



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

### SCHEDULED

Date:	Wed. 2020-07-01
Scheduled:	0830h – 1130h
Location:	110-2019
Chair:	Simon Nash

### ACTUAL

<u>Session 1</u>	
Date:	Wed. 2020-07-01
Scheduled:	0830h – 1130h
Actual:	<b>0833h – 1135h</b>
Location:	110-2019

<u>Session 2</u>	
Date:	Tue. 2020-07-21
Scheduled:	0830h – 0930h
Actual:	<b>0832h – 0941h</b>
Location:	110-2019

Note: Items belong to Session 1, unless specifically noted otherwise.

## 1. Whakatuwheratanga | Opening

### 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!
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<i>Embrace the power of the earth</i> <i>Embrace the power of the sky</i> <i>The power I have</i> <i>Is mystical</i> <i>And shatters all darkness</i> <i>Cometh the light</i> <i>Join it, gather it, it is done!</i>
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## **1.2. Mihi Whakatau | Welcome Speech**

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

Topic: Discussion of Feedback on Online Committee Meetings

Deferred to Capability Development Workshop 2020-07-29.

## **SESSION 2 – Tue. 2020-07-21**

Topic: Reporting Evaluation Framework

Refer to Item 5.2.

### **1.2.2. Important Dates**

- |    |            |  |
|----|------------|--|
| 1. | 2020-07-15 | Submissions open   |
| 2. | 2020-07-22 | Submissions close – All reports and agenda items due by COB. |
| 3. | 2020-07-29 | Agenda release   |
| 4. | 2020-08-05 | Next meeting   |

### **1.2.3. Communications from the Chair**

1. Academic Board Chair Report (May 2020)
2. Academic Board Chair Report (June 2020)

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

<b><u>Present</u></b>	<b><u>Not Present</u></b>
<b>Tae Ā-Tinana   Members</b>  1. <b>(Chair)</b> Simon Nash 2. Andrea Thumath 3. Anne McKay 4. Annette Pitovao 5. Glenn Mckay 6. Helen Vea 7. Kate Barry 8. Katie Bruffy 9. Lee Baglow 10. Liz Rainsbury 11. Marcus Williams – Early dep. 1000h 12. Simon Tries 13. Toni Rewiri 14. Tracy Chapman  <b>Akutō   Late Arrival</b>  (None)  <b>Kairīwhi   Proxies</b>  (None)	<b>Ngā Whakapāha   Apologies</b>  1. Chris King 2. Falaniko Tominiko 3. Merran Davis  <b>Absences</b>  (None)

**Kōrama | Quorum**

A minimum of 9 members was required; the meeting was determined as quorate.

**Hunga Mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz
2. David Glover
3. Sue Crossan – Dep. 0928h
4. Victor Grbic – Dep. 0928h
5. Steve Marshall – Dep. 1130h

**MOTION**

That Te Poari Mātauranga receive the apologies for the meeting of 2020-07-01.

Moved: A Pitovao  
 Seconded: K Bruffy

**MOTION CARRIED**  
 2020-07-01

**SESSION 2 – Tue. 2020-07-21****Tae Ā-Tinana | Members Present**

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Anne McKay – Dep. 0940h
4. Annette Pitovao
5. Chris King – Dep. 0931h
6. Helen Vea – Dep. 0925h
7. Kate Barry
8. Katie Bruffy – Dep. 0931h
9. Lee Baglow – Dep. 0931h
10. Liz Rainsbury – Dep. 0940h
11. Marcus Williams – Arr. 0845h
12. Simon Tries
13. Toni Rewiri
14. Tracy Chapman

**Akutō | Late Arrival**

(None)

**Kairiwhi | Proxies**

1. Rokosiga Morrison  
(For: Falaniko Tominiko)

**Kōrama | Quorum**

A minimum of 9 members was required; the meeting was determined as quorate.

**Hunga Mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz

**Ngā Whakapāha | Apologies**

1. Falaniko Tominiko  
(Proxy: Rokosiga Morrison)
2. Glenn McKay  
(Proxy: *None*)
3. Merran Davis  
(Proxy: *None*)

**Absences**

(None)

**MOTION**

That Te Poari Mātauranga receive the apologies for the meeting of 2020-07-21.

Moved: S Tries

Seconded: C King

**MOTION CARRIED**

2020-07-21

#### 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: 2020-06-03 & 2020-06-09 (Session 1 and Session 2)
- Standing: 2020-06-22

Moved: A Thumath  
Seconded: T Chapman

**MOTION CARRIED**  
2020-07-01

#### 1.5. Mahia Atu | Matters Arising

(None)

#### 1.6. Committee Management

##### 1.6.1. Work Plan

Related: Action-046

Presenter: Simon Nash (Chair, Academic Board)

Update: 2020-06-23

##### 1. May

##### 1. **Staff Pulse Survey Report**

ACTION → Simon Nash yet to follow up with Mary Johnston regarding how Academic Board can receive this information.

