



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2020-07-22	Location:	Room 115-1008
Meeting Opened:	0834h	Scheduled Start:	0830h
Meeting Closed:	1024h	Scheduled End:	1030h

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

1. Submissions open: Wed., 2020-08-05
2. Submissions close: Wed., 2020-08-12
3. Next agenda due out: Wed., 2020-08-19
4. Next meeting scheduled: Wed., 2020-08-26

1.2.3. Communications from Academic Board

Chair Report from Academic Board (June 2020) – Noted.

On the matter of non-completions, a new PowerBI Dashboard has been developed and released to present this data. Commendation was given to the Te Korowai Kahurangi Quality Systems (Data Analysis) Team for their great work on the Dashboard.

The next step is for the institute to more deeply understand the reasons and narratives behind the non-completions data. Simon Nash is working with Eric Stone and Trude Cameron to progress this understanding. The Learner Outreach Project is providing much useful information which will need to be synthesized to inform an appropriate institutional response.

Surveys of non-completing students have been run, but the response rates are typically very low. Anecdotally, a number of non-completing students suffer mental health issues which means they simply do not want to engage in any discussion about the matter at all, even if a prize was attached to the survey.

ACTION → Simon Nash to present an update / Memo For Information on Non-Completions and the Learner Outreach Project to Ako Ahimura 2020-08-26 (submission by 2020-08-12).

1.2.4. Communications from Academic Board

Chair Report for Ako Ahimura (June 2020) – Noted.

1.2.5. Membership Changes

Hamish Foote emailed notice of resignation (2020-06-25) from the role of Senior Academic. Peter McPherson (Head of School, Architecture) has been requested to appoint a replacement.

1.3. Ngā Whakapāha | Apologies**Present****Tae ā-tinana | Present**

1. **(Chair)** Simon Nash
2. Destiny Povey – Arr. 0837; Dep. 0945
(Apology email)
3. James Oldfield
4. Lee-Anne Turton
5. Lorne Roberts
6. Maura Kempin
7. Mitra Etemaddar
8. Richard Fahey
9. Rick Yu
10. Rokosiga Morrison
11. Rowena Fuluifaga
12. Samad Kolahi
13. Sarah Sommerville
14. Simon Tries
15. Steve Tsai
16. Sue Emerson
17. Sue Tulett
18. Tracy Chapman
19. Veraneeca Taiepa
(Apologies for early departure)

Akutō | Late Arrival

(None)

Kairiwhi | Proxies

(None)

Not Present**Ngā Whakapāha | Apologies**

1. David McNabb
2. Jackie Tims
3. Marcus Williams

Kore i tae ā-tinana | Absent

(None)

Kōrama | Quorum

The Chair noted that a quorum of 12 members was present and declared the meeting open.

Hunga mahi | Staff in attendance

1. **(Secretary)** Daniel Weinholz
2. Kimoro Taiepa

MOTION

That Ako Ahimura accept the apologies for the meeting.

Moved: L Roberts
Seconded: L Turton

MOTION CARRIED

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.

- 2020-06-24 E-meeting

Moved: L Turton

Seconded: S Kolahi

MOTION CARRIED

1.6. Committee Management**1.6.1. Work Plan**

1. March

1. **Student Course Survey Annual Report**

2020-05-27: *Removed from Work Plan.*

2. April

1. **Student Performance Report**

2020-05-27: *Delayed to Ako Ahimura 2020-08-26*

2. **PAQC Thematic Report 2020-Q1**

2020-06-15: *Update requested.*

3. May

1. **Graduate Survey Report**

2020-06-15: *Update requested.*

4. June

1. **Student Course Survey Report (Sem 1)**

2020-07-08: *ETA delayed to AALTC 2020-08-26, then for approval to Academic Board 2020-09-02.*

5. Response/s to Actions recorded in AALTC Minutes 2020-05-27

1. Yet to Schedule

1. **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.

2. **Professional Development for Teachers Annual Report**

ACTION >> Simon Nash to discuss and confirm the reporting format with Maura Kempin.

3. **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.

4. **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.

5. **Academic Integrity Semester Report**

This item needs further definition.

ACTION >> Simon Nash and Maura Kempin to discuss the details.

2. Each Month

1. **Programme Reviews Report**

ACTION >> Simon Nash and Simon Tries to consider removing this item.

3. April; July; October; Late January

1. **PAQC Thematic Report (Quarterly)**

ACTION → Secretary to update AALTC Work Plan 2020 with the changes resulting from discussion at Quality Alignment Board 2020-07-15 regarding the PAQC Chair Reports changing from Quarter-based to Term-based.

1.6.2. Attendance Tracker

- Replacement needed for Hamish Foote (Senior Academic, Architecture).

1.6.3. Ngā Tautapu Arotake | Actions Tracker

Action-019: Review of Unitec Learning and Teaching Strategy

Refer to Item 2.1. Unitec Learning & Teaching Strategy. (Motion carried; Action complete.)

Action-012: Student Journey Framework

This is almost ready for presentation to ELT and Academic Governance Committees.

Action-015: Relationship of Badging to Recruitment, Progression and Promotion

(2020-02-26) Simon Nash (Executive Director, Ako) to provide advice to staff about proposals for aligning recruitment and promotion with the teacher capability framework.

