AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	**2020-10-28**	Location:	**Zoom**
Scheduled Start:	0830h	Meeting Opened:	**0830h**
Scheduled End:	1030h	Meeting Closed:	**1029h**

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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: WHAT we do (our Terms of Reference) see 5.2 below

1.2.2. Important Dates

1. Submissions open: Wed., 2020-11-04
2. Submissions close: Wed., 2020-11-11
3. Next agenda due out: Wed., 2020-11-18
4. Next meeting scheduled: Wed., 2020-11-25

1.2.3. Chair Reporting, Te Komiti Mātauranga

Chair report, Te Komiti Mātauranga (September 2020) – Noted.

1.2.4. Chair Reporting, Ako Ahimura

Chair Reporting, Ako Ahimura (September 2020) – Noted.

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

Mema | Members Attending

1. (**Chair**) Maura Kempin
2. David McNabb
3. Jackie Tims
4. James Oldfield
5. Lee-Anne Turton
6. Mitra Etemaddar
7. Richard Fahey
8. Rokosiga Morrison
9. Rowena Fuluifaga
10. Samad Kolahi
11. Simon Nash
12. Simon Tries
13. Steve Tsai
14. Sue Tulett
15. Kimoro Taiepa (Proxy for Veraneeca Taiepa)
16. Lorne Roberts
17. Marcus Williams

Ngā Whakapaha | Apologies

1. Sarah Sommerville
2. Simon Nash (may be late) 9.45
3. Sue Emerson
4. Veraneeca Taiepa - (Proxy: Kimoro Taiepa)
5. Destiny Povey (received after meeting)

Absences

1. Rick Yu

Kōrama | Quorum

The Chair noted that a quorum of 11 members was present and declared the meeting open.

Hunga Mahi | Staff in Attendance

1. **(Acting Secretary)** Judith King
2. Bob Stewardson
3. Lisa Simperingham
4. Annette Pitovao
5. Steve Marshall

MOTION

That Ako Ahimura accept the apologies for the meeting.

Moved: Mitra Etemaddar   Seconded: Rowena Fuluifaga   **MOTION CARRIED**

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

ACTION: Subject to 'Student Journey Framework' be changed to 'Student Success Strategy' (1.6.3 Action-012)

MOTION

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

- 2020-09-30 Regular meeting

Moved: Lee-Anne Turton   Seconded: James Oldfield   **MOTION CARRIED**

1.5.   Mahia Atu | Matters Arising

1.5.1. **Publication of Learning and Teaching Strategy on the Nest - noted**
Presenter/s Maura Kempin

1.5.2. **Updated Success Indicators for the Learning and Teaching Strategy - noted**
Presenter/s Maura Kempin

1.5.3. **Te Puna Ako Blended Learning Support Plan**
Refer to Agenda Item 3.1

1.6.   Committee Management

1.6.1. Attendance Tracker

Memberships for the following positions still to be filled:

- Senior Academic, School of Architecture
- Director International Success

1.6.2. Work Plan

1. AUGUST
    1. **Student Performance Report (Semester 1, 2020)**
    TBC
2. SEPTEMBER
    (None)
3. OCTOBER
    1. **Student Course Survey Report (Semester 2, 2020) –** *Delayed TBC*
    2. **PAQC Thematic Report (Term 3, 2020) –** *Refer to Item 3.3*
4. NOVEMBER
    1. **AA-LTC Annual Report**

1.6.3. Ngā Tautapu Arotake | Actions Tracker

    1.

ACTION: Secretary to re-check the action points in the minutes of recent meeting to make sure the Work Plan is up to date

Action-012: Student Success Strategy 2020-2022

2020-09-30: Approved in principle by Te Komiti Māutauranga and ELT. To be presented, for information, at the next meeting of Ako Ahimura.

2020-10-28: Refer to agenda item 4.3.2

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.

2020-09-30: Agreement has been reached with the Union that Teacher Capability Development Badges can be considered as one form of evidence of competency for progression from Academic Staff Member (ASM) to Principle Academic Staff Member (PASM) under the collective agreement. Simon Nash continues to work with the Union and with HR for inclusion of TCD Badging in the Senior Academic Appointments and Promotion Process (SAAP) and recruitment processes.

