



minutes

AKO AHIMURA | LEARNING & TEACHING COMMITTEE

Date:	2020-11-25	Location:	180-2043
Scheduled Start:	0830h	Meeting Opened:	0833h
Scheduled End:	1030h	Meeting Closed:	1025h

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: HOW we do (what we do)

1.2.2. Important Dates

Ako Ahimura noted that the committee schedule for 2021 is yet to be confirmed.

1.2.3. Chair Reporting, Te Komiti Mātauranga

Chair Report, Te Komiti Mātauranga (October 2020) – Noted.

1.2.4. Chair Reporting, Ako Ahimura

Chair Report, Ako Ahimura (October 2020) – Noted.

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

Mema | Members Attending

- | | | |
|---------------------------------|-----------------------------|------------------------------|
| 1. (Chair) Maura Kempin | 8. Rick Yu (Arr. 0852h) | 15. Sue Emerson (Arr. 0840h) |
| 2. David McNabb | 9. Rokosiga Morrison | 16. Sue Tulett |
| 3. Destiny Povey (Arr. 0845h) | 10. Samad Kolahi | 17. Veraneeca Taiepa |
| 4. Jackie Tims | 11. Sarah Sommerville | |
| 5. James Oldfield | 12. Simon Nash (Arr. 0916h) | |
| 6. Mitra Etemaddar (Arr. 0846h) | 13. Simon Tries | |
| 7. Richard Fahey (Dep. 0945h) | 14. Steve Tsai (Dep. 1015) | |

Ngā Whakapaha | Apologies

1. Marcus Williams
2. Simon Nash – *Late*
3. Lorne Roberts
4. Rowena Fuluifaga

Absences

1. Lee-Anne Turton

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. Andrea Thumath (Dep. 0906h)
3. Falaniko Tominiko (Dep. 0945h)

MOTION

That Ako Ahimura accept the apologies for the meeting.

Moved: S Tries

Seconded: R Morrison

MOTION CARRIED

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

- The need to correct the spelling of the name 'Tulett' was noted.
- Judith King was acknowledged for her excellent cover of secretarial role in Daniel's absence.

MOTION

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

- 2020-10-28 Regular meeting

Moved: D McNabb

Seconded: S Tulett

MOTION CARRIED

1.5. Mahia Atū | Matters Arising

1. External Communication re: Student NPS Results

Following consultation with the Director and Manager of Communication, the Chair confirmed that Unitec's most recent Student NPS score will feature in Unitec's external communication plans.

2. Integrated planning for Academic Governance Committees 2020

Chair of Te Komiti Mātauranga and other sub-committees have been working collectively to agree a set of efficient, co-ordinated workplans and meeting schedules for 2021. This may involve some changes to membership. This work is still in progress with details to be confirmed.

1.6. Committee Management

1.6.1. Attendance Tracker

Ako Ahimura noted that attendance has been good overall for 2020 but with some deterioration toward the end of the year.

1.6.2. Work Plan

1. AUGUST
 1. **Student Performance Report (Semester 1, 2020)**
TBC
2. SEPTEMBER
(None)
3. OCTOBER
 1. **Student Course Survey Report (Semester 2, 2020) – Delayed TBC. ETA early 2021.**
4. NOVEMBER
 1. **AA-LTC Annual Report – ETA early 2021**

1.6.3. Ngā Tautapu Arotake | Actions Tracker

Action-012: Student Success Strategy 2020-2022

2020-09-30: Approved in principle by Te Komiti Mātauranga and ELT. To be presented, for information, at the next meeting of Ako Ahimura.

2020-10-28: Refer to agenda item 4.3.2.

2020-11-25: Presented at last meeting.

Status: CLOSED

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.

2020-10-28: No updates

2020-11-25: S Nash confirmed that the 2020 round of senior academic appointments and promotions (SAAP) had concluded. The intention for 2021 is to formalise TCD badges within the SAAP process.

