Te Komiti Mātauranga | Academic Committee

Date: Wed. 2020-10-07
Scheduled: 0830h – 1130h
Actual: 0830h – 1135h
Chair: Simon Nash
Location: Zoom Videoconference

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1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

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

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Topic: Review of Capability Needs of Members of Te Komiti Mātauranga
Question: What capabilities have improved and what capabilities still need attention? (Responses under Item 5.2.)

1.2.2. Important Dates (November Meeting)

Te Komiti noted the dates for the next month's business.

1.2.3. Chair Report, Te Komiti Mātauranga

Te Komiti noted the Chair Report for September 2020.

1.2.4. Name Change for Academic Board

Te Komiti noted the name change from "Te Poari Mātauranga | Academic Board" to "Te Komiti Mātauranga | Academic Committee", effective immediately. Operational changes shall flow down over the rest of the year.

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

Mema | Members Attending

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

Ngā Whakapaha | Apologies

1. Anne McKay – Bereavement Leave
2. Falaniko Tominiko

Members Not Attending

(None)

Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Steve Marshall – Dep. 1108h
3. Trude Cameron

Kōrama | Quorum

The Chair noted and declared that a quorum of 9 members was present.

MOTION

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved: M Kempin   Seconded: K Barry   **MOTION CARRIED**

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

MOTION

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

*   Regular: 2020-09-02
*   Standing: 2020-09-03; 2020-09-10; 2020-09-24

Moved: M Williams   Seconded: L Rainsbury   **MOTION CARRIED**

1.5.   Mahia Atu | Matters Arising

(None)

1.6.   Committee Management

1.6.1. Attendance Tracker

Te Komiti noted that representation is missing for:

- Chief Executive
- International Success
- Student Representative

1.6.2. Work Plan

Related: *Action-046*

Presenter: Simon Nash (Chair, Te Komiti Mātauranga)
Updated: 2020-09-30

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

Te Komiti commended the progress achieved on clarifying and defining the Work Plan items.

1. JUNE
    1.1. **Graduate Survey Report** – Data published on PowerBI. Presentation made to Te Poari Whai Kounga | Quality Alignment Board. Submission pending to Te Komiti Mātauranga.
2. JULY
    2.1. **Student Course Survey Report for Semester 1, 2020** – [Item 4.4.3.]
    2.2. **Student NPS Survey Report for Semester 1, 2020** – Data published on PowerBI. Submission pending to Te Komiti Mātauranga.
3. AUGUST
    3.1. **Māori Success Interim Report 2020** – Due to November alongside bi-monthly reporting.
    3.2. **Pacific Success Interim Report 2020** – Due to November alongside bi-monthly reporting.
    3.3. **International Success Interim Report 2020** – Due to November alongside bi-monthly reporting.
    3.4. **Under-25s Success Interim Report 2020** – Due to November alongside bi-monthly reporting.
4. SEPTEMBER
    4.1. **Programme Evaluation & Planning: Interim Report for 2020** – ETA November.
    4.2. **Student Performance Report for Semester 1, 2020** – Delayed. ETA November alongside HOS Evaluative Commentaries.
    4.3. **Education Code of Practice Performance: Self-Assessment Report** – [Item 4.4.8.]
5. OCTOBER
    5.1. (None)
6. NOVEMBER

6.1. Student Course Survey Report for Semester 2, 2020 – *ETA to either Dec 2020 or Feb 2021.*
6.2. PAQC Thematic Report for Term 3, 2020 – Te Korowai Kahurangi
7. DECEMBER
    7.1. UREC Annual Report
    7.2. URC Annual Report
    7.3. PGRSC Annual Report
    7.4. QAB Annual Report
    7.5. AA-LTC Annual Report
    7.6. AAC Annual Report
    7.7. Student NPS Survey Report for Semester 2, 2020 – Reschedule to November.

1.6.3. Ngā Tautapu Arotake | Actions Tracker (Updates)

Action-032 Programme Development – Business Case Threshold

2020-10-07:   Refer to Item 4.4.1. (Deferred to a later meeting pending further work.)

Status: ACTIVE

Action-047 Review of Semesterised Delivery

2020-10-07:   Cancel item in light of strategic direction expected from Te Pūkenga | NZIST.

Status: CANCELLED

Action-046 Committee Work Plan/s 2020

2020-09-02:   Review work interrupted by Lockdown. To be continued.

2020-10-07:   All committees do have active Work Plans as "living documents". Aim to formally close this item with evidence before end of 2020.

Status: ACTIVE

Action-056 Relationship of Policy and Procedure to the Terms of Reference for Te Komiti Mātauranga

2020-09-02:   (Item 5.1.) 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.

2020-10-07:   Incorporate into Action-059 as a new Part 3.

