



minutes

Ako Ahimura | Learning & Teaching Committee

MINUTES

Type:	Regular Meeting	Date:	Wednesday, 2021-04-14
Scheduled:	0830h – 1030h	Actual:	0836h – 1033h
Chair:	Maura Kempin	Location:	110-2019 Board Room

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

1.2.1. Committee Self-Assessment: Topic

- (None)

1.2.2. Key Dates

Ako Ahimura noted the key dates for the mahi leading to the next hui.

1.2.3. Chair Reporting

Ako Ahimura noted the Chair Reporting for:

- Ako Ahimura (March 2021)
- Te Komiti Mātauranga (February 2021)

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

Mema | Members

- | | |
|--|-------------------------------------|
| 1. (Chair) Maura Kempin | 6. James Oldfield |
| 2. Aroha Dykes
(For: Destiny Povey)
(Arr. 0944h) | 7. Lee-Anne Turton |
| 3. Caleb Wong
(Arr. 0847h) | 8. Mitra Etemaddar |
| 4. David McNabb | 9. Sibyl Bloomfield
(Dep. 0959h) |
| 5. Jackie Tims
(For: Simon Tries) | 10. Steve Tsai |
| | 11. Sue Tulett |
| | 12. Veraneeca Taiepa |

Kōrama | Quorum

The Chair noted that a quorum of 10 members was present and declared the meeting open.

Ngā Whakapaha | Apologies

- | | |
|---|----------------------|
| 1. Sarah Sommerville
(Proxy: None available) | 4. Lorne Roberts |
| 2. Simon Tries
(Proxy: Jackie Tims) | 5. Martin Carroll |
| 3. Destiny Povey
(Proxy: Aroha Dykes) | 6. Rokosiga Morrison |
| | 7. Rowena Fuluifaga |
| | 8. Sue Emerson |

Resolved:

That Ako Ahimura receive the apologies for the meeting.

Moved: S Tulett

Seconded: S Bloomfield

Motion: **CARRIED**

Absences

1. Tahreem Zia

Hunga Mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Jeff Honey
3. Maureen Perkins
4. Treena Brand
(Arr. 0855h; Dep. 1025h)

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

Resolved:

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

- 2021-03-03 Regular meeting

Moved: V Taiepa

Seconded: S Tullett

Motion: **CARRIED**

1.5. Mahia Atu | Matters Arising

1.5.1. Communication to Students re changes in Māori leadership at Unitec

Presenter/s: Maura Kempin (Chair, Ako Ahimura)

Committee members expressed ongoing concerns about perceived lack of communication to students, teachers and other stakeholders regarding Unitec-MIT integration issues and loss of Māori leadership. The committee is aware that these matters were discussed with representative of the Board of Directors at the Academic Committee meeting of 2021-03-24 and look forward to when the outcomes of that meeting are published.

1.6. Committee Management

1.6.1. Attendance Tracker

Updated: 2021-03-03

1.6.2. Work Plan

Updated: 2021-03-03

- 1. Student Course Surveys: Annual Report 2020**
Reporting requirement removed by Te Komiti Mātauranga 2021-03-24
- 2. PAQC Thematic Report 1, 2021**
Refer to Item 4.3.2.
- 3. TCD Monthly Report**
Refer to Item 4.2.1.
- 4. Learning and Teaching Strategy: Interim Report 2021**
Rescheduled to 2021-07-07
- 5. New Teacher Induction Report: Intake 1, 2021**
Refer to Item 4.2.2.

1.6.3. Ngā Tautapu Arotake | Actions Tracker

Action-015: Relationship of Badging to Recruitment, Progression and Promotion

No progress.

Action-022: Te Puna Ako Blended Learning Support Plan

Progress halted due to other institutional urgencies.

2. Mea Hei Whakaae | Items to Approve

- (None)

3. Mea Hei Kōrero | Items to Discuss

3.1. Student Course Survey Plan (Semester 1, 2021)

Presenter/s: Jeff Honey; Maureen Perkins

The committee discussed the proposal in detail and confirmed support for the overall approach.

Discussion points:

- The process improvement of a single URL link for all courses that can be distributed to students via a number of different channels (e.g., Moodle, email) was welcomed. It was suggested that this link should be included in Course Handbooks.
- Using the link, students input their ID to gain access to a survey for each course they are enrolled in
- The new approach (single link) provides more flexibility in accommodating non-standard course deliveries.
- The process is summative and intended to supplement on-going formative feedback systems provided by individual courses/programmes throughout the semester.
- The results of the Survey should feed into improvements for the next cohort of learners.
- Lecturer names are not included in the survey questionnaire for a variety of reasons. While it would be useful to include the name of the Course Coordinator, the practicalities of doing this are prohibitive.
- Response rate improves significantly when in-class time is provided to complete the survey and a knowledgeable person (other than the course teacher) is present to provide context and answer questions. The School of Trades and Services raised response rates from about five percent to about thirty percent when dedicated time in a computer lab was provided for completion of the survey, with an appropriate staff member present.
- Incentivisation (e.g. iPad prize) has industry evidence of raising response rates, but there are budget issues.
- Digital surveys are known to have lower response rates than paper surveys, but facilitate data presentation and analysis at course, programme, School and institution level.
- A risk was identified in the variable practice of APMs in making survey results available to Lecturers. The workload involved for APMs was noted.
- The process of closing the feedback loop with students was discussed in detail. Consideration of a two-stage process was proposed:
 1. quick upload of the quantitative data to Moodle in Week 14, for current cohort viewing. It was noted that the survey tool is not technologically integrated into Moodle; transfer of results to Moodle would be a manual process. Further consideration would be needed for scoping workload implications and feasibility.

