



minutes

Te Komiti Mātauranga | Academic Committee

Date: Wed. 2020-12-02
Scheduled: 0830h – 1130h
Actual: 0831h – 1129h
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 | Opening Remarks

The Chair acknowledged the years of service of Helen Vea to Unitec and Te Komiti Mātauranga (in its various forms) as Student President with a small koha.

1.2.1. Committee Self-Assessment

Topic: Fulfilling our Terms of Reference
Question: Is Academic Committee fulfilling its Terms of Reference (TOR) and what improvements may be required to do so?
Link: [Terms of Reference \(2019\)](#)

Te Komiti engaged in self-assessment and noted the following points.

- TOR 1.2.
 - “Council” needs amendment to reflect the new structure/s under Te Pūkenga.

- TOR 3.1.
 - “Set” may be better worded as “advise”.
 - This part of the TOR seemed unfulfilled in 2020.
 - In 2020, a number of Strategies bypassed approval from Te Komiti Mātauranga on their way to implementation.
 - Much of the activity of Te Komiti in 2020 was reactive rather than proactive, but the balance is shifting toward proactivity as systems take effect that better govern BAU work.
 - A closer relationship between Te Komiti and the following groups could yield benefits:
 - Portfolio Leadership Group
 - Te Pūkenga
 - Unitec-MIT Board of Directors, and its Tāmaki-Makaurau Strategy
- TOR 3.2. and 3.7.
 - The new QMS Reporting System (Section 4.3.) is evidence of much improvement in this area.
- TOR 3.5.
 - Under Te Pūkenga, it may be that Te Komiti Mātauranga no longer engages with the Statute/s.
- TOR 3.6.
 - Fulfilment of this section was weak in 2020.
 - A stronger relationship with the Portfolio Leadership Group should be considered to strengthen the academic and holistic aspects of business case decisions and their impact on learners.
 - Consideration should go to a system which facilitates more forward thinking related to Programme Development and the wider portfolio plan, such as a 5-year plan.
- TOR 3.7.
 - Assessment and moderation only received weak oversight from Te Komiti in 2020, but improvements have been made through Te Poari Whai Kōunga and other mechanisms.
- TOR 5.
 - Under-25s Director needs to move from Co-Opted to Ex Officio.
 - Director International Success to be removed because the responsibilities have moved to Director Student Success.
 - Succession planning and induction and training needs more attention

Te Komiti discussed the possibility of closer alignment with MIT Academic Committee, including possibly sharing members across the two committees.

1.2.2. Key Dates

Te Komiti noted that the scheduling of meetings for 2021 is yet to be confirmed.

1.2.3. Chair Reporting, Te Komiti Mātauranga

Te Komiti noted the Chair Report for November 2020.

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

Mema | Members Attending

- | | | |
|-----------------------|-------------------|---------------------|
| 1. (Chair) Simon Nash | 8. Helen Vea | 13. Marcus Williams |
| 2. Andrea Thumath | (Dep. 1030h) | 14. Maura Kempin |
| 3. Anne McKay | 9. Kate Barry | 15. Steve Marshall |
| 4. Annette Pitovao | 10. Katie Bruffy | (For: Simon Tries) |
| 5. Chris King | (Dep. 1015h TBC) | 16. Toni Rewiri |
| 6. Falaniko Tominiko | 11. Lee Baglow | |
| 7. Glenn McKay | 12. Liz Rainsbury | |

Ngā Whakapāha | Apologies

1. Katie Bruffy (Early departure)
2. Simon Tries
(Proxy: Steve Marshall)

Absences

(None)

Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Aroha Lewin
(Dep. 1047h)
3. Trude Cameron

Kōrama | Quorum

The Chair noted and declared quorum.

MOTION

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved: M Kempin

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: 2020-11-04
- Standing: 2020-11-03; 2020-11-11; 2020-11-19

Moved: C King

Seconded: A Pitovao

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

1.5.1. Nominations for Membership of Appeal Resolution Committee

Related: Te Komiti Mātauranga 2020-10-07, Minutes, Item 3.1.

The Chair reported that a call for nominations to membership of the Appeal Resolution Committee shall go out to Academic Staff through the Schools in early 2021.

1.6. Committee Management

1.6.1. Attendance Tracker

Updated: 2020-11-30

Te Komiti noted that membership status and attendance by the Chief Executive needs to be clarified. A verbal update reported that he intends to attend every second meeting of Te Komiti Mātauranga, alternating with commitments at MIT.

