



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

Date: **Wed. 2020-09-02**  
 Scheduled: 0830h – 1130h  
 Actual: **0830h – 1136h**  
 Chair: **Simon Nash**  
 Location: **Zoom Videoconference**

### 1. Whakatuwheratanga | Opening

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#### 1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku  
 Manawa mai te mauri rangi  
 Ko te mauri kai au  
 he mauri tipua  
 Ka pakaru mai te pō  
 Tau mai te mauri  
 Haumi e, hui e, taiki e!

*Embrace the power of the earth  
 Embrace the power of the sky  
 The power I have  
 Is mystical  
 And shatters all darkness  
 Cometh the light  
 Join it, gather it, it is done!*

#### 1.2. Mihi Whakatau | Welcome Speech

##### 1.2.1. Committee Self-Assessment Topic

Topic: (Item 5.2.) Readiness for EER

##### 1.2.2. Important Dates

The Board noted the dates for the next month.

##### 1.2.3. Chair Report, Te Poari Mātauranga

The Board noted the Chair Report for August 2020.

##### 1.2.4. Membership Changes

- Outgoing – Tracy Chapman

- Outgoing – Merran Davis
- Incoming – Gus Gilmore (Chief Executive, Unitec and MIT)
  - Arrangements of engagement with Te Poari Mātauranga are to be confirmed.
- Incoming – Maura Kempin (Chair, Ako Ahimura)

### **1.3. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies**

#### **Mema | Members Attending**

- |                       |                   |                     |
|-----------------------|-------------------|---------------------|
| 1. (Chair) Simon Nash | 7. Glenn McKay    | 13. Marcus Williams |
| 2. Andrea Thumath     | 8. Helen Vea      | 14. Maura Kempin    |
| 3. Anne McKay         | 9. Kate Barry     | 15. Simon Tries     |
| 4. Annette Pitovao    | 10. Katie Bruffy  | 16. Toni Rewiri     |
| 5. Chris King         | 11. Lee Baglow    |                     |
| 6. Falaniko Tominiko  | 12. Liz Rainsbury |                     |

#### **Ngā Whakapaha | Apologies**

(None)

#### **Absences**

(None)

#### **Kōrama | Quorum**

The Chair declared quorum with a majority of members being present.

#### **Hunga Mahi | Staff in Attendance**

1. (Secretary) Daniel Weinholz
2. Steve Marshall
3. Trude Cameron

Te Poari Mātauranga noted full attendance with no apologies or absences.

### **1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s**

#### **MOTION**

That Te Poari Mātauranga approve the Minutes of the following meetings:

- Regular: 2020-08-05
- Standing: 2020-07-22; 2020-07-29; 2020-08-05; 2020-08-13
- Extraordinary: 2020-08-26 (Using the Academic Risk Register)

Moved: C King

Seconded: A McKay

**MOTION CARRIED**

### **1.5. Mahia Atu | Matters Arising**

(None)

## **1.6. Committee Management**

### **1.6.2. Attendance Tracker**

Noted that attendance has been tracking very well with high attendance for the year to date.

#### **1.6.1. Work Plan**

Related: Action-046

Presenter: Simon Nash (Chair, Te Poari Mātauranga)

Updated: 2020-08-31

Te Poari Mātauranga noted and discussed the following current and upcoming line items from the Work Plan.

1. MAY
  - a. **Staff Pulse Survey Report** – *\* Reporting requirements under review.*
2. JUNE
  - a. **Graduate Survey Report** – *Data published on PowerBI. Deferred to QAB 2020-09-23, then Te Poari Mātauranga 2020-10-07*
3. JULY
  - a. **Student Course Survey Report for Semester 1, 2020** – *Received by Ako Ahimura 2020-08-26. Submission pending to Te Poari Mātauranga.*
  - b. **Student NPS Survey Report for Semester 1, 2020** – *Data published on PowerBI. Submission pending to Te Poari Mātauranga.*
  - c. **Award of Qualifications Report** – *\* Reporting requirements under review.*
  - d. **PAQC Thematic Report for Term 2, 2020** – *Refer to Item 4.2.6.2.*
4. AUGUST
  - a. **Māori Success Interim Report 2020** – *\* Reporting requirements under review.*
  - b. **Pacific Success Interim Report 2020** – *\* Reporting requirements under review.*
  - c. **International Success Interim Report 2020** – *\* Reporting requirements under review.*
  - d. **Under-25s Success Interim Report 2020** – *\* Reporting requirements under review.*
5. SEPTEMBER
  - a. **Programme Evaluation & Planning Interim Report 2020** – *Submission pending.*
  - b. **Staff Pulse Survey Report** – *\* Reporting requirements under review.*
  - c. **Student Performance Report for Semester 1, 2020** – *Submission pending.*
  - d. **Education Code of Practice Performance Self-Assessment Report** – *\* Reporting requirements under review.*
6. OCTOBER  
(None)
7. NOVEMBER
  - a. **Staff Engagement Survey Report** – *Te Korowai Kahurangi*
  - b. **Student Course Survey Report for Semester 2, 2020**
  - c. **PAQC Thematic Report for Term 3, 2020** – *Te Korowai Kahurangi*
8. DECEMBER
  - a. **UREC Annual Report**
  - b. **URC Annual Report**
  - c. **PGRSC Annual Report**
  - d. **QAB Annual Report**

