



minutes

Te Komiti Mātauranga | Academic Committee

Date: Wed. 2020-11-04
Scheduled: 0830h – 1130h
Actual: 0830h – 1135h
Chair: Simon Nash
Location: 110-2019

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!

*Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 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 (December 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 October 2020.

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

- | | | |
|-----------------------------------|----------------------|---------------------|
| 1. (Chair) Simon Nash | 6. Falaniko Tominiko | 12. Liz Rainsbury |
| 2. Andrea Thumath
(Arr. 0931h) | 7. Glenn Mckay | 13. Marcus Williams |
| 3. Anne McKay | 8. Helen Vea | 14. Maura Kempin |
| 4. Annette Pitovao | 9. Kate Barry | 15. Simon Tries |
| 5. Chris King | 10. Katie Bruffy | 16. Toni Rewiri |
| | 11. Lee Baglow | |

Ngā Whakapaha | Apologies

(None)

Members Not Present

(None)

Hunga Mahi | Staff in Attendance

1. (Secretary) Lydia Pillay
2. Steve Marshall
3. Riza Aguilar

Kōrama | Quorum

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

MOTION

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved: C King

Seconded: T Rewiri

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: 2020-10-07
- Standing: 2020-10-14; 2020-10-28

Moved: M Williams

Seconded: L Baglow

MOTION CARRIED**1.5. Mahia Atu | Matters Arising**

No matters arising noted.

1.6. Committee Management

1.6.1. Attendance Tracker

Te Komiti noted that representation was missing for the members listed below, it was noted that the membership for these roles would be filled by the following:

- **Chief Executive**
To be filled by current Chief Executive Gus Gilmore and will attend when and if required.
- **International Success**
To be filled by Annette Pitovao.
- **Student Representative**
No replacement currently, this would be reviewed in 2021. (Note: This is additional to the Student President membership position)

1.6.2. Work Plan

Related: Action-046

Presenter: Simon Nash (Chair, Te Komiti Mātauranga)

Updated: 2020-10-07

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

1. JUNE
 - 1.1. **Graduate Survey Report** – *Data published on PowerBI. Presentation made to Te Poari Whai Kouna | Quality Alignment Board. Submission pending to Te Komiti Mātauranga.*
2. JULY
 - 2.1. **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** – [Refer to Item 4.1]
 - 3.2. **Pacific Success Interim Report 2020** – [Refer to Item 4.1]
 - 3.3. **International Success Interim Report 2020** – [Refer to Item 4.1]
 - 3.4. **Under-25s Success Interim Report 2020** – [Refer to Item 4.1]
4. SEPTEMBER
 - 4.1. **Programme Evaluation & Planning: Interim Report for 2020** – *Submission pending to Te Poari Whai Kouna*
 - 4.2. **Student Performance Report for Semester 1, 2020** – [Refer to Item 3.1. Student Course Completion Results for Semester 1, 2020]
5. NOVEMBER
 - 5.1. **Ako Ahimura Review of Student Course Survey Report for Semester 2, 2020** – *ETA to either Dec 2020 or Feb 2021. To be reviewed by QAB for discussion and then submitted to Te Komiti Mātauranga.*
 - 5.2. **PAQC Thematic Report for Term 3, 2020** – *Work in progress with Te Korowai Kahurangi.*

6. DECEMBER

- 6.1. UREC Annual Report
- 6.2. URC Annual Report
- 6.3. PGRSC Annual Report
- 6.4. QAB Annual Report
- 6.5. AA-LTC Annual Report
- 6.6. AAC Annual Report
- 6.7. Student NPS Survey Report for Semester 2, 2020

1.6.3. Ngā Tautapu Arotake | Actions Tracker (Updates)

Action-032 Programme Development – Business Case Threshold

2020-11-04: To be discussed at the next meeting.

Status: ACTIVE

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.

2020-11-04: The Chair noted that the Work Plan would be reviewed to ensure that it was actively used throughout the year. It was discussed that M Williams would cover and include the research committees’ Work Plans (UREC, URC, PGRSC), and S Tries and M Kempin are to work alongside S Nash and plan for 2021 for all other academic committees

Status: ACTIVE

Action-057 Review of Memo Templates

2020-11-04: Memo template received and published to *The Nest > Academic Governance Committees*.

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.

2020-11-04: Currently in progress

Status: ACTIVE

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

3.1. Student Course Completion Results for Semester 1, 2020

Presenter/s: Simon Tries

The report was taken as read. It was noted that Successful Course Completion rates in semester 1, 2020 had been impacted by actions taken in response to COVID-19 Lockdowns and the delayed processing of grades for various areas including delayed practicums and managed apprenticeship programmes within the trades area.

L Baglow discussed the issues faced during lockdown and how apprentices were restricted from doing their jobs. Support was currently being provide by TKK to work through the issues. It was noted that Project Takohanga was responsible for identifying these issues and implement ways to move forward. The Committee requested for the latest Takohanga report to be included in the agenda for discussion at the next meeting.

The Chair also discussed the accuracy of the data and how the figures were estimated, it was agreed that the report would be brought back to the next meeting with updated data and the inclusion of the Head of School Evaluative Summary. A working group of C King, T Rewiri and S Tries (TKK) would work together to identify issues and report back to the next meeting.

