



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2020-08-26	Location:	Zoom
Scheduled Start:	0830h	Meeting Opened:	0832h
Scheduled End:	1030h	Meeting Closed:	1032h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	<i>Embrace the power of the earth</i>
Manawa mai te mauri rangi	<i>Embrace the power of the sky</i>
Ko te mauri kai au	<i>The power I have</i>
he mauri tipua	<i>Is mystical</i>
Ka pakaru mai te pō	<i>And shatters all darkness</i>
Tau mai te mauri	<i>Cometh the light</i>
Haumi e, hui e, taiki e!	<i>Join it, gather it, it is done!</i>

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Topic: Did our meeting today an appropriate balance between reporting and planning?

1.2.2. Important Dates

1. Submissions open: Wed., 2020-09-09
2. Submissions close: Wed., 2020-09-16
3. Next agenda due out: Wed., 2020-09-23
4. Next meeting scheduled: Wed., 2020-09-30

1.2.3. Communications from the Chair of Te Poari Mātauranga

Ako Ahimura noted Chair Report/s of Te Poari Mātauranga for July 2020.

1.2.4. Communications from the Chair of Ako Ahimura

Ako Ahimura noted the Chair Report/s of Ako Ahimura for June 2020 and July 2020.

1.2.5. New Chair of Ako Ahimura

Ako Ahimura noted the memo from Simon Nash (Chair, Te Poari Mātauranga) appointing Maura Kempin as Chair of Ako Ahimura.

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

Mema | Members Attending

- | | | |
|-----------------------------------|-----------------------|-----------------------|
| 1. (Chair) Maura Kempin | 7. Lorne Roberts | 14. Sarah Sommerville |
| 2. David McNabb | 8. Marcus Williams | 15. Simon Nash |
| 3. Destiny Povey | 9. Mitra Etemaddar | 16. Simon Tries |
| 4. Jackie Tims | 10. Rick Yu | 17. Sue Emerson |
| 5. James Oldfield – Dep.
1002h | 11. Rokosiga Morrison | 18. Sue Tulett |
| 6. Lee-Anne Turton | 12. Rowena Fuluifaga | 19. Veraneeca Taiepa |
| | 13. Samad Kolahi | |

Ngā Whakapaha | Apologies

(None)

Absences

1. Richard Fahey
2. Steve Tsai

Kōrama | Quorum

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

Hunga mahi | Staff in attendance

1. **(Secretary)** Daniel Weinholz
2. Anne McKay – Arr. 0940h; Dep. 1015h
3. Treena Brand – Arr. 0940h; Dep. 1015h

It was noted that:

- No apologies were submitted for this meeting.
- Tracy Chapman shall be removed from the membership list due to having departed the company.

1.4. Mahia Atu | Matters Arising

(None)

1.5. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

MOTION

That Ako Ahimura approve the Meeting Minutes for the following dates.

- 2020-07-22 Regular meeting

Moved: S Tries

Seconded: L Roberts

MOTION CARRIED

1.6. Committee Management

1.6.1. Attendance Tracker

- New member from the School of Architecture needed to sit as a Senior Academic to replace Hamish Foote.

1.6.2. Work Plan

1. APRIL
 1. **Student Performance Report (2019)**
Refer to Item 3.5.
 2. **PAQC Thematic Report (Term 1, 2020)**
Refer to Item 3.3.
2. JULY
 1. **Graduate Survey Report**
ETA September meeting
 2. **Student Course Survey Report (Semester 1, 2020)**
Refer to Item 3.2.
3. AUGUST
 1. **Student Performance Report (Semester 1, 2020)**
ETA October meeting
 2. **PAQC Thematic Report (Term 2, 2020)**
Refer to Item 3.4.
4. SEPTEMBER
(None)
5. OCTOBER
 1. **Student Course Survey Report (Semester 2, 2020)**
 2. **PAQC Thematic Report (Term 3, 2020)**
6. NOVEMBER
 1. **AA-LTC Annual Report**
7. **Response/s to Actions recorded in AALTC Minutes 2020-05-27**
Simon Nash (Chair, Te Poari Mātauranga) noted that all Quality Management System reports are under review. The outcomes of this review will determine what happens with the outstanding items in the Ako Ahimura Work Plan.