- e. AA-LTC Annual Report
- f. AAC Annual Report
- g. Student NPS Survey Report for Semester 2, 2020 – Te Korowai Kahurangi (TBC)

### 1.6.3. Ngā Tautapu Arotake | Actions Tracker (Updates)

No discussion was held explicitly on this section. However, some Actions were addressed by virtue of other agenda items. All other Actions received no update.

- Action-056 – Updated as per Item 5.1. Any Other Business.
- Action-058 – Completed as per Item 4.4.1.

## 2. Mea Hei Whakaae | Items to Approve

### 2.1. Learning and Teaching Strategy

Presenter/s: Maura Kempin

Te Poari Mātauranga noted that the Strategy has been developed with multiple phases of consultation and its pragmatic nature in the wider context of expected NZIST changes.

Te Poari Mātauranga noted the Te Tīpare Framework, and that it will be presented for approval at the next meeting. Discussion was held on the quality of the development process of Te Tīpare, particularly in relation to consultation. Fuller discussion will be scheduled for the next meeting, noting that it is already implemented and operating.

The Board reflected on why Te Tīpare is being presented to Te Poari Mātauranga if it is only a Badge, when Badges do not require approval from the Board. The reason is that Te Tīpare is presented to the Board not as a Badge but because of its nature as a Framework of learning and teaching.

Te Tīpare is expected for approval at the next meeting.

#### MOTION

That Te Poari Mātauranga approve the Learning and Teaching Strategy.

Moved: E Rainsbury

Seconded: C King

**MOTION CARRIED**

### 2.2. EER Self-Assessment

Presenter/s: Simon Nash

Te Poari Mātauranga commended the quality and consultation of the development of the document. Discussion reflected on the balance and confidence in self-assessment capabilities and evaluation of the latest outcomes. The Board commended Simon Nash and everyone who contributed from all across Unitec.

After this document receives ELT and any other approvals, it shall be released to all Unitec staff.

**MOTION**

That Te Poari Mātauranga approve the EER Self-Assessment Summary 2020, subject to any final minor revisions and formatting.

Moved: A McKay

Seconded: K Bruffy

**MOTION CARRIED**

### 2.3. Impact of Historic Enrolment Practice on Qualification Completion Rates (QCR)

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

Te Poari Mātauranga held robust discussion over the nature and intent behind the agreement with Shandong University of Finance and Economics (SDUFE), particularly whether SDUFE students were enrolled, or intended to enrol, in courses and programmes specific to Unitec. The Board also requested assurance of the accuracy of some data items. The Manager of Te Korowai Kahurangi will follow up with Operations on actions planned for ensuring that this type of processing error will not reoccur.

**MOTION**

That Te Poari Mātauranga note:

1. the impact of historic enrolment practices on Qualification Completion Rates in the School of Applied Business, School of Architecture and the overall institution.
2. that these practices may have also impacted First Year Retention rates and that this is still to be investigated.

Moved: T Rewiri

Seconded: A Thumath

**MOTION CARRIED**

### 3. Mea Hei Kōrero | Items to Discuss

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(None)

### 4. Ngā Tukunga | Items to Receive

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#### 4.1. Strategic Reports

##### 4.1.1. Māori Success

Presenter/s: Toni Rewiri

The Director of Māori Success thanked the institute for its hard work and improved outcomes shown for Māori learners.

##### 4.1.2. Pacific Success

Presenter/s: Falaniko Tominiko

Te Poari Mātauranga noted that the reason behind the rating of Poor on Priority Goal 4 is due purely to the impact of Lockdowns.

#### 4.1.3. International Success

Presenter/s: Annette Pitovao (on behalf of Tracy Chapman)

Te Poari Mātauranga noted that the reason behind the rating of Marginal on Priority Goal 4 is due purely to the impact of Lockdowns. Plans are in place to mitigate these impacts and should see the rating rise over the coming reports.

With the departure and non-replacement of the Director, the actions are being distributed across other various teams and positions.

**ACTION** → Simon Nash (action leader), Simon Tries, Maura Kempin and Daniel Weinholz to propose a plan for what to do with the roles on various committee formerly filled by the Director of International Success.

#### 4.1.4. Under-25s Success

Presenter/s: Andrea Thumath

Te Poari Mātauranga noted the two exceptions raised and directed that initial action should be started with ELT. If later support is needed from the Board, then the Board offered support in response to a full memo.