##### 2. **Programme Evaluation and Planning Final Report for 2019**

1. Process section – *Received by Quality Alignment Board. Not planned for presentation to Academic Board.*
2. Outcomes section – *Still being written. Subsumed into presentation of HOS Evaluation Reports and IER Self-Evaluation planned for Academic Board 2020-08-05.*

##### 2. June

##### 1. **Graduate Survey Report – Delayed ETA 2020-08-05**

##### 3. July

##### 1. **Student Course Survey Report for Semester 1, 2020 – ETA 2020-08-05**

##### 2. **Student NPS Survey Report for Semester 1, 2020 – ETA 2020-08-05**

##### 3. **Award of Qualifications Report**

ACTION → Simon Tries and Simon Nash yet to review if this should remain on the Work Plan, and if so then what its format should be.

##### 4. **Research Productivity Traffic Light Report – Refer to Item 2.2.**

##### 5. **PAQC Thematic Report for 2020-Q2 – ETA 2020-09-02**

4. August1. **Māori Success Review**

ACTION → Report requirements to be set by Simon Nash, Simon Tries and Glenn Mckay.

2. **Pacific Success Review**

ACTION → Report requirements to be set by Simon Nash, Simon Tries and Glenn Mckay.

3. **Research Annual Report** – *Rescheduled from July to August; ETA 2020-08-05***Discussion**

The committee noted that the Work Plan was approved and adopted by the committee as a working document that shall be refined and amended over time as needed. This means that various items will be rescheduled or reported through other channels.

Scheduling of items marked as “Yet to Scheduled” will be affected by continued adjustments to the Work Plans of the subcommittees of Academic Board.

ACTION → Chair to review the Academic Board Work Plan with the aim of scheduling items that are yet to be scheduled.

**1.6.2. Attendance Tracker**

Noted.

**1.6.3. Ngā Tautapu Arotake | Actions Tracker**

(See following pages.)

Committee:  
Document:  
Updated:

