AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	**2020-05-27**	Location:	**Zoom**
Meeting Opened:	**0830h**	Scheduled Start:	0830h
Meeting Closed:	**1011h**	Scheduled End:	1030h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*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

1. Submissions open: Wed., 2020-06-03
2. Submissions close: Wed., 2020-06-10
3. Next agenda due out: Wed., 2020-06-17
4. Next meeting scheduled: Wed., 2020-06-24

1.2.3. Communications from Academic Board

Report from the Chair of Academic Board 2020-04-19 – Noted that the separation of COVID-19 Lockdown restriction risks from regular / institutional risks is true for ELT's institutional risk register, but not for the Academic Risk Register.

1.3.   Ngā Whakapāha | Apologies

Tae ā-tinana | Present

1. **(Chair)** Simon Nash
2. David McNabb
3. Hamish Foote
4. Jackie Tims
5. James Oldfield
6. Lee-Anne Turton
7. Lorne Roberts
8. Marcus Williams
9. Maura Kempin
10. Mitra Etemaddar
11. Rick Yu
12. Rokosiga Morrison
13. Rowena Fuluifaga
14. Samad Kolahi
15. Sarah Sommerville
16. Simon Tries
17. Sue Tulett
18. Tracy Chapman – Dep. 1000h
19. Veraneeca Taiepa

Akutō | Late

(None)

Kairīwhi | Proxies

1. Mereana Kiore
    (For: Destiny Povey)

Ngā Whakapāha | Apologies

1. Sue Emerson
    (Proxy: *None*)
2. Destiny Povey
    (Proxy: Mereana Kiore)

MOTION

That Ako Ahimura accept the apologies for the meeting.

Moved: L Turton
Seconded: M Kempin

MOTION CARRIED

Kōrama | Quorum

A minimum of 12 members was required. Quorum was achieved and held.

Kore i tae ā-tīnana | Absent

1. Richard Fahey

Hunga mahi | Staff in attendance

1. **(Secretary)** Daniel Weinholz
2. Kimoro Taiepa
3. Toni Rewiri

1.4.   Mahia Atu | Matters Arising

(None)

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

MOTION

That Ako Ahimura approve the Meeting Minutes for the following dates.

- 2020-02-26 Regular meeting
- 2020-03-25 Regular meeting – *Cancelled*
- 2020-04-29 E-meeting

Moved: T Chapman
Seconded: R Fuluifaga

MOTION CARRIED

1.6. **Committee Management**

1.6.1. **Work Plan**

Discussion noted that:

- The Work Plan should and shall inform future committee agendas.
- The items listed in the Work Plan do not necessarily exist at this time. They have been proposed out of the Stocktake of the Quality Management System.

Further discussion related to each Work Plan item specifically.

Yet to Schedule

ACTION → Simon Nash (Chair, Ako Ahimura) to confirm with the Secretary which months of the Work Plan these items shall be scheduled into.

- **Student Support Annual Report** – These were produced until 2018. The requirement was dropped for 2019.
  ACTION → Simon Nash, Simon Tries and Annette Pitovao to review this item and consider if other reporting mechanisms already meet this need.
- **Teacher Capability Development Annual Report**
  ACTION → Simon Nash to discuss and confirm the reporting format with Maura Kempin.
- **Student Satisfaction Annual Report** – This report does not currently exist.
  ACTION → Simon Nash to confirm the details of this item with Simon Tries and Maura Kempin.
- **Student President Annual Report** – Helen Vea (Student President) has regular meetings with Merran Davis.
  ACTION → Mereana Kiore and Simon Nash to check with Helen Vea and Annette Pitovao if an Annual Report still gets produced.
- **Programme Evaluation and Planning Annual Report (Final and Interim)** – These shall be kept.
- **Learning and Teaching Strategy Annual Report** – Refer to Item 2.2. of this meeting.
- **Academic Integrity Semester Report** – This item needs further definition.
  ACTION → Simon Nash and Maura Kempin to discuss the details.

Each Month

- **Programme Reviews Report**
  ACTION → Simon Nash and Simon Tries to consider removing this item.
- **Teacher Capability Development Report** – This will be replaced by the new Learning & Development Report which covers the whole institute rather than just academic staff. (Referring to the "Other Details" column) Reporting on Teacher Induction can change to twice yearly with the first report in March and the second report in August.