2020-10-28: No updates

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

(None)

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

3.1. Te Puna Ako Blended Learning Support Plan
        Presenter/s: James Oldfield

Following' the previous months report on teachers' experiences of emergency remote teaching and the acceptance of the framework for highly blended/online learning, the Te Puna Ako team presented a Blended Learning Support Plan for 2021. The Committee was supportive of the plan

Discussion Point:
- In light of changes to Privacy Act, and a recent case of harassment, concerns about students safely in group work, both in the online and f2f environments, was raised. It was suggested that we need institutional guidelines.

Actions:

James Oldfield, and the Te Puna Ako team to:

1. Develop the approved plan into a project, involving committee members where appropriate; report back to the Committee during the first quarter of 2021.

2. Extend the proposed plan to include safety guidelines for students working in groups in the online environment

3. Establish a small working group to develop a set of safety guidelines for students working in groups in the f2f environment.

MOTION

That Ako Ahimura receives the Te Puna Ako Blended Learning Support Plans Document

Moved: Sue Tullet   Seconded: Lorne Roberts   **MOTION CARRIED**

3.2. Student NPS Survey Report (Semester 2, 2020)
Presenter/s: Bob Stewardson and Maura Kempin

The outstanding NPS score this semester was noted; rising from -3 in 2018 to +23 in S2, 2020, now reaching sector benchmark. The Committee wondered if there were any institutional plans to communicate this result externally.

Discussion: the need for greater consistency in the presentation of information in Moodle courses and, specifically, compliance with Moodle standards. It was noted that achievement of the Moodle Standards Badge does not always lead to the desired behaviour change and the maintenance of Moodle standards. The need for teacher buy-in was noted. The importance of the following action in the Blended Learning Support Plan documented and discussed under 3.1 above was reinforced:

- provision further support and promotion of Moodle Standards

ACTION: Bob/Maura to ask if Marketing have any plans to communicate the good results externally

ACTION: James Oldfield and the Te Puna Ako team to present a report on lecture recording at the next meeting of Ako Ahimura.

MOTION

That Ako Ahimura receive the Student Net Promoter Score (NPS) Semester 2/2020 survey results

Moved: Lorne Roberts   Seconded: David McNabb   **MOTION CARRIED**

3.3. PAQC Thematic Report (Term 3, 2020)
Presenter/s: Steve Marshall

Discussion: PAQC Thematic Report (Term 3, 2020) are presented quarterly to Qualification Alignment Board (WAB). Should the Teaching and Learning issues be reported/referred to Ako Ahimura (AA) from QAB? Or a separate (L&T) report be authored for AA? Steve Marshall happy to receive feedback.

ACTION: In planning for 2021, Chairs of AA and QAB to consider unnecessary duplication of reporting and cross-referral of issues where appropriate.

MOTION

That Ako Ahimura receive the PAQC Thematic Report (Term 3, 2020)

Moved: Rowena Fuluifaga   Seconded: Marcus Williams **MOTION CARRIED**

4.   Ngā Tukunga | Items to Receive

4.1.   Strategic Reports

4.1.1. Māori Success
Source: Te Komiti Mātauranga, 2020-11-04 (future)
Author: Toni Rewiri
Presenter: Kimoro Taiepa on behalf of Veraneeca Taiepa
Report: Māori Success – *Next report expected 2020-11-25*

4.1.2. Pacific Success
Source: Te Komiti Mātauranga, 2020-11-04 (future)
Author: Falaniko Tominiko
Presenter: Rokosiga Morrison
Report: Pacific Success – *Next report expected 2020-11-25*

4.1.3. International Success
Source: Te Komiti Mātauranga, 2020-11-04 (future)
Presenter: TBC
Report: International Success – *Next report expected 2020-11-25*

4.1.4. Under-25s Success
Source: Te Komiti Mātauranga, 2020-11-04 (future)

Presenter: Sarah Sommerville
Report: Under-25s Success – *Next report expected 2020-11-25*

4.1.5. Academic Quality Action Plan (AQAP) Updates
Source: Academic Board, 2020-10-07, Item 4.1.9.
Author: Simon Nash
Presenter: Simon Nash

This plan is, effectively, complete. New plan to be developed post 2020 EER.