**ACTION** → Glenn McKay to present a memo to Te Poari Mātauranga 2020-10-07 (submission due 2020-09-23) containing a response from ELT concerning the issue of Bad Debt (Agenda 2020-09-02, Item 4.1.4., Exception 2) with information on the progress, risks and impacts of this issue.

Te Poari Mātauranga acknowledged the drop in the number of complaints across the institute due to the work by Student Success in de-escalation of complaints.

#### 4.1.5. Student Success

Presenter/s: Annette Pitovao; Helen Vea

Te Poari Mātauranga noted that ideally this Strategy would have been one of the first Strategies developed under the overarching Manaakitia te Rito. The reason for its delay was that the rollout of NZIST heavily influenced the approach to development process, strategy design and the consultation process.

The Board suggested that a structural diagram that maps all the strategies be developed, and that such a mapping would be valuable for EER panel members.

Te Poari Mātauranga would like Strategic Reporting to occur on this Strategy, subsequent to the development of an Operational Plan. Discussion agreed that all academic strategies, including this one, should be presented to Te Poari Mātauranga for approval, and that the role of subcommittees in this process be clarified.

**ACTION** → Chairs of Academic Governance Committees – Simon Nash (action leader), Simon Tries, Maura Kempin, Marcus Williams – to meet and develop a proposed strategy approval process map, including guidelines as to which strategies do need approval from Te Poari Mātauranga and which do not. Update expected to Te Poari Mātauranga 2020-10-07.

**MOTION**

That Te Poari Mātauranga receive the Student Success Strategy as approved by the Executive Leadership Team, and that Glenn McKay and Annette Pitovao present a memo to plan for further engagement with the Success Strategy.

Moved: M Williams

Seconded: F Tominiko

**MOTION CARRIED**

**4.1.6. Industry Partnerships Strategy**

*\* Reporting requirements under review.*

**4.1.7. Waitākere Strategy**

*\* Reporting requirements under review.*

**4.1.8. Manaakitia te Rito | Renewal Strategy**

*\* Reporting requirements under review.*

**4.1.9. Academic Quality Action Plan (AQAP)**

Presenter/s: Simon Nash

Work is in progress and satisfactorily on track. Some specific work projects do not require completion before EER.

**MOTION**

That Te Poari Mātauranga receive the following Strategic Report/s:

- 4.1.1. Māori Success
- 4.1.2. Pacific Success
- 4.1.3. International Success
- 4.1.4. Under-25s Success
- 4.1.5. Student Success
- 4.1.6. Industry Partnerships Strategy – *Reporting under review*
- 4.1.7. Waitākere Strategy – *Reporting under review*
- 4.1.8. Manaakitia te Rito – *Reporting under review*
- 4.1.9. Academic Quality Action Plan

Moved: K Bruffy

Seconded: M Kempin

**MOTION CARRIED**

**4.2. Subcommittee Reports****4.2.1. Te Komiti Rangahau o Unitec**

Presenter/s: Marcus Williams URC

The report was taken as read; no concerns were raised.

**4.2.2. Te Komiti Tikanga Matatika**

Presenter/s: Marcus Williams UREC (via Asher Lewis)

A report was written but somehow did not make it to the Agenda. Action will happen to get it into the next Agenda.

#### **4.2.3. Te Komiti Whakahaere a ngā Pia**

Presenter/s: Marcus Williams PGRSC

Te Poari Mātauranga discussed the report; no significant concerns were raised.

#### **4.2.4. Te Komiti Whakamana Hotaka Hou**

Presenter/s: Simon Tries AAC

Te Poari Mātauranga discussed the report; no significant concerns were raised.

#### **4.2.5. Ako Ahimura**

Presenter/s: Simon Nash AA-LTC

Te Poari Mātauranga noted the two reports, one from Simon Nash and one from Maura Kempin. The Board acknowledged the excellent Student Course Survey overall rating of 8.1 / 10. The Board discussed actions being taken to monitor and respond to staff who have not completed any Badges in the past year.

#### **4.2.6. Te Poari Whai Kouna**

Presenter/s: Steve Marshall QAB

*Industry Engagement Strategy Framework*

The Board noted the Framework simply for reference and awareness.

*PAQC Thematic Report for Term 2, 2020*

The Board discussed how the Thematic Report and PAQC Escalations operate and the purpose of the mechanisms.

#### **4.2.7. Academic Recovery Committee**

The Board noted the change of Chair role to Chris King and the reconvening of the committee under urgency of second Lockdown. The Board commended the quick and effective response and direction provided by the Academic Recovery Committee under the disruptive circumstances of Lockdowns.

