

## Unitec New Zealand Limited

### Meeting of Te Komiti Mātauranga

02 December 2020

<b>Title</b>	Annual Report – Ako Ahimura / Learning & Teaching Committee
<b>Provided by:</b>	Maura Kempin, Chair, Ako Ahimura
<b>Authored by:</b>	Maura Kempin
<b>For:</b>	<b>INFORMATION</b>

### Recommendation

That Te Komiti Mātauranga receives this report.

### Purpose

To provide a summary of Ako Ahimura Committee activities and a self-evaluation of committee performance for 2020.

### Committee Performance - Activities

A summary of activity is included below; also appended plotted against Terms of Reference.

For the most part, the workplan agreed at the beginning of the year was achieved. However, a small number of paper were dropped from the initial workplan to reduce unnecessary duplication between Governance Committees.

#### Papers tabled:

##### *Strategic Planning*

- Learning & Teaching Strategy developed and approved
- Te Tīpare framework approved (guide to embedding of mātauranga Māori in curricula and teaching)
- Framework and standards for developing highly blended/online learning course presented
- Student Success Strategy presented for feedback

##### *Other Papers of a 'strategic' / forward perspective*

- National ITP L&T Advisory Group: overview, Terms of Reference, Unitec involvement in Working Groups
- Analysis of teacher reflections on Emergency Remote Teaching (with a view to determining next steps)
- Te Puna Ako support plan for Blended Learning for 2021

- Recording Lectures at Unitec: 2020 summary report with details of planning for semester 1 2021

#### *Strategic Reporting:*

- Priority Group Student Success Strategies: monthly updates; interim annual report
- Academic Quality Action Plan: monthly update

#### *Oversight Reports*

- Institutional Summary of Course Evaluations
- Student Net Promoter Score
- Graduate Destination Survey Report
- Teacher Capability Development (TCD), monthly update  
(Note: 2020 Evaluation of TCD to be presented in Feb 2021)
- New Teacher Induction, summative/evaluative report (March, August)
- Academic Integrity Report

#### *Policy/Procedure Updates*

- Change from APA 6th to 7th edition approved: transition plan agreed for 2020; full implementation by semester 1/2021
- Safety Guidelines for Students Working in Groups (online and f2f): first draft tabled for feedback

#### *Other*

- Detailed analysis of some 'surprising' expectation from NZQA in achievement based assessment practice, arising from NZQA monitoring report of the NZ Diploma in Business. Further clarification sought from NZQA following consultation with other ITPs.

### **Attendance:**

Generally good but with a noticeable deterioration in October and November.

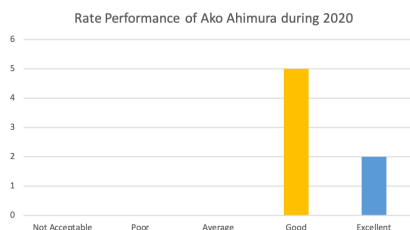
### **Committee Evaluation**

A detailed end-of-year evaluation was carried out in two parts:

- 1) WHAT we do: review of terms of reference (ToR) and evaluation of activity against these

The attached table was prepared for Committee members to review before the meeting of 28 October. In the meeting, members were asked: *Overall, how would you rate the performance of Ako Ahimura against the responsibilities outlined in the terms of reference*

Responses as follows:



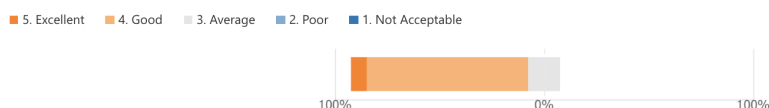
This exercise was particularly useful for reinforcing the role of Ako Ahimura in setting strategic direction for L&T as well as providing an oversight role. The Chair concluded that the ToR needs minor adjustments only.

## 2) HOW effectively do we do what we do (role of Chair, Members, Secretary; quality of papers)

At the meeting of 25 November, all members were asked (via an anonymous survey) to evaluate their own performance, as well as that of the Chair and the Secretary, and the quality of papers presented. Detailed results are included in appendix 2. Summary result below:

9. Overall, how do you rate the performance of Ako Ahimura?

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## Planning for 2021 - Key Considerations

- Maintain balance of strategic planning (L&T strategic priorities) with governance/oversight
- Agree strategic priorities for 2021
- Reduce duplication and increase integration with other Governance Committees, QAB and AC in particular
- Membership: re-consider size and composition; clarify responsibilities; consider training; encourage participation in working groups and preparation of committee papers
- Frequency of meetings (6 weekly intervals?)
- Address gaps in communications flow to and from relevant stakeholders
- Greater involvement of student voice
- Guest appearances (internal and external 'experts') to stimulate strategic thinking

## Attachments

- Ako Ahimura 2020 activity mapped to Terms of Reference
- Evaluation results (HOW the Committee performs)

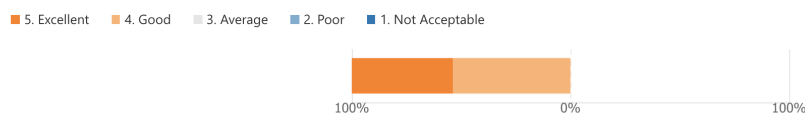
## Appendix 1: Summary of 2020 Activity mapped to Terms of Reference

