



# minutes

## ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

<b>Dates:</b>	<b>24 June 2020</b>	<b>Time:</b>	<b>4.00pm</b>
<b>Location:</b>	<b>110-2019 or 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  
 Nick Sheppard – Executive Director, Schools & Performance  
 Sue Emerson – Academic Programme Manager – Team Leader  
 Trude Cameron - Operations Manager – Schools (last part only)

### Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)  
 Bryan Davis, Academic Programme Manager, Automotive  
 Jake Curran – Academic Programme Manager, Plumbing  
 Lee Baglow – Head of School, Trades & Services

### Ngā Whakapāha | Apologies

Annette Pitovao – Director, Student Success

### 1. Requests for Course Extensions

#### a. Trades & Services Request

Lee, Bryan & Jake joined the hui to speak to the request to extend courses in the below programmes:

*NZCPG – 18 courses – SEM 1 2020:* Current start/end dates: 24/2/20 – 28/6/20 > change end date to 28/7/20 – new SEM 2 courses start date 13/7/20

*SEM 1 2020:* Current start/end dates: 27/1/20 – 5/7/20 > change end date to 5/8/20 – new SEM 2 courses start 13/7/20

*NZCCT – 51 Courses – SEM 1 2020:* Current start/end dates: 24/2/20 – 28/6/20 > change end date to 28/7/20 – new SEM 2 courses start 20/7/20

The team noted that there are three different groups of students who require confirmation on courses extensions:

1. Students who should be completing this semester but require one-month extension in order to complete (due to C19 impact). This request requires Studylink approval for an extra month.
2. Students completing this year; extension required to complete courses this semester; approval required for gradebook; does not affect Studylink as students enrolled for the full year.
3. Students restarting next Semester due to C19 impact; they are behind and need to start again next Semester; some of these students have disengaged. Students can defer to next semester or be withdrawn.

It was noted that:

- Trades staff and students are committed to achieve successful outcomes and understand the extra work required in order to achieve this; they will be working through the break.
- The impact to staff workloads was noted; an extra stream will be demanding for staff
- The team is working closely with students and will manage impact on their workload in S2.
- New enrolments for S2 are full; the extension will not impact on this cohort.

There was discussion on the student voice on this; emails have been received from students requesting clarity that the courses can be extended or not; communication is required on this ASAP.

It was noted that:

- Group 1 finishing this week need to stay enrolled for another month – in order to receive Studylink students need to be enrolled for .55 EFT; Operations require the student names to check they meet this criteria; some students may not qualify.
- Group 2 is an easy fix as they students are enrolled until the end of the year.
- Group 3 is a small number of student and will be managed on a case by case basis.

There was discussion on the paper going to ELT for approval requesting more resource for S2; does this decision impact on this? This has been raised; it is an additional short-term workload; we need to show appreciation to staff. Sue and Nick to advise risks on any staffing.

### **Resolved**

*That the ARC approves the extension to the courses as noted in Appendix 1; noting that approval is subject to Group 1 receiving Studylink; clear communication to the students is required on this as some may not qualify.*

The ARC thanked the team for their work on this and requested to communicate thanks back to staff for the good work they are doing and being solutions focused.

Simon to advise HR on possible staff impact with workload. It was agreed (post hui) that TKK will assist Trades from an academic quality perspective.

## b. Other Extension Requests

Nick advised that the requests for extensions in Engineering are being worked through.

To note: Trude is working to streamline the process for course start/end date change requests; this is due to the confusion with the removal of the online forms for the correct process for seeking these approvals, and the process for communicating these changes to ensure that all necessary support areas receive the relevant notifications.

To rectify this situation as quickly as possible and minimise any disruption for our students, Trude is meeting all parties to ensure we have a seamless process in place:

TTO – room bookings/TT changes  
 Operations – TEC/Studylink  
 TKK – Gradebook/NZQA  
 TPA – Moodle/other?  
 Student Success – International student visas

## 2. Memo to ELT re dissolution of ARC

There was discussion on the date for dissolution of ARC proposed for 1 July; it was agreed extra time may be required as questions are still coming through.