Status: ACTIVE

2. Mea Hei Whakaae | Items to Approve

(None)

3. Mea Hei Kōrero | Items to Discuss

(None)

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reporting

4.1.1. Māori Success

Source: Te Komiti Mātauranga, 2020-11-04

Author: Toni Rewiri

Presenter: Veraneeca Taiepa

Ako Ahimura discussed the information presented and noted, in particular:

- Positive impact of Living Te Noho Kotahitanga and Te Tīpare badges in supporting capability development and changed practice
- The development of Hāpai ō initiatives to intensify wrap-around support for courses/programmes where success rates of priority group students have been particularly low
- Significant improvement in NPS score for Māori graduates

- Significant increase in qualification completion rate (QCR) on New Zealand Certificate in Animal Care (NZCAC) from 39.3% in 2019 to 76.5% in September 2020; due to increased wraparound support from the School in collaboration with Māori Success team
- On-going challenges: Unitec's overall QCR of Māori students at 42.1% in 2019 (early indication that we are on track to meet 2020 target of 52%): the need for improved understanding of the reasons for non-completion

4.1.2. Pacific Success

Source: Te Komiti Mātauranga, 2020-11-04
 Author: Falaniko Tominiko
 Presenter: Falaniko Tominiko (Staff in Attendance)

Ako Ahimura discussed the information presented and noted that:

- All four EPIs (SCC, QCR, Progression Rate, 1st Year Retention) improved in 2019, for the first time in a number of years; this is in spite of Covid lockdowns.
- Significant increase in the provision of, and participation in, Pacific professional development
- Good progress on embedding Pacific knowledge into programme and courses
- I See Me initiatives appear to be having a positive impact
- Significant gains in Pacific staffing numbers, including leadership positions
- On-going challenges: greater understanding of reason for non-completion of qualification; understanding of Pacific learner needs; and resourcing to support these needs.

Committee members commented on the effectiveness of the professional development associated with the Teaching Pacific Learners badge in supporting change in their professional practice.

4.1.3. International Success

Source: Te Komiti Mātauranga, 2020-11-04
 Author: Annette Pitovao
 Presenter: Annette Pitovao – Not present

Annette was unable to attend the meeting. Ako Ahimura took the report as read.

4.1.4. Under-25s Success

Source: Te Komiti Mātauranga, 2020-11-04
 Author: Andrea Thumath
 Presenter: Andrea Thumath (Staff in Attendance)

Ako Ahimura discussed the information presented and noted:

- Key Highlights
 - Unitec now seen as provider of choice for our young people
 - Under-25s enrolments for 2021 already up by 365%
 - Strong partnerships with our Secondary Schools and Kura Kaupapa Māori networks (number of Secondary Tertiary Pathway quadrupled since 2017)
 - Creation of Te Kākatai, a learning & teaching space dedicated to STP
 - KPIs: SCC and QCR increased in 2020 (following a dip in 2019); First Year Retention and Progress rates continue to be higher than over 25s
 - Significant improvement in internal partnerships to support community engagement

- Note: Māori and Pacific make up high portion of our under 25 student population; considerable overlap and integration of the mahi of the Priority Group Directors and their teams as a result
- Issues / Challenges
 - Improved data and analysis of two sub-groups: 15-19 year-olds (school leavers) and the 20-24 year-olds, as they have distinct characteristics.
 - Work is underway to improve contact detail currency and communication methods with Under-25s, especially the younger group
 - Work is underway to increase the awareness of school leavers around the consequences of course non-completion (e.g. fee debt implication of not withdrawing within the required time) and how they can improve their outcomes,
 - Ongoing need to support capability development to cater for the particular needs of under 25s

It was noted that for an Under-25s Representative to be part of the Student Council, the Constitution needs to be amended. This is an action for the Council in 2021.

MOTION

That Ako Ahimura receive the report/s on:

1. Māori Success
2. Pacific Success
3. International Success
4. Under-25s Success

Moved: R Morrison

Seconded: S Tries

MOTION CARRIED

4.2. Oversight Reporting

4.2.1. Teacher Capability Development Report

Presenter/s: Maura Kempin

Ako Ahimura discussed the report and noted that:

- Members of Ako Ahimura were encouraged to do what they can to support a change in the perceptions of teacher badges from compliance to that of continuous improvement in teaching practice. Senior leadership were also encouraged to support a change in narrative through engagement with Schools.
- A committee member noted institutional signals of flexibility in badge submission dates for 2020. The Chair reminded committee members of the benefits of timely reflection and submission of evidence by those who have engaged in professional development and adapted their practice during the course of 2020.
- The Māia team confirmed they are improving staff capability via the wānanga methodology of delivery.

