TE POARI MĀTAURANGA | ACADEMIC BOARD

Date: Wed.   2020-08-05

Scheduled: 0830h – 1130h

Actual: *0831h – 1135h*

Location: 110-2019

Chair: Simon Nash

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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: (Item 5.2.) Planning of Preparation for EER Panel Sessions

1.2.2. Important Dates

Te Poari Mātauranga noted the dates for the next month, particularly that Submissions for the September meeting are due by 19 August.

1.2.3. Communications from the Chair of Te Poari Mātauranga

Te Poari Mātauranga noted the Chair Report for July 2020.

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

Mema	Members	
	1. (Chair) Simon Nash
	2. Andrea Thumath
	3. Anne McKay
	4. Annette Pitovao – Dep. 1129h
	5. Chris King
	6. Falaniko Tominiko – Dep. 1133h
	7. Glenn Mckay
	8. Helen Vea – Arr. 0901h
	9. Kate Barry – Dep. 1057h
	10. Katie Bruffy
	11. Lee Baglow
	12. Liz Rainsbury
	13. Marcus Williams
	14. Simon Tries
	15. Toni Rewiri
	16. Tracy Chapman
Ngā Whakapāha	Apologies Received	
Helen Vea (Late arrival)	1. Merran Davis
Kairīwhi	Proxies	
	(None)
Absent	
	(None)
Hunga Mahi	Staff in Attendance	
	1. (Secretary) Daniel Weinholz
	2. David Glover
	3. Steve Marshall
	4. Sue Crossan
	5. Trude Cameron
Kōrama	Quorum	
The Chair declared the meeting as quorate with at least 9 members represented.	

MOTION

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: C King   Seconded: F Tominiko   **MOTION CARRIED**

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: 2020-07-01 & 2020-07-21 (Session 1 and Session 2)
- Standing: 2020-06-30
- Standing: 2020-07-15

Moved: A Thumath   Seconded: T Rewiri   **MOTION CARRIED**

1.5.   **Mahia Atu** | Matters Arising

1.5.1. **Self-Assessment of Capability Development Workshop 2020-07-29**

Presenter/s: Simon Nash / David Glover

Te Poari Mātauranga noted that more member feedback would be useful. Feedback from the Workshop will inform the handbook for Unitec Academic Governance Committees which is work in progress. Other items and initiatives for governance capability and performance improvements with Te Poari Mātauranga shall continue to be developed and implemented. The Chair encourage other members of Te Poari Mātauranga to actively contribute to the quality and management of the performance of Te Poari Mātauranga.

1.6.   **Committee Management**

1.6.1. **Work Plan**

Related: *Action-046*

Presenter: Simon Nash (Chair, Academic Board)

Updated: 2020-07-30

1. MAY
    1. **Staff Pulse Survey Report -** *Reporting requirements under review.*
    2. **Programme Evaluation and Planning Final Report 2019** → *[CLOSED]*
        1. Process section → *Received by Quality Alignment Board.*
        2. Outcomes section → *Refer to **Item 3.2.** (below).*

3. JUNE
    1. **Graduate Survey Report** – *Data published on PowerBI. Analyst Report to Simon Tries ETA 2020-07-31. Presentation to Quality Alignment Board ETA 2020-08-19. Presentation to Te Poari Mātauranga ETA 2020-09-02.*
4. JULY
    1. **Student Course Survey Report for Semester 1, 2020** – *Delayed: Presentation to Te Poari Mātauranga ETA 2020-09-02 (following presentation to Ako Ahimura 2020-08-26).*
    2. **Student NPS Survey Report for Semester 1, 2020 –** *Data published on PowerBI. Presentation to Te Poari Mātauranga ETA 2020-09-02.*
    3. **Award of Qualifications Report** – ** Reporting requirements under review.*
    4. **PAQC Thematic Report for 2020-Q2 –** *Delayed: Presentation to Te Poari Mātauranga ETA 2020-09-02*
5. AUGUST
    1. **Māori Success Review** – ** Reporting requirements under review.*
    2. **Pacific Success Review** – ** Reporting requirements under review.*
    3. **Research Annual Report** – *Refer to **Item 2.2.** (below). [COMPLETE]*
6. SEPTEMBER (Upcoming) – Submissions due by COB 2020-08-19.
    1. Programme Evaluation & Planning: Interim Report 2020
    2. Staff Pulse Survey Report – ** Reporting requirements under review.*
    3. Student Performance Report for Semester 1, 2020
    4. Education Code of Practice Performance Self-Assessment Report – ** Reporting requirements under review.*

