



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Type: Regular Meeting Date: Wednesday, 2021-03-03

Time: Scheduled: 0830h – 1030h
Actual: 0832h – 1033h

Chair: Maura Kempin Location: Teams Online

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

Topic: How well do we perform our function of governance and strategy?

1.2.2. Important Dates

Ako Ahimura noted the dates in the AGC Meeting Schedule 2021 (Updated: 2021-02-18).

1.2.3. Chair Reporting, Te Komiti Mātauranga

Ako Ahimura noted the Chair Report (November 2020).

1.2.4. Chair Reporting, Ako Ahimura

Ako Ahimura noted the Chair Report (November 2020), the Annual Report 2020 and the Approval of AALTC Terms of Reference and Membership 2021 by Te Komiti Mātauranga.

1.2.5. Incoming, Outgoing and Returning Members

The Chair acknowledge the contribution of Members in the context of the revised Membership.

ACTION: Chair to review status of Lead – Programme Development and Management, Te Korowai Kahurangi (Jackie Tims).

1. Incoming

- a. Martin Carroll
- b. Sibyl Bloomfield
- c. Tahreem Zia

2. Outgoing

- a. Jackie Tims
- b. Marcus Williams
- c. Rick Yu
- d. Simon Nash

3. Returning

- a. David McNabb
- b. Destiny Povey
- c. James Oldfield
- d. Lee-Anne Turton
- e. Lorne Roberts
- f. Maura Kempin
- g. Mitra Etemaddar
- h. Rokosiga Morrison
- i. Rowena Fuluifaga
- j. Sarah Sommerville
- k. Simon Tries
- l. Sue Emerson
- m. Sue Tulett
- n. Veraneeca Taiepa

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

Mema | Members

- | | |
|-------------------------|----------------------|
| 1. (Chair) Maura Kempin | 8. Rowena Fuluifaga |
| 2. David McNabb | 9. Sarah Sommerville |
| 3. Destiny Povey | 10. Sibyl Bloomfield |
| 4. James Oldfield | 11. Simon Tries |
| (Arr. 0918h; | 12. Sue Emerson |
| Dep. 0959h) | (Dep. 0856h) |
| 5. Lorne Roberts | 13. Sue Tulett |
| (Dep. 1019h) | (Dep. 1020h) |
| 6. Mitra Etemaddar | 14. Tahreem Zia |
| 7. Rokosiga Morrison | 15. Veraneeca Taiepa |

Ngā Whakapāha | Apologies

1. Lee-Anne Turton
(No proxy available)
2. James Oldfield – *Late*
3. Martin Carroll

Absences

(None)

Kōrama | Quorum

The Chair noted that a quorum of 9 members was present and declared the meeting open.

Hunga Mahi | Staff in Attendance

- | | |
|--------------------------------|---------------------------------|
| 1. (Secretary) Daniel Weinholz | 4. Jackie Tims |
| 2. Caleb Wong | 5. Jeff Honey – Dep. 0934h |
| 3. Diana Ayling – Arr. 0942h | 6. Maureen Perkins – Dep. 0934h |

MOTION

That Ako Ahimura receive the apologies for the meeting.

Moved: M Kempin

Seconded: R Morrison

MOTION CARRIED

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.

- 2020-11-25 Regular meeting

Moved: M Etemaddar

Seconded: S Emerson

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

(None)

1.6. Committee Management**1.6.1. Attendance Tracker**

Updated: 2020-11-25

Ako Ahimura noted the attendance for 2020 was good and tracking shall continue in 2021.

1.6.2. Work Plan

Updated: 2021-02-24

1. AALTC Annual Report (2020) – *Refer to Item 1.2.4.2.*
2. Student Course Survey Report (Semester 2, 2020) – *Refer to Item 3.1.*
3. Teacher Capability Development Annual Report (2020) – *Refer to Item 4.2.1.2.*
4. Teacher Capability Development Regular Report – *Refer to Item 4.2.1.1.*

1.6.3. Ngā Tautapu Arotake | Actions Tracker**Action-015: Relationship of Badging to Recruitment, Progression and Promotion**

No update.

Action-022: Te Puna Ako Blended Learning Support Plan

No update.

Action-023: Student NPS Survey Report (Semester 2, 2020)

2020-11-25: Refer to Item 4.3.1.

2021-03-03: Noted as completed.

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

3.1. Student Course Survey Report (Semester 2, 2020)

Presenter/s: Jeff Honey; Maureen Perkins

Ako Ahimura discussed a number of topics.