### **MOTION**

That Te Poari Mātauranga receive the Subcommittee Report/s for:

- 4.2.1. Te Komiti Rangahau o Unitec
- 4.2.2. Te Komiti Tikanga Matatika
- 4.2.3. Te Komiti Whakahaere a ngā Pia
- 4.2.4. Te Komiti Whakamana Hotaka Hou
- 4.2.5. Ako Ahimura
- 4.2.6. Te Poari Whai Kouna
- 4.2.7. Academic Recovery Committee

Moved: K Bruffy

Seconded: A McKay

**MOTION CARRIED**



### **4.3. Quality Management System (QMS) Reports**

The Board was updated that reporting for a selection of QMS Reports shall be integrated into a single report. This redevelopment work is still in progress.

#### **4.3.1. Programme Management**

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

##### **4.3.1.1. Programme Development**

The Board discussed the relationship of Programme Development to NZQA timelines and processes for approval, and the intentions and upcoming developments to flow down from NZIST.

##### **4.3.1.2. Programme Reviews (5-year Reviews)**

The Board was concerned by the number of red-lit items; these are primarily caused by resource issues within the Schools particularly due to the impact of Lockdowns. Updates were requested for any red-lit programmes which do not indicate a plan for addressing the challenges.

##### **4.3.1.3. Expiring and Discontinued Programmes**

The Board noted that accountability for reporting of Programme Closures (Expiring and Discontinued Programmes) has been delegated to Te Poari Whai Kouna and shall not continue to be reported to agendas of Te Poari Mātauranga.

#### **4.3.2. Degree Monitoring**

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

The reporting was taken as read; no significant concerns were raised.

#### **4.3.3. Academic Risk Register (ARR)**

Presenter/s: Simon Tries (Manager, Te Korowai Kahurangi)

The reporting was taken as read, noting the adjustment of risk updating timeframes to more closely align with those that Academic Programme Managers and PAQCs operate within.

#### **4.3.4. NZQA and ITP Sector / RoVE Updates**

*\* Reporting requirements under review.*

### **MOTION**

That Te Poari Mātauranga, in relation to the Academic Risk Register:

1. note the actions approved by QAB in response to the critical risks as per the Memorandum to the Quality Alignment Board;
2. approve the alignment of reporting of academic risk to PAQC meetings times following the September reporting period, on the proviso that APMs report to PAQCs, and that PAQCs provide assurance that risks are being effectively managed, at least every two months.

And receive the reporting on the Quality Management System listed as follows:

- 4.3.1. Programme Management Report/s
- 4.3.2. Degree Monitoring Report
- 4.3.3. Academic Risk Register
- 4.3.4. NZQA and ITP Sector / RoVE Updates – *Reporting under review.*

Moved: M Williams

Seconded: M Kempin

**MOTION CARRIED**

#### **4.4. Ngā Rīpoata | Other Reports**

##### **4.4.1. Bachelor of Nursing Research Productivity Traffic Light Status**

Related: Action-058

Presenter/s: Marcus Williams; Kate Barry

Confidence was expressed that the Bachelor of Engineering Technology will also turn amber from green soon.

This item completes Action-058.

##### **MOTION**

That Te Poari Mātauranga note the response to the action requested at the meeting of Academic Board (Week 32) on 5th August 2020 under the discussion of Agenda Item 2.2. (Action-058).

Moved: K Bruffy

Seconded: K Barry

**MOTION CARRIED**

##### **4.4.2. Update on Course Durations Actions**

Presenter/s: Simon Tries

Discussion was held; no significant concerns were raised.

**ACTION** → Simon Tries and Simon Nash to advise Te Poari Mātauranga of any remaining or recently resolved NZQA compliance issues.

##### **MOTION**

That Te Poari Mātauranga receive the update on the progress made in implementing the actions from the Course Durations Issue.

Moved: A McKay

Seconded: L Baglow

**MOTION CARRIED**

## 5. Kupu Whakamutunga | Closing

### 5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

#### Budget for Assessment in Te Reo Procedure

Related: Action-056 update

Glenn McKay updated that ELT has agreed to set aside an amount of money from the central budget to fund the Assessment in Te Reo Procedure.

### 5.2. Committee Self-Assessment

Topic: Readiness for EER

The Chair requested Members to contribute their thoughts and suggestions by email to [snash@unitec.ac.nz](mailto:snash@unitec.ac.nz) on what should be covered in EER Preparation Sessions. Two such sessions have been booked.

ACTION → Chair to select and notify Members who are to attend EER Panel sessions.

ACTION → Chair to distribute the collated feedback from the Capability Development Workshop led by David Glover.

### 5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou

I raro i te rangimārie

Te harikoa

Me te manawanui

Haumi ē! Hui ē! Taiki ē!

*We are departing*

*Peacefully*

*Joyfully*

*And resolute*

*We are united, progressing forward.*

#### READ & CONFIRMED

Chair:

Date: yyyy / mm / dd