Status: CLOSED

Action-057 Review of Memo Templates

2020-10-07:   Awaiting final versions of templates from Lynnette Brown.

Status: ACTIVE

Action-059 Strategy, Policy & Procedure Approval Process

Part 1. To develop a formal structural diagram that maps all current and planned strategies for information both to Unitec and the EER Panel. (Completed 2020-10-07)

Part 2. To develop a proposed strategy approval process map, including guidelines as to which strategies do need approval from Te Komiti Mātauranga and which do not.

Part 3. (NEW – Previously listed as Action-056) To develop guidance on which Policies and Procedures are relevant to the Terms of Reference for Te Komiti Mātauranga, and the process which they should follow.

2020-10-07:   Part 1 - Refer to link within the EER Self-Assessment Summary. (Item 1.6.3.1.) Action title renamed to incorporate the scope of Action-056.

Status: ACTIVE

(Next action number: Action-060)

2.   **Mea Hei Whakaae** | Items to Approve

2.1.   Te Tīpare (Framework for Mātauranga Māori)

Related: Te Komiti Mātauranga 2020-09-02, Item 2.1.1.

Presenter/s: Toni Rewiri

Te Komiti noted that Te Tīpare was approved by Ako Ahimura in May 2020 and is already implemented across the institute. Although it can be used in the process of programme development and approval, it is primarily intended to work together with the Learning and Teaching Strategy.

MOTION

That Te Komiti Mātauranga approve Te Tīpare as the preferred framework for the embedding of Mātauranga Māori content and associated learning and teaching practices into courses and programmes.

Moved: T Rewiri   Seconded: L Baglow   **MOTION CARRIED**

2.2.   Academic Calendar 2022

Te Komiti noted that approval of the Academic Calendar has been redirected to Te Poari Whai Kounga | Quality Alignment Board.

2.3.   Extension to Tenure of Deputy Chair of Unitec Research Ethics Committee

Presenter/s: Marcus Williams

MOTION

That Te Komiti Mātauranga approve the current Deputy Chair of UREC, Associate Professor Nigel Adams to have the tenure for his current role, extended for a further three years from 2021 – 2023 inclusive.

Moved: M Williams   Seconded: K Bruffy   **MOTION CARRIED**

2.4.   Unitec Research Strategy 2020-2024

Presenter/s: Marcus Williams

Te Komiti noted:

- The extensive consultation over an extended period.
- That much of the work is already underway.
- Staff are continually finding new ways to operate with higher levels of collaboration to raise productivity and quality.
- An implementation plan will be developed subsequent to this strategy.

MOTION

That Te Komiti Mātauranga approve the 2020-2024 Unitec Research Strategy.

Moved: M Williams   Seconded: C King   **MOTION CARRIED**

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

3.1.   Membership of Appeal Resolution Committee

Presenter/s: Sue Crossan

RECOMMENDATION: That Te Komiti Mātauranga make nominations for the Appeal Resolution Committee in accordance with the Terms of Reference, and that these appointments continue to stand through to end of 2021.

Te Komiti noted that the documents need to remove reference to the Director of International Success.

ACTION → Simon Nash to consult Nick Sheppard and Trude Cameron for the purpose to issuing a call for nominations. Nominations will then be considered and appointed by Te Komiti Mātauranga.

4. **Ngā Tukunga** | Items to Receive

4.1. Strategic Reports

4.1.1. Māori Success

Presenter/s: Toni Rewiri

Te Komiti noted that the next report is expected at Te Komiti Mātauranga 2020-11-04, alongside the submission which will function as the Interim Report 2020.

4.1.2. Pacific Success

Presenter/s: Falaniko Tominiko

Te Komiti noted that the next report is expected at Te Komiti Mātauranga 2020-11-04, alongside the submission which will function as the Interim Report 2020.

4.1.3. International Success

Presenter/s: Annette Pitovao

Te Komiti noted that the next report is expected at Te Komiti Mātauranga 2020-11-04, alongside the submission which will function as the Interim Report 2020.

4.1.4. Under-25s Success

Presenter/s: Andrea Thumath

Te Komiti noted that the next report is expected at Te Komiti Mātauranga 2020-11-04, alongside the submission which will function as the Interim Report 2020.

4.1.5. Student Success

Presenter/s: Annette Pitovao; Helen Vea

Te Komiti noted that the next report is expected at Te Komiti Mātauranga 2020-11-04, alongside the submission which will function as the Interim Report 2020.

4.1.6. Industry Partnerships Strategy

Te Komiti noted that this mahi will be institutionally reported through mechanisms other than Te Komiti Mātauranga.

4.1.7. Waitākere Strategy

Te Komiti noted that this mahi will be institutionally reported through mechanisms other than Te Komiti Mātauranga.

