



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

### SESSION 1 – Zoom Meeting

Date: Wed. 2020-06-03  
Scheduled: 0830h – 1130h  
Actual: 0835h – 1131h  
Location: Zoom Video-Conference

### SESSION 2 – Zoom Meeting

Date: Tue. 2020-06-09  
Scheduled: 1130h – 1300h  
Actual: 1133h – 1330h  
Location: Zoom Video-Conference

Note: Items belong to Session 1, unless specifically noted otherwise.

## 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

Topic: Readiness of Academic Board for IER

#### 1.2.2. Important Dates

1. 2020-06-10 Submissions open
2. 2020-06-17 Submissions close – All reports and items to be in by COB.
3. 2020-06-24 Agenda release
4. 2020-07-01 Next meeting

**1.3. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies****SESSION 1 – Wed. 2020-06-03****Tae Ā-Tinana | Members Present**

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Anne McKay
4. Annette Pitovao
5. Chris King
6. Falaniko Tominiko – Dep. 1032h
7. Helen Vea
8. Kate Barry
9. Katie Bruffy
10. Lee Baglow
11. Liz Rainsbury
12. Marcus Williams
13. Merran Davis – Arr. 0840h
14. Simon Tries

**Akutō | Late**

1. Glenn McKay – IER Session
2. Toni Rewiri – IER Session; Arr. 1035h

**Kairīwhi | Proxies**

(None)

**Ngā Whakapāha | Apologies**

1. Tracy Chapman

**MOTION**

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: A McKay

Seconded: C King

**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. David Glover
3. Eric Stone
4. Steve Marshall
5. Trude Cameron

**Absences**

(None)

**SESSION 2 – Tue. 2020-06-09****Tae Ā-Tinana | Members Present**

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Anne McKay – Dep. 1300h
4. Annette Pitovao
5. Chris King
6. Falaniko Tominiko
7. Glenn McKay
8. Helen Vea
9. Kate Barry
10. Katie Bruffy – Dep. 1255h
11. Lee Baglow
12. Marcus Williams – Dep. 1246h
13. Merran Davis
14. Simon Tries
15. Toni Rewiri
16. Tracy Chapman – Dep. 1300h

**Akutō | Late**

1. Liz Rainsbury – Arr. 1210h;  
Dep. 1259h

**Kairīwhi | Proxies**

(None)

**Ngā Whakapāha | Apologies**

(None)

**MOTION**

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: A McKay

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. David Glover
3. Eric Stone – Dep. 1323h
4. Trude Cameron – Dep. 1327h

**Absences**

(None)

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

##### MOTION

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

- Regular: 2020-05-06 (Zoom + E-Meeting)
- Standing: 2020-05-14
- Standing: 2020-05-22

Moved: M Williams

Seconded: L Baglow

**MOTION CARRIED**

#### 1.5. Mahia Atu | Matters Arising

(None)

#### 1.6. Committee Management

##### 1.6.1. Work Plan

Related: Action-046

Presenter: Simon Nash (Chair, Academic Board)

##### 1. May

##### a. **Staff Pulse Survey Report**

ACTION → Simon Nash and Simon Tries to decide on the format of this new reporting item.

ACTION → Simon Nash to follow up with Mary Johnston regarding how Academic Board can receive this information.

##### b. **Student Performance Final Report for 2019**

→ Refer to Item 3.1. (below)

##### c. **Programme Evaluation and Planning Final Report for 2019**

→ Process report went to QAB, but needs to come here.

→ Outcomes report still in progress. No ETA known.

##### 2. June

##### a. **Graduate Survey Report**

→ The survey just recently completed.

→ The report will be presented in either July or August.

##### 3. July

##### a. **Student Course Survey Report for Semester 1, 2020**

##### b. **Student NPS Survey Report for Semester 1, 2020**

##### c. **Award of Qualifications Report**

ACTION → Simon Tries and Simon Nash to review if this should remain on the Work Plan, and if so then what its format should be.

d. **Research Annual Report**

ACTION → Secretary to adjust scheduling to August.

e. **Research Productivity Traffic Light Report**

f. **PAQC Thematic Report for 2020-Q2**

g. **Results of Annual Attestation Compliance Process**

→ Refer to Item 3.2. (below).

ACTION → Secretary to adjust line item wording to include “Statutory Declaration to NZQA”.

