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<b>To</b>	Unitec Board Executive Leadership Team	<b>From</b>	Simon Nash, Chair Academic Board
<b>Title</b>	Academic Board Minutes for April and updates from May meeting	<b>Date</b>	31 / 05 / 2020

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**Purpose**

To provide the approved Academic Board Minutes for April 2020 and the Chair's summary of the May 2020 meeting for your information.

**Key Points from April meeting**

This was the Committee's first online meeting. Due to a large agenda and Covid 19-related discussions required, the agenda was split into two parts (1) Items requiring discussion before approval, and (2) Items sent to an e-meeting (mostly regular reports).

The Student Performance Report for 2019 was presented and discussed. Main Educational Performance Indicators have been updated since the start of year Single Data Return (SDR) reporting. Course and Qualification Completion Rates and are now in line with 2019 targets, but those for Māori are well below our interim targets towards our 2022 Parity Targets. There is a high degree of variance in EPIs at school level, leading the Chair to request of Heads of Schools an analysis of their School's data, based on updated April SDR data, end of year Programme Evaluation & Planning (PEPs), and other information.

A Working Group will be formed to consider data on Student Non-Completions in support of designing more effective interventions.

Student representation on Programme Academic Quality Committees has not been improved to the extent required, particularly given the decision to pay representatives in 2020. This will be followed up.

The Committee approved the formation of a temporary Academic Recovery Committee (ARC) as a sub-committee of Academic Board, with specific responsibility for rapid decision-making related to Covid 19. The ARC will report monthly to Academic Board meetings and verbally weekly to ELT. It will coordinate closely with the Incident Management Team that was established for Covid 19, and which 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 governance quality improvements*

Governance improvements has been a high priority for Academic Board and sub-committees, particularly in response to our 2018 EER recommendations. This remains so in terms of processes and deliberations, although the focus of this meeting was principally on Covid 19 matters.

*Risks and Issues*

The Academic Risk Register was reviewed and is with Programme Academic Quality Committees (PAQCs) and Academic Programme Managers (APMs) for updating. At this stage, Covid 19-related risks are being treated separately to other risks on the register.

The Executive Director Ako provided an update on our Academic Quality Action Plan (our EER response) to the Committee, focusin on risk to our October EER arising from Covid 19. The memo noted that (a) while our 'Business-As-Usual' work continues, preparation for the October EER visit has paused while Covid 19 is our focus; and (b) our existing Educational Performance Targets for 2020 may need to be revised given the impact of Covid 19, particularly on at-risk learners, Priority Group learners, and those who do not cope well with online learning.

Please let me know if you have any questions.

**Attachments**

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Final Academic Board Minutes March 2020