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

Te Komiti noted that this mahi will be institutionally reported through mechanisms other than Te Komiti Mātauranga.

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

Presenter/s: Simon Nash

Te Komiti noted that this item constitutes the 14th and final AQAP Report. Post-EER will see a different form of reporting on the remaining actions.

Te Komiti interrogated:

- The progress of Overview, page 6, REC 5e1 currently at 41%.
- The progress of REC 11 Project Takohanga, and noted that the scope of the review expanded far beyond the original recommendation which centred around Plumbing and Gasfitting. It has become a long term cultural shift and continuing "deep dive" investigations of systems and processes within the School. This progress could be reported through the PAQC for Trades.

MOTION

That Te Komiti Mātauranga receive the reporting on:

- 4.1.1. Māori Success – *Next report due in November.*
- 4.1.2. Pacific Success – *Next report due in November.*
- 4.1.3. International Success – *Next report due in November.*
- 4.1.4. Under-25s Success – *Next report due in November.*
- 4.1.5. Student Success – *Next report due in November.*
- 4.1.6. Industry Partnerships Strategy – *Removed.*
- 4.1.7. Waitākere Strategy – *Removed.*
- 4.1.8. Manaakitia te Rito – *Removed.*
- 4.1.9. Academic Quality Action Plan

Moved: M Kempin   Seconded: G Mckay   **MOTION CARRIED**

4.2.   Subcommittee Reports

4.2.1. **Te Komiti Rangahau o Unitec**

Presenter/s: Marcus Williams   URC

4.2.2. **Te Komiti Tikanga Matatika**

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

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter/s: Marcus Williams   PGRSC

4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter/s: Simon Tries   AAC

Te Komiti noted and discussed future direction for improvements to the operation of AAC.

4.2.5. Ako Ahimura

Presenter/s: Maura Kempin   AA-LTC

4.2.6. Te Poari Whai Kounga

Presenter/s: Simon Tries   QAB

MOTION

That Te Komiti Mātauranga approve the closure of the following programmes.

1. Graduate Diploma in Event Communication
2. Certificate in Small Business
3. Diploma in Enrolled Nursing
4. National Certificate in Mental Health Addiction

Moved: S Tries   Seconded: K Bruffy   **MOTION CARRIED**

4.2.7. Academic Recovery Committee

Presenter/s: Chris King

MOTION

That Te Komiti 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 Kounga
* 4.2.7. Academic Recovery Committee – *Verbal update*

Moved: S Tries   Seconded: M Kempin   **MOTION CARRIED**

4.3.   Quality Management System (QMS) Reports

4.3.1. Programme Developments

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

Te Komiti interrogated the items marked red and the effect of missing NZQA deadlines.

4.3.2. Programme Reviews

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

4.3.3. Degree Monitoring

Presenter/s: Steve Marshall

Te Komiti discussed the issues around the Monitor Report for the Bachelor of Landscape Architecture, which has been marked as red since the time of this tracker generation.

4.3.4. Consistency Reviews

Presenter/s: Simon Tries on behalf of Eric Stone

NZCME has since been marked as Excellent.

Te Komiti discussed the purpose and function of Consistency Reviews.

4.3.5. Academic Risk Management

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

(Refer to Item 4.2.6.)

Te Komiti noted that Academic Risk is now a function primarily of PAQCs rather than QAB. Engagement has significantly improved. Te Komiti discussed the strengths of the risk reporting system and dashboard, and areas which present opportunity for improvement.

4.3.6. Te Pūkenga Updates

Staff who are involved with Te Pūkenga are to take this line item as a prompt to provide Te Komiti Mātauranga with a written update as needed.

MOTION

That Te Komiti Mātauranga receive the reporting on:

- 4.3.1. Programme Developments

- 4.3.2. Programme Reviews
- 4.3.3. Degree Monitoring
- 4.3.4. Consistency Reviews
- 4.3.5. Academic Risk Management
- 4.3.6. NZQA and Te Pūkenga Updates

Moved: M Williams   Seconded: T Rewiri   **MOTION CARRIED**

4.4.   **Ngā Rīpoata** | Other Reports

4.4.1. Programme Development Commercial Approval Process

Related: Action-032

Presenter/s: David Glover

Te Komiti deferred this item pending further developments regarding the process.

4.4.2. Māori Code of Practice and Pacific Code of Practice

Presenter/s: Toni Rewiri; Falaniko Tominiko

Te Komiti noted that these Codes of Practice exist as appendices to the Domestic Code of Practice and are implemented through various existing Strategies. These two Codes are brand new for New Zealand. Considerations are underway as to how specific measures can account for various sub-groups of the Māori and Pacific groups.