- 2. deeper analysis and response to the qualitative and quantitative data presented to the next cohort by way of 'you said...we did' template to be posted in Moodle.
- Suggestions were made as to how differently abled learners could be better catered for in the presentation of the survey.
- It was also suggested that a different version of the survey would be more appropriate for students in the Supported Learners Programme

ACTION 1: J Honey and M Perkins to, via Te Korowai Kahurangi, explore the possibility of making the quantitative results of the survey available in Week 14 to students via Moodle.

ACTION 2: J Honey to pro a cost-benefit estimate analysis of providing inducements to students to improve response rates.

ACTION 3: J Honey to contact Donna Cavell, Team Leader Access4Success Disability Service, for advice on possible improvements to the presentation of the survey to support the needs of Disabled students.

Ako Ahimura thanked and commended J Honey and M Perkins for the improvements and great benefit to the institute and learners of this mahi.

Resolved:

That Ako Ahimura receives and provides feedback on the attached proposal.

Moved: S Tsai

Seconded: S Tullett

Motion: **CARRIED**

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reports

All reports sourced from Te Komiti Mātauranga Agenda 2021-03-24.

4.1.1. Māori Success

Author: Toni Rewiri

Presenter/s: Veraneeca Taiepa

Ako Ahimura commended V Taiepa and her team's work on the Te Noho Kotahitanga Badge. Work is planned to publicize high quality / exemplar badge submissions via Moodle's page for *I See Me*.

4.1.2. Pacific Success

Author: Falaniko Tominiko

Presenter/s: Rokosiga Morrison - *Apologies*

4.1.3. International Success

Author: Annette Pitovao

Presenter/s: Tahreem Zia - *Apologies*

4.1.4. Under-25s Success

Author: Andrea Thumath

Presenter/s: Sarah Sommerville - *Apologies*

4.1.5. Disabled Learners

Presenter/s: Rowena Fuluifaga - *Apologies*

Resolved:

That Ako Ahimura receive the report/s on:

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

Moved: J Tims

Seconded: J Oldfield

Motion: **CARRIED**

4.2. Oversight Reporting

4.2.1. Teacher Capability Development (TCD) Monthly Report

Presenter/s: Maura Kempin

No monthly report provided due to extension of deadline for 2020 submissions to 31 March 2020. Instead, a final 2020 report will be presented at the next meeting. Preliminary results indicate a circa 75% completion rate by Academic Staff of 2020 badge requirements.

Committee members raised the issue of non-completion. Anecdotal evidence was reported of some academic staff intentionally choosing not to engage with some openly boasting of never having completed a badge. Ako Ahimura agreed that this behaviour is unacceptable, unprofessional, and contrary to the expectations of a professional academic and a professional code of conduct. There was general agreement that the mandatory expectations are not onerous. The negative attitude was attributed to a combination of individual belligerence, system changes, change fatigue and lack of meaningful consequences for not engaging. The recent restructure at Executive Leadership Level appears to have strengthened the belief of some staff that they will 'survive' longer than the systems and processes, including those in which they choose not to engage.

ACTION 1: Maura Kempin (Chair) to raise the issue of consequences for non-completion of badges at Deputy Chief Executive Level.

Resolved:

That Ako Ahimura receive the Teacher Capability Development Report verbal update for March 2021.

Moved: S Tullett

Seconded: S Tsai

Motion: **CARRIED**

4.2.2. New Teacher Induction Report: Intake 1, 2021

Presenter/s: Treena Brand

Ako Ahimura discussed the item and presentation.

- New teacher induction fully redeveloped to align with Te Noho Kotahitanga, with great success.
- Increased support/engagement by several Heads of School (HoS) noted.
- Committee members confirmed highly positive feedback from participants in their Schools.
- Dates of next iteration (3-day workshops) to be confirmed with APMs and HoSs as early as possible.
- Ongoing mentorship programme by Te Puna Ako in progress has limited uptake so far.
- The need for a coordinated induction and mentorship programme, with alignment of institutional, School and Te Puna Ako efforts, was discussed. This mahi would involve clarifying:
 - what it means to be a tuakana in a School
 - responsibilities of an Academic Staff Member and Senior Academic Staff Members in terms of staff development
 - what it means to be a professional teacher
 - consideration of workload and timetabling of new teachers to allow engagement in professional teacher development
- Te Puna Ako is currently following four case studies (i.e. 4 x new teachers) to identify the range of support provided, including customised support programmes at School level.
- Increased participation of casual teachers noted, welcomed and encouraged. Funding to support participation of teachers on casual contract continues to be an issue for some Schools. From a student perspective, a teacher is a teacher; students have no knowledge of contract type and do not discriminate in their expectations of the standard of teaching. Institutional investment in teacher capability development (regardless of contract type) was encouraged
- Increased recruitment of Tutorial Assistants (TA) noted and the need for institutional commitment to training and development highlighted, as well as clarity around responsibilities of the TA role.
- The institutional culture needs to see this as an investment and that the returns in the long term are worth it by having better quality teaching.

Ako Ahimura thanked and commended T Brand and the Te Puna Ako team for their great mahi and outcomes.

Resolved:

That Ako Ahimura receive the New Teacher Induction Report: Intake 1, 2021.

Moved: S Tsai

Seconded: J Oldfield

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.)

- (None)

4.3.2. PAQC Thematic Report 1, 2021

Page 3: Student Feedback > Response Rates discussed under Item 3.1.

5. Kupu Whakamutunga | Closing

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

- (None)

5.2. Committee Self-Assessment: Discussion

- (None)

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>