



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

### **Part 1 – Zoom Meeting**

Date: **2020-05-06**

Scheduled: 0830h – 1130h

Actual: **0835h – 1130h**

Location: <https://zoom.us/j/2916031584>

### **Part 2 – E-meeting Extension**

Duration: 2020-05-13 ~ 2020-05-13

Location: OneDrive > dweinholz > 001 Academic Board > 2020-05-06 E-Meeting  
Extension

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

## 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

(None)

#### 1.2.2. Important Dates

Submissions Open: **2020-05-13**

Submissions Close: **2020-05-20** – Schedule time to complete reports before this date.

Next Meeting Date: **2020-06-03**

### 1.3. **Tae Ā-Tinana & Ngā Whakapāha** | Attendance & Apologies

#### **Tae Ā-Tinana** | Members Present

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Anne McKay – Arr. 0841h; Dep. 1127h
4. Annette Pitovao
5. Chris King
6. Falaniko Tominiko – Arr. 0847h
7. Glenn McKay
8. Helen Vea
9. Kate Barry
10. Katie Bruffy
11. Lee Baglow
12. Liz Rainsbury
13. Marcus Williams
14. Merran Davis
15. Simon Tries
16. Toni Rewiri
17. Tracy Chapman

#### **Akutō** | Late

(None)

#### **Kairiwhi** | Proxies

(None)

#### **Ngā Whakapāha** | Apologies

(None)

#### **MOTION**

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: C King  
Seconded: A Pitovao

**MOTION CARRIED**

#### **Kōrama** | Quorum

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

#### **Hunga Mahi** | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Steve Marshall
3. Trude Cameron – Arr. 0900h

#### **Absences**

(None)

#### 1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

##### 1.4.1. Action arising from Academic Board, Minutes, 2020-04-08, Item 3.1. Student Performance Report

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.

The original date of 2020-05-15 is not feasible and will be delayed. Simon Nash (Executive Director, Ako) to send adjusted directive to Heads of School.

(Transferred to Committee Actions Table as Action-051.)

#### MOTION

That Te Poari Mātauranga approve the Minutes of the following meetings:

- Regular: 2020-04-08
- Standing: 2020-03-31

Moved: A McKay

Seconded: G McKay

**MOTION CARRIED**

#### 1.5. Mahia Atu | Matters Arising

(None)

#### 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: **2020-05-06**

S - Specific		M - Measurable		R - Responsible	T - Timely	A - Achievable
Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2019-06-12	Action-032	<b>Programme Development – Business Case Threshold</b> 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. 2020-05-06: Morphed into the Portfolio Leadership Group led by David Glover. Simon Nash (Chair, Academic Board) shall direct David to report to Academic Board.	<b>Simon Nash</b> <b>Simon Tries</b>  Kristine Brothers Nick Sheppard	<del>2019-07-10</del> <del>2019-08-14</del> TBC	Active
2019-07-03	Action-047 <i>(Formerly: Standing-001)</i>	<b>Review of Semesterised Delivery</b>	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; 2020-05-06: No change.	<b>Simon Nash</b>	TBC	Low Priority
2019-11-13  Item 1.7.	Action-046	<b>Committee Work Plan/s 2020</b> 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. Aim to close off next meeting. 2020-05-06: Refer to Item 3.2. for discussion of the Work Plan for Academic Board. A number of Work Plans contain rows which are “Yet To Schedule”. This means that the work item has been identified, but no timeframe has been set for the work to be completed by. Simon Nash (Chair, Academic Board) to direct Subcommittee Chairs to put timeframes on “Yet To Schedule” items into their Work Plans, and to submit them for approval alongside their Subcommittee Reports to Academic Board 2020-06-03.	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>	<del>2020-02-05</del> <del>2020-03-04</del>	Active
2020-04-08  Item 3.1.	Action-049	<b>Working Group: Non-Completions</b> 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.	2020-05-06: Inaugural meeting has occurred. Eric Stone is considering what data is still needed for the investigation. Report expected to Academic Board 2020-06-03.	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>  <b>Eric Stone</b> Annette Pitovao Helen Vea Marcus Williams Rosemary Dewerse Simon Tries Toni Rewiri Tracy Chapman Trude Cameron	TBC	Active
2020-04-08  Item 4.4.1.	Action-050	<b>PAQC Student Representation Blockages</b> To identify any PAQCs that do not yet have Student Representatives, and investigate any blockages. To report back to Academic Board 2020-05-06.	2020-05-06: Steve Marshall has been working on contractual arrangements with HR. These are completed. As soon as a PAQC selects a Student Representative, they can be signed up by HR. Progress on this work item was greatly impacted by Lockdown. A list of which PAQCs still need Student Representatives is expected at Academic Board 2020-06-03.	<b>Steve Marshall</b>  Annette Pitovao Helen Vea Simon Tries	TBC	Active