Te Poari Mātauranga noted a need to consider prioritizing line items in the Work Plan and to continue shifting from a mindset of fixing issues within the institute to a mindset of strategic and proactive thinking.

ACTION → Chair to distribute to the Board the whitepaper from NZIST on the Academic Governance Workstream and the recent email to the Chief Executive from the NZIST Chief Executive regarding the new NZIST Academic Board.

1.6.2. Attendance Tracker

Noted that attendance is tracking well at Te Poari Mātauranga and other AGCs, which is a marked improvement from previous years.

1.6.3. Ngā Tautapu Arotake | Actions Tracker (Updates)

Action-032: Programme Development – Business Case Threshold
ETA to Te Poari Mātauranga delayed to 2020-09-02

Action-047: Review of Semesterised Delivery
(Low priority) No change.

Action-046: Committee Work Plan/s 2020
Collective review scheduled for 2020-08-05 after the meeting.

Action-051: School Response to the Student Performance Report 2019
Refer to **Item 3.2.** (below). [ACTION COMPLETED]

Action-053: International Success EPI Targets 2022
Refer to **Item 2.1.** (below). [ACTION COMPLETED]

Action-054: Online Self-Assessment Feedback
Te Poari Mātauranga agreed that the substance of this item has become incorporated into other discussions. [ACTION CLOSED]

Action-055: Inconsistencies between the RPTL Report and the Statutory Declaration to NZQA
Te Poari Mātauranga noted that the Nursing inconsistency was due to timing. With the other one, it is now being overseen by the relevant PAQC. [ACTION COMPLETED]

Action-056: Relationship of Policy and Procedure to the Terms of Reference for Te Poari Mātauranga
Te Poari Mātauranga noted that Glenn Mckay is to approach ELT for consideration of budget to resource the implementation of the Te Reo Assessment Procedure needs to be undertaken.

Action-057: Review of Memo Templates
No change. Work is focused on development of a Handbook (Draft) for Unitec Academic Governance Committees (including Te Poari Mātauranga) to provisionally guide committees until further clarity flows down from NZIST. Aiming for a draft Handbook to be ready for Te Poari Mātauranga 2020-09-02.

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2. Mea Hei Whakaae | Items to Approve

2.1. EPI Targets to 2022 for International Success

History: *2020-05-06 (deferred) → 2020-06-03 (deferred) → 2020-07-01 (deferred)*

Related: *Action-053*

Presenter/s: Tracy Chapman

Te Poari Mātauranga commended the further consultation that had occurred with Heads of School. Acknowledgement was made of the highly uncertain international environment due to the national responses to COVID-19. All the Priority Group Success targets are to be reviewed annually, including International Success. Te Poari Mātauranga discussed and acknowledged risks and mitigation plans relevant to the targets.

MOTION

That Te Poari Mātauranga approve the new International Success EPI Targets for 2022 contained within the memo.

Moved: A Pitovao   Seconded: G Mckay   **MOTION CARRIED**

2.2.   **Research Annual Report 2019**

Presenter/s: Marcus Williams

Te Poari Mātauranga was encouraged to read the student stories within the report. The Board noted the lack of an Executive Summary, although the Preface partly functions as such.

Te Poari Mātauranga discussed the delegated responsibility of overseeing the red-lit programmes by the Unitec Research Committee. The lack of assurance on red-lit programmes was raised as a concern, some of which have been red for multiple years. MW reported doing all in his power to support mitigation of the red-lit risks. Being red-lit means the institution is in breach of regulations and risks losing accreditation.