**Te Poari Mātauranga | Academic Board**  
**Committee Actions Table**  
**2020-07-01**

		S - Specific	M - Measurable	R - Responsible	T - Timely	A - Achievable
Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2019-06-12	Action-032	<b>Programme Development – Business Case Threshold</b> Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure.	2019-07-10: A paper was written and presented to ELT. Their response was a request for further information on the current status of business cases, the process and requirements of composing business cases and what role AB does / should have in the signoff process that ELT ultimately oversees. Simon Tries and Simon Nash shall consult broadly, including Marketing and Commercial Services, for feedback on the adequacy of the current process. Simon Tries shall report back to Academic Board 2019-08-14 on the a) business case threshold, and b) business case process map. 2019-09-11: The work is currently with ELT. 2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers. 2019-11-13: No progress to report. Deferred to Academic Board 2019-12-11. 2019-12-11: No progress. 2020-02-05: In progress. Nothing yet to report. 2020-03-04: Work to be prioritized to complete for 2020-04-08. 2020-04-08: David Glover – ELT has met and discussed how to make the processes behind programme development more agile, including ways to work with Te Korowai Kahurangi and Industry bodies to ensure two-way flow of information. Terms of Reference are being developed to form a Working Group on this issue. 2020-05-06: Morphed into the Portfolio Leadership Group led by David Glover. Simon Nash (Chair, Academic Board) shall direct David to report to Academic Board. 2020-06-03: Kristine Brothers is working on the final version to streamline the business case process. David Glover shall present it to Academic Board 2020-07-01. 2020-07-01: Refer to <b>Item 4.4.2. Portfolio Leadership Group</b> . Not motioned. Full presentation due 2020-08-05.	<b>Simon Nash</b> <b>Simon Tries</b>  Kristine Brothers Nick Sheppard David Glover	<b>TBC</b>	Active
2019-07-03	Action-047 <i>(Formerly: Standing-001)</i>	<b>Review of Semesterised Delivery</b>	2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks. 2019-08-14: Keep on the agenda, pending establishment of NZIST. 2019-09-11; 2019-10-09; 2019-11-13; 2019-12-11; 2020-02-05; 2020-03-04; 2020-04-08; 2020-05-06; 2020-06-03; 2020-07-01: No change.	<b>Simon Nash</b>	TBC	Low Priority
2019-11-13  Item 1.7.	Action-046	<b>Committee Work Plan/s 2020</b> Ensure that the Committee Work Plan is ready for 2020 and actively used throughout the year.  <u>Adopted</u> Postgraduate Research & Scholarships Committee Unitec Research Committee Unitec Research Ethics Committee Quality Alignment Board Academic Approvals Committee  <u>Yet to fully schedule</u> Academic Board Ako Ahimura	2019-12-11: Work in progress, currently focussed on the QMS Stocktake. 2020-02-05: Work in progress, related to Item 3.1. Review - Quality Management System. 2020-03-04: Work to be prioritized to complete for 2020-04-08. 2020-04-08: Drafts for all seven Academic Governance Committees sent to the Chairs for feedback. Feedback to be in by 22 April in time for AB to approve the Work Plans for deployment to the subcommittees. Aim to close off next meeting. 2020-05-06: Refer to Item 3.2. for discussion of the Work Plan for Academic Board. A number of Work Plans contain rows which are “Yet To Schedule”. This means that the work item has been identified, but no timeframe has been set for the work to be completed by. Simon Nash (Chair, Academic Board) to direct Subcommittee Chairs to put timeframes on “Yet To Schedule” items into their Work Plans, and to submit them for approval alongside their Subcommittee Reports to Academic Board 2020-06-03. 2020-06-03: <b>Done - PGRSC; URC; UREC</b> . In progress - QAB; Ako Ahimura; AAC. Note that the scope of this Action Item only contains the institutional Academic Governance Committees, but not the PAQCs. Oversight of completeness and quality of PAQC Work Plans belongs to the remit of QAB. 2020-07-01: (Related: Item 4.2.) <b>Done – QAB; AAC</b> . To do – AB; Ako Ahimura.	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>	<b>TBC</b>	Active
2020-04-08  Item 3.1.	Action-049	<b>Working Group: Non-Completions</b> To improve institutional management and oversight of student non-completions both to reduce non-completion and for Unitec to gain better understanding of reasons for non-completion. To address the EER recommendation regarding non-Completions. To consider if Unitec is responding appropriately to the EER recommendation.	2020-05-06: Inaugural meeting has occurred. Eric Stone is considering what data is still needed for the investigation. Report expected to Academic Board 2020-06-03. 2020-06-03: Refer to Item 3.3. (Discussion extended into Session 2 on 2020-06-09.) 2020-07-01: Refer to <b>Item 3.4. COMPLETED</b>	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>  <b>Eric Stone</b> Annette Pitovao Helen Vea Marcus Williams Rosemary Dewerse Simon Tries Toni Rewiri Tracy Chapman Trude Cameron	2020-07-01	Completed

2020-04-08 Item 3.1.	Action-051	<b>School Response to the Student Performance Report</b> Direct all Heads of School to report their School Response to him by Friday, 15 May, 2020. This is timed to be after the April SDR. The information will be based mainly on the Programme Evaluation & Planning. It shall be a short report on the main outcomes. They are to include contributions from the Priority Group teams and Te Puna Ako.	2020-05-06: The original date of 2020-05-15 is not feasible and will be delayed. Simon Nash (Executive Director, Ako) to send adjusted directive to Heads of School. 2020-06-03: HOSs will work with Priority Group Directors and Te Puna Ako to construct the reports which are now due to Simon Nash by COB Friday, 2020-07-03. The committee anticipates these reports to be useful and to feed directly into the Self-Assessment Report to NZQA. The purpose of the reports is to add insight and narrative to the SDR and Student Performance data, noting that PEP Reports are too detailed and the SDR alone is too abstract. These School reports should provide and institutional / school-wide narrative and opportunity for self-assessment. A template and guidelines have been provided to the relevant parties, and shall be shared with the members of Academic Board for their information. 2020-07-01: Delay to 2020-08-05 for presentation alongside the Student Performance Report.	<b>Simon Nash (Executive Director, Ako)</b>	Target: 2020-08-05	Active
2020-05-06 Item 2.2.	Action-052	<b>Investigation of Course Completion Processing</b> To investigate if the incomplete processing of Course Completions that occurred within the Police Studies Training Scheme is isolated to that course / programme only, or if it also occurred elsewhere in Unitec. The investigation should also contain any recommendations on process improvements needed to prevent this happening again. The report is expected at Academic Board 2020-06-03.	2020-06-03: Refer to Item 4.3.1.3. - "Current Completion Checking Processes: A review of current processes for completions checking provides confidence that students who have attained the requisite number of credits for the programme they are enrolled in are checked to confirm they have met the requirements to complete, and subsequently completed if all other requisites are met. The resolution of the other matters noted above (multiple records and incorrect credits for award) are currently being worked through to determine the most appropriate resolution." 2020-07-01: Actually finished at last meeting. <b>COMPLETED</b>	<b>Simon Tries (Manager, Te Korowai Kahurangi)</b>	2020-06-03	Completed
2020-05-06 Item 2.3.	Action-053	<b>International Success EPI Targets 2022</b> To determine an International Success EPI Target for 2022 for the Student Progression Rate. Memo with latest 2022 EPI Targets expected to Academic Board 2020-06-03.	2020-06-03: Refer to Item 2.1. (Deferred to Academic Board 2020-07-01.) 2020-07-01: Refer to <b>Item 2.1</b> . Not motioned. Additional work and improvement underway. Delayed ETA 2020-08-05.	<b>Tracy Chapman (Director, International Success)</b>  Simon Tries	TBC	Active
2020-04-08 Item 5.2.	Action-054	<b>Online Self-Assessment Feedback</b> For the committee to self-assess the performance of online video-conference meetings.	2020-04-08: Online self-assessment feedback shall be collated by the Chair and presented to AB 2020-05-06. 2020-05-06: Secretary shall resend the feedback document to the Chair for representation to AB 2020-06-03. 2020-06-03: List this matter as an Action Item. 2020-07-01: Refer to <b>Item 5.2. Committee Self-Assessment</b> . Not completed. Deferred to Workshop 2020-07-29.	<b>Simon Nash (Chair, Academic Board)</b>	TBC	Active

