



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2020-09-30	Location:	Zoom
Scheduled Start:	0830h	Meeting Opened:	0833h
Scheduled End:	1030h	Meeting Closed:	1009h

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

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

1.2.2. Important Dates

- | | |
|----------------------------|------------------|
| 1. Submissions open: | Wed., 2020-10-07 |
| 2. Submissions close: | Wed., 2020-10-14 |
| 3. Next agenda due out: | Wed., 2020-10-21 |
| 4. Next meeting scheduled: | Wed., 2020-10-28 |

1.2.3. Communications from the Chair of Te Poari Mātauranga

Chair Report from Te Poari Mātauranga (August 2020) – Noted.

1.2.4. Communications from the Chair of Ako Ahimura

Chair Report for Ako Ahimura (August 2020) – Noted.

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

Mema | Members Attending

- | | | |
|---|-------------------------|-----------------------------|
| 1. (Chair) Maura Kempin | 7. Richard Fahey | 15. Steve Tsai (Arr. 0931h) |
| 2. David McNabb | 8. Rick Yu (Arr. 0926h) | 16. Sue Tulett (Dep. 0858h) |
| 3. Destiny Povey | 9. Rokosiga Morrison | 17. Veraneeca Taiepa |
| 4. Jackie Tims | 10. Rowena Fuluifaga | |
| 5. James Oldfield | 11. Samad Kolahi | |
| 6. Patrick Dodd (For: Mitra Etemaddar) (Dep. 1000h) | 12. Sarah Sommerville | |
| | 13. Simon Nash | |
| | 14. Simon Tries | |

Ngā Whakapaha | Apologies

1. Lee-Anne Turton
2. Lorne Roberts
3. Marcus Williams
4. Sue Emerson
5. Mitra Etemaddar (Proxy: Patrick Dodd)

Absences

(None)

Kōrama | Quorum

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

Hunga Mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Annette Pitovao
3. Diana Ayling (Arr. 0938h)
4. Judith King
5. Lai Kei Pang

Ako Ahimura noted the apologies for the meeting.

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

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

- 2020-08-26 Regular meeting

Moved: D McNabb

Seconded: S Nash

MOTION CARRIED

1.5. Mahia Atu | Matters Arising**1.5.1. Approval of Learning and Teaching Strategy by Te Poari Mātauranga**

Presenter/s: Maura Kempin

Refer to: Te Poari Mātauranga, Agenda 2020-09-02,
Item 2.1. Learning and Teaching Strategy

The Committee noted that Te Poari Mātauranga has approved the Strategy at its last meeting.

1.5.2. Update on Success Indicators for the Learning and Teaching Strategy

Presenter/s: Maura Kempin

Success Indicators will be updated and then presented to the Committee for noting at the October meeting.

1.5.3. Memo to HOS/APMs re Course Evaluation Results (Semester 1, 2020)

Presenter/s: Maura Kempin

The Committee noted the memo sent to Heads of School and APMS.

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.
- Replacement of Tracy Chapman to be confirmed by Annette Pitovao. Work is in progress to recruit from the International Support team.

1.6.2. Work Plan

1. JULY
 1. **Graduate Survey Report** - Refer to Item 3.1. **[COMPLETE]**
2. AUGUST
 1. **Student Performance Report (Semester 1, 2020) - TBC**
3. SEPTEMBER
(None)

4. OCTOBER
 1. **Student Course Survey Report (Semester 2, 2020)** – *Delayed to November*
 2. **PAQC Thematic Report (Term 3, 2020)**
5. NOVEMBER
 1. **AA-LTC Annual Report**

1.6.3. Ngā Tautapu Arotake | Actions Tracker

Action-012: Student Success Strategy 2020-2022

Approved in principle by Te Poari Mātauranga and ELT. To be presented, for information, at the next meeting of Ako Ahimura.

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.

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

3.1. Graduate Survey Report

Source: QAB Agenda 2020-09-23, Item 3.2.

Presenter/s: Simon Tries; Lai Kei Pang

The Committee noted that when the Report was presented to Te Poari Whai Kouna, a Working Group was endorsed to address the recommendations within it.

The Committee noted:

- Graduates in Employment, further Study or Combined (GESC) dropped by 3.6% from 2019, fuelled mainly by a 7.5% drop in % Employed (Covid impact) which was mitigated by a 3.9% increase in % Higher Study.
- The 2020 % GESC continued a decreasing trend over the past 5 years and was particularly impacted by Lockdowns in 2020.