### 1.6.2. Attendance Tracker

Noted.

### 1.6.3. Ngā Tautapu Arotake | Actions Tracker

(See following pages.)

Committee: **Te Poari Mātauranga | Academic Board**  
 Document: **Actions Tracker**  
 Updated: **2020-06-03**

>>>>	SMART	S	M	R	T	A
Source	Action #	Specification	Measurement	Responsibility	Timeframe	Achievement
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. 2020-06-03: Kristine Brothers is working on the final version to streamline the business case process. David Glover shall present it to Academic Board 2020-07-01.	<b>Simon Nash</b> <b>Simon Tries</b>  Kristine Brothers Nick Sheppard David Glover	Target: 2020-07-01	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; 2020-06-03: No change.	<b>Simon Nash</b>	-	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.  <u>To Finalise</u> - Ako Ahimura - Quality Alignment Board - Academic Approvals Committee  <u>Adopted</u> - Academic Board - Unitec Research Ethics Committee - Postgraduate Research & Scholarships Committee - Unitec Research Committee	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. 2020-06-03: Done - PGRSC; URC; UREC. In progress - QAB; Ako Ahimura; AAC. Note that the scope of this Action Item only contains the institutional Academic Governance Committees, but not the PAQCs. Oversight of completeness and quality of PAQC Work Plans belongs to the remit of QAB.	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>	<b>TBC</b>	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. 2020-06-03: Refer to Item 3.3. (Discussion extended into Session 2 on 2020-06-09.)	<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	<b>Target:</b> <b>2020-06-03</b>	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 AB 2020-06-03. 2020-06-03: HR is processing the selected Student Representatives.	<b>Steve Marshall</b>  Annette Pitovao Helen Vea Simon Tries	2020-06-03	Completed
2020-04-08 Item 3.1.	Action-051	<b>School Response 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. 2020-06-03: HOSs will work with Priority Group Directors and Te Puna Ako to construct the reports which are now due to Simon Nash by <b>COB Friday, 2020-07-03</b> . The committee anticipates these reports to be useful and to feed directly into the Self-Assessment Report to NZQA. The purpose of the reports is to add insight and narrative to the SDR and Student Performance data, noting that PEP Reports are too detailed and the SDR alone is too abstract. These School reports should provide and institutional / school-wide narrative and opportunity for self-assessment. A template and guidelines have been provided to the relevant parties, and shall be shared with the members of Academic Board for their information.	<b>Simon Nash</b> <b>(Executive Director, Ako)</b>	Target: 2020-08-05	Active
2020-05-06 Item 2.2.	Action-052	<b>Investigation of Programme Completion Processing</b> To investigate if the incomplete processing of Course Completions that occurred within the Police Studies Training Scheme is isolated to that 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.	2020-06-03: Refer to Item 4.3.1.3. - "Current Completion Checking Processes: A review of current processes for completions checking provides confidence that students who have attained the requisite number of credits for the programme they are enrolled in are checked to confirm they have met the requirements to complete, and subsequently completed if all other requisites are met. The resolution of the other matters noted above (multiple records and incorrect credits for award) are currently being worked through to determine the most appropriate resolution."	<b>Simon Tries</b> <b>(Manager, Te Korowai Kahurangi)</b>	<b>Target:</b> <b>2020-06-03</b>	Active
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.	2020-06-03: Refer to Item 2.1. (Deferred to Academic Board 2020-07-01.)	<b>Tracy Chapman</b> <b>(Director, International Success)</b>  Simon Tries	<b>Target:</b> <b>2020-06-03</b>	Active
2020-04-08 Item 5.2.	Action-054	<b>Online Self-Assessment Feedback</b> For the committee to self-assess the performance of online video-conference meetings.	2020-04-08: Online self-assessment feedback shall be collated by the Chair and presented to AB 2020-05-06. 2020-05-06: Secretary shall resend the feedback document to the Chair for representation to AB 2020-06-03. 2020-06-03: List this matter as an Action Item.	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>	TBC	New

Next:

Action-055

## 2. Mea Hei Whakaae | Items to Approve

### 2.1. EPI Targets to 2022 for International Success

*Source:* Academic Board 2020-05-06, Item 2.3.