Scheduled by Month

- **Student Course Survey** – Remove the Annual Report from March. Keep the Semester Reports scheduled for June and October.
- Student Performance Report – Scheduled for presentation in April 2020. Now aiming to have it ready for the June meeting.
- **PAQC Thematic Report (Quarterly)** – Quarterly reporting to Quality Alignment Board, but have not yet been presented to Ako Ahimura. Some value could be added from this committee.
  ACTION → Simon Nash and Simon Tries shall discuss the flow of this item through committees, and work to present the next Thematic Report to this committee.
- **Graduate Survey Report** – Currently in progress and expected for presentation to the June meeting.
- **Student Performance Report** – To be submitted to the August meetingr.

General Comments

At a later time when institutional reporting is more firmly operating, consideration could be given to consolidating a number of reports related to learning and teaching into a single annual report with different aspects constituting chapters of the whole. This would take a significant amount of time and effort. The cost-benefit ratio of such a move, versus keeping them in separate reports, would need careful attention.

MOTION

That Ako Ahimura adopt the Work Plan 2020, noting that adjustments shall occur in line with other institutional developments.

Moved: D McNabb
Seconded: L Turton

MOTION CARRIED

1.6.2. Attendance Tracker

- No representative from the School of Building Construction. The HOS has been contacted.

1.6.3. Ngā Tautapu Arotake | Action Items

(See following pages.)

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-04-18	**Action-019** *Renumbered from:* *Standing-004*	**Review of Unitec's Learning and Teaching Strategy** Develop a proposed L&T Strategy with enlarged view of possible stakeholders post-RoVE. 2019-05-23: The aim is to keep progress incremental, steady and simple, fitting it within the existing Unitec strategies. Simon Nash shall present a draft strategy to the next meeting. (Submission due 2019-06-06) 2019-06-20: Draft strategy not ready for presentation. The Working Group has had a couple of meetings and workshops. They are currently focussed on trying to integrate the Strategy with the Unitec Diamond, Te Noho Kotahitanga and the other Success Strategies, and to make the wording accessible, consistent and clear in providing direction. They aim to have a draft ready to present to the next meeting. It aims to be pragmatic and minimize 'new' work for academic staff, taking care to align with the current Unitec direction. After completing the draft, it needs to be validated by a wider audience, especially in relation to any possible gaps and its application to Priority Groups. The intention is to bring it first to the Committee, then circulate it to a wider academic staff audience before it going up to Academic Board. The Committee commended the Working Group for working backwards from the Unitec Diamond and developing ways to reach that endpoint, especially around Work Ready Graduates. It also urged the Working Group to ensure consideration was given to: • the role of Industry Advisory Committees • valid / accurate alignment of Graduate Profiles with Industry Expectations • student time spent on worksites / Work Experience, which has proven highly valuable for producing quality graduates 2019-07-18: Maura delivered an update. Anne, Veraneeca and Maura shall continue drafting and aim to present the draft at the next meeting. Anne and Maura are to co-lead this Working Group. • Veraneeca and Anne met twice and have unpacked what Te Noho Kotahitanga might look like in the Teaching and Learning strategy. • Investigating a diagrammatic representation of the weaving of all the parts. • Aiming to develop a document that is jargon free or language explained and has a guide to possible 'how to' questions. 2019-08-22: The Chair advised that the Manaakitia te Rito Renewal Strategy includes lists of sub-strategies in the four strategic areas. The L&T Strategy which is currently being reviewed and the Academic Portfolio Strategy that doesn't exist yet will be combined into one Academic Strategy that will include a strategic direction to ensure that the Academic portfolio is meeting stakeholders needs. During discussion, the following points were raised: • Should the next logical step be to include research with teaching and learning as all three would fall under the Academic Portfolio? The Chair advised that he would meet with Marcus Williams to discuss this further. • Maura gave an update and advised that the L&T Strategy now has overarching principles that are more clearly aligned with various success strategies and the next task was to agree on strategic priorities and actions for the next 2-3 years. • The Chair noted that he had met with Maura and Veraneeca to look at a strategy to get into the new national RoVE environment that is action oriented and has measurable outcomes. • Maura will submit a report at the next meeting. 2019-09-19: Refer to Item 5.2. Learning & Teaching Strategy. Working Group expanded to include Lee-Anne Turton and Sue Tulett. The expanded group shall meet to finalize a draft for wider consultation with teaching staff in October, noting that it is a busy time for some teaching staff but November would be too late. Simon Nash is to confirm the development timeline of the wider Academic Strategy (the integration of the Academic Portfolio Strategy, the Research Strategy and the Learning & Teaching Strategy), which could influence this Strategy. 2019-10-17: Draft Strategy presented for feedback under Item 4.2. The Working Group (Learning & Teaching Strategy) shall	Simon Nash Simon Tries Jackie Tims Maura Kempin James Oldfield Anne McKay Hugh Wilson Tracy Chapman Veraneeca Taiepa Kane Campbell Lee-Anne Turton Sue Tulett	2020-06-24	Active

