ACADEMIC RECOVERY COMMITTEE

SUB-COMMITTEE OF ACADEMIC BOARD

Date:	**16 April 2020**	Time:	**11.00am**
Location:	**Skype**		

Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – 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

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)

Ngā Whakapāha | Apologies

1.   Committee Terms of Reference

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.

Quorum: A minimum of 4 members is required; the meeting was determined as holding quorum noting that this may need to be amended if the membership changes.

Resolved

That the Academic Recovery Sub-Committee approve the Terms of Reference.

MOTION CARRIED

There was discussion on the need for the committee to be able to make decisions quickly and it not being a committee for making long term strategic decisions.

1.2.1. Record Keeping

i. *Minutes, actions, decisions*
    Minutes to record decisions and actions.
    The minutes should be available in the EER folder; noting the importance of our Covid19 response.

ii. *Collating all agency advice in accessible place*
    All agency advice notices are to be filed in a Sharepoint/One Drive folder

iii. *Storage, one-drive?*
    Simon and Cathy to arrange One Drive location.

> ACTION: Create One Drive folder for Academic Recovery – Cathy

1.2.2. Reporting to Board & ELT

The Chair suggested suggest weekly verbal to ELT, and a single monthly written report to Board, ELT and Directors. It was noted that more frequent reporting to the Directors/ExLT may be required.

The members agreed to this recommendation.

1.2.3 Meeting Frequency

It was agreed to hold meetings twice a week on Tuesdays and Fridays for the first few weeks and then reassess. The agenda is to be provided the day prior.

1.2.4 Other Members

It was agreed to invite others as required, aiming for 'Same Day Service' on further advice from wider teams by all ARC members; in order to make timely robust decisions.

1.2.5 Scope

There is a need for Unitec to be able to move quickly to make decisions to enable teams to provide for urgent market needs; this group can assist in enabling this.

Consider adding support to Portfolio Leadership Group to the Terms of Reference.

The ARC could also provide leadership to enable consistency of pastoral care to students during Covid-19.

2. Milestone Measures of Success

Annette spoke to this item noting the need for a timeline to note success within a timeframe.

Cathy to check with Erin on how IMT are recording activity and if they have a calendar/timeline we could work with.

A tracker is also needed to note actions and track progress.

ACTION: Create tracker / action list status – Simon / Cathy

3.   Work Areas for Agreement

a. *Planning for delivery*

i. *Remainder of Semester One – analysis of spreadsheet and next steps*

The course spreadsheets are with TKK for analysis; hui being held this afternoon.

This committee needs to consider high level outcomes for course decisions noting the impact of alert level changes; possible Government announcement on Monday.

A Portfolio Leadership Group has been established lead by David Glover; first hui tomorrow. The group are considering possible options for delivery post Covid-19 noting the speed to market required by Industry. ARC and Portfolio Group need to link and partner with Schools. It was noted that we need ensure the TKK/QA processes are not unduly complex but still ensure quality.

ACTION: Simon to request David provide details of the group to the ARC.

ii. *In Semester Two*

Interviews are taking place now for enrolment in S2 noting that due to unemployment there may be an increase in enrolments.

There was discussion on the enrolment process and possible changes to entry criteria in regards to the requirement to have a device in order to be able to complete/succeed.

There was discussion on the mixed model for Unitec going forward and what is put in place for S2. ELT, Academic Board and Ako Ahimura to provide direction on this. Agenda item for next week.

There has already been discussion between MIT & Unitec for possible collaboration on sharing digital assets. The Committee agreed that this could be beneficial. It was noted to include the Programme Coordinators early in this discussion so they understand the 'why' we are doing this; it was noted that some are already in discussions such as ECE. Consider using a couple of programmes as model examples. All agree in principle to this initiative.

Resolved

That the Academic Recovery Sub-Committee agree in principle to the sharing of digital assets with MIT.

Motion carried

Protocols are needed for mitigating risk around 'shadow IT' programmes and apps that may be being used; Simon to follow up with Hamish on this.

ACTION: Check Digital Assets Sharing protocols with IT - Simon

There has also been an offer from Open Poly and Tanz eCampus which James Oldfield is investigating.

iii. *Impact of a reduction to Covid 19 Level 3*

It was noted that it will be this group that make decisions on courses that can be delivered on campus. Noting if Academic Board and/or ELT approval is required this can be done electronically. TKK representation to be included in the ARC if clarity is needed on compliance requirements.

Suggestion that once data is collated, share with HoS to check with their School Leadership team and then provide delivery plan to this group; we need to make an informed decision.

IMT members meeting tomorrow to discuss L3 delivery protocols and how to manage H&S to ensure social distancing etc. The findings at this hui to be shared with this group.

ACTION: Coordination between IMT and ARC – Simon / Annette

b. *Withdrawals, Deferrals and Refunds due to Covid-19*

It was noted that better visibility on this is as it will impact on learner outcomes and EPIs.

