



minutes

ACADEMIC RECOVERY COMMITTEE SUB-COMMITTEE OF ACADEMIC BOARD

Dates:	22 July 2020	Time:	4.00pm
Location:	110-1019 or Skype		

Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – Director, Ako
 Trude Cameron - Operations Manager – Schools
 Annette Pitovao – Director, Student Success
 Chris King – Head of School – Bridgepoint
 Sue Emerson – Academic Programme Manager – Team Leader

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)
 James Oldfield – Digital Learning Lead
 Maura Kempin – Manager – Te Puna Ako

Ngā Whakapāha | Apologies

Glenn McKay – Tumu / Executive Director Student Success
 Nick Sheppard – Executive Director – Schools & Performance

1. Minutes remaining to approve – 12 June, 17 June & 24 June

The Chair requested members to review the minutes from 12 and 24 June and respond if changes were required, otherwise they will be confirmed as approved.
 The minutes from the 17 June hui were circulated electronically by Simon on 17 June – these are considered approved.

2. Review of ARC Activity

Simon circulated the IMT report and asked members to consider what the ARC would have done differently and what we need to do to plan for another possible lockdown. This information will be included in the report for Academic Board, ELT and EER.

The following points were noted:

OSOT:

- One spreadsheet for all Covid activity related to course changes and campus access – will require modifications and might require multiple 'tabs'?

- Maintained from start to end of process
- Master tracker for all the special Covid decisions that go outside BAU decision-making processes, e.g. special approvals for assessment changes by Te Korowai Kahurangi.
- Records relevant information, e.g. rationale for decisions on course extensions or campus access
- Might also record information on things like rooms, teachers, number of students, etc?
- 'Read' access for all who need it – includes APMs

Comms and emergency decision-making model and 'compliance':

- Need clear comms to staff – reassurance about the preparation we are making for a further lockdown, and what their role is in emergency situation, why compliance is important, etc.
- Comms that EER will continue

Membership of ARC and IMT:

- Retain separate ARC as Academic Board sub-committee
- Propose a joint sub-group for decision-making that is more joined-up. Previously we had academic approval at ARC followed by IMT approval. Propose instead we combine academic, timetable, enrolment, Studylink, Student Success in one group because decisions are multi-dimensional.

Learner Outreach Project will expand again – prepare with:

- Identifying team in advance and providing improved training (record training)
- Propose a 'pastoral care lead team' per school

Establish a 'decision tree' that takes account of things like:

- Impacts on students – Studylink, deferrals, fees/refunds, enrolments, subsequent cohorts, placements
- Impacts on staff – workload, timetable, etc
- Impact on compliance – TEC, NZQA, record-keeping, etc
- Digital teaching rules and guidelines

Establish guidelines about WFH and expectations, transition back to campus, etc – HR.

Establish a plan for online delivery – Te Puna Ako leads this:

- Rules and guidance for comms with students
- Guidance on alternatives to on-campus delivery, use of Zoom etc
- Rules on course advice / online learning plan / course data being kept up to date
- Rules on assessment and exam practices
- Rules on Moodle standards
- Consider Professional body expectations; placements
- Recording lectures; prioritise practical courses
- Digital champions in each School?
- Review student feedback about what worked, what not
- Undertake a survey of student digital learning needs in advance so that we know where the need is

Establish a plan for on-campus delivery

- Reinstate and circulate principles for decision-making about campus access so it's clear for all staff – combine ARC and IMT principles?
- Classification system for which courses needs to be on-campus, on-line, extend, defer, etc.
- Decide in advance guidelines for staff office access; ARC to approve in advance of IMT?
- Timetable – decision about whether to work from existing timetable or not
- Registration of students on campus – use SEAtS?
- Establish a list of priority courses for campus access and establish with them a plan in advance

Divide APMs into small clusters of 2 Schools each
Find out MIT's plan

The ARC agreed that not upscaling results was the right decision.

The above feedback to be circulated to ARC for further suggestions.

3. Any other business

Late Requests for Deferral: Operations advised they are receiving a large number of requests for deferral which are noted as Covid related; this is well after the date for COEs has closed and after grades have been released. The ARC agreed that each case needs be assessed on its own merit; some students should be supported to withdraw and re-enrol in S2 but we need to ensure the request is not being an excuse for poor results. It may be possible for students to resit the last exam if that is the reason why they failed.

There was discussion on resource required to process increased deferrals in S2; these requests could also impact on class size and workload for students and staff; some students may need to defer until 2021. There was discussion on possible Summer School offerings for courses.

ACTION: Working Group – Prioritising courses for Summer School – Trude, Sue & Annette

Assessment Deadline – Maura noted an issue with a lecturer signaling to students that their assessment can be submitted at any time; they then went on leave and the work has not yet been handed in.

ACTION: Course assessment deadline issue - Maura and Sue to discuss.