*Related:* Action-053

*Presenter/s:* Tracy Chapman

#### **MOTION deferred to Academic Board 2020-07-01**

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 – 65%
- 1<sup>st</sup> Year Student Retention Rate (FYR): Old – 75%; New – 90%
- Student Progression Rate (SPR): Old – 34%; New – 53.5%

### 2.2. Course Catalogue Clean-up for SDR Project

*Related:* Action-052

*Presenter/s:* Simon Tries

The “two years” in Motion 1 is to ensure currency and setting of fees. A deactivated course can be reactivated. Comparison of processes with other institutes has not been made because this is seen as an internal review. Other evaluative BAU processes, if they work effectively, should mean that this clean-up is a one-off rather than a regular scheduled piece of work.

Programmes which are shifted from one School to another pose a risk for getting missed from BAU attention. Consideration is needed for how best to capture this through portfolio review processes.

#### **MOTION**

That Te Poari Mātauranga instruct Schools to identify and confirm the following:

1. Courses attached to a programme that have not been offered for two years and that can be made inactive.
2. Courses attached to an active programme but not listed in the current Programme Regulations which can be made inactive.
3. Courses that have never been offered which can be made inactive.
4. Programmes that are currently not offered, and for which there is no intention of offering them again, which can be made inactive.

Schools are to confirm this information to their Te Korowai Kahurangi Academic Quality Administrator prior to 25 June 2020.

Moved: S Tries  
Seconded: E Rainsbury

**MOTION CARRIED**

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

#### 3.1. Student Performance Report 2019

Presenter/s: Simon Tries

The report contains the updated SDR data. It should be considered alongside the being-developed HOS SDR Reports due to Simon Nash by 2020-07-03 (i.e. Action-051) expected at Academic Board 2020-08-05.

#### Discussion

- The school-level context, to come through the Schools Responses, is important but distinct from the institution-level context and discussion.
- Institute-level discussion has only been brief so far. Deeper discussion is needed and should not wait for the School Responses.

The committee agreed to set time aside in the IER Preparation Meeting (1330h, Thursday, 2020-06-04) for deeper institutional discussion of the Student Performance Report 2019.

- A key function of Academic Board is to check that the action of Manaakitia te Rito effectively produces outcomes, especially in the gap in Priority Group outcomes. Academic Board should question whether Unitec's strategies and initiatives are in fact working.

**ACTION** → Simon Nash and Simon Tries to consider the specific purpose for further discussion on the Student Performance Report 2019 at Academic Board.

#### MOTION

That Te Poari Mātauranga discuss the Student Performance Report 2019.

Moved: A Pitovao  
Seconded: S Tries

**MOTION CARRIED**

### 3.2. Statutory Declaration to NZQA

*Related: Academic Board, Work Plan 2020 (July), Results of Annual Attestation Compliance Process*

Presenter/s: Simon Tries

#### Discussion

- This report relates to the KEQ/s regarding effective governance. It gives Academic Board some line of sight over academic quality compliance.
- Commendation was to Te Korowai Kahurangi for the manner in which they conducted the Statutory Declaration compliance exercise.

#### Moderation

- Academic Board does not have direct oversight of Moderation activity within Unitec.
- Oversight occurs through the following process.
  1. Programme staff provide their Moderation Plan to their Programme Academic Quality Committee (PAQC).
  2. The PAQC reviews, approves and oversees its implementation.
  3. Issues with Moderation can be reported through the Programme Risk Register and the PAQC Quarterly Report to the Quality Alignment Board (QAB).
  4. If no exceptions are reported up to QAB or the Register, then that should mean that Moderation is going well.
- Anecdotes reported that the quality of PAQC oversight of Moderation practice is variable.
- Course Evaluation and Planning (CEP) reports ask questions regarding Moderation practices.
- Although quality Moderation management and governance should be BAU, it could be useful to conduct an audit of Moderation practices and quality of oversight.

ACTION → Simon Tries to work with relevant teams to advise if current reporting provides sufficient line of sight to Academic Board to fulfil effective oversight of Academic Compliance matters, including Moderation.

#### Responses to Noncompliance

- Updates to some contract compliances are expected in the near future.
- PAQC Chairs and Academic Programme Managers (APMs) have expressed a desire for direction on how to link the Programme Risk Register and the Statutory Declaration work so that reporting is ongoing rather than only being at points in time.
- The committee agreed that it would be useful to receive a report on tracking of noncompliance issues previously raised.