### **Resolved**

*The ARC approved for the ARC to convene if required up to 1 August.*

Simon to update memo to AB based on this decision.

## 3. Any other business

*Extensions Support* - There was discussion for a member from ARC overseeing the two big extension requests in Engineering & Trades; there is potential risk here for staffing and student response. The HoS for both Schools need to monitor this. It was noted that the TKK business partner is connected to the APMs for those areas; if there are any issues this can be raised with the ARC; there is also TEU impact on workload. It was agreed to keep with ARC until 1 Aug when responsibility will move to then to TKK & HoS.

*Online / Offshore Students* – the issue of students completing online overseas who need to re-enrol for S2 in courses that have high practical components which cannot be delivered and also approval for online delivery for 2021; we only have approval until end of 2020. Merran to request extension to NZQA, however, there needs to be communication to the students now; if we are committed to completing courses online it would give students confidence to re-enrol. It was noted that assessments could change as long as the outcomes remain the same; there are a variety of programmes impacted; programme teams to check with TPA on what alternative assessments could be offered.

*Flexible Working* - clarity and guidelines are needed for staff working from home; the Wellbeing Survey includes questions on flexible working which staff are encouraged to complete; guidelines will then be issued.

The ARC also discussed exceptional refunds due to Covid-19.

## Appendix 1:

NZCPG	1202	12482	CIBC	3513-SB	Carpentry Terminology and Concepts (Sem B)
NZCPG	1202	12484	CIBC	3514-SB	Building Technology and Properties (Sem B)
NZCPG	1202	12486	CIBC	3515-SB	Construction and Installation Processes and Techniques (Sem B)
NZCPG	1202	12488	CIBC	3516-SB	Carpentry Project Preliminaries (Sem B)
NZCPG	1202	12490	CIBC	3517-SB	Carpentry Project - Foundations and Support Structures (Sem B)
NZCPG	1202	12492	CIBC	3518-SB	Carpentry Project - Frames, Structures and Exterior Envelope (Sem B)
NZCPG	1202	12494	CIBC	3519-SB	Carpentry Project - Interior Linings and Finishing (Sem B)
NZCPG	1202	12697	CIBC	3101	Water Supply Systems
NZCPG	1202	12697	CIBC	3101	Water Supply Systems
NZCPG	1202	12698	CIBC	3102	Building Envelope
NZCPG	1202	12698	CIBC	3102	Building Envelope
NZCPG	1202	12699	CIBC	3121	Drainlaying
NZCPG	1202	12699	CIBC	3121	Drainlaying
NZCPG	1202	12700	CIBC	3151	Plumbing Maintenance and Foul Water
NZCPG	1202	12700	CIBC	3151	Plumbing Maintenance and Foul Water
NZCPG	1202	12701	CIBC	3181	Introduction to Gasfitting
NZCPG	1202	12701	CIBC	3181	Introduction to Gasfitting
NZCPG	1202	12947	CIBC	4140	Roofing and Cladding
NZCCT	1202	12317	CIBC	3911	Workplace Safety Framework and Practices
NZCCT	1202	12317	CIBC	3911	Workplace Safety Framework and Practices
NZCCT	1202	12317	CIBC	3911	Workplace Safety Framework and Practices
NZCCT	1202	12317	CIBC	3911	Workplace Safety Framework and Practices
NZCCT	1202	12318	CIBC	3512	Skills for Construction Trades
NZCCT	1202	12318	CIBC	3512	Skills for Construction Trades
NZCCT	1202	12318	CIBC	3512	Skills for Construction Trades
NZCCT	1202	12318	CIBC	3512	Skills for Construction Trades
NZCCT	1202	12322	CIBC	3516	Carpentry Project Preliminaries
NZCCT	1202	12322	CIBC	3516	Carpentry Project Preliminaries
NZCCT	1202	12322	CIBC	3516	Carpentry Project Preliminaries