		work with the Director Ako on refinements to the Strategy to ensure that (a) it is fit-for-purpose and operable, and (b) the principles identified in the strategy are clearly reflected in the design of Teacher Capability Development and badges, and (c) staff understand the connection between strategies and their own School and Individual action plans and capability development goals. Any members interested in contributing should contact Simon Nash directly. 2019-11-21: Refer to **Item 3.2. Learning & Teaching Strategy**. Further work to continue into 2020. 2020-02-26: Simon Nash shall refresh the membership of the Working Group to re-develop the strategy to be action-oriented rather than philosophy-oriented, for presentation to Ako Ahimura 2020-03-25. 2020-03-25 (Cancelled) & 2020-04-29 (E-Meeting) 2020-05-27: Refer to **Item 2.2. Unitec Learning & Teaching Strategy**. (Feedback given; resubmission requested to June meeting of Ako Ahimura.)			
2019-06-20	**Action-012**	**Presentation of Strategy for Student Success** Annette Pitovao to present a synopsis of the Success Strategy for Student Success to the Committee. 2019-07-18: Annette Pitovao has been invited and can present on 2019-08-22. 2019-08-22: Rowena Fuluifaga advised that the first draft would be completed for presentation at the September meeting. 2019-09-19: Update from Annette Pitovao via Rowena Fuluifaga – "Merran has changed the approach so Action-012 is no longer relevant. Annette is now working with Vivienne to build an end-to-end updated Student Journey as an overarching framework that follows on from our Renewal Strategy. The key question from Merran for the framework building is "What does manaaki mean to us? Map the student journey in a meaningful way that helps us to connect all strategies into one shared approach."" ➔ **Student Journey Framework** Quite a few different strategies exist. This review is to integrate them into a Student Journey Framework. It will become more than just a Student Success Strategy and will involve the four Priority Groups. The new Student Journey Framework, instead of the Student Success Strategy, will come to Ako Ahimura when it has been drafted. 2019-10-17: The Strategy and Framework are still under development, led by Annette. When they are done they shall be presented to Ako Ahimura. 2019-11-21: (Annette Pitovao) The "Student Journey Framework" has been broadened to the "Learner Success Map" to be inclusive of the future incoming apprentices and other learners. It will not be ready until February 2020. 2020-02-26: Reporting deferred to Ako Ahimura 2020-04-29 (submissions due 2020-04-15) due to NZIST-related changes. Simon Nash (Director, Ako) has not yet received any direction from NZIST relating to common policies, though it is expected that such work will happen over the next few years. In the meantime, Unitec has a Policy Review Schedule on The Nest. 2020-03-25 (Cancelled) & 2020-04-29 (E-Meeting) 2020-05-27: Rowena Fuluifaga shall request an update from Annette Pitovao.	Rowena Fuluifaga	2019-07-18 2019-09-19 2020-04-29	Invitation sent 2019-07-18 "Student Journey Framework" "Learner Success Map"
2019-06-20	**Action-015**	**Relationship of Badging to Recruitment, Progression and Promotion** Simon Nash will report back on how the Badging Process relates to decisions on recruitment, progression and promotion. 2019-07-18: Robust discussion raised how the wider topic of teaching capability development relates to recruitment, staff induction, student NPS feedback and evaluations (particularly on low teacher competency), investment into capability development and expectations of ongoing professional development. Simon Nash shall seek advice as follows: • From TPA and TKK on processes for collection and application of student feedback to inform quality teaching • From Director Ako and HR on recruitment strategies around teacher competency • From Maura Kempin on induction and early engagement 2019-08-22: The Chair gave an update on progress with the above 3 items: • The Net Promoter Score (NPS) was noted at this committee and Student Course Survey outcomes submitted to this meeting could inform in the quality teaching space.	Simon Nash Maura Kempin	TBC	Active

