



minutes

ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

Dates:	11 May 2020 13 May 2020 15 May 2020	Time:	4.00pm 4.00pm 9.30am
Location:	Skype		

Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – Director, Ako
 Glenn McKay – Tumu / Executive Director Student Success
 Chris King – Head of School - Bridgepoint
 Nick Sheppard – Executive Director – Schools & Performance
 Trude Cameron - Operations Manager – Schools
 Annette Pitovao – Director, Student Success

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)
 Chantelle Daniels – 13 May (item 12 only APC)

Ngā Whakapāha | Apologies

Nick Sheppard – Executive Director – Schools & Performance – 13 May
 Annette Pitovao – Director, Student Success – 15 May arrived 10am

1. Karakia / Opening

2. Committee Business

a. Approval of Minutes – 1 May

The minutes were confirmed as a true and accurate record of the hui.

b. Approval of Minutes – 4 to 8 May

The minutes were confirmed as a true and accurate record of the hui.

c. [Action Items to review](#)

Withdrawals / Deferrals - Training is required for the AAQs so they can give advice to their programmes.

Enrolments – it was confirmed by Operations that students can defer to 2021; the draft timetable for 2021 should be out in June and will only be looking at exceptions. Test if deferring to 2021 is possible as previous communications stated it was not.

3. OSOT Requests for Consideration

One Source of Truth (OSOT) to be a standing item on ARC agenda for approvals; the s/sheet was reviewed and updated. .

There was discussion on the volume of requests that is likely to start coming through and how requests are prioritised. It was noted that messaging to the HoS is important and that staff need to use the decision tree and are encouraged to stay online if possible. Nick will follow up with HoS to check they are aware of approval requests.

It was noted that it is difficult for the IMT to know, based on requirements, how many students we can accommodate on campus.

There was discussion on setting up a bridge group between ARC and IMT which would be more operational and would source further request information.

Simon to follow up with IMT on the implications if a request is declined and also requests for staff to access campus where they are working from home in less than ideal conditions. Currently staff should only be accessing campus to teach.

There was concern around '1st in best dressed' and that some priority requests may not yet have been submitted.

Simon has requested Nick H approve teaching teams to be able to view their requests in the OSOT.

4. Covid Alert Level 2

- 9-step process and 3 x forms (new one for extensions/deferrals)

The IMT are to discuss updates to the process and the three forms.

There was discussion on ensuring the HoS & APM have approved requests; Simon to request an extra column be added on the form to note the approver and to check course codes are included.

There was discussion on how many courses will request to be back on campus w/c 18 May. The ARC agreed that:

- One week's notice is required in all cases to ensure students can get back and attend. Wed 20th will therefore be the first day back.
- Comms to teachers need to be very clear about submission of forms and one weeks' notice.
- Comms to students need to happen ASAP

The principles for decision-making for on-campus and online teaching are to be shared with the IMT.

Sue shared the Course Changes Decision Tree document which was created with four APMs, Maura Kempin & Trude Cameron. HoS and APMs will be required to approve changes. The principles will be added to the form. Simon to share forms with Sue to check they align and have correct names.

There was discussion on placements and that organisations need to have a plan and Unitec be satisfied they are complying and it is safe for our students. Sue to follow up with IMT to check we have a record for offsite approvals.

All staff and students need to complete online H&S training before returning to campus.

The campus will not officially be open until 2 June.

5. Semester 2 Delivery planning, our '[ideas](#)' doc

Moved to next week's agenda.

6. SEM1 – Course Surveys

The ARC discussed and agreed:

- Remove only those questions that do not make sense
- Keep all questions if we can
- Modify questions if we need to so that they make sense in online context
- Let APMs decide on which courses will be surveyed if that's possible
- It is OK if the surveys go out a bit later

TKK will send course lists to Schools for approval. Chris to talk to HoS to note tight turn around and the need to advise which courses will not be surveyed.

7. International Offshore Delivery SEM2

Simon advised the ARC that, with NZQA permissions, current and new students will be able to complete offshore or partly offshore. The identified market opportunities are:

1. Bachelor Level – Business, Computing, Construction & Engineering
2. Grad Dip in Construction
3. PG Master Level – Business, Computing, MAP

8. Low-performing courses

Moved to next week's agenda.

9. UoA Covid-19 Grade Scale Up

Glenn provided an email from the Student President regarding UoA's decision to scale up results this year; it was noted that:

- It is important to get a joint subsidiaries position on this; Simon to request Merran to follow-up with the CEs.

The ARC noted that:

- If teachers are already adjusting assessments to accommodate the online environment, why would an increment be added across the board?
- It is not clear what impact this would have on Affected Performance considerations.

Glenn will follow up with Helen once response received from the CEs; Annette noted these requests are growing in number and they support from AUSA.

Agenda item for next week.

10. Deferral Question

If the student chooses to defer the courses they are currently enrolled in and wish to take up there studies in Semester 2, what are our front line staff equipped to say? Are we reoffering SEM1 courses again?

To be resolved as part of withdrawals/deferrals ownership.

11. Timeline for student deferral/withdrawal

Trude advised the cut-off date for recording a 'W' grade is 28 May. If decisions on these are delayed beyond this date, students will receive a DNC which will negatively impact our SDR/EPI data. Will it be possible to extend this date so that withdrawals can still be processed after this date? The resolution could be to apply a DEF grade or best to send with no grade and adjust the record at a later date. It was noted that TKK will not have visibility of students who have a COE in the system.

To be resolved as part of withdrawals/deferrals ownership.

12. Affected Performance Consideration

Question from Operations on whether the student needs to complete an APC as well as an exceptional refund form?

Exceptional refunds policy links to the APC form (replaced the SAC form). Chris provided an example for deferrals; noting 30+ students need to defer. For a deferral, can funds move to another semester? Feedback is needed from Rakesh on SDR implications. If the student decides not to attend the new semester they would be liable for partial fees for consumed course in SEM1. Also, what is the impact on loans and allowances; Studylink impact on deferrals needed; Chantelle to share draft with Annette. Where students need to defer to 2021 the enrolment cart is not open, however, Operations are working to be able to defer them behind the scenes.

It was noted that the Withdrawal/ Deferral issue is very operational; there are many views needs on this. The right team need to get together to work on this. It could be someone in the LOP team. Annette to summarise problem statement and solution. As this issue covers different areas it is to be tabled at ELT for decision on where the ownership sits.

ACTION: Withdrawals/Deferrals problem statement – Annette

13. Any other business

Informal APC considerations – Annette to request advice from TKK on the option of being able to submit an 'informal' application that doesn't require the whole form and report back to ARC.

Karakia / Closing