- That compared with other publicly available data, Unitec has the shortest time between the date of graduation and the date of running the survey.
- The Graduate Net Promoter Score improved significantly compared to the previous three years.
- Outstanding results for Teaching Effectiveness from the School of Environmental and Animal Sciences and the School of Community Studies.
- Outstanding results for Qualification Relevant to Employment from the School of Healthcare and Social Practice.
- Programme Evaluation Reports will provide context for some of the significant changes in various metrics for individual Schools.
- Considerations could be made to adjust the timing to improve response rates and align with employment patterns of different discipline areas.

MOTION

That Ako Ahimura receive the Graduate Survey Report.

Moved: S Tries

Seconded: R Fuluifaga

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

The new format and framework for Strategic Reporting was noted, and that these reports shall be bi-monthly from now on.

4.1.1. Māori Success

Source: Academic Board, 2020-09-02

Author: Toni Rewiri

Presenter: Veraneeca Taiepa

MOTION

That Ako Ahimura receive the report/s on Māori Success.

Moved: S Tries

Seconded: S Sommerville

MOTION CARRIED

4.1.2. Pacific Success

Source: Academic Board, 2020-09-02

Author: Falaniko Tominiko

Presenter: Rokosiga Morrison

MOTION

That Ako Ahimura receive the report/s on Pacific Success.

Moved: S Tries

Seconded: S Kolahi

MOTION CARRIED

4.1.3. International Success

Source: Academic Board, 2020-09-02
 Author: Tracy Chapman - *Departed*
 Presenter: Rowena Fuluifaga

MOTION

That Ako Ahimura receive the report/s on International Success.

Moved: S Sommerville Seconded: R Morrison **MOTION CARRIED**

4.1.4. Under-25s Success

Source: Academic Board, 2020-09-02
 Author: Andrea Thumath
 Presenter: Sarah Sommerville

MOTION

That Ako Ahimura receive the report/s on Under-25s Success.

Moved: S Nash Seconded: S Tries **MOTION CARRIED**

4.1.5. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board, 2020-09-02, Item 4.1.9.
 Author: Simon Nash
 Presenter: Simon Nash

The Committee noted that progress is now at 80% rather than 73%. Everything that needed to be done before EER is completed.

MOTION

That Ako Ahimura receive the report/s on Academic Quality Action Plan Updates

Moved: S Sommerville Seconded: R Fuluifaga **MOTION CARRIED**

4.2. Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter: Maura Kempin

MOTION

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

Moved: S Tsai Seconded: S Kolahi **MOTION CARRIED**

4.3. Ngā Rīpoata | Other Reports

4.3.1. Emergency Remote Teaching Report

Presenter/s: Diana Ayling

The Committee noted how agile Teaching Staff had been in adjusting their teaching practice during Lockdowns. It also noted how the summary of teacher reflections highlighted the need for significant on-going support for the development of confidence and capability in the design and facilitation of remote teaching; support which will be essential for the institution to be prepared for the possibility of further lockdowns and to support transition from emergency remotened teaching to pre-planned/designed blended learning.

ACTION:

- Executive Director of Ako and the Manager of Te Puna Ako to consider prioritizing blended learning for compulsory teacher professional development for 2021.
- James Oldfield to continue planning with the Te Puna Ako team, and to consult with the Student Council and Student Representatives, with a view to presenting a plan at the next Ako Ahimura meeting for working with teachers to increase confidence and capability in blended learning.

MOTION

That Ako Ahimura receive the report/s on the Emergency Remote Teaching Survey 2020 Summary.

Moved: S Nash

Seconded: J Oldfield

MOTION CARRIED

4.3.2. Framework for Developing Highly Blended / Fully Online Learning

Presenter/s: James Oldfield

The Committee noted that the framework is based on one developed by Tertiary Accord New Zealand (TANZ) and widely used by other ITPs. It will therefore support the development of courses that are well aligned to other online learning courses offered across NZIST. The Te Puna Ako team was commended for adapting the framework to the Unitec context. The EAS and the Police programme teams were thanked for their input.

MOTION

That Ako Ahimura receive the report/s on the Framework for developing Highly Blended/Fully Online Learning.

Moved: S Nash

Seconded: D McNabb

MOTION CARRIED

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

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

Summary of Responses

- Yes = 11 of 12 responses
- It would be good to hear from quieter members.
- No, but almost 'yes' with good discussion off the Reports.
- Good reporting and next steps moving forward where outlined.
- More reporting than planning, but some good discussion and next steps agreed.

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou

I raro i te rangimārie

Te harikoa

Me te manawanui

Haumi ē! Hui ē! Taiki ē!

We are departing

Peacefully

Joyfully

And resolute

We are united, progressing forward