decision to 'scale-up' grades as a way to recognize the disruption caused by Covid 19, and instead, to use Unitec's existing Impaired Performance Consideration process for learners (agreed by ELT after consultation across other NZIST subsidiaries).
10. To establish a project for planning online delivery in Semester 2 in 2020 and for 2021, in order to consolidate the gains made in blended and online modes under lockdown.

The Committee's current agenda includes:

- Planning for course delivery in Semester 2, including the goals of securing those benefits to learners that can be realized, identifying and addressing the risks of online delivery for learners, and ensuring all plans are based on learnings from online delivery under lockdown (this work to be led by Te Puna Ako).
- Addressing any final requests for on-campus access for the period prior to 8 June.

Please let me know if you have any questions.

Attachments

Academic Recovery Committee minutes for meetings 24/04/20, 28/04/20, 01/05/20, 04/05/20

Further minutes for May are pending approval by ARC.