



# minutes

## ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

<b>Dates:</b>	<b>3 June 2020 5 June 2020</b>	<b>Time:</b>	<b>4.00pm 9.30am</b>
<b>Location:</b>	<b>Skype</b>		

### Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – Director, Ako  
 Glenn McKay – Tumu / Executive Director Student Success  
 Chris King – Head of School – Bridgepoint (left early 5 June)  
 Nick Sheppard – Executive Director – Schools & Performance  
 Trude Cameron - Operations Manager – Schools  
 Sue Emerson – Academic Programme Managers (left early 5 June)  
 Annette Pitovao – Director, Student Success (5 June arrived 10am)

### Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)  
 Simon Tries, Maura Kempin, James Oldfield – 5 June

### Ngā Whakapāha | Apologies

Chris King – Head of School – Bridgepoint –3 June  
 Glenn McKay – Tumu / Executive Director Student Success –3 June

### 1. Committee Business

#### a. Action Items to review

*Withdrawals & Deferrals* – there are no more than 50 requests in the pipeline. Trude noted that Trades students had not received feedback on their requests and that this team manage this differently due to the way the programme works; Trude to advise APM feedback to Annette. The ARC endorsed the recommendation for LOP to work with students for a tailored approach for their withdrawal/deferral rather than Operations - Annette to follow-up with Dan Brady.

#### b. *Minutes for Week 11-15 May.*

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

## 2. OSOT Requests

Chris, Trude and Nick who are assessing OSOT requests noted that the number has significantly reduced.

There was discussion a few specific requests such the request from Nursing to move course dates due to placements availability and the opening the gym for a Sports course.

## 3. Low-Performing Courses

Simon shared a spreadsheet with course and programme details and advised that this work is underway; Sue and Nick to discuss with the HoS tomorrow.

## 4. SEM 2 and 2021 Delivery Planning

James shared the TPA Guidelines for Online Components for Sem 2 for feedback.

It was noted that:

- The APMs and Liaisons can use the guidelines to work through options.
- Students are at the centre for any decisions.
- Students are likely to have a higher expectation of quality moving forward.
- Teams to consider how the change fits with the programme overall and the learning experience for the student; course level changes could impact a cohort – add to guidelines.
- No timetable details as yet; this can be framed at the meetings
- The urgency on changes that impact the timetable is in the guidelines.
- Opportunity for bigger changes for 2021; guidelines are required for this.
- Guidelines on quality/standards are being developed to ensure standards are being met.
- TEC notification of changes – check with Rakesh.
- Process for approving changes – is an extra step needed?
- TTK to be consulted if the TPA Liaison considers the change substantial.
- PACQ approval for changes to formalise and to consider impact to the programme overall; this will not be required in all cases.
- Consider creating a flowchart of the process.
- Recording lectures where possible; this is standard in Australia and many other NZ institutions.
- Consider Digital Champions in Schools.

Nick to check deadline for timetabling for changes to Sem 2 and 2021 with Dan Brady.

Data is needed now to inform decisions; consider student feedback on online experience from focus groups (LOP, International) as course survey results will be too late for decisions on S2 changes - Simon T, Trude and Annette to check what we already have.

The ARC thanked James for his work on this.

## 5. Any other business

*Student Communications* – comms are needed to students on what S2 looks like for them.

*Academic Administration Errors* –there was discussion on multiple issues including incorrect enrolments; ARC members to highlight the main issues and discuss at next week's hui.

*ARC Meeting Days* – decision to reduce meetings to twice a week Wednesdays and Fridays.