2020-04-08 Item 3.1.	Action-051	<b>School Responds to the Student Performance Report</b> 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.	2020-05-06: The original date of 2020-05-15 is not feasible and will be delayed. Simon Nash (Executive Director, Ako) to send adjusted directive to Heads of School.	<b>Simon Nash (Executive Director, Ako)</b>	TBC	Active
2020-05-06 Item 2.2.	Action-052	<b>Investigation of Course Completion Processing</b> To investigate if the incomplete processing of Course Completions that occurred within the Police Studies Training Scheme is isolated to that course / programme only, or if it also occurred elsewhere in Unitec. The investigation should also contain any recommendations on process improvements needed to prevent this happening again. The report is expected at Academic Board 2020-06-03.	(New)	<b>Simon Tries (Manager, Te Korowai Kahurangi)</b>	2020-06-03	New
2020-05-06 Item 2.3.	Action-053	<b>International Success EPI Targets 2022</b> To determine an International Success EPI Target for 2022 for the Student Progression Rate. Memo with latest 2022 EPI Targets expected to Academic Board 2020-06-03.	(New)	<b>Tracy Chapman (Director, International Success)</b>  Simon Tries	2020-06-03	New

Next:

Action-054

### 1.6.3. Work Plan

*Related: Item 3.2. Work Plan – Academic Board*

Presenter: Simon Nash (Chair, Academic Board)

(Refer to notes under Action-046.)

## 2. Mea Hei Whakaae | Items to Approve

### 2.1. Adjustment to 2022 EPI Progression Target

Presenter/s: Simon Tries

#### **MOTION**

That Te Poari Mātauranga approve an increase in the 2022 Institutional Student Progression Target from 32.0% to 34.0%.

Moved: S Tries

Seconded: L Rainsbury

**MOTION CARRIED**

### 2.2. Completions for the Police Studies Training Scheme

Presenter/s: Katie Bruffy

This issue was caused by incomplete transitioning of academic leadership handover from Heads of Programme Pathways to Heads of Schools.

#### **ACTION-052: Investigation of Course Completion Processing**

Simon Tries (Manager, Te Korowai Kahurangi)

To investigate if the incomplete processing of Course Completions that occurred within the Police Studies Training Scheme is isolated to that course / programme only, or if it also occurred elsewhere in Unitec. The investigation should also contain any recommendations on process improvements needed to prevent this happening again. The report is expected at Academic Board 2020-06-03.

#### **MOTION**

That Te Poari Mātauranga approve the Course Completions for the students specified and authorized to complete by the then-HOPP of the Police Studies Training Programme.

Moved: G McKay

Seconded: L Baglow

**MOTION CARRIED**

## 2.3. EPI Targets to 2022 for International Success

Presenter/s: Tracy Chapman

### **ACTION-053: International Success EPI Targets for 2022**

Tracy Chapman (Director, International Success)

To work with Simon Tries to determine an International Success EPI Target for 2022 for the Student Progression Rate. Memo with latest 2022 EPI Targets expected to Academic Board 2020-06-03.

### **MOTION deferred pending Action-053**

That Te Poari Mātauranga approve the following new International Success EPI Targets for 2022:

- Successful Course Completion (SCC): Old – 85%; New – 92%
- Qualification Completion Rate (QCR): Old – 60%; New – 64%
- 1<sup>st</sup> Year Student Retention Rate (FYR): 75% (unchanged)
- Student Progression Rate (SPR): TBC (unchanged)

Moved: -

Seconded: -

**MOTION n/a**

## 3. Mea Hei Kōrero | Items to Discuss

### 3.1. EPI Targets Update for Priority Groups

Presenter/s: (Priority Group Directors) T Rewiri; F Tominiko; T Chapman; A Thumath

#### **Discussion**

Conversation largely revolved around the ways that progress of the *I See Me* initiatives activities and outcomes is reported or should be reported.