Next:

Action-055



## 2. Mea Hei Whakaae | Items to Approve

### 2.1. EPI Targets to 2022 for International Success

*History:* Academic Board 2020-05-06, Item 2.3. → 2020-06-03, Item 2.1. (deferred)

*Related:* Action-053

*Presenter/s:* Tracy Chapman

Additional work is being done on the targets. Presentation deferred to 2020-08-05.

#### **MOTION – Deferred to Academic Board 2020-08-05**

That Te Poari Mātauranga approve the following new International Success EPI Targets for 2022:

- Successful Course Completion (SCC): Old – 85%; New – 92%
- Qualification Completion Rate (QCR): Old – 60%; New – 65%
- 1<sup>st</sup> Year Student Retention Rate (FYR): Old – 75%; New – 90%
- Student Progression Rate (SPR): Old – 34%; New – 53.5%

2020-07-01

### 2.2. Research Productivity Traffic Light (RPTL) Report for 2020

*Presenter/s:* Marcus Williams

Only a few minor changes to reporting have occurred since this report was first commissioned by Academic Board 2012. Many positive changes have occurred in that time and plans are in place to address the remaining red-lit programmes.

#### **Discussion**

Inconsistency was noticed between red-lit programmes for Nursing and Engineering as reported in this RPTL Report and the Statutory Declaration to NZQA 2019 (which reported these programmes as either amber or green). Red-lit means they meet neither NZQA nor Unitec requirements. The inconsistency probably arises from the difference in timing of the data, with the RPTL data being from the end of 2019 and the Statutory declaration data being collected about five months after that.

**ACTION** → Simon Tries and Marcus Williams confirm the reasons for the inconsistency in Nursing and Engineering between the RPTL Report and the Statutory Declaration to NZQA, propose risks of any possible impacts, and report back to Academic Board 2020-08-05.

*Action # to be created:* Action-055

Every programme listed in the School of Engineering and Applied Technology has downward arrows. This is due to staff pressures on time with it increasingly difficult to meet targets. However, the overall data remains positive.

**MOTION**

That Te Poari Mātauranga receive and approve the *2020 Research Productivity Traffic Light Report*.

Moved: K Bruffy  
Seconded: A Pitovao

**MOTION CARRIED**  
2020-07-01

**2.3. New Research Goal**

Presenter/s: Marcus Williams

Unitec currently has four Research Goals. This fifth goal is a response to Manaakitia te Rito to more strongly engage our learners in research activity. The proposed goal comes with clear definitions and metrics. It has been designed to directly support our KEQs and TEIs.

**MOTION**

That Te Poari Mātauranga approve the following new Research Goal, and endorse that the ROMS data entry template be amended (as detailed in the memo) so that progress toward the Goal can be measured and reported on.

- **Student Integrated Research** – A measure of student input into staff-engaged research, including authorship, contributions to wānanga, creative outputs, studentships, or research assistant positions, awards or other contributions (as defined by the PBRF).

Moved: M Williams  
Seconded: L Rainsbury

**MOTION CARRIED**  
2020-07-01

**2.4. Changes to the Assessment in Te Reo Māori Procedure**

Presenter/s: Sue Crossan; Victor Grbic

This procedure was first established in 2003 and last reviewed in 2018. These changes in 2020 will add more clarity for academic staff and increase focus on improved learner experience. It comes with student guidelines set the expectation of having an academic level of fluency in te reo Māori. Nothing in this procedure should usurp any academic requirements such as moderation timeframes.

