

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. Digital Learning Lead, Te Puna Ako

8. Manager, Te Korowai Kahurangi
9. Manager, Te Puna Ako
10. 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: 2.0

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

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Approved by: Te Komiti Mātauranga | Academic Committee

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