1.6.3. Ngā Tautapu Arotake | Actions Tracker

Action-019: Review of Unitec Learning and Teaching Strategy

2020-08-26: (Refer to Item 4.3.1.) Action Status: COMPLETE

Action-012: Student Journey Framework

2020-08-26: Simon Nash (Executive Director, Ako) confirmed that the Student Success Strategy is about to go to ELT for approval.

Action-015: Relationship of Badging to Recruitment, Progression and Promotion

(2020-02-26) Simon Nash (Executive Director, Ako) to provide advice to staff about proposals for aligning recruitment and promotion with the teacher capability framework.

2020-08-26: Work is ongoing between the various stakeholders.

Action-021: NZQA Approach to Monitoring of Diplomas

2020-08-26: (Refer to Item 3.1.) Action Status: COMPLETE

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss**3.1. Actions Arising from Response to NZQA Monitor's Report**

Presenter/s: Maura Kempin; Simon Tries

Ako Ahimura discussed the nature and application of assessment of learning outcomes, and the responses of other ITPs and NZQA to the issue. Discussion concluded that Option 1 of the Next Steps is the recommended approach, that being:

- Wait for further guidance from NZIST & NZQA. No change in Unitec assessment practice in the meantime.

MOTION

That Ako Ahimura endorse a Unitec response to NZQA consisting of waiting for further guidance from NZIST and NZQA, and in the meantime carry on with the assessment practices which have been approved by NZQA.

Moved: L Turton

Seconded: L Roberts

MOTION CARRIED**3.2. Institutional Summary of Student Course Survey**

Presenter/s: Maura Kempin; Simon Tries

Ako Ahimura celebrated the above-target and highest-ever rating of 8.1 out of 10, and noted that the next Survey is set to go out on 2020-10-12, a little earlier than previous practices to better consider student workload and responsiveness to the Survey. Discussion included how response rates have been affected by the Lockdowns, learners completing the survey in class time and the value of the survey from a learner viewpoint. Suggestion was given that future response rates could be improved by implementing a previous institutional practice of PAQCs using a set of criteria to select specific courses for surveying each semester, ensuring that each teacher has at least one course being surveyed.

MOTION

That Ako Ahimura receive the results of the Survey and recommend that for any course achieving a score of 5 or less, the Chair of Ako Ahimura request the relevant Heads of School to oversee the development of action plans for improvement, seeking support from various departments as needed, e.g. Te Puna Ako. These action plans are to be reported into their Course Evaluation & Planning Reports for Semester 2, 2020 and Programme Evaluation & Planning Reports for 2020 (Interim and End-of-Year).

Moved: M Etemaddar

Seconded: S Nash

MOTION CARRIED**3.3. PAQC Thematic Report (Term 1, 2020)**

(Source: Quality Alignment Board 2020-05-20, Item 4.2.1.)

MOTION

That Ako Ahimura receive the PAQC Thematic Report for Term 1, 2020.

Moved: L Turton

Seconded: S Tries

MOTION CARRIED**3.4. PAQC Thematic Report (Term 2, 2020)**

(Source: Quality Alignment Board 2020-08-19, Item 3.5.)

Presenter/s: Simon Tries

Ako Ahimura noted that it is useful to receive this report for the purposes of strategic quality of teaching and learning.

MOTION

That Ako Ahimura receive the PAQC Thematic Report for Term 2, 2020.

Moved: D McNabb

Seconded: L Turton

MOTION CARRIED**3.5. Student Performance Report (2019)**

(Source: Te Poari Mātauranga 2020-08-05, Item 3.1.)