**Discussion****General**

The motivation for this Procedure is not to move all assessments to be written in te reo Māori, but to empower learners who can better express themselves in te reo Māori to do so.

It is expected that, at some time in the future, NZIST will develop an overarching procedure. However, nothing has yet been announced, so this Procedure was not able to have future-proofing but into it.

### **Budget**

Glenn McKay will present the need to ELT for creation of a budget to implement this procedure.

**ACTION** → Simon Nash, Simon Tries and Steve Marshall to consult and advise on an approach to how Policy and Procedure relates to the Terms of Reference of Academic Board.

### **MOTION**

That Te Poari Mātauranga approve the changes to *AC 2.2 Assessment in Te Reo Māori Procedure* as endorsed by the Ako Ahimura Learning and Teaching Committee, to be effective for Semester 2, 2020.

Moved: K Bruffy

Seconded: T Rewiri

**MOTION CARRIED**

2020-07-01

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

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### **3.1. Student Performance Report 2019**

*History: Academic Board 2020-06-03 – Discussed and motioned, and actioned to discuss further at 2020-07-01.*

Presenter/s: Simon Tries

The Board of Directors has received a presentation from Simon Nash (Executive Director, Ako) regarding student performance. They want to see more details of active response to the 2019 EPI data. The scope of this work has some overlap with the current review of reporting of strategies and initiatives.

After 2020-08-05, the Board of Directors wants to know if Unitec is on track and what it intends to do in response to the performance data. The reports from HOSs will constitute much of this narrative.

2020-06-23 / 2020-07-01: Defer discussion to Academic Board 2020-08-05 to occur alongside HOS Evaluative Responses to the Student Performance Report 2019.

### 3.2. Māori and Pacific Trades Training (MPTT) Report

Presenter/s: Falaniko Tominiko

Item withdrawn and deferred pending further work.

2020-07-01

### 3.3. Capability Development for Academic Board Members

Presenter/s: Simon Nash (Chair, Te Poari Mātauranga)

#### *Reflections on IER from Members*

1. Too much knowledge lies with the expertise of Simon Nash and Simon Tries. Knowledge needs to be better shared and integrated into the membership of the committee.
2. More practice is needed on how to respond under questioning, particularly on how to answer from a viewpoint of impact and outcomes, in addition to process, even though much of the operational work is only just beginning to be implemented.
3. Participating in the Academic Board session was more uncomfortable than other sessions. Part of the reason for this is the sheer volume of information that comes through Academic Board agendas, meaning that only cursory reading is possible. More time is needed to properly digest the agenda content prior to the meeting.
4. More consideration is needed regarding how to manage or reduce the size of the “very large Academic Board”.
5. Topics such as the Academic Risk Register and the Student Performance Report and its evaluation need deeper understanding within membership.
6. Writing an effective memo with clear recommendations takes skill and guidance. Consideration should go to how members can receive more feedback on the quality of their writing before submission to Academic Board or presentation in the meeting. This matter should be part of Academic Board capability development.

#### *Next Steps*

1. Development of an Academic Governance Committee Handbook – MIT has approved for Unitec to edit and use their Handbook.
2. Capability Development – A workshop has been scheduled for July 29 to be facilitated by David Glover. David shall conduct a questionnaire and subsequently prepare content for discussion and training.

#### *Additional Suggestions from Members*

1. Deputy Chair – Consideration should go to the setup and appointment of this role.
2. Size – Consideration should go to how the Membership could be reduced in size without compromising the quality of the decisions made.
3. EER Practice – Practice and development toward EER panel questioning should be separated away from regular meetings and undertaken in specific workshops on specific topics.
4. Writing Skills – Members need more guidance and training on how to author high quality memos and reports.

**ACTION** → Chair and Secretary to review the templates for committee memos to consider if they contain adequate guidance.

No Motion was deemed necessary for this item.

2020-07-01

### 3.4. Non-Completions Data Gap Analysis

Source: Academic Board 2020-06-03, Item 3.3.

Presenter/s: Simon Nash; Eric Stone; Trude Cameron

Purpose: To more fully develop and understand the “gap” in non-completion data.

The intention behind Recommendation 1 is for Eric Stone and Trude Cameron to investigate how the institute could better connect the data from the Learner Outreach Project (LOP) to other systems outside of the specific scope of LOP work.

The motivation of Recommendation 2 was to respond to the EER feedback that Unitec needs to better understand non-completions and have a clearer set of actions to respond to non-completions. The timeframes for this work on non-completions is yet to be confirmed. Some basic elements could be in place by the start of Semester 2, 2020.

### Discussion

Simon Tries and Tracy Chapman are working on removing Shandong students from the non-completion data. This will improve the accuracy of the data.