ACTION → Unitec Research Committee to respond to Te Poari Mātauranga on the risks and mitigations planned in response to the red-lit programmes.

Action to be created: Action-058

MOTION

That Te Poari Mātauranga receive and approve the *2019 Research Annual Report.*

Moved: M Williams   Seconded: T Chapman   **MOTION CARRIED**

2.3.   **Proposed Reporting Framework**

Presenter/s: Simon Nash (Chair, Te Poari Mātauranga)

Te Poari Mātauranga noted that similar issues with large amounts of reporting are being encountered by ELT and the Unitec-MIT Board of Directors. Effective improvements found by Te Poari Mātauranga will be shared with ELT and the Unitec-MIT Board of Directors.

Te Poari Mātauranga held robust discussion interrogating aspects of the timing, formats and quality of the reporting framework.

Te Poari Mātauranga considered strategic reporting alignments likely to happen under NZIST and the Unitec-MIT Board of Directors.

MOTION

That Te Poari Mātauranga approve the adoption of this reporting framework for introduction at September 2020 Academic Board reporting.

Moved: M Williams   Seconded: S Tries   **MOTION CARRIED**

2.4.   Terms of Reference 2020 for Te Komiti Whakamana Hotaka Hou (AAC)

Presenter/s: Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou)

Te Poari Mātauranga noted that this development is very straightforward and sensible.

MOTION

That Te Poari Mātauranga:

1. Approve the revised Terms of Reference for Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee
2. Note the disestablishment of the Programme Improvement Committee
3. Note the formation of Te Komiti Matua o te Komiti Whakamana Hotaka Hou Academic Approvals Committee Standing Committee

Moved: L Rainsbury   Seconded: S Tries   **MOTION CARRIED**

2.5.   Appeal Resolution Committee

Presenter/s: Sue Crossan

Te Poari Mātauranga noted a small correction to the membership to be implemented, and the difference between a complaint and an appeal. Discussion interrogated the appointment process of the Chair and Members of an Appeal Resolution Committee and the role of the Chair of Te Poari Mātauranga in the Student Appeals Procedure.

MOTION

That Te Poari Mātauranga approve the implementation of the Terms of Reference for the Appeal Resolutions Committee, subject to required amendments.

Moved: C King   Seconded: M Williams   **MOTION CARRIED**

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

3.1.   Student Performance Report 2019

History: Te Poari Mātauranga 2020-06-03 then 2020-07-01.

Presenter/s: Simon Tries

Te Poari Mātauranga discussed the Student Performance Report 2019 under Item 3.2.

3.2. Report on School Evaluative Commentary on the Student Performance Report 2019 & IER Self-Evaluation

Presenter/s: Simon Nash

Te Poari Mātauranga engaged in deep evaluative kōrero on the report and:

- Commended the quality of Commentaries from the Heads of School, noting the assurance it provides regarding the performance of the Schools in responding to the data.
- Noted that Heads of School undertook extensive consultation with other departments and teams in preparing their Commentaries.
- Commended the use of a standard rubric for self-assessment for the School Commentaries and the Programme Evaluation and Planning Interim 2020 process.
- Commended the drive by HOSs to make evidence-based decisions.
- Considered how School Evaluative Commentaries could become an ongoing feature of institutional reporting.
- Considered that different rubrics may be needed to assess performance against KPIs versus KEQs.
- Considered that more explicit reference to consultation with Te Puna Ako | Learning and Teaching may be valuable.
- Noted ways it could better identify, narrate and mitigate significant factors driving certain issues such as non-completions and the impact of national and international responses to COVID-19.

ACTION → Te Poari Mātauranga delegate Te Poari Whai Kounga to request a report from Operations regarding the processing of withdrawals within the 2-week cutoff period.

ACTION → Simon Nash (Executive Director, Ako) to provide feedback to Heads of School and agree on finalized Evaluative Commentaries to be received by Te Poari Mātauranga.

MOTION

That Te Poari Mātauranga receive the Memo report on Head of School Evaluative Commentaries and note the next steps being undertaken.