MOTION

That Ako Ahimura receive the report/s on:

1. Māori Success – *Next Report due in November*
2. Pacific Success - *Next Report due in November*
3. International Success - *Next Report due in November*
4. Under-25s Success - *Next Report due in November*
5. Academic Quality Action Plan Updates

Moved: Simon Nash   Seconded: James Oldfield   **MOTION CARRIED**

4.2.   Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter: Maura Kempin

As at 30 September 2020, 95% of teaching staff had completed 2019 badging expectations and 25% had completed 2020 expectations.   The completion rate to date for 2020 is higher than at the same time last year.

MOTION

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

Moved: Lee-Anne Turton   Seconded: Mitra Etemaddar **MOTION CARRIED**

4.2.2. Academic Integrity Report (September 2020)

Presenter/s: Lisa Simperingham

Lisa was commended for the detailed data provide in the report as indicators of Academic standards and integrity.

MOTION

That the Ako Ahimura Learning & Teaching Committee receive the Academic Integrity – September 2020 Report.

Moved: Rokosiga Morrison   Seconded: James Oldfield **MOTION CARRIED**

4.3.   Ngā Rīpoata | Other Reports

4.3.1. ITP Learning and Teaching Advisory Group
Presenter/s: James Oldfield and Maura Kempin

This initiative was commended. Any committee members who would like to be part a national group should contact James or Maura with expression of interest.

ACTION: James (Maura) to report from time to time with progress/developments, in line with the group's other external reporting.

MOTION

That the Ako Ahimura Learning & Teaching Committee receive the ITP Learning and Teaching Advisory Group Terms of Reference Document

Moved: David McNabb   Seconded: Steve Tsai   **MOTION CARRIED**

4.3.2. Student Success Strategy 2020-2022
Presenter/s: Annette Pitovao

The committee received the Strategy.   Annette Pitovao welcomes feedback. The strategy will be reviewed in 2021

MOTION

That Ako Ahimura receives the Unitec Student Success Strategy 2020-2022 which has been approved in principle at Academic Committee, Te Komiti Mātauranga and approved fully by Executive Leadership Team.

Moved: Simon Nash   Seconded: Lorne Roberts   **MOTION CARRIED**

5.   Kupu Whakamutunga | Closing

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

(None)

5.2.   Committee Self-Assessment

TOPIC: 'What we do' (our Terms of Reference)
Review of the activities of Ako Ahimura during 2020 and Evaluate these against the Terms of Reference.   Complete the Feedback Form
Responses Received: 7
Overall, how would you rate the performance of Ako Ahimura against the responsibilities outlined in the terms of reference

Not Acceptable 0   Poor 0   Average 0   Good 5   Excellent 2

In your opinion, is there anything we should stop doing? Or do less of?
Could time limit when we comment on reports etc.
Reduce frequency of some reports, e.g. TCD and Success Strategies - quarterly rather than monthly.

Drop the full PAQC thematic reports...L&T issues only to be referred from QAB to AA for consideration can

In your opinion, is there anything this Committee should start doing?

Could we have a discussion about which items on the agenda to report back to schools from this committee?

Ensure we have time to fully discuss certain areas rather than just receive information.
The agenda is packed and we have had less and less time to fully explore areas of discussion.

Perhaps a traffic lights system as a back drop for T&L strategic progress.

Discuss more and reinforce on Operational work i.e. the teacher in the classroom and is the student learning?

small action plan after meeting as to each committee members should be doing (E.g. promoting or ... etc.).

Re: Conversation with Steve Marshall re: oversight of crucial areas such as moderation etc. Each meeting we could pick a 'risk area' to debrief, discuss, analyse move to improve...probably best served by EER/Risk register.

Reduce frequency of some reports, e.g. TCD and Success Strategies - quarterly rather than monthly. Drop the full PAQC thematic reports...L&T issues only to be referred from QAB to AA for consideration can

Any other comment about the purpose/role/terms of reference of this Committee?

It feels like that most of the work/reporting is being done by a small number of people is this correct or are there others involved? Do we have sufficient resources allocated?

Agree thinking forward/strategy, perhaps some small group work built into each week?
Good that people engaged with Pukenga.

So far so good, doing well Maura! May the success of ALL learners be the focus so all strategies, policy etc lead up to that.

excellent idea, keeps us in line of what we suppose to be doing.

Not really, would like to hear from those using the strategies as to whether they are 'fit for purpose' we often hear the high level end, not the message from the coal face.

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*