Anecdotal evidence reported that some students may be dropping out of a degree programme into the diploma level programme in order to get fees-free funding.

### MOTION

That Te Poari Mātauranga endorse that:

1. The Learner Outreach Programme initiative should have an early review including consideration of:
  - a. cross-analysis with non-completion data held in PeopleSoft or Power BI
  - b. possibility of linking data to PeopleSoft data
  - c. academic support and holistic support need to talk to each other
2. Other forms of data collection and processes should be reviewed in conjunction with the review of significant Institutional initiatives and strategies, such as the I See Me Initiatives, to ensure that relevant data is captured to inform change and to systemise the collection of non-completion data.

Moved: A Pitovao

Seconded: T Chapman

**MOTION CARRIED**

2020-07-01

### 3.5. Review of Recording & Reporting of / See Me Initiatives

Origin: Academic Board 2020-06-03, Item 3.4.

Presenter/s: Simon Nash; Eric Stone; Trude Cameron

Simon Nash gave a verbal update noting that the work contained in this item has been subsumed by a wider review of reporting on strategies and initiatives.

Item withdrawn and subsumed into other work.

2020-07-01

#### **Committee Self-Assessment**

*Verbal updates should not happen as often as they do. Every item in the agenda should have written content against it. On other boards, anything that requires a decision comes in at least 2 days before the meeting. IER recommended that there be at least a one-page submission.*

## 4. Ngā Tukunga | Items to Receive

### 4.1. Strategic Reports

#### **SESSION 2 – Tue. 2020-07-21**

Priority Group Directors have collaborated and made changes made to the structure of their reports to provide more clarity to Academic Board on progress of actions and confidence toward achievement of EPI outcome targets. Any further improvements need more guidance from Academic Board as to what the Directors should report on and how.

All Strategies have a general completion target date of the end of 2022. Confidence ratings are based on the current progress and the lead indicators of how much work is on track toward 2022 completion.

#### **Discussion**

- Anything marked “Not Yet Confident” or “No Progress” should have commentary on what is being done to improve the rating or progress.
- Consideration should go to how the effectiveness of outcomes can be measured.
- Linkage of the Strategy to the Operational Plan is very useful for members to read deeper into any areas of concern or interest.
- The selected colouring of RAG and completion status is confusing. “Completed” doesn’t necessarily mean it should be “green”, because it could have been completed late. “On hold” may not necessarily need to be “red” because it could have been planned that way due to things like Lockdown and actually be under control.

#### 4.1.1. Māori Success

Presenter: Toni Rewiri (Director, Māori Success)

Noted.

#### 4.1.2. Pacific Success

Presenter: Falaniko Tominiko (Director, Pacific Success)

Noted.

#### 4.1.3. International Success

Presenter: Tracy Chapman (Director, International Success)

- The EPI targets are out for consultation with the Schools to gain their buy-in and thus strengthen confidence of achievability.
- Improved Student NPS response rates show that students are more actively engaged and satisfied with the institute.

#### 4.1.4. Under-25s Success

Presenter: Andrea Thumath (Director, Under-25s Success)

Noted.

#### 4.1.5. Student Success

Presenter/s: Annette Pitovao & Helen Vea

The number of complaints continues to decrease. At present, it is 40% less than at the same time last year. The approach of de-escalation seems to be effective and aligns with MIT. Spikes tend to come after grades are released.

#### 4.1.6. Industry Engagement

*\* TBC Report format – Simon Nash; Heather Stonyer*

#### 4.1.7. Waitākere Strategy

*\* TBC Reporting format – Simon Nash, David Glover*

Simon Nash gave a verbal update noting that the work on the reporting format of this item has been subsumed by a wider review of reporting on strategies and initiatives.

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

\* *TBC Reporting format – Simon Nash, Merran Davis.*

Simon Nash gave a verbal update noting that the work on the reporting format of this item has been subsumed by a wider review of reporting on strategies and initiatives.

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

Presenter: Simon Nash

No update presented.

#### MOTION

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

- 4.1.1. Māori
- 4.1.2. Pacific
- 4.1.3. International
- 4.1.4. Under-25s
- 4.1.5. Student Success
- 4.1.6. Industry Engagement – *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: T Chapman

Seconded: C King

**MOTION CARRIED**  
2020-07-21

#### 4.2. Subcommittee Chair Reports

##### SESSION 2 – Tue. 2020-07-21

#### 4.2.1. Te Komiti Rangahau o Unitec

Presenter/s: Marcus Williams URC

Issues with reaching quorum in meetings have been resolved.



#### 4.2.2. Te Komiti Tikanga Matatika

Presenter/s: Marcus Williams UREC (via Secretary, UREC)

Discussions are being held around how some ethics applications are being handled in some areas. Discussion has not yet concluded.

