Te Komiti Mātauranga | Academic Committee

Type: Regular Meeting
Date: Wednesday, 2021-07-28
Scheduled Time: 0830h – 1120h
Chair: Martin Carroll
Location: 112-4001

Meeting opened: *0830h*

1.   Whakatuwheratanga | Opening

1.1.   Karakia Timatanga | Opening Prayer

Everybody who was present stood and joined in the karakia timatanga.

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*Join it, gather it, it is done!*

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

1.2.1.   Members Present

1. (Chair) Martin Carroll
2. Andrea Thumath
3. Annette Pitovao – *Dep. 0928h*
4. Chris King
5. Falaniko Tominiko
6. James Oldfield
7. Katie Bruffy – *Arr. 0836h*

8. Liz Rainsbury
9. Marcus Williams
10. Prabhat Chand – *For: Lee Baglow*
11. Simon Nash
12. Simon Tries
13. Toni Vaughan – *Dep. 0928h*
14. Treena Brand – *For: Anne McKay*

1.2.2.   Quorum

The Chair noted and declared that a quorum of 9 members was represented.

1.2.3.   Member Apologies

1. Anne McKay – *Proxy: Treena Brand*
2. Annette Pitovao – *Early departure*
3. Gus Gilmore
4. Kate Barry
5. Katie Bruffy – *Late arrival*
6. Lee Baglow – *Proxy: Prabhat Chand*
7. Toni Vaughan – *Early departure*

Resolved:

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved / Seconded: S Tries / S Nash
Motion: CARRIED

1.2.4.   Members Absent

1. Irene Farnham

1.2.5.   Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Arun Deo – *Dep. 0854h*
3. Steve Marshall – *Dep. 0939h*
4. Sue Crossan – *Arr. 0900h; Dep. 1049h*

1.3.   Whakahaere o te Komiti | Committee Management

1.3.1.   Tracker: Attendance   → Updated: 2021-06-16 and 2021-06-30

Te Komiti noted the attendance for the year to date.

1.3.2.   Tracker: Work Plan   → Updated: 2021-06-16

Te Komiti discussed current and upcoming line items from the Work Plan.

1. **2021 Week 13: 2021-03-24**
    a. Te Komiti Mātauranga Annual Report 2020 – [Refer to Item 4.4.3.]
2. **2021 Week 31: 2021-07-28**
    a. Research Productivity Traffic Light (RPTL) Report – [Refer to Item 2.1.]
    b. QAB Review of Statutory Declaration to NZQA – [Refer to Item 4.2.6.2.]
3. **2021 Week 37: 2021-09-08 → *Submissions due: 2021-08-25***
    a. QAB Review of Graduate Survey Report (Graduands 2020)
    b. Ako Ahimura Review of Student Course Survey Report (Semester 1, 2021)
    c. Ako Ahimura Review of Student NPS Survey Reports Extracts (Semester 1, 2021)
    d. Research Annual Report 2020
    e. Education Code of Practice (Pastoral Care) Performance Self-Assessment Report

1.3.3.   Tracker: Actions   → Updated: 2021-07-19

- (None) – *Next action number: Action-061*

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

Resolved:

That Te Komiti Mātauranga approve the Minutes of the following meetings:

- Regular: 2021-06-16
- Extraordinary: 2021-06-30
- Standing: 2021-06-08; 2021-06-22; 2021-07-07

Moved / Seconded: A Pitovao / T Vaughan   **Motion: CARRIED**

1.5.   Mahia Atu | Matters Arising

- (None)

1.6.   Key Dates

Te Komiti noted the AGC Meeting Schedule 2021 (Updated: 2021-07-08) for Te Komiti Mātauranga and its subcommittees.

1. Week 35 – Wed., 2021-08-25: Due date for agenda items for Hui 2021-09-08
2. **Week 37 – Wed., 2021-09-08: Hui o Te Komiti Mātauranga o Te Whare Wānanga o Wairaka**
3. Week 41 – Wed., 2021-10-06: Due date for agenda items for Hui 2021-10-20
4. **Week 43 – Wed., 2021-10-20: Hui o Te Komiti Mātauranga o Te Whare Wānanga o Wairaka**
5. Week 48 – Wed., 2021-11-24: Due date for agenda items for Hui 2021-12-08
6. **Week 50 – Wed., 2021-12-08: Hui o Te Komiti Mātauranga o Te Whare Wānanga o Wairaka**

1.7.   Chair Reporting, Te Komiti Mātauranga

Te Komiti noted the Chair Report to the Unitec-MIT Board regarding the hui of 2021-06-16.