Moved: A Thumath   Seconded: M Williams   **MOTION CARRIED**

4.   Ngā Tukunga | Items to Receive

4.1.   Strategic Reports

Te Poari Mātauranga noted that the reporting requirements are under review for line items 4.1.1. to 4.1.8.

4.1.1. Māori Success

4.1.2. Pacific Success

4.1.3. International Success

4.1.4. Under-25s Success

4.1.5. Student Success

4.1.6. Industry Partnership Strategy

4.1.7. Waitākere Strategy

4.1.8. Manaakitia te Rito | Renewal Strategy

4.1.9. Academic Quality Action Plan (AQAP)

Presenter/s: Simon Nash

Te Poari Mātauranga noted the overall progress is not expected to be at 100% by the time of EER and is generally satisfied with the progress. A small number of programmes face challenges, but these have been identified and are being addressed effectively.

MOTION

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

- 4.1.9. Academic Quality Action Plan

Moved: G Mckay   Seconded: T Rewiri   **MOTION CARRIED**

4.2.   Subcommittee Reports

4.2.1. Te Komiti Rangahau o Unitec

Presenter/s: Marcus Williams   URC

4.2.2. Te Komiti Tikanga Matatika

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

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter/s: Marcus Williams   PGRSC

4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter/s: Simon Tries   AAC

4.2.5. Ako Ahimura

Presenter/s: Simon Nash   AA-LTC

Te Poari Mātauranga noted concern that the Minutes seem to indicate a low level activity in Ako Ahimura over 2020.

4.2.6. Te Poari Whai Kounga

Presenter/s: Steve Marshall   QAB

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
- 4.2.5. Ako Ahimura
- 4.2.6. Te Poari Whai Kounga

Moved: S Tries   Seconded: K Bruffy   **MOTION CARRIED**

4.3.   Quality Management System (QMS) Reports

4.3.1. Programme Management

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

Te Poari Mātauranga noted that the adjustments in reporting format represent ongoing improvement with further improvements expected. Commendation was given to the presence of RAG Trackers with a Comments column.

4.3.1.1.   Programme Development

4.3.1.2.   Programme Reviews (5-year Reviews)

4.3.1.3.   Programme Closures (Expiring and Discontinued)

4.3.2. Degree Monitoring

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

Te Poari Mātauranga noted the clearer definition of the stages of scheduling for this process.

4.3.3. Academic Risk Register (ARR)

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

4.3.4. NZQA and ITP Sector / RoVE Updates

(* Reporting requirements under review.)

MOTION

That Te Poari Mātauranga receive the following report/s:

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

Moved: M Williams   Seconded: L Rainsbury   **MOTION CARRIED**

4.4.   Ngā Rīpoata | Other Reports

4.4.1. Ako Ahimura – Replacement of Chair

Presenter/s: Simon Nash (Chair, Ako Ahimura)

MOTION

That Te Poari Mātauranga note the appointment of Maura Kempin (Manager, Te Puna Ako) as Chair for Ako Ahimura Committee, replacing Simon Nash, effective next Ako Ahimura Committee meeting on 26 August 2020.

Moved: A Thumath   Seconded: T Rewiri   **MOTION CARRIED**

4.4.2. Te Tīpare (Professional Development Badge)

(Deferred in from Academic Board 2020-07-01.)

Presenter/s: Toni Rewiri

Te Poari Mātauranga postponed this item to the Extraordinary Meeting of Academic Board 2020-08-24 for presentation alongside the Learning and Teaching Strategy.

MOTION – deferred to Academic Board 2020-08-24 (Extraordinary Meeting)

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

5.   Kupu Whakamutunga | Closing

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

(None)

5.2.   Committee Self-Assessment

Topic: Planning of Preparation for EER Panel Sessions

ACTION → Secretary to email Members requesting a response to the Committee Self-Assessment topic for 2020-08-05.

5.3.   **Karakia Whakamutunga** | Closing Prayer

The meeting of Te Poari Mātauranga closed with the collective karakia whakamutunga.

Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē! Hui ē! Taiki ē!	*We are united, progressing forward.*

READ & CONFIRMED

Chair: Date: yyyy / mm / dd