- Many of the outcomes will first appear in the 2021 SDR.
- Student NPS scores will assist with estimating the progress toward positive outcomes. However, Student NPS scores do not contribute to the Priority Group Reports because the Reports are made against the Operational Plans developed from the Strategies.
- Activity and outcomes are not reported through PAQCs. Priority Group Champions are not official PAQC members.
- Rather than focussing on points of weakness, it may be better to identify programmes and courses which achieve highly, learn from what they do and then apply the principles more broadly across the institute.
- Schools are responsible to report on progress. Some inconsistencies between School-side data and initiative reporting data were raised (Lee Baglow). Refer to Action for Trude Cameron (below).
- Progress reporting should also appear in the PEPs and CEPs.



- An individual student could be in contact with any or all of the following people: teacher, Kaihautū, Navigator, APM. It would be useful if Unitec used a Customer Relationship Manager (CRM) system to coordinate and track this communication from the Unitec side. At present, there is no central system that does this; the Learner Outreach Project uses spreadsheets.

**ACTION:** Trude Cameron

To review the reporting data to ensure it meets the needs of Academic Board concerning Priority Groups and *I See Me* initiatives.

**ACTION:** Glenn McKay

To evaluate the progress of the *I See Me* initiatives and report to Academic Board. At present, only 6 weeks of implementation work on the initiatives has occurred and a few other actions.

**ACTION:** Simon Nash

To discuss with Directors, Simon Tries and HOSs about how to report against Motion 3, i.e. “That Te Poari Mātauranga continually monitors progress made by these courses and programmes in regard to the 2020 EPI targets for all priority groups and endorse the reporting of this activity to be aligned with SDR extraction dates listed in the Memo (of Academic Board 2020-05-06, Item 3.1.).”

## **MOTION**

That Te Poari Mātauranga:

1. receives the following memo
2. request the Academic Recovery Committee to develop a plan to address the performance of courses and programmes that did not meet the 2019 EPI targets for all priority groups.
3. continually monitors progress made by these courses and programmes in regard to the 2020 EPI targets for all priority groups and endorse the reporting of this activity to be aligned with SDR extraction dates listed in the Memo

Moved: F Tominiko

Seconded: L Baglow

**MOTION CARRIED**

### **3.2. Work Plan – Academic Board for 2020**

Presenter/s: Simon Nash

Concern was raised regarding Work Plans that have items “Yet To Schedule”. This means that the work item has been identified, but no timeframe has been set for the work to be completed by.

**ACTION-046: Committee Work Plan/s 2020**

Simon Nash (Chair, Academic Board)

To direct Subcommittee Chair to schedule any “Yet To Schedule” rows in their Work Plans, and to submit them for approval alongside their Subcommittee Report to Academic Board 2020-06-03.

**MOTION**

That Te Poari Mātauranga adopt the Work Plan – Academic Board for 2020.

Moved: M Williams  
Seconded: L Rainsbury

**MOTION CARRIED****4. Ngā Tukunga | Items to Receive****4.1. Strategic Reports**

Note: Meeting Item/s 4.1.1. to 4.1.4. 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)

**MOTION**

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

- 4.1.1. Māori
- 4.1.2. Pacific
- 4.1.3. International
- 4.1.4. Under-25s

**VOTING FOR**

1. Andrea Thumath
2. Kate Barry
3. Toni Rewiri
4. Liz Rainsbury
5. Simon Tries
6. Marcus Williams

7. Annette Pitovao
8. Tracy Chapman
9. Simon Nash
10. Chris King
11. Katie Bruffy
12. Falaniko Tominiko
13. Glenn Mckay

#### **VOTING AGAINST**

(None)

**MOTION CARRIED**

#### **4.1.5. Student Success**

Presenter/s: Annette Pitovao & Helen Veal

Discussion noted that:

- Some training for Student Representatives will be combined with Health and Safety Representatives.
- The Under-25s group is large compared to the other Priority Groups. Resources adjustments are being made to undertake the Under-25s contact work. Student Distress Levels are being recorded in a Risk Register. The Register notes when a referral for contact originates from a teacher; and this often happens. A report shall come to Academic Board 202-06-03 regarding the themes and the actions taken.
- Students have given great feedback in response to the contact and manaaki from Unitec, especially with exams coming and stress levels rising, on top of the current Lockdown stresses.
- *Digital Poverty* – There are now 212 requests for assistance regarding digital poverty, i.e. lack of a device or lack of connectivity. In response, a working group has been rapidly formed to apply (after approval from ELT) for a share of \$20M announced by the Minister.