MOTION

That Te Komiti Mātauranga receives the following:

- Māori Code of Practice
- Pacific Code of Practice

Moved: T Rewiri   Seconded: A Pitovao   **MOTION CARRIED**

4.4.3. Institutional Summary of Student Course Evaluation Results (Semester 1, 2020)

Related: Item 1.6.2.2.1.

Presenter/s: Maura Kempin; Simon Tries

Te Komiti discussed:

- The value of having surveys administered and completed during class time.
- The need for messaging to get to students on how feedback improves courses.
- Issues related to survey fatigue and timing of surveys for some programme deliveries.

Members can contribute thoughts to Simon Tries (stries@unitec.ac.nz) who is coordinating this with Ako Ahimura.

MOTION
That Te Komiti Mātauranga receive the Student Course Evaluation Results (Semester 1, 2020) Institutional Summary, noting the next steps agreed by Ako Ahimura.
Moved: M Williams   Seconded: T Rewiri   **MOTION CARRIED**

4.4.4. Te Tīpare

(Moved to Item 2.1.)

4.4.5. Update: Impact of Historic Enrolment Practice on Qualification Completion Rates

Presenter/s: Simon Tries

MOTION
That Te Komiti 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;
3. that this is an update of the memorandum provided at the September meeting.
Moved: S Tries   Seconded: C King   **MOTION CARRIED**

4.4.6. Update: Learner Non-Completions Initiatives

Presenter/s: Simon Nash

Te Komiti discussed:

- Ways the findings of these investigations could improve outcomes for learners.
- How the institute could align approaches across Schools / Departments.

Glenn Mckay presented a verbal update on the action related to resolving Bad Debt resulting from unpaid student fees. Te Komiti commended the escalation of this issue to ELT and the initial raising of the issue by Andrea Thumath.

MOTION
That Te Komiti Mātauranga note the work currently underway to improve our understanding of reasons for learner non-completions and to reduce non-completions in response to a specific 2019 EER Recommendation.
Moved: G Mckay   Seconded: A Pitovao   **MOTION CARRIED**

4.4.7. Teacher Capability Development (TCD) Badge Completions Report (2019)

Presenter/s: Maura Kempin

Te Komiti noted that Badge Completions have risen enormously as a result of a greater push for completions.

ACTION → Maura Kempin to talk to Mary Johnston about how the regular whole-institute report on Badge Completions could be presented by Maura to Academic Committee and at what frequency.

MOTION

That Te Komiti Mātauranga receive the Teacher Capability Development (Badging):

1. September 2020 Report
2. Completions 2019 Update

Moved: M Kempin   Seconded: K Bruffy   **MOTION CARRIED**

4.4.8. Code of Practice (Pastoral Care) 2020 (International & Domestic)

Related: Item 1.6.2.4.3.

Presenter/s: Annette Pitovao

Te Komiti commended the quality and speed with which the team has completed this report.

MOTION

That Te Komiti Mātauranga receive the update on mahi related to the Code of Practice (Pastoral Care) 2020 – International & Domestic.

Moved: M Kempin   Seconded: T Rewiri   **MOTION CARRIED**

5.   Kupu Whakamutunga | Closing

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

(None)

5.2.   Committee Self-Assessment

Topic: Review of Capability Needs of Members of Te Komiti Mātauranga

Question: What capabilities have improved and what capabilities still need attention?

Responses from Members / Attendees

- We need a follow up session with David Glover. In future, this could be a bi-annual practice, prior to the first meeting of a new year and also at mid-year.
- Confidence growing, evidenced by more questions/critically in discussions
- Still a bit of work to do on clarity about what the member's role is, i.e. is it to represent and follow up on issues specific to their team, or is it to take institution-wide view?
- The organisation and structure of the meeting has improved greatly.
- Great to see the meeting finishing on time. It indicates that we are normalising again after prolonged disruption. Great effort by all. I find the online mode of hui extremely practical and functional.
- There has been a significant improvement in members understanding of how to read and analyse data, and how to apply a governance lens to the following:
  - Risk
  - Regulation, Policy and procedure
  - BI Data including success, priority group measures and initiatives associated with compliance reporting
- What I've noticed is that it's difficult to tell whether a question is more operational or strategic. I think this continual second-guessing can lead to participants choosing silence instead. This may be because they've been called out for being too operational. On the other hand, there are definitely times where conversations become very operational and sometimes lead down rabbit holes. However, these don't appear to be called out. I guess this will take time and think we need to find ways to manaaki everyone to understand if the kōrero is too operational, or whether it is appropriate for Te Kōmiti Mātauranga.

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.*

READ & CONFIRMED

Chair: _____   Date: 2020 / 11 / 19