Presenter/s: Simon Tries

Ako Ahimura noted that the data is now quite historic, though still being important. More consideration will be given to the Student Performance Report for Semester 1, 2020 when it is presented at the October meeting.

MOTION

That Ako Ahimura receive the Student Performance Report for 2019.

Moved: S Tullett

Seconded: S Nash

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

Ako Ahimura noted that no reports were submitted for the Priority Groups due to the reporting requirements being under review by Te Poari Mātauranga.

4.1.1. Māori Success

Source: Academic Board, 2020-08-05
Author: Toni Rewiri
Presenter: Veraneeca Taiepa

4.1.2. Pacific Success

Source: Academic Board, 2020-08-05
Author: Falaniko Tominiko
Presenter: Rokosiga Morrison

4.1.3. International Success

Source: Academic Board, 2020-08-05
Author: Tracy Chapman
Presenter: Tracy Chapman

4.1.4. Under-25s Success

Source: Academic Board, 2020-08-05
Author: Andrea Thumath
Presenter: Sarah Sommerville

4.1.5. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board, 2020-08-05, Item 1.9.
Author: Simon Nash
Presenter: Simon Nash

Ako Ahimura noted the AQAP report. No concerns were raised.

4.2. Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter: Maura Kempin

Ako Ahimura raised concern about the cohort of staff who have not completed any Badges in 2019 and 2020.

MOTION

That Ako Ahimura receive the report/s on Teacher Capability Development (Badging).

That Ako Ahimura endorse the Chair to raise the concerns to Te Poari Mātauranga regarding staff who have not completed any Badges in 2019 and 2020.

Moved: L Turton

Seconded: S Tries

MOTION CARRIED

4.2.2. New Teacher Programme

Presenter/s: Anne McKay; Treena Brand

Ako Ahimura commended the great mahi done in developing this new Induction programme, and how it so strongly demonstrates the values of Te Noho Kotahitanga and aligns with current frameworks and strategic approaches at Unitec. It was noted that although this is a big improvement, but there is more work to do to further deepen and broaden engagement to raise teaching capability across Unitec, such as an ongoing mentoring programme by both Te Puna Ako and experienced teaching staff.

ACTION → Maura Kempin (Manager, Te Puna Ako), Simon Nash (Executive Director, Ako), Julie MacGregor, Anne McKay and Treena Brand meet together and plan the next steps for New Teacher Induction and development. Anne and Treena are to report back to the November meeting of Ako Ahimura with a proposed plan for 2021.

MOTION

That Ako Ahimura receive the New Teacher programme report July 2020.

Moved: S Nash

Seconded: R Morrison

MOTION CARRIED

4.3. Ngā Rīpoata | Other Reports

4.3.1. Update on Development of Unitec Learning and Teaching Strategy

Presenter/s: Simon Nash; Maura Kempin; James Oldfield

Ako Ahimura noted the memo directive sent out to Heads of School and their respective Ako Ahimura representatives to provide feedback on the draft Strategy by 14 August 2020.

4.3.2. Updated Learning and Teaching Strategy (2020 – 2022)

Presenter/s: Maura Kempin; Simon Nash

Ako Ahimura noted the updated tone and length of the wording of the Strategy, based on constructive feedback from Heads of School, Academic Programme Managers and teaching teams. Feedback was given to amend the wording of Goal 1, Objective 5.

Ako Ahimura commended the excellent work done in developing and improving the Strategy.

MOTION

That Ako Ahimura receive the updated Learning and Teaching Strategy 2020 – 2022.

Moved: D McNabb

Seconded: S Emerson

MOTION CARRIED

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

Topic: Did our meeting today achieve an appropriate balance between reporting and planning?

Summary of Responses

Yes – Members overwhelming agreed that the meeting did achieve an appropriate balance.

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou

We are departing

I raro i te rangimārie

Peacefully

Te harikoa

Joyfully

Me te manawanui

And resolute

Haumi ē! Hui ē! Taiki ē!

We are united, progressing forward