Commendation was given to the Learner Outreach Project team and the large amount of rich information being gathered through this mahi.

#### **MOTION**

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

- 4.1.5. Student Success

Moved: E Rainsbury

Seconded: T Rewiri

**MOTION CARRIED**

Note: Meeting Item/s 4.1.6. to 4.1.9. completed in Part 2 – E-meeting Extension.

#### **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*

(None)

#### **4.1.9. Academic Quality Action Plan (AQAP)**

Presenter: Simon Nash

#### **MOTION**

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

- 4.1.6. Industry Engagement – *No exceptions reported*
- 4.1.7. Waitākere Strategy – *No report*
- 4.1.8. Manaakitia te Rito – *No report*
- 4.1.9. Academic Quality Action Plan

#### **VOTING FOR**

1. Andrea Thumath
2. Kate Barry
3. Toni Rewiri
4. Liz Rainsbury
5. Simon Tries
6. Marcus Williams
7. Annette Pitovao
8. Tracy Chapman
9. Simon Nash
10. Chris King
11. Katie Bruffy
12. Falaniko Tominiko
13. Glenn Mckay

#### **VOTING AGAINST**

(None)

**MOTION CARRIED**

## **4.2. Subcommittee Reports**

**Note:** Meeting Item/s 4.2.1. to 4.2.5. 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

*No meetings to report.*

### **4.2.5. Ako Ahimura**

Presenter: Simon Nash AA-LTC

## **MOTION**

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

- 4.2.1. Te Komiti Rangahau o Unitec
- 4.2.2. Te Komiti Tikanga Matatika
- 4.2.3. Te Komiti Whakahaere a ngā Pia
- 4.2.4. Te Komiti Whakamana Hotaka Hou – *No meetings to report*
- 4.2.5. Ako Ahimura

## **VOTING FOR**

1. Andrea Thumath
2. Kate Barry
3. Toni Rewiri
4. Liz rainsbury
5. Simon Tries
6. Marcus Williams
7. Annette Pitovao
8. Tracy Chapman
9. Simon Nash
10. Chris King
11. Katie Bruffy
12. Falaniko Tominiko
13. Glenn Mckay

## **VOTING AGAINST**

(None)

**MOTION CARRIED**

#### 4.2.6. Te Poari Whai Kounga

Presenter: Simon Tries QAB

Discussion noted that:

- Under half of the PAQC Chair had submitted a report. Acknowledgement was given that PAQC Chairs are also lecturers and have a great amount of other work, and that they don't actually hold a 'position' per se. This all effectively means that Academic Board cannot be satisfactorily informed or make quality decisions. This situation similarly applies to the Programme Risk Registers.
- Acknowledgement was given to the request made to Schools to complete the Registers, that staff are under pressure from multiple directions, the impact of the Lockdown restrictions, and that there is no 'solution' at hand for the current situation. However, this is a serious issue where Academic Board does not have sufficient oversight of academic issues and management. QAB discussion had agreed to advise the Chairs of an extended due date.
- Under the 'Transformation' period, staff feedback was strongly against the removal of 'programme committees'. In response to this feedback, PAQCs were established to fill the void. The current situation presents an opportunity to remind staff that PAQC were established in response to their desires and feedback. If staff want PAQCs to work effectively then they need to put attention into the work needed.
- The Reports and Registers are new processes, so they have no benchmark to compare against.
- The first request for Reports was during Lockdown Level 4 which was a period of *extreme* stress levels. Before a behavioural trend can be determined, at least one more round of quarterly reporting needs to occur.
- The overall PEP Analysis Report has not gone out to schools yet because it is still awaiting the analysis of Outcomes, noting that the analysis of Process is complete.