- How Lockdowns impacted the results: It was noted that this report simply reports the findings and that it recommends that specific Schools/programme conduct their own further investigation into the reasons for the results. It is the role of the committee to highlight significant trends and to request action where needed.
- Statistical reliability in the case of low response rates: It was confirmed that response rates do impact the validity of the ratings students give which is why TKK are constantly reviewing the process and rely heavily on teaching staff to encourage students to engage in the process. Sample sizes are robust when reporting at an institute/ school level but become more of an issue when reporting at a programme and course level. Course reports are only produced for courses that receive 3 or more responses (to ensure student confidentiality) and it is made clear that results are indicative only if a course received a response rate below 25%.
- It was also acknowledged that a lower score can be an anomaly, especially where the response rate is low.
- This institutional report is first being presented to Ako Ahimura before it reaches the Schools.
- Academic Programme Managers have received and distributed all individual Course Reports, and the PowerBI Dashboards have been updated
- The possible connection between the findings of this survey and those of the Hāpai Ō courses/initiatives
- How Student Council and Student Representatives could be involved in analysis and action planning from the results

Ako Ahimura added wording to Recommendations 1 and 3 (indicated in italics below).

MOTION

That Ako Ahimura receive the Student Course Survey Report (Semester 2, 2020) and approve the recommendations that:

1. For any course achieving a score of 6 or less (overall) *or averaging less than 6.5 over the last three iterations of the survey for that course*, that the Chair of Ako Ahimura write to Heads of School requiring that programme leadership (APM, PC or DL) work in partnership with the Course Co-ordinator, seeking input from *relevant* support services as appropriate, *and involving Student Representatives where possible*, to carry out a supported and supportive inquiry process to help identify challenges and to develop action plans for improvement. These plans should be approved by PAQC before 04 July 2021, and a summary of actions and outcomes to be incorporated in the subsequent three rounds of PAQC Chair Reports, as well as in relevant CEPs and in the PEP.
2. The Chair of Ako Ahimura write to Heads of those Schools showing a decline in performance of key areas requesting an inquiry into the possible causes and the development of action plans where appropriate; oversight to be maintained by PAQC and a summary (of analysis, interpretation and actions) to be included in the PAQC Chair's reports as well as in PEPs (and CEP where appropriate). These Schools include:
 - a. Bridgepoint: course content & teaching performance
 - b. Architecture: course content and feedback on assessments (see additional recommendation below)
 - c. Computing, Electrical & Applied Technology: course content, assessment
3. The School of Architecture be required to undertake a more targeted small group instructional diagnostic (SGID) for any course achieving a score of 6 or less (overall), *or averaging less than 6.5 over the last three iterations of the survey for that course*, as well as an analysis of the range of data available (including previous SGIDs, PEP, CEP, NPS, SCC, course evaluation) and structured discussions with library, LOP, Academic Adviser, teachers, APM, DLs *and Student Representatives (where possible)* on their perception of the issues and possible solutions. This should be completed prior to 04 July 2021, with appropriate action plans developed and approved by PAQC and a summary (of actions and outcomes) to be included in the subsequent three rounds of PAQC Chair's reports, as well as in relevant CEPs and in the PEP.
4. The School of Building & Construction is encouraged to continue to work closely with Te Puna Ako to build on positive trends already in progress (in course structure, assessment and teacher preparedness).
5. Te Korowai Kahurangi to continue to strive for process improvements, including the responses to stakeholder feedback set out in Slide 28 of the accompanying PPT file.

Moved: L Roberts

Seconded: M Etemaddar

MOTION CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

4.1.1. Māori Success

Source: N/A
 Author: Toni Rewiri
 Presenter: Veraneeca Taiepa

Verbal updates:

Significant concern was raised about the gap in Māori leadership at Unitec as a result of recent leadership restructure, and the impact this is having on ability to provide a safe and appropriate learning environment for Māori students and their whanau. The ripple effect of damage to staff morale, student morale and organisation reputation was commented on. In spite of very challenging circumstances, the continued Manaaki of staff and students remains the primary focus of the Maia team.

The Student Council Representative expressed significant concern about the impact of this issue on students, and asked if there was a definitive statement from Unitec to students, assuring their safety and equitable access to education.

ACTION → Chair to raise this issue at an appropriate leadership level in Unitec, seeking a statement of reassurance to students

4.1.2. Pacific Success

Source: N/A
 Author: Falaniko Tominiko
 Presenter: Rokosiga Morrison

Verbal update:

- Pacific orientation held last week, the first in 2 to 3 years; good engagement
- Pacific Center welcome new DCE, Pacifica, Partnership & Support – Sam Lotu-liga
- Unitec now has about 800 Pacific students.