There were issues with some slow applications readers but these have been resolved.

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

Presenter/s: Marcus Williams PGRSC

The process of allocating Māori and Pacific scholarships has been a challenge. Improvement has occurred since Directors were able to allocate support personnel to work with Research.

#### 4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter/s: Simon Tries AAC

The review of the Terms of Reference for the Programme Improvement Committee should be reported to Academic Board in the August meeting.

#### 4.2.5. Ako Ahimura

Presenter/s: Simon Nash AA-LTC

Noted that the scheduled meeting was converted to an E-meeting which had not concluded at the time of report writing.

The Unitec Learning and Teaching Strategy is still in progress. It has been to Ako Ahimura a few times and is scheduled to come to its next meeting on 2020-07-22. Members raised concern that the Schools have not been consulted on new Strategy. Ako Ahimura members should be aware of the expectation to take updates their School/s on development progress of the Strategy. After Ako Ahimura carries the Strategy, it will come to Academic Board and can be discussed further. When it is finalized, it will need to be reported on in a similar way to the other Strategic Reports.

#### 4.2.6. Te Poari Whai Kounga

Presenter/s: Simon Tries QAB

The last meeting was chaired by Steve Marshall.

The issue of delayed updating of Programme Risk Register has been raised both at QAB and Academic Board. At the last QAB meeting, the committee assigned Simon Nash to escalate the issue to ELT, and that occurred on Monday 2020-07-20.

Improvements in the engagement with and evaluation of Programme Risk Registers by PAQCs is progressing through monthly meetings between the Chair of QAB and the Chairs of PAQCs.

#### 4.2.7. Academic Recovery Committee

##### SESSION 1 – Wed. 2020-07-01

Presenter/s: Simon Nash                      ARC

Noted that no ARC Report *per se* was presented, but rather it was replaced by the memo of the Recommendation for the Dissolution of ARC.

##### *Item 4.2.7.1. Issues with Enrolment, Re-Enrolment, Credits & Graduation*

Trude Cameron shall report to Quality Alignment Board on the progress of this work.

##### **Committee Self-Assessment**

*Reflection was made that with ARC being a small committee with authority to make approvals, it was able to work very effectively and responsively.*

##### **MOTION**

That Academic Board approve the following recommendations:

1. The Academic Recovery Committee dissolves after its 29 July meeting with provision of a final report to Academic Board.
2. That oversight of matters related to enrolments, re-enrolments, credits and graduation (as per attached memo) pass to Quality Alignment Board.
3. That oversight of planning for Semester 2 and 2021 online learning pass to Ako Ahimura Committee.
4. That Academic Board note the attached memo on Low-Performing Courses and I See Me.

Moved: K Barry

Seconded: A Pitovao

**MOTION CARRIED**

2020-07-01

##### **Committee Self-Assessment**

*Reflection was made regarding the meeting proceedings that only four minutes of scheduled time were left for the meeting and all the Subcommittee Chair Reports and QMS Reports remained to be dealt with. Consideration shall be made as to how the regular reports can be overseen more efficiently without compromising quality or accountability. This shall be discussed at the Academic Board Capability Development Workshop to be facilitated by David Glover later in the month.*

*Members agreed to the setup of Session 2 for July to complete the business of Agenda 2020-07-01, and to discuss further how to improve the reporting mechanisms to achieve greater efficiency of meetings.*

ACTION → Simon Nash (Chair, Academic Board) to provide a proposal to members prior to Session 2 on how regular reporting to Academic Board could be made more efficient.

2020-07-01

Acknowledgement was given to the work of the Priority Group Directors in utilising the new reporting templates in an effort both to increase the quality of confidence of Academic Board in their work and to contribute toward greater efficiency of Academic Board meeting business.

## MOTION

That Te Poari Mātauranga receive the Subcommittee Chair 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 Kounga
- 4.2.7. Academic Recovery Committee

Moved: A Thumath

Seconded: A Pitovao

**MOTION CARRIED**

2020-07-21

## 4.3. Quality Management System (QMS) Reports

### SESSION 2 – Tue. 2020-07-21

#### 4.3.1. Programme Management

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

##### 4.3.1.1. *Programme Development*

The two red-flagged programmes shall be raised in a meeting today to progress their resolution.

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

Much of this work was on hold due to Lockdown. The details of resumption are coming in. Resources are a concern. The initial projection is low confidence that these will be completed as on time. An update is expected to be presented as a late inclusion in the agenda to Academic Board 2020-08-05.

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

Work is still progressing but has slowed down. Impact on students is minimal because these programmes the students in these programmes have already mostly disengaged.

#### 4.3.2. Degree Monitoring

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

Noted.