No further news to report.

Action-021: NZQA Approach to Monitoring of Diplomas

No news to report.

2. Mea Hei Whakaae | Items to Approve

2.1. Unitec Learning and Teaching Strategy

Presenter/s: Maura Kempin; James Oldfield

The development approach of the Strategy was presented, being that of:

- Updating and modernizing the principles of the *Living Curriculum*
- Aligning with Manaakitia Te Rito and Te Tīpare
- Ensuring that objectives are measurable and achievable
- Working pragmatically until NZIST releases a national strategy in the next few years

Each of the objectives has multiple success indicators and evidence sources. The actions which support the objectives are already largely underway already, so it is not expected to add workload to staff.

Ako Ahimura noted the additions from the last draft, including:

- Goal 1, Programme Objective 6
- Goal 1, Programme Objective 7
- Goal 1, Course Objective 18

Ako Ahimura noted that although Te Tīpare was presented to Te Poari Mātauranga for approval, Te Poari Mātauranga responded that they wanted to approve Te Tīpare and the Strategy alongside each other.

Discussion

Ako Ahimura noted the quality work going into the Strategy, and that it is succinct, clear and student-centric. However, the Strategy has not yet been put to the HOSs / APMs for consultation.

Robust discussion took place regarding the topic staff recruitment requiring staff to have industry experience. It concluded that this should be address under HR policies rather than this Strategy.

ACTION → Simon Nash, Sue Emerson and Sue Tullett to consider how best to get timely yet authentic input from HOSs and APMs. Members should notify their HOSs / APMS to email thoughts to Sue Emerson (semerson@unitec.ac.nz).

MOTION

That Ako Ahimura approve the *Unitec Learning and Teaching Strategy* to Academic Board for final approval.

Moved: M Kempin
Seconded: M Etemaddar

MOTION CARRIED

3. Mea Hei Kōrero | Items to Discuss

(None)

4. Ngā Tukunga | Items to Receive

Simon Nash is preparing a proposal for Academic Board 2020-08-05 regarding a way to improve the efficiency of the current Strategic Reporting mechanisms. Members can email thoughts to snash@unitec.ac.nz.

4.1. Strategic Reports

4.1.1. Māori Success

Source: Academic Board, 2020-07-01
Author: Toni Rewiri
Presenter: Veraneeca Taiepa

The report format has been improved to display greater measurement of outcomes against the Strategy.

Discussion noted that better communication between Schools is needed to hear how other Schools and Teams are implementing the actions that flow out of the Strategy, e.g. setting up Māori Student Focus Groups.

4.1.2. Pacific Success

Source: Academic Board, 2020-07-01
 Author: Falaniko Tominiko
 Presenter: Rokosiga Morrison

In the next 3 weeks the Pacific Navigators will be requesting the Schools to run Pacific student focus groups in order to better inform pastoral support.

Pacific Champions and Pacific Navigators are different roles. Confusion exists among staff mistakenly thinking that they are the same. Champions are teaching staff within schools. Navigators report directly to Pacific Success.

4.1.3. International Success

Source: Academic Board, 2020-07-01
 Author: Tracy Chapman
 Presenter: Tracy Chapman

Targets are being revised to account for the significant impact of Lockdown on students dropping out.

4.1.4. Under-25s Success

Source: Academic Board, 2020-07-01
 Author: Andrea Thumath
 Presenter: Sarah Sommerville

Another fifteen high schools are interested in joining UPC for 2021.

Robust discussion took place on the topic of the position and role of the Priority Group Champions. Members wanting more info on the review of Position Description for the Priority Group Champions underway by Nick Sheppard and Tracy Chapman can contact Sue Emerson.

4.1.5. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board 2020-07-01, Item 1.9.
 Author: Simon Nash
 Presenter: Simon Nash

No report for July.

MOTION

That Ako Ahimura receive the report/s on:

1. Māori Success
2. Pacific Success
3. International Success
4. Under-25s Success
5. Academic Quality Action Plan Updates

Moved: M Kempin
Seconded: L Turton

MOTION CARRIED**4.2. Oversight Reporting****4.2.1. Teacher Capability Development Report**

Presenter: Maura Kempin

Ako Ahimura noted that:

- 28% of staff still have not met the 2019 targets.
- Almost one fifth of staff have completed a badge for 2020. This is a similar trend to 2019. In the context of Lockdown impacts though, this is positive news.
- The Moodle Standards and the Remote Teaching badges are valuable for teaching staff as a high return-on-investment course. It has a direct positive impact on student learning.
- Finding time to complete badges with all the disruptions of 2020 is a challenge for teaching staff.

Institutional methods of gathering student feedback seem limited to surveys. Over time, response rates suffer from survey fatigue.

ACTION → Destiny Povey, Simon Tries and Annette Pitovao to discuss how to engage Student Representatives to ensure sufficient student feedback into course and programme quality. Update memo expected for presentation to Ako Ahimura 2020-08-26 (submission due by 2020-08-12 to AA-LTC@unitec.ac.nz).

MOTION

That Ako Ahimura receive the report/s on:

1. Teacher Capability Development (Badging)

Moved: M Kempin
Seconded: S Tulett

MOTION CARRIED**4.3. 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)

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