NZCCT	1202	12323	CIBC	3517	Carpentry Project - Foundations and Support Structures
NZCCT	1202	12323	CIBC	3517	Carpentry Project - Foundations and Support Structures
NZCCT	1202	12323	CIBC	3517	Carpentry Project - Foundations and Support Structures
NZCCT	1202	12331	CIBC	3526	Terminology and Job Role Knowledge
NZCCT	1202	12332	CIBC	3527	Allied Trades Project
NZCCT	1202	12337	CIBC	4101-SA	Carpentry Introduction 1 (Sem A)
NZCCT	1202	12338	CIBC	4102-SA	Carpentry Introduction 2 (Sem A)
NZCCT	1202	12339	CIBC	4103-SA	Preliminaries 1 (Sem A)
NZCCT	1202	12340	CIBC	4104-SA	Preliminaries 2 (Sem A)
NZCCT	1202	12341	CIBC	4105-SA	Interiors 1 (Sem A)
NZCCT	1202	12342	CIBC	4106-SA	Exterior Structures 1 (Sem A)
NZCCT	1202	12343	CIBC	4107-SA	Walls and Roofs 1 (Sem A)
NZCCT	1202	12344	CIBC	4108-SA	Joinery 1 (Sem A)
NZCCT	1202	12481	CIBC	3513-SA	Carpentry Terminology and Concepts (Sem A)
NZCCT	1202	12481	CIBC	3513-SA	Carpentry Terminology and Concepts (Sem A)
NZCCT	1202	12481	CIBC	3513-SA	Carpentry Terminology and Concepts (Sem A)
NZCCT	1202	12482	CIBC	3513-SB	Carpentry Terminology and Concepts (Sem B)
NZCCT	1202	12482	CIBC	3513-SB	Carpentry Terminology and Concepts (Sem B)
NZCCT	1202	12483	CIBC	3514-SA	Building Technology and Properties (Sem A)
NZCCT	1202	12483	CIBC	3514-SA	Building Technology and Properties (Sem A)
NZCCT	1202	12483	CIBC	3514-SA	Building Technology and Properties (Sem A)
NZCCT	1202	12484	CIBC	3514-SB	Building Technology and Properties (Sem B)
NZCCT	1202	12484	CIBC	3514-SB	Building Technology and Properties (Sem B)
NZCCT	1202	12485	CIBC	3515-SA	Construction and Installation Processes and Techniques (Sem A)
NZCCT	1202	12485	CIBC	3515-SA	Construction and Installation Processes and Techniques (Sem A)
NZCCT	1202	12485	CIBC	3515-SA	Construction and Installation Processes and Techniques (Sem A)
NZCCT	1202	12486	CIBC	3515-SB	Construction and Installation Processes and Techniques (Sem B)
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NZCCT	1202	12490	CIBC	3517-SB	Carpentry Project - Foundations and Support Structures (Sem B)
NZCCT	1202	12490	CIBC	3517-SB	Carpentry Project - Foundations and Support Structures (Sem B)
NZCCT	1202	12491	CIBC	3518-SA	Carpentry Project - Frames, Structures and Exterior Envelope (Sem A)
NZCCT	1202	12491	CIBC	3518-SA	Carpentry Project - Frames, Structures and Exterior Envelope (Sem A)
NZCCT	1202	12491	CIBC	3518-SA	Carpentry Project - Frames, Structures and Exterior Envelope (Sem A)
NZCCT	1202	12492	CIBC	3518-SB	Carpentry Project - Frames, Structures and Exterior Envelope (Sem B)
NZCCT	1202	12492	CIBC	3518-SB	Carpentry Project - Frames, Structures and Exterior Envelope (Sem B)
NZCCT	1202	12494	CIBC	3519-SB	Carpentry Project - Interior Linings and Finishing (Sem B)
NZCCT	1202	12494	CIBC	3519-SB	Carpentry Project - Interior Linings and Finishing (Sem B)