MOTION

That Te Komiti Mātauranga receives the Semester 1 2020 results in conjunction with the Head of School evaluative commentaries for Semester 1, 2020 and bring back to the next meeting.

Moved: S Tires

Seconded: M Williams

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

The Chair noted that the following Strategic reports were also provided for the 2020 External Evaluation Review as overviews of those strategic areas.

4.1.1. Māori Success

Presenter/s: Toni Rewiri

The report was taken as read. Key highlights included that three out of the four targets were met. S Tries discussed catchment areas for students and looking wider as we merge with MIT. As both Institutes are dealing across Tāmaki Makaurau, it was important to share best practice and align processes.

T Rewiri noted that in 2019. With leadership changes within Māia and Covid-19 in 2020 activity has decreased within Ngāti Whātua ki Ōrākei, however, the UPC team is undertaking work to strengthen the connection in 2021.

4.1.2. Pacific Success

Presenter/s: Falaniko Tominiko

The report was taken as read. Key highlights included:

- Pacific EPI data increased for the first time in a number of years.
- Increased offerings of Pacific professional development for Unitec staff.
- The formation of a Pacific Research Fono committed to increasing Pacific research capacity and capability at Unitec and increase community engagement.

4.1.3. Under-25s Success report taken as read

Presenter/s: Andrea Thumath

The report was taken as read. Key highlights included:

- The return of our young people from our communities to Unitec as a provider of choice
- The strong partnerships we now hold with our Secondary School and Te Kura Kaupapa Māori networks.
- Participation rates of Under 25s from our communities are improving, in particular our Māori and Pacific Under 25s

A Thumath noted that in order to achieve Parity we needed to continue partnering with other Priority Group Success Teams to support teaching staff and the wider Institute.

4.1.4. International Success

Presenter/s: Annette Pitovao

The report was taken as read. Key highlights included:

- International learner course completions in 2019 were 92%, exceeding the Unitec target of 82% by 9.8%, and on par with results across the University and ITP sector.
- First Year Retention was high at 87.3%, well above the Unitec target of 75%, comparable to AUT and University of Auckland, and considerably higher than the ITP sector and MIT.
- Qualification Completion rates of 56.3% dropped by 7.2% from 2018, excluding Shandong University students lifts the International student rates.

It was also noted that Graduate Destination Surveys were also underway.

4.2. Subcommittee Reports

4.2.1. Te Komiti Rangahau o Unitec

Presenter/s: Marcus Williams URC

The report was taken as read.

4.2.2. Te Komiti Tikanga Matatika

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

The report was taken as read. M Williams noted the decrease in Ethics applications and that this decrease from this time in 2019 was likely due to the impact of Covid-19, along with the closure of postgraduate programs. The committee continues to meet remotely.

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter/s: Marcus Williams PGRSC

The report was taken as read.

4.2.4. Te Komiti Whakamana Hotaka Hou

Presenter/s: Simon Tries AAC

The report was taken as read. Te Komiti Whakamana Hotaka Hou met to discuss the following applications:

Type 2 changes:

1. New Zealand Certificate in Study and Career Preparation
2. New Zealand Certificate in Study and Career Preparation (Level 4)

New Zealand Diploma in Landscape (Design)

Site approvals:

1. New Zealand Diploma in Cybersecurity – NZDCS at NMIT campus in Nelson

4.2.5. Ako Ahimura

Presenter/s: Maura Kempin AA-LTC

The report was taken as read. The purpose of this paper was to report on key highlights from the Ako Ahimura meeting of 28 October. Key points included:

Student Net Promoter Score - Improvements and achievements noted including the best-ever result of +23 for returning students; Unitec's score is now in line with industry benchmark.

Te Puna Ako Blended Learning Support Plan –Te Komiti discussed the plans and support for staff and students in 2021 and post COVID-19. Results from the Student Net Promoter Score indicated student expectations for recorded lectures to be available. The Chair noted that there should be a set of guidelines that are sufficient to meet student needs for 2021. M Kempin noted that Te Puna Ako were currently developing a plan for teachers to adapt to the higher level of blended learning.

The Chair noted that a summary report on recording and blended learning would be provided to the next meeting. A set of clear guidelines would be developed for recording of lectures and staff would be well supported for the transition to more blended learning.

A feedback mechanism for students was also discussed for students to provide feedback on blended delivery, and how students are informed of the outcomes of their responses. A working group of S Tries (TKK), S Nash, M Kempin, A Pitovao and H Veia would meet to discuss further.

4.2.6. Te Poari Whai Kounga

Presenter/s: Simon Tries QAB

The report was taken as read. The purpose of this paper was to report on Te Poari Whai Kounga's 21 October hui and seek approval to formally discontinue the Certificate in Computing Systems [CCSYS].

Te Poari Whai Kouna discussed the following items:

- Considered the Programme Evaluation and Planning (PEP): interim report 2020. It was noted that the timing of the PEP process to be completed should read April 2021.
- Centralised oversight of Moderation Practices: The Committee agreed to centralise the oversight of and reporting on moderation practices, for implementation from 2021.
- Approval of the 2022 Academic Calendar in conjunction with MIT.
- Approval to formally discontinue the Certificate in Computing Systems [CCSYS].