1.6.2. Work Plan

Related: Action-046

Updated: 2020-11-30

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

1. JUNE
 - 1.1. QAB Review of Graduate Survey Report** – Data published on PowerBI.
Submission pending.
2. JULY
 - 2.1. Ako Ahimura Review of Student NPS Survey Report (Semester 1, 2020)** –
Submission TBC.
3. SEPTEMBER
 - 3.1. Programme Evaluation & Planning: Interim Report (2020)** – Submission TBC.
4. NOVEMBER
 - 4.1. Ako Ahimura Review of Student Course Survey Report (Semester 2, 2020)** –
ETA Feb 2021.
 - 4.2. PAQC Thematic Report (Term 3, 2020)** – Discussion agreed to remove this item
from the Work Plan for Te Komiti Mātauranga. Any matters of concern can come up
through Subcommittee Reporting from Te Poari Whai Kouna.
5. DECEMBER
 - 5.1. UREC Annual Report** – *ETA first meeting of 2021*
 - 5.2. URC Annual Report** – *ETA first meeting of 2021*
 - 5.3. PGRSC Annual Report** – *ETA first meeting of 2021*
 - 5.4. QAB Annual Report** – *ETA first meeting of 2021*
 - 5.5. AA-LTC Annual Report** – [Refer to Item 4.2.5.1.] – *Deferred to first meeting of 2021*
 - 5.6. AAC Annual Report** – *ETA first meeting of 2021*
 - 5.7. Ako Ahimura Review of Student NPS Survey Results (Semester 2, 2020)** –
[Refer to Item 4.2.5.2.] – *Deferred to first meeting of 2021*

1.6.3. Ngā Tautapu Arotake | Actions Tracker (Updates)

Updated: 2020-11-30

Next number: Action-060

Action-032 Programme Development – Business Case Threshold

2020-11-04: Refer to Item 4.4.2. (Deferred to December meeting pending further work.)

2020-12-02: Refer to Item 4.4.3.

Status: COMPLETE

Action-046 Committee Work Plans

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.

2020-12-02: Work in progress.

Status: ACTIVE

Action-057 Review of Memo Templates

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

2020-12-02: Te Komiti agreed that this Action has been completed.

Status: COMPLETE

Action-059 Strategy, Policy & Procedure Approval Process

2020-11-04: Work in progress.

2020-12-02: Work in progress.

Status: ACTIVE

2. Mea Hei Whakaae | Items to Approve

2.1. Māori Postgraduate Supervision Adviser

Presenter/s: Marcus Williams

The background, rationale and potential benefits were presented. Te Komiti discussed various points:

- How this kaupapa may fit within the mahi of Te Pūkenga.
- Pacific-based research aspires to create a similar position in the future.

- Influence from the appointment of this Adviser could enhance kaupapa Māori at lower-level degrees.

MOTION

That Te Komiti Mātauranga endorse the appointment of a Māori Postgraduate Supervision Adviser at Unitec.

Moved: M Williams

Seconded: F Tominiko

MOTION CARRIED

3. Mea Hei Kōrero | Items to Discuss

3.1. Student Course Completion Results (Semester 1, 2020)

Presenter/s: Steve Marshall, on behalf of Simon Tries

Te Komiti discussed various aspects of the report, including the impact, risks and future-proofing around Lockdowns and online learning. Te Komiti expressed interest to better understand what the four top-responding Schools did that made them so successful in responding to Lockdowns, and suggested that Ako Ahimura should be involved in the analysis.

MOTION

That Te Komiti Mātauranga discuss the Semester 1, 2020 results in conjunction with the Head of School evaluative commentaries for Semester 1, 2020.

Moved: S Marshall

Seconded: A Thumath

MOTION CARRIED

3.2. Future Academic Governance Committee (AGC) Arrangements

Presenter/s: Simon Nash

AGC Chairs have had several discussions regarding Work Plans, coordination and a model of operation for 2021. Planning is yet to finalize.

The Chair acknowledged the efforts and contributions of all the Members over the past year, especially those involved with EER Preparation and the Academic Recovery Committee.

Te Komiti held discussion, including the following points.

- The purpose and function of the Portfolio Leadership Group, and its relationship to ELT and Te Komiti Mātauranga.
- Consideration of expanding the kaupapa of Ako Ahimura | Learning and Teaching Committee to be more evaluative in their reviews of data, and the increased cross-institute collaboration this would entail.
- Representation and relationship of Priority Groups to AGCs, how this has raised success level and how it could operate in future. A working group of S Nash, G Mckay and the Priority Group Directors shall consider the matter further.
- The value of capability development training for AGC members.

- The need to continue development the structure and requirements of the Head of School Evaluative Commentaries.

ACTION → The AGC Chairs shall aim to bring a final proposal to Te Komiti for electronic approval with a view to implementation for 2021.

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reporting

Te Komiti noted that no reports were required for the following headings this meeting.

4.1.1. Māori Success

Presenter/s: Toni Rewiri

4.1.2. Pacific Success

Presenter/s: Falaniko Tominiko

4.1.3. International Success

Presenter/s: Annette Pitovao

4.1.4. Under-25s Success

Presenter/s: Andrea Thumath

4.1.5. Student Voice and Student Success

Presenter/s: Annette Pitovao; Helen Vea

Related: Item 4.4.1. Student Voice and Student Success Annual Report (2020)

4.2. Subcommittee Reporting

4.2.1. Te Komiti Rangahau o Unitec

URC

Presenter/s: Marcus Williams

4.2.2. Te Komiti Tikanga Matatika

UREC (via Asher Lewis)

Presenter/s: Marcus Williams

4.2.3. Te Komiti Whakahaere a ngā Pia

PGRSC

Presenter/s: Marcus Williams

4.2.4. Te Komiti Whakamana Hotaka Hou

AAC

Presenter/s: Steve Marshall, on behalf of Simon Tries

Discussion noted the need for increased resource to support quality development of every programme application. Considerations are being made toward improvements in efficiency whilst continuing to improve quality. Capability of AAC Members over the year has improved

significantly. Te Komiti heard how a similar “quality of proposals” issue in UREC had been lessened through changes to the timing of submissions to allow more time for pre-checking.