ACTION → Simon Tries to report to Academic Board on work taken to address noncompliance found in the Statutory Declaration, with consideration of the following points: Issues raised; Actions taken; Outcomes achieved; Work in progress; New issues discovered.

**MOTION**

That Te Poari Mātauranga:

1. note that the Interim Chief Executive's Annual Statutory Declaration has been provided to the New Zealand Qualifications Authority
2. note that the identified non-compliances are being addressed

Moved: C King

Seconded: A Thumath

**MOTION CARRIED**

### 3.3. Non-Completions Data Gap Analysis

#### SESSION 1 – Wed. 2020-06-03

Presenter/s: Eric Stone; Trude Cameron

#### Presentation

Three main sources for non-completion data were found.

1. Change of Enrolment (COE) Requests
2. Non-Completions PowerBI Dashboard – The presenters encouraged committee members to utilize this valuable resource.
3. Learner Outreach Project (LOP) – At present, the data is collected in spreadsheet form. It would be useful to find a way to translate this into live indicators of some form.

Other findings included that:

- Many staff actually undertake related activity but either do it implicit within their workload or do not have time to track and report on it as such.
- Non-completion data gathering needs a coherent system so that students are not followed up by too many people simultaneously and so that institutional efforts efficient and effective.

Overall, the institute does undertake a large amount of data gathering; this data needs to be connected and integrated in a way that requires less manual labour.

#### Recommendations for discussion

1. The Learner Outreach Programme initiative should have an early review including consideration of:
  - a. cross-analysis with non-completion data held in PeopleSoft or Power BI
  - b. possibility of linking data to PeopleSoft data
  - c. academic support and holistic support need to talk to each other
2. Other forms of data collection and processes should be reviewed in conjunction with the review of significant Institutional initiatives and strategies, such as the I See Me Initiatives, to ensure that relevant data is captured to inform change and to systemise the collection of non-completion data.

## Discussion

- Academic Board needs to know how all this information on non-completions is being applied by teaching staff. Research shows that the biggest factor (on the provider-side) to student success is the teaching staff.
- The title of the work refers to “non-completions” but it could be more valuable to view the issue as “at-risk learners” and how to ensure that such learners do not end up as “non-completers”. The scope of EER feedback on this matter is more to do with “at-risk” rather than “non-completion”.
- This field of work is an area of focus within NZIST, i.e. learner analytics and understanding their needs.
- Many learners move on to work, career change or other positive outcomes before completing. They are successful outcomes for the learner, but would be registered as non-completions with the institute. Consideration should be given to how these “non-completing but successful” situations can be reported.
- “Academic Support” refers to support which comes from lecturers and teaching staff regarding academic matters. “Holistic Support” refer to the other wraparound services provided by the institute. It would be valuable to gain assurance that all these services mahi kotahi in a coordinated manner, and thus provide quick and meaningful insight into reasons behind non-completions when they happen.

## Student Participation

- Student feedback has contributed to a branch area of work within the LOP, this being the issue of Digital Poverty. This is strong evidence of institutional responsiveness to learner needs.
- Learners often have very busy lives and many other commitments outside of study. Enabling them to provide their student voice can be a real challenge. Suggestions on how to improve this situation are welcomed by the Student President.
- Working to increase student voice is a real paradigm shift for both the institute and the learners and their communities. It is a new way of working for an institute to so actively engage with their learners, rather than learners being passive recipients of the institute’s services.

Members felt that more discussion was needed on this item before it could be motioned. Further discussion was planned into Session 2.

## SESSION 2 – Tue. 2020-06-09

The committee agreed to defer further discussion on Items 3.3. and 3.4. to a later meeting.

## MOTION deferred

That Te Poari Mātauranga receive the stock-take of Unitec non-completion data compiled by the *Working Group: Non-Completions*, and discuss the recommendations for action and provide direction.

