



# minutes

## ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

<b>Date:</b>	<b>28 April 2020</b>	<b>Time:</b>	<b>4pm</b>
<b>Location:</b>	<b>Skype</b>		

### 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  
 Sue Emerson – Academic Programme Manager – Team Leader  
 Trude Cameron - Operations Manager – Schools  
 Annette Pitovao – Director, Student Success

### Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)

### Ngā Whakapāha | Apologies

#### 1. Karakia / Welcome

#### 2. Admin

##### *a. Attendance and apologies*

All members present.

##### *b. Minutes of 21 April hui*

The members approved the minutes as a true and accurate record of the hui.

##### *c. Minutes of 23 April hui*

The members approved the minutes as a true and accurate record of the hui.

#### 3. Action Items to review

#### 4. Planning for Delivery – remainder of S1 and next steps

##### a. Course Delivery on Campus at Alert Level 3

###### i. Confirmed courses for delivery

Engineering courses will come back to ARC for decision

###### ii. Coordination with IMT on H&S, facilities, etc

The focus is now on logistics; Facilities are operationalising.

Health and Safety plans to be sent to the Heads of Schools and the ARC.

**ACTION: Health and Safety plans for ARC file - IMT**

##### b. Withdrawals

An informal report was provided, split by School, on how many students have requested to be withdrawn or are considered to have disengaged and may withdraw; there are 200 approx. Engagement was defined as a student not responding to contact calls/emails.

For Community Studies where the figure was high, after drilling down into the data, plans were put in place for students to mitigate; the actual number was found to be much lower. This system could be used in other areas.

The figure for Construction is very high – Annette is investigating this further.

Glenn has requested that Learner Outreach identify the top 5 risks.

The ELT are also discussing this issue; we need to demonstrate we are tracking and acting.

Attendance can also be a way to track engagement. SEAtS is not currently a requirement however some staff are still using it. Zoom can also be used. Moodle could also be used to track engagement.

It was noted that this data has not been checked with Schools – Annette to share and drill down with Trude for data validation.

**ACTION: Check withdrawals / engagement data – Annette / Trude**

It was noted that the closer we get to assessments the more nervous students will become.

##### c. Clarification on courses that cannot be offered fully online despite Govt requirement; and students who don't want to come to campus therefore can't complete.

The difficulty in having all delivery back online if we revert back to alert level 4 was noted. Due to the practical element in some courses, they are unable to be fully delivered online. There will also be students who do not want or are not able to come back to campus and therefore can't complete.

It was noted that the number of courses rated 3c or 4 will increase further into the semester.

There was discussion on deferrals if students are unable to complete online or attend classes in person due to vulnerability.

If students defer, do they need to pay for the study completed in S1 or can they withdraw and re-enrol in S2 without financial penalty.

Advice from Studylink is required - if students defer to S2, will they need to pay back payments received in S1 or can they still receive Studylink; clarity for various scenarios is required.

A decision from NZIST is not likely until 11 May at the earliest when we are expected to drop to alert level L2. Presently, staff are using the email from Operations as a starting point for decisions, however, this requires further criteria. The ARC support students being able to defer.

The ARC recommended a working group be formed to investigate options and establish criteria for deferrals/withdrawals and provide a paper to the ELT for decision. The MIT document could be used as a starting point as there should be some alignment with them.

The members of the working group were confirmed as: Glenn McKay, Annette Pitovao, Chris King, Sue Emerson and Chantelle Daniels.

**ACTION: Deferrals/Withdrawals Working Group – paper to ELT**

**d. Recording of Zoom online teaching sessions**

The email from James Oldfield was discussed; it was noted that not all teachers are recording their Zoom classes.

The ARC recommends that it should be a requirement that classes are recorded as it is best for the learners.

Simon to check with Mary on any HR implications for making recordings compulsory.

**ACTION: Check with HR regarding compulsory recordings - Simon**

Sector standards should be checked for protocols such as how long the recordings are stored for; Simon to follow up with James for advice.

**5. Semester 2 Delivery**

**a. Planning and Delivery model for S2 – keeping best of the old and the new**

**i. What issues to consider / Improvements / Online offerings**

The committee agreed to create a Semester 2 Ideas Bucket as there will be many learnings of the next couple of weeks.

There was discussion on:

- Offer some courses fully online to wider market
- Note examples of good practice
- If face to face can have video to follow up.
- Don't push too hard and fast
- Face to face is important; find that balance. I

It was noted that course evaluations at end of the Semester could have useful feedback, however this will likely be too late.

Prospective students request a study guide which could give us good data on what the demand is and indicator for S2; Learner Outreach will also have data.

Marketing is checking what we can offer fully online; Viv to respond to Trude on this; to be discussed with Schools next week and obtain feedback from Marketing.

The ARC is to discuss this topic in depth in 10 days.

**ACTION: Populate S2 Ideas document over the next 10 days – ARC**

**ACTION: Discuss with Schools and feedback from Marketing – Nick / Trude**

**b. Digital asset sharing with MIT – which programmes/candidates for this?**

Agenda item for Friday 1 May.

Simon to follow up with Martin at MIT.

**6. Impact of Covid 19 on EPI targets including Parity**

**a. Poor-performing courses and programmes - Sem 2 courses and remedies**

A separate hui to be scheduled later this week to discuss this item.

**b. Impact on / See Me**

A separate hui to be scheduled later this week to discuss this item.

**7. Expanding ARC Terms of Ref**

**a. Support for Portfolio Leadership Group vs QAB and AB**

Add to agenda for Friday 1 May.

**b. Leadership of pastoral care of students**

Add to agenda for Friday 1 May.

**8. Any other business**

Student Success have requested examples of communications academic teams are sending students; Sue to raise at the HoS hui this Thursday.

Agenda item for Friday: TEC guidance on Campus delivery for Covid L2. Planning should start now.

Communications to staff and students should be ready if Unitec do get a positive case and need to close for 3 days; Glenn to follow up with IMT.

It was decided to increase the number of hui to 3 times a week due to the critical conversations required.

**9. Close / Karakia**

**MEETING CLOSED:**

5.10pm