4.1.3. International Success

Source: N/A
 Author: Annette Pitovao
 Presenter: Tahreem Zia

Verbal updates:

- Late arrivals: About 41 International students have not been able to get visas in time to attend class. Work is underway with Schools to develop support plans for these students.

- Border exemptions: Unitec is working with Immigration to process exemption slots allocated to Unitec (5 from first government cohort of 250; 11 from second government cohort of 1000) and preparing students for the costs of Managed Isolation. Successful applicants from first cohort likely to arrive by mid-year, and second cohort by end of year.
- On-shore Internationals: Attention has been drawn to the significant size of this cohort; intake of 169 on-shore International students for Semester 1, 2021.

4.1.4. Under-25s Success

Source: N/A

Author: Andrea Thumath

Presenter: Sarah Sommerville

Verbal update:

At the end of 2020, UPC finalized an agreement with Te Kura Kaupapa Māori, but the issues of integration of Unitec and MIT leadership, and loss of Maori leadership in the process, have meant that an expected thirty enrolments dropped to an actual enrolment of just one. Damage to Unitec brand and community relations noted.

4.2. Oversight Reporting

4.2.1. Teacher Capability Development (TCD)

4.2.1.1. Monthly Reporting

Presenter/s: Maura Kempin

Ako Ahimura noted that completions for 2021 are tracking behind those of 2020.

MOTION

That Ako Ahimura receive the Teacher Capability Development Reporting:

- Monthly Report (February 2021)

Moved: M Kempin

Seconded: L Roberts

MOTION CARRIED

4.2.1.2. Annual Reporting

Presenter/s: Diana Ayling

In addition to the points raised in the cover memo, the Committee:

- Noted the positive impact of Badging on institutional capability of learning and teaching
- Commended Unitec teaching staff for their dedication and engagement in what was a difficult and demanding year

- Commented that improvements made across the institution were “miraculous” given the particular circumstance of the year (lockdowns)
- Noted the significant impact of Parity badges in 2020
- Suggested that, going forward, other priority areas for capability development might be considered, citing assessment and moderation practices in particular
- Commended Te Puna Ako staff on their mahi
- Whether AALTC might have a voice in the decisions about the quantity and make up of mandatory teacher professional development requirements for 2022. It was agreed that the Committee with discuss this matter again in the second half of 2021.

In a more detailed discussion about moderation practices, it was suggested that pre-moderation undertaken by colleagues outside the ‘home’ School or programme may elicit more critical feedback.

MOTION

That Ako Ahimura receive the Teacher Capability Development Reporting:

- Annual Report 2020

Moved: S Sommerville

Seconded: D McNabb

MOTION CARRIED

4.3. Ngā Rīpoata | Other Reports

4.3.1. Te Pūkenga Updates

(Source: Te Komiti Mātauranga 2021-02-10, Item 4.3.6.)

Ako Ahimura discussed the Te Pūkenga Academic Delivery Transition Pathway. S Tries gave a verbal update on his insights from involvement across three areas of Te Pūkenga mahi.

1. *Regulating for Excellence*

Drafts of different sections of the proposed Te Pūkenga Academic Regulations have been circulated, with limited distribution, for a first round of consultation, with a view to presentation to Te Poari Akoranga for approval subject to wider consultation to follow.

2. *Stocktake of Product Development Capability*

Significant delays in this workstream related to revised NZQA framework due for consultation by year end. Some ‘master programme’ test cases in progress, e.g. Bachelor of Accounting; common core nationally with some tailoring to local needs.

3. *Quality Management System (QMS) and Qualification and Training Transfer*

Scoping of the Te Pūkenga QMS (policies, etc.) to sit alongside the Academic Regulations is currently underway.

5. Kupu Whakamutunga | Closing

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

5.1.1. Tāmaki-Makaurau Strategy

A committee member raised concern over the lack of awareness of the status of the Tāmaki-Makaurau Strategy, as well as lack of consultation. The Chair confirmed that, to the best of her knowledge, there had been no further institutional updates since the Chief Executive's message of December 2020.

5.2. Committee Self-Assessment – Discussion

Topic: How well do we perform our function of governance and strategy?

Summary of Responses

Ako Ahimura did not respond to the topic as time ran out. Discussions on other items had an added dimension of the impacts of the recent Lockdown upgrade to Level 3 superimposed on Week 1 of the semester.

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