### 3.4. Review of Recording & Reporting of / See Me Initiatives

#### SESSION 1 – Wed. 2020-06-03

Presenter/s: Trude Cameron

#### Presentation

The main findings included:

- Multiple pathways of reporting
- Lots of quantitative data
- Less narrative / interpretive information
- Different teams work on different aspects of / See Me but don't necessarily share or coordinate their experiences
- Priority Group teams don't have clear visibility of the School activities, e.g. embedding Mātauranga Māori
- More connectedness and coordination across teams is needed

#### Recommendations for discussion (Item 3.4.1. Review)

1. There are many different reports containing useful information on PG Success and the I See Me initiatives going to different groups at Unitec, with a general lack of coordination and communication across all. A re-mapping of what is reported, when and by whom could provide a better flow of information up to Poari Mātauranga/Academic Board
2. Some of the institutional reports coming up to Poari Mātauranga/Academic Board requires the academic year to complete before results can be measured. Look for ways to report incremental progress towards targets throughout the year
3. Consider setting milestones by which the effectiveness of current actions can be measured as we progress towards parity over the next 2 ½ years
4. Provide detailed shared reporting of these milestones to Poari Mātauranga/Academic Board
5. Determine what outcomes, rather than actions, are expected from the I See Me initiatives, so there is a clear shared understanding, and report against these
6. Bring together the PG Success Directors, Kaihautu, Pacific Navigators, PG Champions, LOP coordinators, TPA, TKK and Schools for a review of actions accomplished, and opportunities for improvement
7. Develop a more collaborative approach to reporting for I See Me and progress towards priority group student parity between Schools and PG Directors
8. Develop tools to support the evaluation of the effectiveness of the outcomes of the I See Me Initiatives, especially the early indicators
9. Create more effective reporting templates for Academic Board, Schools and Priority Group Directors that include key qualitative outcomes for determining effectiveness of progress towards parity
10. Encourage a wider sharing of information as we progress
11. All reports on these initiatives coming to Academic Board should include recommendations for future action
12. Consider what resourcing might be needed to accomplish these for these initiatives beyond 2020 to enable continued progress

## Discussion

### *Recommendations*

- Recommendation 6 – This should refer to “LOP Steering Group” instead of “LOP coordinators”.
- Recommendation 7 – HOSs and Priority Group Directors should engage in focused kōrero to address this issue.
- Recommendation 8 – This should be included in the kōrero of Recommendation 7 to determine who should be responsible for what mahi.

### *Other*

- CEPs – The Review did not appear to identify the function of CEPs in reporting and evaluating activities and effectiveness through *I See Me* work. CEPs provide space for such reporting, but staff may not be engaging with its question sufficiently.
- Item 3.4.2. – The Review Form looks useful and consideration should be given to spreading its usage across the institute and customizing it for other Priority Groups.
- Members agreed that the review contains an impressive amount of information and recommendations. However, the importance of the content means that work must move forward without long delay. To this end, further discussion was planned into Session 2.

### ACTION

Simon Nash; Trude Cameron; Eric Stone; Annette Pitovao; Chris King; Sue Emerson

To refine the content and wording of the recommendations to make them more clearly actionable.

To categorize the Recommendations into short, medium and long term.

- This work is very important and the discussion goes right to the heart of Manaakitia te Rito. At many levels, this aim can be challenging and frustrating and yet is essential to the discussion for ongoing continuous improvement. The more that the institute grapples with the issue, the clearer it will become. We must not become paralyzed by the magnitude of the task, but take action as much as we can, as soon as we can.

## SESSION 2 – Tue. 2020-06-09

- Much of the mahi described in this presentation is already underway.
- The recommendations need greater clarity and plan details for Academic Board, as a governance body, to approve them.

The committee agreed to defer Items 3.3. and 3.4. to a later meeting, pending further work overseen by Simon Nash with Eric Stone and Trude Cameron.

### MOTION deferred

That Te Poari Mātauranga receive the attached review of the recording and reporting of Unitec's Priority Groups and *I See Me* Initiatives, and discuss recommendations for improving the visibility of progress towards Unitec Parity targets in 2022.

## 4. Ngā Tukunga | Items to Receive

---

### 4.1. Strategic Reports

#### SESSION 2 – Tue. 2020-06-09

##### 4.1.1. Māori

Presenter: Toni Rewiri (Director, Māori Success)

ACTION → Toni Rewiri and Simon Tries to investigate the possibility of real-time grade reporting.

##### 4.1.2. Pacific

Presenter: Falaniko Tominiko (Director, Pacific Success)

Additional highlight → New data on outcomes shows that a significant number of EPI Targets are either being met or exceeded.

##### 4.1.3. International

Presenter: Tracy Chapman (Director, International Success)

- EPI Target setting has been difficult. Aim to finalise at Academic Board 2020-07-01.
- Commendation was given for the layout of the *Rag Status for Priority Required Actions*.
- Some actions had been put on hold due to Lockdown restrictions. Expect to resume activity now that Level 1 has been announced.