4.2.5. Ako Ahimura

AA-LTC

Presenter/s: Maura Kempin

>> 4.2.5.1. Ako Ahimura Annual Report (2020)

Presenter/s: Maura Kempin

Te Komiti agreed to defer the Annual Report to be presented alongside the other Subcommittee Annual Reports.

>> 4.2.5.2. Ako Ahimura Review of Student Net Promoter Score (NPS) Survey Results (Semester 2, 2020)

Presenter/s: Maura Kempin

Te Komiti agreed to defer the Annual Report to the first meeting of 2021.

4.2.6. Te Poari Whai Kouna

QAB

Presenter/s: Steve Marshall, on behalf of Simon Tries

4.2.7. Academic Recovery Committee

ARC

Presenter/s: Chris King

The mahi for the year is complete and an Annual Report can be authored if required.

MOTION

That Te Komiti Mātauranga receive the reporting 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

Moved: A McKay

Seconded: M Williams

MOTION CARRIED

4.3. Quality Management System (QMS) Reporting

Te Komiti noted technical difficulties in accessing a number of attachments sitting on OneDrive, and the aspiration of a single report to combine all the trackers.

4.3.1. Programme Developments

Presenter/s: Steve Marshall, on behalf of Simon Tries

Updated: 2020-11-11

4.3.2. Consistency Reviews

Presenter/s: Steve Marshall, on behalf of Simon Tries
 Updated: 2020-11-18

4.3.3. Degree Monitoring

Presenter/s: Steve Marshall
 Updated: 2020-11-18

4.3.4. Programme Reviews

Presenter/s: Steve Marshall, on behalf of Simon Tries
 Updated: 2020-11-18
 Anomalous dates are being scrutinized by Te Poari Whai Kouna and Te Korowai Kahurangi.

4.3.5. Academic Risk Management

Presenter/s: Steve Marshall, on behalf of Simon Tries

4.3.6. Te Pūkenga Updates

(None)

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. Te Pūkenga Updates

Moved: S Marshall

Seconded: A Thumath

MOTION CARRIED

4.4. Ngā Rīpoata | Other Reports

4.4.1. Student Voice and Student Success Annual Report (2020)

Presenter/s: Annette Pitovao, on behalf of herself and Helen Vea

Te Komiti noted with appreciation that this report was submitted proactively by Student Voice and Student Success, and not in response to a requirement from Te Komiti.

MOTION

That Te Komiti Mātauranga receive the Student Voice and Student Success Annual Report (2020).

Moved: A Pitovao

Seconded: A McKay

MOTION CARRIED

MOTION

That Te Komiti Mātauranga commend the work of Helen Vea in service to Unitec and Te Komiti Mātauranga.

Moved: A Pitovao

Seconded: G McKay

MOTION CARRIED

4.4.2. Project Takohanga Update (November 2020)

Presenter/s: Lee Baglow; Aroha Lewin

The background, rationale and improvements gained in the performance and compliance of the School were presented. Te Komiti discussed the main areas of work remaining and the consistency of progress across pathways. Te Komiti also noted the potential for applying learnings from Project Takohanga to operations across the institute. Within Project Takohanga, as work has been done and lessons learned, support now goes to more informed targets rather than blanket approaches. Te Komiti acknowledged the improvements in staff culture resulting from confidence in academic quality and compliance, and the benefits gained by transparency and courageous practice of mahi kotahitanga exemplified through L Baglow, A Lewin and the School. Concern was heard around the level of uncertainty and future structure related to possible unifications flowing out of the work of Te Pūkenga.

MOTION

That Te Komiti Mātauranga receive the Project Takohanga Update (November 2020).

Moved: G McKay

Seconded: S Nash

MOTION CARRIED

4.4.3. Programme Development Commercial Approval Process

Related: Action-032

Presenter/s: Simon Nash, on behalf of David Glover

Te Komiti noted that:

- The requirement for stakeholder feedback should be stronger.
- More emphasis should be put on considerations around Te Pūkenga, especially as to whether similar programmes are already on offer.

ACTION → S Nash to work with D Glover on minor additions to business case template, as per discussions at Te Komiti Mātauranga.

MOTION

That Te Komiti Mātauranga note the:

1. Template – Memo for Business Case Approval
2. Business Case Approval Process
3. Template – Programme Development Business Case

Moved: K Barry

Seconded: M Williams

MOTION CARRIED

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

(Refer to Item 1.2.1.)

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.

READ & CONFIRMED

Chair:



Date: 17 / 02 / 2021