		• He has work underway with Human Resources to look at whether to retain a teaching qualification (like the existing Graduate Diploma in Higher Education) that features in some staff contracts. We have a teaching competency framework that identifies what good teaching is and Badging that demonstrates teaching competencies. • Maura to report back about induction and early engagement at the next meeting. Discussion raised the following: • A clear definition of expectations of teaching staff is needed • It is imperative that career progression is connected to the requirement for staff professional development • A project is underway to change the description of what a quality teacher is in existing policies for recruitment and promotion so it is consistent and aligns directly with agreed teaching competencies for teachers at Unitec. • Senior lecturers need to have a Masters' degree but practitioners in some disciplines do not have masters' degrees so an incentive for career progression is needed for these staff • The Chair will update the Committee at the next meeting on the recruitment and promotion issue 2019-09-19: Work is still in progress. 2019-10-17: Work in progress. HR and Union representatives are working on this for both allied and academic staff. 2019-11-21: Still with HR. Staff collective agreement is up for review in early 2020. 2020-02-26: Still waiting for a response from HR and the Unions. Further discussion noted that: • Staff workload levels influence them to feel that Badging is primarily a compliance exercise and to choose lower levels of achievement that require less effort, unaware that this decision could impact their progression and promotion. ACTION → Simon Nash (Director, Ako) to provide advice to staff about proposals for aligning recruitment and promotion with the teacher capability framework. • Due to workload levels, staff are often working on Badges outside of work hours, on weekends and holidays; this is not good. Any attempt to increase work put into Badging needs to be considered carefully. • Research projects may be eligible for Badging accreditation, but being overlooked. Te Puna Ako liaisons should be consulted to see if or how a research project can be accredited on a case-by-case basis. 2020-03-25 (Cancelled) & 2020-04-29 (E-Meeting) 2020-05-27: HR and TEU discussing the possible changes and impact to employees. Progress has been delayed by the impact of Lockdown restrictions.			
2019-11-21 Item 1.7.	**Action-020**	**Committee Work Plan 2020** Ensure that the Committee Work Plan is ready and active in 2020. 2020-02-26: Work in progress. 2020-03-25 (Cancelled) & 2020-04-29 (E-Meeting) 2020-05-27: Refer to **Item 1.6.1. Work Plan**. (Work Plan adopted by the committee as a working document.)	Simon Nash (Chair of Ako Ahimura)	2020-05-27	**COMPLETE**
2019-11-21 Item 3.1.	**Action-021**	**NZQA Approach to Monitoring of Diplomas** 1. Receive and analyze the NZQA Monitoring Reports for New Zealand Diploma in Business (NZDB). 2. Consult with other ITPs for similarities and differences. 3. Seek further clarity from NZQA on their perspective on the role of Learning Outcomes in the context of the Course and Programme as a whole. 4. Provide a response to NZQA with Unitec's perspective. 2020-02-26: Awaiting a response from NZQA. 2020-03-25 (Cancelled) & 2020-04-29 (E-Meeting) 2020-05-27: Clarity sought. Deprioritized due to impact of Lockdown restrictions. No response received yet.	Simon Tries Maura Kempin	TBC	Active

Next Action #:   *Action-022*

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

2.1. **Te Tīpare**

Presenter/s: Toni Rewiri; Simon Nash

Kimoro Taiepa spoke about the development and purpose of Te Tīpare.

1. Framework – It follows the Mauri Ora model. It has 6 Focus Areas which include intentional usage of action verbs to make it more alive.
2. The purpose of this mahi is to:
    1. Enable Staff to reflect on their practice.
    2. Support staff to embed Mātauranga Māori in their teaching practice. This means that resources are provided to staff, but they are not directed exactly as to how this should look in their specific context and delivery.
3. Guidelines – These are basic. More information continues to be added as the work matures further.

Training has already begun to be delivered to staff. A single submission for a Badge has already been received. After approval is granted by the committee, then the submission can be processed and the Badge awarded.

Mahi kotahi with the School of Applied Business has seen Te Tīpare embedded into the two new programmes recently approved by the Academic Approvals Committee.

Discussion noted the following points.

- Commendation was given to the entire team responsible for developing Te Tīpare.
- It is intended that Te Tīpare and Te Noho Kotahitanga badges and professional development will be used alongside each other.
- Evidence submitted for the Te Noho Kotahitanga badge could be used for Te Tīpare, but needs to be reframed to meet the purposes of Te Tīpare.
- Te Tīpare is aimed more at teaching staff and Mātauranga Māori, whereas Te Noho Kotahitanga is more generalized for all staff.
- Te Tīpare and Te Noho Kotahitanga (badges) are unique to Unitec.