MOTION

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

Moved: M Kempin

Seconded: J Oldfield

MOTION CARRIED

4.3. Ngā Rīpoata | Other Reports

4.3.1. Update on Lecture Recording at Unitec

Presenter/s: James Oldfield

Ako Ahimura discussed the report and noted that:

- Recording of classes has been very popular with students and there is significant student demand for continued recording of lectures
- Institutional analytics show an average of 505 hours of student viewing of recorded lectures from April to August, increasing to 3.2 in September and 5.5 in October.
- The rapid nature of the roll out of class recordings, during and post Covid closures, has resulted in understandable confusion of staff and students
- Careful planning and communication is needed to support teams to make good decisions around future class recording efforts
- A separate clear plan is needed for recording under any future increases in Covid-related alert levels

J Oldfield presented a two-part plan to be implemented by the Te Puna Ako team, working with IT. Part 1 aims to be completed prior to Christmas 2020 and Part 2 before the commencement of Semester 1, 2021.

Ako Ahimura commended J Oldfield and Te Puna Ako for the plan but requested research into, or feedback from students about, the benefits of lecture recording in terms of good learning outcomes. It was suggested that the new Student Representation structure (one student representative co-ordinator per class) now in the process of implementation, could be a useful mechanism for gathering student feedback.

ACTION → James Oldfield and Te Puna Ako to agree a feedback process to determine the benefits of (as opposed to demand for) lecture recording for student learning outcomes; possibly via the new Student Representative Structure.

MOTION

That Ako Ahimura receive the update on Lecture Recording at Unitec and approves the preparation plan for 2021.

Moved: J Oldfield

Seconded: S Emerson

MOTION CARRIED

4.3.2. Safety Guidelines for Students Working in Groups (online and f2f)

Author/s: Lisa Simperingham; James Oldfield

Presenter/s: James Oldfield

A set of draft guidelines was presented for feedback. Members were encouraged to provide feedback to James Oldfield.

Committee members extended the discussion to:

- General safety guidelines for Teachers
- Guidelines for Safe Supervision
- Increase in the number of Affected Performance Considerations due to the impact of lockdowns

- Counselling services for staff and students.

Committee members were encouraged to volunteer for a working Group to consider the scale and scope of issues raised, to identify resources/guidelines already available within Unitec or the wider Te Pūkenga network with a view to determining any further actions needed (in terms of student and teacher safety guidelines). Involvement of Student Council and Student Success was encouraged.

MOTION

That Ako Ahimura provide feedback on the Draft Guidelines for Working Safely in Groups.

Moved: J Oldfield

Seconded: D McNabb

MOTION CARRIED

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

The Chair shared how the process of designing Part 1 of the end-of-cycle self-assessment (WHAT we do) carried out at the October meeting, sharpened her understanding of the purpose and direction of Ako Ahimura, especially its unique forward-focus.

Topic: HOW we do what we do

For Part 2 of the end-of-cycle self-assessment, all members were asked, via an anonymous survey, to evaluate their own performance, as well as that of the Chair and the Secretary, and the quality of papers presented.

All results from the committee self-evaluation (Parts 1 & 2) will be included in the Committee's Annual Report, to be presented to Te Komiti Mātauranga in February 2021.

Committee members noted that:

- The practice of nominating a set School-recognized proxy, when unable to attend, needs to be stronger.
- Members need to better understand their role on Ako Ahimura: Do we endorse reports? Do we monitor and influence institutional operations? Do we define strategy?
- The committee needs to agree how best to disseminate information to and from relevant stakeholders, including Schools.
- Consideration of student voice could be strengthened.

The Chair thanked all committee members for their contributions during 2020 and invited them to join her for a coffee to celebrate our mahi. ☺

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou	<i>We are departing</i>
I raro i te rangimārie	<i>Peacefully</i>
Te harikoa	<i>Joyfully</i>
Me te manawanui	<i>And resolute</i>
Haumi ē! Hui ē! Taiki ē!	<i>We are united, progressing forward</i>