



minutes

ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

Dates:	10 June 2020 12 June 2020	Time:	4.00pm 9.30am
Location:	Skype or 110-2019		

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
 Sue Emerson – Academic Programme Manager, Team Leader
 Annette Pitovao – Director, Student Success

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)
 James Oldfield – 10 June

Ngā Whakapāha | Apologies

Annette Pitovao – 10 June
 Chris King – arrived late 10 June
 Nick Sheppard – 10 June
 Sue Emerson – 12 June

1. Committee Business

a. [Action Items to review](#)

The outstanding actions were reviewed.

b. *Minutes 18 to 22 May*

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

2. Academic Administration Errors

There was discussion on a number of errors in enrolments and students not having the correct number of credits to graduate or not completing the pre-requisites; Annette and Tracy have investigated a number of these cases and Marcus Williams has also raised this stating:

Re-enrolments is a pain point because it is so complicated for students and the regulations are not consistently adhered to. For example, students regularly get re-enrolled when they have breached regulations by failing to suspend study. There is not a consistently good flow of communications between PG programmes and re-enrolment.

For the recent Graduation, there were 66 requests from students to graduate who had insufficient credits or did not complete the correct courses.

Some of the errors are due to the students being able to self-reenrol and the enrolment not being checked it is correct.

There was also a case of a student being able to re-enrol when they have breached the pre-requisites; this case is being investigated.

It was noted that Marketing is now responsible for re-enrolments.

The work being carried out by Trude on non-completions may also highlight process issues.

The lack of oversight on re-enrolments and study plans was noted; staff need awareness of student progression.

The no show process was also highlighted as an issue, as if these are not processed it results in claiming SAC funding we are not entitled to and then receiving a VOE/Refund the following year when we are unable to confirm attendance.

It was noted that this is not an ARC matter but it needs to be investigated for resolution. There may be systemic issues that the ELT need to address.

ACTION: Document to be shared to combine the issues for Simon to raise with ELT.

3. Semester 2 and 2021 Delivery Planning

James shared the Guidelines for approval. He noted that it is a practical document with the principles designed as a checklist and the focus on impact to the timetable.

Glenn highlighted to opportunity to align mātauranga Māori knowledge to the principles; this needs to be included at the start of programme development. It was agreed to highlight this in the principles. There are two parts to this:

1. Whether decisions will impact on I See Me and work on what can be developed.
2. General principle for how priority groups are connecting online and the specifics of the design for embedding content.

ACTION: James to check with Toni on which Kaihautū to consult with on aligning mātauranga Māori to the principles.

Online teaching tips have been shared with staff and the Covid-19 Moodle course is being modified into a course to highlight what blended learning can do.

Work on a broader set of guidelines for online learning, adapted from TANZ guidelines, is also being developed noting this is a bigger piece of work.

Feedback from the APMs is that it is going to be hard for teachers to focus on course changes with the impact of Covid-19, marking assessments and standard planning for SEM2 in addition to taking annual leave. The deadline for changes to SEM2 courses is 23 June.

Regarding the timetable, it was agreed that it is beneficial for classrooms to be booked now and cancel well in advance if not required. Timetabling and Operations need to be aware of this.

The need to monitor student attendance and behaviour plus teachers to change their approach to blended learning was noted.

The impact to attendance tracking impact was noted; there is a SEAtS component to track attendance via a link and work is underway to have this in place for SEM2.

There was discussion for having a blend of classes online and face to face, however, this could be an issue for timetabling and would require clear communication to students to know when to be on campus.

The verbatim about the online experience from the recent Student NPS survey were shared; it was a mixed response and did not provide a clear direction. It was noted the best data will be in the course surveys, however, the results are not due until after SEM 2 course decisions need to be made. The recent survey by Bridgepoint showed those who supported online were generally part-time with dependents and students who were single preferred face to face.

The need for clear oversight of changes to courses was noted; the impact of course changes to the Programme. If APMs and/or PCs state that the programme level impact has been considered then it could be submitted to PACQ and Timetabling at the same time. There could be 2 streams, changes that require PACQ approval and changes that don't. James to confirm the wording in the Guidelines re: Timetabling and PACQ submission and that PACQ are not approving but are noting and for any concerns to be raised.

It was noted that the responsibility is with the APM with the TPA liaison to facilitate the changes; they need to work together. It was agreed that if the APMs do not have the capacity for this mahi that the TPA liaisons should not be following up.

It was suggested to rename the document to post-Covid Guidelines.

Confirmation from Simon T on NZQA wording for approvals to be confirmed.

ACTION: James & Sue to complete final review before issuing to staff.

4. Any other business

Requests for the OSOT document was closed on 9 June as there were no requests since 2 June.

Course Extension / Deferral Requests:

Social Practice HCSP4406 – ARC has approved to extend to mid-July, however, placements are only available now and there is competition for spaces. Request to extend date to end of S2. It was noted that may impact on other work in S2 for some students but needs to happen for students to be able to complete. This request was approved.

EAS Practical Courses – request for extension to practical courses– approved subject to TKK confirmation.

Nursing Extensions - there was discussion on Kate Barry's memo and if it had ARC approval; it needs to go to TKK; Nick to advise Kate cc to Simon T.

Trades & Services Deferrals: Sue advised Lee that the opportunity to defer is now closed as advised by Dan Brady. However, there are students who will not be able to complete programmes without a deferral. Clarity is needed on the reasons for the deadline for deferrals; Trude to follow up with Dan. This request was approved; Annette to be kept in the loop.

Staff Returning to Campus:

Staff can request directly to timetabling if they are wishing to return to campus; clarity for staff is needed on this as there is confusion as to whether they need to complete a form or not. This is an IMT issue but clear communication to Schools is needed; Trude to confirm process to Schools.

Course Assessment Changes:

There was discussion on Steve Marshall's email regarding what has been approved with regards to course changes, in particular, verifying a request to change assessment weightings in Gradebook. These requests did not come through ARC. It was noted that staff need to be working with their TPA liaison, their form has a section to flag any changes to assessments.

Upcoming Agenda items:

1. Low Performing Courses
2. Future of ARC