ELT will be making a decision on Monday on this.

It was noted that there have been requests from students to re-enrol in 2021, however, our system does not currently allow this due to the need for a timetable. It was noted that we can enrol unofficially in our system but to the student they are enrolled. Operations need to be included in this conversation. Timetabling will be different post Covid-19. The Committee decided to form a working group led by Nick and to include Annette and Trude plus others, in regards to enrolment for S2, Summer Schools and S1 2021; to bring back paper for consideration.

ACTION: Enrolments working group paper – Nick / Annette / Trude

Check communications on withdrawals for Teaching staff noting all comms should be centralised and checked by IMT for consistency.

ACTION: Communications to staff on withdrawals – Annette /Trude/Sue

There was discussion on the MIT criteria for refunds noting they may need to reconsider if we go to L3 – Simon to discuss with Martin their plan if the levels change.

ACTION: MIT response to L3 Alert for refunds - Simon

c. *Impact on EER – timelines, risks, priorities –*

i. *EER focus areas update (see list below)*

The Chair asked members for feedback on the updated list noting the addition of Diploma of Sport & Recreation and the 'thematic' focus areas as a way to 'sample' how practices and outcomes in those schools. It was noted that Architecture is the only School not included on the list.

Due to the low U25 numbers in Computing and IT, it was suggested if another programme could be used as a sample for this area; to check with Evaluator. Sue to discuss Dip in Sports and Rec with Katie.

The next step is a discussion with the HoS and Directors; Simon to advise now and ask for feedback including best timing for IER.

ACTION: EER Updated list to be shared with HoS & Directors – Simon

Focus Area	Unitec School
Bachelor of Construction	Building Construction
NZ Cert Auto Engineering	Trades and Services
Vet nursing - NZ Cert L5, NZ Dip L6 and Bachelor degree	Environmental and Animal Sciences
Social Practice suite - NZ Cert to Post Grad	Healthcare and Social Practice
Māori Success Strategy Implementation and Outcomes	Sample in Creative Industries
Pacific Success Strategy Implementation and Outcomes	Sample in Bridgepoint
Secondary/tertiary transition programmes incl U25 strategy etc.	Sample in Computing and IT
International student recruitment, support and wellbeing	Sample in Applied Business
NZDip Sport and Recreation	Community Studies

ii. IER planning, dates

To be confirmed.

d. *Impact on EPI targets including Parity*

This item is moved to next week's agenda.

i. Impact on I See Me

Moved to next week's agenda.

ii. Poor-performing courses and programmes and targeted initiatives (see below)

Simon to request TKK provide breakdown of courses.

ACTION: Course breakdown analysis from TKK – Simon

It was noted that the table below is a snapshot of programmes that perform poorly overall, for Māori and Pacific in particular, and ones with largest EFTS.

Blue are the suggested top priority, Yellow suggested second priority.

In the current context, what does it make sense to try to implement? We need targeted interventions for *I See Me* and our targets. But we need to be mindful of Covid-19 impact.

It was noted that ideally interventions would have been put in place for the start of S1 but this did not occur.

There was a question as to whether any of the courses are not available in S2?

It was agreed to focus on the Trades (blue) programmes first followed by the Yellow. Aroha Lewin can likely assist on the Trades (blue) due to her work on Project Takohanga. Agenda item for next week.

It was noted that the best time to start work on this will be when feedback is provided to programme teams on their 2019 PEP; actions can be put in place then.

TIER 1 – TOP PRIORITY Māori & Pacific – 16 programmes	Combined SCC/QCR Ranking/82	2019 EFTS	
- Bachelor of Architecture first year courses	56/82	253	
- Bachelor of Business first year courses	66/82	182	Business
- Bachelor of Construction first and second year courses	48/82	323	
- NZ Cert Animal Care L3	61/82	56	
- NZ Cert Automotive Engineering L3	67/82	147	Trades
- NZ Cert Animal Technology L5 courses	47/82	64	
- NZ Cert Construction Trades L3	73/82	122	Trades
- NZ Cert Drainlaying L3-4 courses	79/82	88	Trades
- NZ Cert Electrical Engineering L3	68/82	101	Eng
- NZ Cert Mechanical Engineering L3	73/82	30	
- NZ Cert Plumbing & Gasfitting L3	34/82	67	
- NZ Dip Construction L3-4 courses	38/82	298	

And lower numbers or less clearly Tier 1

- NZ Dip Engineering L4-5 courses	62/82	181	Eng
- NZ Cert Plumbing L4	81/82	98	Trades
- NZ Cert Real Estate L4 one course	16/82	90	
- Bachelor Nursing some L5-6 courses	20/82	169	
- Bachelor Social Practice L5 courses	18/82	156	

MEETING CLOSED: **1253h**