4.2.7. Academic Recovery Committee

Presenter/s: Chris King ARC

The report was taken as read. The purpose of this report was to provide a summary of Academic Recovery Committee meetings from late August/September to October 2020.

It was noted that there had been no further applications for changes to assessments and a few applications for course duration extensions were being received.

The Chair discussed the issue relating to two construction courses whereby students did not receive an adequate level of teaching. Once this issue was resolved it would be brought to Te Komiti Mātauranga for information. It was noted that due to the lack of support provided by the lecturer, the students would be allowed to re-sit the assessment in summer school and this would require a significant amount of resource.

MOTION

That Te Komiti Mātauranga:

1. 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 Kouna
- 4.2.7. Academic Recovery Committee

2. Approve the discontinuation of the Certificate in Computing Systems [CCSYS] as outlined in the Te Poari Whai Kouna report. (item 4.2.6)

Moved: L Baglow

Seconded: A Pitovao

MOTION CARRIED

4.3. Quality Management System (QMS) Reports

4.3.1. Programme Developments

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

The report was taken as read. It was noted that some applications were approved by NZQA and other applications were still being developed by the Schools.

4.3.2. Consistency Reviews

Presenter/s: Simon Tries on behalf of Eric Stone

The report was taken as read. The attached tracker had not yet been updated and since then some reviews received positive feedback. It was noted that three more Consistency review were scheduled for the upcoming year.

4.3.3. Degree Monitoring

Presenter/s: Steve Marshall

The report was taken as read. The tracker indicated which programmes had gone through the Monitoring process, as well as progress updates. Communication had begun with Schools to lock in a Monitor for a three to four-year period. Due to challenges throughout the year, replacements monitors were currently being sought.

4.3.4. Programme Reviews

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

The report was taken as read. The progress on one programme was identified as poor and this was due to level of confidence of the review being completed on time. The schedule indicated when the review would occur and how it goes through the various stages.

4.3.5. Academic Risk Management

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

(Refer to Item 4.2.6.)

The report was taken as read. The purpose of this report was to provide Te Komiti Mātauranga with oversight of areas of elevated academic risk and an update on outstanding actions.

Academic systems and processes that don't support the success of students was identified as high risk and key contributing factors would be determined for this rating. This would be reviewed over the summer, to ensure that information was accurate and valuable to the Committees.

A Pitovao raised the current construction issue that did not seem to appear on the register. S Nash would discuss this further with N Sheppard and identify reasons for the delay in advice about the issue. A Pitovao to follow up with the Chair on this matter.

4.3.6. Te Pūkenga Updates

The introduction of Te Pae Tawhito, Te Pūkenga's Te Tiriti o Waitangi Excellence Standards would be provided to members to discuss and use as a way to ensure all subsidiaries are well tuned to the success of Māori learners. Chief Executive, Gus Gilmore would lead this work and further discussions would be held with the Committee. The Chair noted that this framework would be circulated to members after the meeting

The Committee discussed and shared their concerns for the possible changes and merge between MIT and Unitec and the impacts this will have in the future.

The Committee agreed that a special meeting be set up to invite Chief Executive, Gus Gilmore and discuss the concerns and questions regarding teaching and learning. S Nash as Chair would send the email on behalf the Committee. G McKay thanked N Sheppard and S Nash for the work done at Unitec and the strengthened processes for learning and teaching since 2018.

MOTION

That Te Komiti Mātauranga receive the reporting on:

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

Moved: T Rewiri

Seconded: M Williams

MOTION CARRIED

4.4. Ngā Rīpoata | Other Reports

4.4.1. Annual Statutory Declaration to NZQA

Presenter/s: Simon Tries

The report was taken as read. The purpose of this report was to advise Te Komiti Mātauranga on the outstanding non-compliance issues noted in the 2019 New Zealand Qualifications Authority's (NZQA) Annual Return Statutory Declaration. It was noted that all but one issue had been completed and resolved with the outstanding duration to be completed

4.4.2. Programme Development Commercial Approval Process

Related: Action-032

Presenter/s: David Glover

This item was deferred to the December meeting pending further work.

5. Kupu Whakamutunga | Closing

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

Te Komiti Mātauranga thanked S Nash, S Tries and the EER Panel Committee for the all the work undertaken over the past few months.

5.2. Committee Self-Assessment – Response from Members

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

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

M Kempin to provide similar self-assessment documents to that discussed at Ako Ahimura. Te Komiti Mātauranga would then discuss what capabilities have improved. The Chair also noted that this agenda item be moved to the top of the agenda of the next meeting to ensure this was discussed.

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou	<i>We are departing</i>
I raro i te rangimārie	<i>Peacefully</i>
Te harikoa	<i>Joyfully</i>
Me te manawanui	<i>And resolute</i>
Haumi ē! Hui ē! Taiki ē!	<i>We are united, progressing forward.</i>

READ & CONFIRMED

Chair:



Date: 2020 / 11 / 19