##### 4.1.4. Under-25s

Presenter: Andrea Thumath (Director, Under-25s Success)

No points raised.

##### 4.1.5. Student Success

Presenter/s: Annette Pitovao & Helen Veal

No points raised.

#### 4.1.6. Industry Engagement

\* *TBC Report format*

Presenter/s: David Glover

Industry Partnerships Strategy now exists which shall be presented to Academic Board by David Glover and Heather Stonyer at a date which is yet to be set. This strategy does not require the approval of Academic Board. Industry Advisory Committees inform the work of Programme Academic Quality Committees, which report to Quality Alignment Board, which in turn reports to Te Poari Mātauranga | (Unitec) Academic Board.

Heather Stonyer has an addition to the Academic Risk Register. Consideration is still being given to how it can be integrated and reported. This process shall need to involve the Academic Risk Working Group, and then approval by Academic Board.

#### 4.1.7. Waitākere Strategy

\* *TBC Report format*

Kristine Brothers produces a monthly report on Waitākere.

ACTION → Simon Nash and David Glover to discuss the possible value of Academic Board receiving these reports.

#### 4.1.8. Manaakitia te Rito | Renewal Strategy

\* *TBC Report format*

ACTION → Simon Nash and Merran Davis if this section will remain in the Agenda, and if so then what the reporting requirements shall be.

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

Presenter: Simon Nash

- The *Full Plan* contains 394 line items. When IER / EER asks a question regarding “line number \_\_\_ in the AQAP”, then this is what they would be referring to. This plan is contained under Item 4.1.9.2. of the agenda. Members should also note that, rather than responding unsurely, they have the right to make a response such as “I’ll get back to you on that question.”
- Executive Director Ako expressed general satisfaction and confidence in the progress made against the AQAP especially in terms of our BAU work, and awareness of the need to shift from reporting on Actions to reporting on both Actions and Outcomes.
- *Overview, Recommendations 11 & 12* – Concern was expressed about uncertainty of how to respond if EER raised questions to Academic Board. Some of the matters within these recommendations were specific to the last EER, and have been fixed about a year ago. Other matters are issues and reviews related to BAU (e.g. Project Takohanga). AQAP Reporting needs development to distinguish between these two type of matters,

i.e. EER-specific versus BAU. ACTION → Simon Nash to present to Academic Board the same report on Project Takohanga (Trades) and Applied Business that goes to the Board of Directors. Many of the issues discovered in Trades actually occur systemically all across the institute.

- *Overview, Recommendations 8 & 9* – Both of these are at 78%. The actions needed to bring them to 100% are listed further down the document (colour coded green and yellow respectively), these relating to Community Impact and Code of Practice. Work is in progress on both of these; a way to measure their closure needs to be developed.
- *Overview, Recommendation 9: Operationalise Pacific Success Strategy, REC 9e* – Correction needed to change from “Māori students” to “Pacific students”.
- *Recommendation 11* – The reason the Board of Directors asked specifically about Trades and Applied Business was because NZQA has an interest in these areas at a national level. The role of Academic Board is governance of academic affairs across the institute and not specific Schools. The committee must also take care to not confuse academic governance with institutional governance.
- *Recommendation 12* – Some of the tasks within this review are very substantial and will take a significant length of time to resolve. Some actions may need to be reworded appropriately. Simon Nash (Executive Director, Ako) has a meeting scheduled with Kerry Kirkland (Head of School, Applied Business) to review these.

## 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
- 4.1.5. Student Success
- 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

Moved: F Tominiko

Seconded: M Williams

**MOTION CARRIED**

## 4.2. Subcommittee Reports

### SESSION 2 – Tue. 2020-06-09

**ACTION →** Chairs of Academic Governance Committees (Simon Nash, Simon Tries, Marcus Williams) to work on aligning the Work Plans and standardizing the level of detail, especially, for URC and PGRSC.

The Work Plans for all Academic Governance Committees do not include specific Lockdown-related activity. The impact of Lockdown and Unitec's response are reported through other channels.

#### **4.2.1. Te Komiti Rangahau o Unitec**

Presenter/s: Marcus Williams URC

Report noted.