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

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

Noted.

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

Simon Nash gave a verbal update noting that the work on the reporting format of this item has been subsumed by a wider review of reporting on strategies and initiatives.

### MOTION

That Te Poari Mātauranga receive the following report/s:

- 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

Moved: L Baglow

Seconded: T Chapman

**MOTION CARRIED**

2020-07-21

### 4.4. Ngā Rīpoata | Other Reports

#### 4.4.1. Code of Practice 2019 Improvement Actions Summary

*(Deferred in from Academic Board, 2020-06-03, Item 4.4.2.)*

Presenter/s: Tracy Chapman (Director, International Success)

Commendation was given for fully completing and closing off this work item.

**MOTION**

That Te Poari Mātauranga receive the *Code of Practice 2019 Improvement Actions Summary*.

Moved: A McKay  
Seconded: L Rainsbury

**MOTION CARRIED**  
2020-07-01

**4.4.2. Portfolio Leadership Group (PLG)**

*Related: Action-032*

Presenter/s: David Glover

Due to communication issues in the preparation of the memo, this is now a verbal update. A written memo shall follow at a later date.

The new process shall involve three main stages, all of which go through the PLG. If the PLG approves all stages, then the proposal shall go to ELT for consideration.

1. Approval In Principle (AIP) to develop a programme, either new or improved.
2. Short Business Case
3. (If new) Full Business Case

Committee members should email feedback and suggestions to David Glover ([dglover@unitec.ac.nz](mailto:dglover@unitec.ac.nz)) and Kristine Brothers ([kbrothers@unitec.ac.nz](mailto:kbrothers@unitec.ac.nz)).

(2020-07-01) ACTION → David Glover to return to Academic Board 2020-08-05 with a full memo for information which presents the process and templates for all three stages.

**4.4.3. Te Tipare (Professional Development Badge)**

Presenter/s: Toni Rewiri

The new *Unitec Learning and Teaching Strategy* has Te Tipare built into it.

**Committee Self-Assessment**

*This Badge did not receive approval from Ako Ahimura before training delivery commenced. It should have received approval from Ako Ahimura then been reported to Academic Board to receive on a memo for information.*

Consideration should go to planning what evidence Academic Board will be able to refer to in order to know that Te Tipare does actually achieve the aim of embedding Mātauranga Māori content and practices.

Item deferred to Academic Board 2020-08-05 to be considered together with the new *Unitec Learning and Teaching Strategy* which is expected to be endorsed at Ako Ahimura 2020-07-22.

2020-07-01

## 5. Kupu Whakamutunga | Closing

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

(None)

### 5.2. Committee Self-Assessment

Topic: Discussion of Feedback on Online Committee Meetings

Item deferred to Capability Development Workshop 2020-07-29.

2020-07-01

## SESSION 2 – Tue. 2020-07-21

Refer to Tabled Paper: 5\_2 Memo\_Reporting Evaluation Framework\_SN\_20200719

**Type:** For Discussion

**Title:** Reporting Evaluation Framework

**From:** Simon Nash (Chair, Academic Board)

Based on the points raised in the memo, the members were encouraged to provide feedback on the mechanisms of regular reporting to Academic Board with the goal of improving efficiency and effectiveness. The feedback will inform a set of proposed changes that will be presented to Academic Board 2020-08-05.

### Discussion

- Strategic Reporting – Monthly reporting for Outcomes is too frequent. Quarterly is too infrequent. Maybe bi-monthly would be appropriate. Fuller reports could be scheduled for the times when major data releases occur, e.g. SDR Reports.
- Quality Management System – Monthly reporting seems appropriate because of the work being steady and part of the core nature of academic quality. However, reporting needs to better identify risks and clearly detail what is being done to address any issues or gaps.

- Chair's Proposal Summary – The Chair shared his current thoughts based around two types of Strategic Reporting. Feedback to the proposal included that a) the reports would need clear templates and active management by the person responsible, and b) the templates or guidance would need to emphasize the need to report on what is being done in response to the data gathered.
  1. Outcomes Reporting – These reports would be timed to follow periods when the institute has a large influx of data on Outcomes, e.g. SDR Report or Student Surveys. These would probably be twice per year. They could have evaluative input from departments including, but not limited to, the Schools, Te Korowai Kahurangi and Student Success.
  2. Actions Reporting – These reports would have the same structure for all Strategies. They would be presented at regular intervals to be agreed upon, probably quarterly or bimonthly. The purpose of these would be to provide assurance of progress between the major Outcomes reports.

Members should email further feedback to Simon Nash (Chair, Academic Board) at [snash@unitec.ac.nz](mailto:snash@unitec.ac.nz).

### 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: 2020 / 09 / 13