

Ako Ahimura | Learning and Teaching Committee

Terms of Reference

Definitions

Unless specified otherwise, the word “Committee” in this document refers to “Ako Ahimura | Learning and Teaching Committee”.

1. Hoaketanga | Purpose

- 1.1. To provide Unitec with strategic directions and priorities for learning and teaching and **maintain** related institutional policies, protocols and associated processes.

2. Kaupapa | Values

- 2.1. The **work of the** Committee is framed within **all** the values of **Te Noho Kotahitanga**.
- 2.2. The Committee performs as a high-performance team with advanced skills in partnering for successful and collaborative problem solving for academic priorities set out by **Te Komiti Mātauranga | Academic Committee**.
- 2.3. The Committee partners with Te Poari Whai Kōunga | Quality Alignment Board to set the priorities for Te Komiti o ngā Hotaka | Programme Academic Quality Committees.

3. Rangatiratanga | Authority and Responsibilities

The Committee shall operate so as to:

- 3.1 Plan, advise and report on the strategic direction of learning and teaching at Unitec including recommendations to **Te Komiti Mātauranga | Academic Committee**
- 3.2 Monitor the application of learning and teaching activities, to inform strategic directions, plans, policies, processes, systems and structures
- 3.3 Promote and support the application of good learning and teaching practice within Unitec including but not limited to curriculum, programme and course design.
- 3.4 Promote and support the embedding of Mātauranga Māori within all aspects of Unitec curricula.

4. Accountability and Reporting

- 4.1. The Committee is accountable to **Te Komiti Mātauranga | Academic Committee** for its actions.
- 4.2. The Committee shall report to the **Te Komiti Mātauranga | Academic Committee** following each meeting.

5. Membership and Appointments

- 5.1. **Membership** *ex officio* shall comprise:

1. **DCE, Academic**
2. Director, Māori Success
3. Director, Pacific Success
4. Director, International Success
5. **Director, Under-25s Success**
6. Director, Student Success
7. **Director, Research and Enterprise**

8. Digital Learning Lead, Te Puna Ako
9. Manager, Te Korowai Kahurangi
10. Manager, Te Puna Ako
11. Student President

5.2. **Membership** via nomination shall comprise:

1. One Head of School, appointed by the **DCE Academic**.
2. Up to eight Academic Staff, endorsed by their Head of School and appointed by the Chair of the Committee, representing a range of Schools and appointed with consideration for their relevant knowledge and experience.

- 5.3. Additional members may be co-opted by the Committee as necessary for a defined period or specific purpose.
- 5.4. The Chair of **Te Komiti Mātauranga | Academic Committee** shall appoint the Chair of the Committee.
- 5.5. The term of office of appointed members shall be two years. **This term limit does not apply to *ex officio* members.**
- 5.6. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.
- 5.7. Appointments shall be reviewed at or before the February meeting of **Te Komiti Mātauranga | Academic Committee** each year.

6. Review Guidelines

- 6.1. The Committee shall review its Terms of Reference annually.

7. Meeting Quorum and Conduct

- 7.1. Quorum shall be defined as a majority of the members currently appointed to the Committee.
- 7.2. **Members** may nominate a staff member proxy to represent them with full voting rights.

Version Details

Version: 1.2

Notes:

- Update committee names.
- Update formatting.
- Section 5.1. – Add Director, Under-25s Success; remove Director, Research and Enterprise.
- Section 5.2. – Reduce the number of Academics and change the entry process.
- Add “Te Puna Ako” to the title of Digital Learning Lead in Section 5.1.

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Endorsed by: Chair, Ako Ahimura | Learning and Teaching Committee

Endorsement date: -

Approved by: Te Komiti Mātauranga | Academic Committee

Approval date: -

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