#### **4.2.2. Te Komiti Tikanga Matatika**

Presenter/s: Marcus Williams UREC (via Asher Lewis)

- Some responses from application readers over the Lockdown period have been slow. Marcus Williams (Director, Research and Enterprise) has been addressing these proactively before they become issues.
- The UREC Annual Report is almost ready for submission.
- In general, the committee is performing pretty well.

#### **4.2.3. Te Komiti Whakahaere a ngā Pia**

Presenter/s: Marcus Williams PGRSC

- Pre-emptive action early in Lockdown gave thesis exams an extension. Guidelines have been made more robust so that if another event like Lockdown happens, the such provisions can take effect automatically.
- Deep investigation into issues with processes of enrolment and re-enrolment is underway, with progress happening led by Simon Nash.

#### **4.2.4. Te Komiti Whakamana Hotaka Hou**

Presenter/s: Simon Tries AAC

- The standard of applications submitted to the committee varies significantly. Work is underway with applicants on this issue, as needed.
- NZQA feedback on the recent Master of Applied Business described it as "a beautiful application". The key lesson for the institute is that early and high level engagement between the School Programme Team, Te Korowai Kahurangi, Te Puna Ako and Stakeholders is crucial to such high quality work.

#### **4.2.5. Ako Ahimura**

Presenter/s: Simon Nash AA-LTC

- A draft of the Learning and Teaching Strategy was reviewed. The committee wanted more details regarding an Operations / Implementation Plan. The Strategy shall be resubmitted for approval.
- Unitec does have a current Strategy, but it is quite outdated.
- After the new Strategy is approved by Ako Ahimura 2020-08-26, then it shall come up for approval by Academic Board 2020-09-02. Thus, the aim is that the Strategy shall take effect from 2020-09-02.
- The committee approved the Te Tīpare professional development which is targeted toward academic staff. It shall come to Academic Board to note.

#### 4.2.6. Te Poari Whai Kounga

Presenter/s: Simon Tries                      QAB

Presentation noted the following.

1. The plans for executing the 2020 Interim PEP Process are still being negotiated with Heads of School.
2. The second round of PAQC Quarterly Reports is being received. The quality of reports has improved, with more improvements to come. The Thematic Report shall be presented for evaluative discussion to Academic Board.
3. Getting the Academic Risk Register to be updated regularly is difficult. The Chair of QAB has tried various approaches and would like additional support or guidance from Academic Board.

**ACTION** → Chris King, Katie Bruffy and Simon Tries (Chair, QAB) to produce a statement of clear expectations regarding School responsibilities related to the Academic Risk Register. This shall then be taken to HOSs for consultation, contributions and agreement. Following agreement on the expectations, HOSs should produce confirmation that they will ensure updating of the Registers occurs.

4. Consideration should be given to how Student Voice is captured within the Quarterly Reports, given that all PAQCs are expected to have a Student Member. Indicators of engagement could include how many meetings were attended by the Student Member, what contributions were made to the committee and the questions they raised.

#### 4.2.7. Academic Recovery Committee

Presenter/s: Simon Nash                      ARC

Report noted.

#### **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
- 4.2.6. Te Poari Whai Kōunga
- 4.2.7. Academic Recovery Committee

Moved: C King  
Seconded: T Rewiri

**MOTION CARRIED**

### **4.3. Quality Management System (QMS) Reports**

#### **SESSION 2 – Tue. 2020-06-09**

#### **4.3.1. Programme Management**

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

##### **4.3.1.1. *Programme Development***

- Portfolio Leadership Group reporting shall eventually align with this reporting.
- No change since last time; a more complete report shall come to Academic Board 2020-07-01. Even the RAG status would not have changed because it is measured by semester.
- Consistency Reviews are reported to QAB.

##### **4.3.1.2. *Programme Reviews (5-year Reviews)***

No points to report or raise.

##### **4.3.1.3. *Expiring and Discontinued Programmes***

Te Korowai Kahurangi has been reviewing the completion status of students and found that many ended programmes have not been undergone proper programme closure. 13% of students should have been set to “Completed” but were not. A review of internal process provides assurance that such systemic failings should not happen in the future. Some completions dated back to 2002, so the legacy was quite old.

Concern was raised about the apparent lack of progress. Points included the following.

- The fact that this report is similar to the previous report indicates a possible issue/s.
- Reporting depends on a) information being supplied from the Schools, and b) the resource within Te Korowai Kahurangi to support the Schools.
- Much of the related / archived material within Schools has been taken offsite or lost as staff departed from the institute.
- If information is missing, then Schools need to notify Te Korowai Kahurangi of this status. Te Korowai Kahurangi can then progress to other steps.