PURPOSE		VALUES		AUTHORITY AND RESPONSIBILITIES					OTHER
To provide Unitec with strategic directions and priorities for learning and teaching and....	maintains related institutional policies, protocols and associated processes.	Rangatiratanga and Kaitiakitanga	high-performance team, advanced skills in partnering for successful and collaborative problem solving for academic priorities set out by Pouari Mātauranga	Partners with QAB to set the priorities for PAQCs	Plan, advise and report on the strategic direction of L&T at Unitec, incl recommendations as to Academic Board (now Komiti Mātauranga)	Monitor the application of L&T activities, to inform strategic directions, plans, policies, processes, systems and structures	Promote and support the application of good L&T practice, including but not limited to curriculum, programme and course design.	Promote and support the embedding of Mātauranga Māori within all aspects of Unitec curricula.	
					*Chair requested AB to reconfirm mandatory requirements for NTI	*4x Priority Student Group Success Strategy/monthly update  *AQAP monthly update  *TCD Monthly update	*Change from APA6th to 7th edition approved; transition plan agreed for 2020; full implementation by sem 1/2021  * Approach to defining notional learning hours and demonstrating how the learning in individual courses meets the 10 hours/credit requirement proposed but not endorsed. This task remains open.  *Robust discussion re NZQA expectation for Assessment as indicated in NZQA monitor	* Māori Success Strategy - monthly update	*for info: Name changes for 2 x Learning and Achievement Teams
	*Approved update to Assessment in Te Reo Procedure								
*Draft L&T Strategy tabled; feedback provided	*Te Tipare endorsed as the preferred framework for embedding mIM content & associated practice in programmes/courses				Draft L&T Strategy tabled; feedback provided	*4x Priority Student Group Success Strategy/monthly update  *AQAP monthly update  *TCD Monthly update		*Te Tipare endorsed as the preferred framework for embedding mIM content & associated practice in programmes/courses	*
						*4x Priority Student Group Success Strategy/monthly update  *AQAP monthly update		*Māori Success Strategy - monthly update	
*Draft L&T Strategy approved in principle subject to wider consultation with Schools	*Success indicators and evidence sources tabled for info				*Draft L&T Strategy approved in principle subject to wider consultation with Schools	*4x Priority Student Group Success Strategy/monthly update  *AQAP monthly update  *TCD Monthly update  *Success indicators for L&T Strategy tabled	(Draft L&T Strategy/)	*Māori Success Strategy - monthly update	
*Revised L&T Strategy presented					*L&T Strategy presented to AB for approval	*AQAP monthly update  *TCD Monthly update  * Institutional Summary of Course Evaluation Results tabled; actions	*New Teacher Induction report detailing re-design and introduction of a follow up mentoring programme.  *Robust discussion re NZQA monitors report following further consultation with NZQA+ ITPs; conclusions drawn		*Reviewed PAQC thematic reports: NB Had already been presented to QAB
Report on teacher reflections on emergency RT; raised awareness of the pressing need for PD in BL	*Framework for designing highly blended/online courses presented and agreed				*Report on teacher reflections on emergency RT; raised awareness of the pressing need for PD in BL	*Graduate Survey Report presented (no actions agreed over & above working party agreed by QAB)	*Framework for designing highly blended/online courses presented	Māori Success Strategy - bi-monthly update	
*Overview of national L&T Advisory Group presented					*Overview of national L&T Advisory Group presented	*TCD Monthly update  *Academic Integrity Report  *Student NPS Report	*Blended Learning Support Plan presented		*Reviewed PAQC thematic reports: NB Had already been presented to QAB
*Student Success Strategies Table					*Interim progress report against Priority Group Success Strategies	*TCD Monthly update	*Draft Safety Guidelines for Students working in Groups  *Recording Lectures: summary 2020 report, planning for 2021		

## Appendix 2: Committee evaluation of performance (HOW)

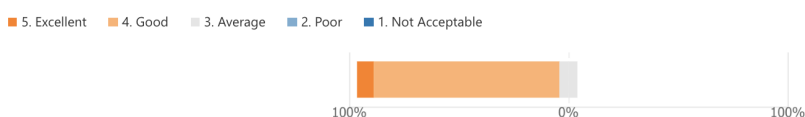
- Overall, how do you rate the capability and performance of the Chair, including: - setting the agenda - stimulating debate; creating a culture of independent views - maintaining control of proceedings - summing up; reaching a resolution/consensus

[More Details](#)



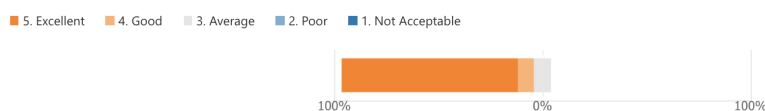
- How do you rate the overall quality of papers? (clarity, length, information included)

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- How do you rate the Secretarial support?

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- As a Committee Member, how do you rate your own capability performance

[More Details](#)