Next steps: This item shall be presented for approval to Academic Board by Simon Nash.
In the meantime, Toni Rewiri and her team can begin / continue the mahi of implementation.

MOTION

That Ako Ahimura approve and endorse Te Tīpare as the preferred framework for the embedding of Mātauranga Māori content and associated learning and teaching practices into courses and programmes.

Moved: D McNabb
Seconded: L Turton

MOTION CARRIED

2.2.   Unitec Learning and Teaching Strategy

Presenter/s: Maura Kempin

The new Strategy has been built in purpose and content to map with and directly support Unitec institutional priorities.

Commendation was given to Anne McKay and Veraneeca Taiepa for their mahi.

Discussion noted that the following points.

1. Some of the goals are not clearly measurable. Before confident approval can be given to the Strategy, it should be seen to have a supporting Operations Plan, complete with a) metrics to measure the progress of actions and outcomes, and b) a reporting framework proposal by which governance bodies can oversee the progress.
2. Consideration needs to go toward how the Strategy will affect the work and approvals of the Academic Approvals Committee.
3. Words could be added to the Strategy noting its place in the institute until such future time as NZIST develops and releases its equivalent Strategy.

ACTION → Simon Nash, Maura Kempin and team to note the feedback given, and bring the Strategy back to Ako Ahimura 2020-06-24 (submission to the agenda by 2020-06-10) with a supporting Operations Plan that has measurable metrics against the goals and a reporting framework proposal.

MOTION

That Ako Ahimura approve the Unitec Learning & Teaching Strategy.

Moved: -
Seconded: -

                                                  MOTION deferred pending further action/s.

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

(None)

4.   **Ngā Tukunga** | Items to Receive

4.1.   Strategic Reports

4.1.1. Māori

Source: Academic Board, 2020-05-06
Author: Toni Rewiri
Presenter: Veraneeca Taiepa

No concerns raised.

4.1.2. Pacific

Source: *Academic Board, 2020-05-06*
Author: Falaniko Tominiko
Presenter: Rokosiga Morrison

No concerns raised.

4.1.3. International

Source: *Academic Board, 2020-05-06*
Author: Tracy Chapman
Presenter: Tracy Chapman

Commendation was given to Tracy Chapman for the response and manaaki from
International Success to the students impacted by Lockdown restrictions.

4.1.4. Under-25s

Source: *Academic Board, 2020-05-06*
Author: Andrea Thumath
Presenter: Sarah Sommerville

No concerns raised.

MOTION

That Ako Ahimura receive the report/s on:

1. Māori
2. Pacific
3. International
4. Under-25s

Moved: L Turton
Seconded: L Roberts

MOTION CARRIED

4.1.5. Academic Quality Action Plan (AQAP) Updates

Source: *Academic Board 2020-05-06, Item 1.9.*
Author: Simon Nash
Presenter: Simon Nash

Noted that reporting is to move from focus on activity to focus on outcomes. Progress on
this change of focus has been delayed by the impact of Lockdown restrictions.

MOTION

That Ako Ahimura receive the report/s on:

1. Academic Quality Action Plan

Moved: R Fuluifaga
Seconded: S Tries

MOTION CARRIED

4.2. Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter: Maura Kempin

No report currently being produced. In future, this Report shall be an extract from the newer, more comprehensive Learning & Development Report.

Staff engagement in development activity has dropped due to the impact of Lockdown restrictions.

4.3. Ngā Rīpoata | Other Reports

(None)

5.   Kupu Whakamutunga | Closing

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

The Living Curriculum – This initiative is still officially current by virtue of its not having yet been replaced by anything else.

5.2. Committee Self-Assessment

No specific topic was presented for discussion. However, the following points were noted.

- *Response to Lockdown Restrictions* – Within the context of the impact of Lockdown restrictions, Unitec has continued with BAU work and ongoing development and renewal. This is a huge achievement for us all.
- *Start Time* – The earlier start time of 0830h works well.
- *E-meetings* – E-meetings are difficult to engage with, do not work well and should be avoided where possible.
- *Committee Self-Assessment Topic Coordination* – It could be useful if committees all across the institute shared the same topic of self-assessment each month.

ACTION → Simon Nash to present an item to the June meeting to consider the KEQs from NZQA for members to consider how they relate to this committee, and how they could be used for Self-Assessment.

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*