- Academic Quality Administrators have been and continue to be highly valuable in handling this work and providing updates. It is a very significant piece of work, both in size and value.
- The review identified three types of issues in its analysis. These are in the Memo under Completion Checking Update. The Operations department has been consulted to ensure this problem is not reproduced. Much of it was historically due to multiple restructures in the organisation.

**ACTION** → Simon Tries, Chris King and Katie Bruffy to develop recommendations for progressing the Programme Closure issues, and present them to Academic Board

#### **4.3.2. Degree Monitoring**

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

- All monitoring has been on hold due to Lockdown restrictions.
- NZQA expects to resume monitoring soon.

Future reporting to Academic Board should highlight non-compliant programmes within the cover memo.

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

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

No points to report or raise.

#### **4.3.4. NZQA and ITP Sector / RoVE Updates**

**ACTION** → Simon Nash and Merran Davis to review the presence, purpose, value and form of this section in the agenda, alongside similar review of Item 4.1.8. Manaakitia te Rito.

##### **4.3.4.1. Special Notices**

- The new Chief Executive for 'NZIST' shall commence duties in July.
- Recruitment for Tier-2 leadership is underway.
- Unitec's Academic Board has not yet received any communications from the NZIST Academic Board.
- All reporting which Simon Nash (Chair, Academic Board) previously sent to the Commissioner now goes to the Unitec-MIT shared Board of Directors.

##### **4.3.4.2. Regular News**

NZQA has made changes to the University Entrance requirements.

**ACTION** → Simon Tries to check if any of the changes to University Entrance requirements have an impact on Unitec.

**MOTION**

That Te Poari Mātauranga receive the following report/s:

- 4.3.1. Programme Management Report/s
- 4.3.2. Degree Monitoring Report – *Verbal update*
- 4.3.3. Academic Risk Register – *Verbal update*
- 4.3.4. NZQA and ITP Sector / RoVE Updates – *Verbal updates*

Moved: S Tries  
Seconded: A Pitovao

**MOTION CARRIED****4.4. Ngā Rīpoata | Other Reports****4.4.1. Learner Outreach Project (LOP) Themes Update (May 2020)****SESSION 2 – Tue. 2020-06-09**

Presenter/s: Annette Pitovao

Commendation was given to the LOP team for their valuable work.

ACTION → Simon Nash and Annette Pitovao to discuss actions flowing out of the report and its findings, in similar fashion to discussions regarding Items 3.3. and 3.4., to identify if LOP Data actually gives the Unitec the data it needs to support at-risk learners and to identify what lead indicators could provide evidence and measurement of Unitec's progress toward effective and positive outcomes.

- A wide variety of audiences are reading the LOP reports and updates.
- Consideration is being given to how to classify risk areas. This may take the form of a key or code to identify high, medium and low risks.
- Schools with larger numbers of at-risk learners are getting more support. For example, the School of Trades has been allocated more support with an informal mini-team of LOP Advisors. This approach of targeted support should be captured within the LOP reporting.
- An evaluative report on the LOP shall be produced after the end of Semester 1 and presented to Academic Board, with a specific ETA to be confirmed.

**MOTION**

That Te Poari Mātauranga receive the Learner Outreach Project Themes Update (May 2020).

Moved: L Baglow  
Seconded: H Veā

**MOTION CARRIED**

#### 4.4.2. Code of Practice 2019 Improvement Actions Summary

##### SESSION 2 – Tue. 2020-06-09

Presenter/s: Tracy Chapman

##### MOTION deferred to Academic Board 2020-07-01

That Te Poari Mātauranga receive the *Code of Practice 2019 Improvement Actions Summary*.

### 5. Kupu Whakamutunga | Closing

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

(None)

#### 5.2. Committee Self-Assessment

##### SESSION 2 – Tue. 2020-06-09

(Original) Topic: Readiness of Academic Board for IER

Topic changed to “Self-Evaluation from IER”.

**ACTION** → Secretary to distribute a shared document to Members for them to contribute feedback on the topic of “Self-Evaluation from IER”. Simon Nash (Chair) shall facilitate review and discussion of the feedback at Academic Board 2020-07-01.

#### 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 / 07 / 03