#### 4.2.7. Academic Recovery Committee

Presenter: Simon Nash ARC

Commendation was given for the work and responses undertaken at such a rapid pace. This is evidence of the robust process and mahi kotahi of ARC and the Incident Management Team (IMT) in coordinating the return of students and staff to campus.

#### MOTION

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

- 4.2.6. Te Poari Whai Kounga
- 4.2.7. Academic Recovery Committee

Moved: E Rainsbury

Seconded: A McKay

**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)

No written report.

#### **MOTION**

That Te Poari Mātauranga receive the following report/s:

- 4.3.1. Programme Management Report/s
- 4.3.2. Degree Monitoring Report – *No written report*

#### **VOTING FOR**

1. Andrea Thumath
2. Kate Barry
3. Toni Rewiri
4. Liz Rainsbury
5. Simon Tries
6. Marcus Williams
7. Annette Pitovao
8. Tracy Chapman
9. Simon Nash
10. Chris King
11. Katie Bruffy
12. Falaniko Tominiko
13. Glenn Mckay

#### **VOTING AGAINST**

(None)

**MOTION CARRIED**

#### **4.3.3. Academic Risk Register (ARR)**

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Discussion noted that:

- The current frequency of input (i.e. once per month) is sufficient because the ARR is a future-oriented register. Actions and mitigations have enough time to occur before

a risk becomes an issue. Many lower Registers are not yet updated; increasing the update frequency would thus make them even less likely to be up to date.

- The ARC is filling the need for Unitec to rapidly respond to academic matters.
- A possible need for high level tracking was identified, to complement the monthly updates. This would require more consideration, planning and investment.
- Acknowledgement was made that the current Register update process (based in H Drive spreadsheets) is very difficult for Academic Programme Managers to enter and edit. This is a possible factor behind the low response rate.
- Programme-specific risks should first be addressed to the PAQC. If the PAQC has insufficient mandate to deal with the risk, then it should be escalated to QAB. To date, QAB has received four such escalations, which is a positive sign to see the escalation process working. However, outcomes from QAB actions on the escalations have not yet occurred, so it is too early to determine if the overall process works effectively.
- It is also too early to know if PAQCs are interrogating the Programme Risk Registers (PRRs) thoroughly enough. However, it is known both by PAQCs and by QAB that PAQCs (especially Chairs) need training and guidance in how to review PRRs. In two weeks, QAB shall have a clearer view through a new round of updates.
- PAQCs vary greatly in their quality of attention placed on PRRs. One PAQC was reported to have engaged in robust discussion; another PAQC barely looked at it. Thus, the attention and capability of PAQCs in respect to PRRs is inconsistent.
- Members of Academic Board voiced a need for they themselves to receive better training and understanding of what “risk” means at an institutional level, how to respond to it and how to govern it.
- Risks related to the impact of Lockdown restrictions are recorded in a separate register from the BAU risks.

Commendation was given to Simon Tries and those responsible for the ARR for their “astounding” work.

**ACTION:** Simon Tries; Simon Nash

(After QAB 2020-05-20) To review the quantity and quality of inputs provided to the Academic Risk Register, and make a decision on how to improve timeliness and quality of input. This may include the convening of a special session of Academic Board if the determination is made that the input is too incomplete and / or outdated.

## **MOTION**

That Te Poari Mātauranga receive the following report/s:

1. Update on Academic Risk (memo)
2. Academic Risk Summary for May 2020

Moved: K Barry

Seconded: T Chapman

**MOTION CARRIED**



**4.3.4. NZQA and ITP Sector / RoVE Updates****4.3.4.1. Special Notices**

(None)

**4.3.4.2. Regular News**

(None)

**4.4. Ngā Rīpoata | Other Reports**

(None)

**5. Kupu Whakamutunga | Closing****5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)**

(None)

**5.2. Committee Self-Assessment**

(None)

**ACTION**

2020-04-08 → Online self-assessment feedback shall be collated by the Chair and presented to Academic Board 2020-05-06.

2020-05-06 → Secretary shall resend the feedback document to the Chair for representation to Academic Board 2020-06-03.

**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:



Date: 2020 / 06 / 04