Te Komiti discussed implications and impacts of ITP programme delivery within Te Pūkenga but across regional boundaries, and how this could relate to Communities of Practice, Workforce Development Councils and regional programme iterations.

> ACTION: M Carroll to ask Angela Beaton (Te Pūkenga) for a list of programmes where mahi is underway to set up common Master's programmes.

Resolved:

That Te Komiti Mātauranga receive the Chair Reporting, Te Komiti Mātauranga.

Moved / Seconded: C King / M Williams   **Motion: CARRIED**

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2.   Mea Hei Whakaae | Items to Approve

2.1.   Research Productivity Traffic Light (RPTL) Report 2021

Commenced: 0843h

Presenters: Arun Deo; Marcus Williams

Presentation noted that the RPTL Report commenced 10 years ago. Unitec has now reached 100% green-lit from initially being mostly red-lit. Highlights include the Bachelor of Applied Technology and the Bachelor of Nursing.

Te Komiti commended the mahi and excellent outcomes. Discussion noted that:

*   Degree Monitors can make suggestions in relation to research output, but that it outside their remit. The institute is not compelled to act on such suggestions.
*   Factors driving the successful outcomes include taking an individualised approach to staff, application to Te Noho Kotahitanga, provision of wraparound support and holding discussions with identified stakeholders a year in advance to design an appropriate strategy.

Resolved:

That Te Komiti Mātauranga accept and approve the 2021 Research Productivity Traffic Light (RPTL) Report.

Moved / Seconded: J Oldfield / L Rainsbury   **Motion: CARRIED**

2.2.   New Teacher Induction (NTI) Recommendations

Commenced: 0854h

Presenter: Treena Brand, on behalf of Anne McKay

Te Komiti discussion noted that:

- The proposal is not intended to fully train teaching staff in how to teach. Its purpose is to smooth the transition into the ITP sector and introduce the new identity of being a teacher.
- A more comprehensive training package would require additional time and money. Some School provide very good support.
- Within Te Pūkenga, Unitec is an anomaly in that it does not require teaching staff to hold a teaching qualification.
- From now on, managers will be able to see which new hires have attended NTI.
- NTI is well appreciated by those who attended; but we must find a way for ongoing mentoring and support.
- NTI and New Staff Induction are different events / programmes, but often confused.
- Evidence of benefit from NTI on Learner Success has not yet been collected. It is especially difficult when some teacher and inducted and then leave Unitec within a year.
- The direction of Te Pūkenga development in this matter is unclear. Any changes would need to involve the unions and collective agreements. Unitec's collective agreement runs to the end of 2022.
- Caution is needed to ensure there is no double up of kaupapa and mahi between Badging and teaching qualifications.

Te Komiti expressed support for the idea of teaching staff being supported to gain a (minimum) Level 5 teaching qualification from another ITP and consideration of how a whole-year mentoring programme could connect to Badging.

Annette Pitovao personally stated her support for Recommendation 3 and its kaupapa of "grow your own".

Te Komiti expressed support for the direction of NTI but declined to approve the Recommendations pending further work.

- *NTI Recommendation 1* – Add "for one semester or longer".
  "That there will be clear expectation in letters of offer, welcome letter and communication to Heads of Schools that all new teacher hires 0.5FTE and above for one semester or longer (including permanent full and part time, fixed term, casual staff) will be expected to attend the new teacher induction programme.
  (Responsibility: People and Culture, Te Puna Ako and Te Korowai Kahurangi.)
- *NTI Recommendation 2*

ACTION: M Carroll to raise "the issue of funding for 0.5FTE casual and fixed term teachers to be able to attend the new teacher programme" (NTI Recommendation 2) with ELT, pending further work and detail of NTI Recommendation 1.

- *NTI Recommendation 3*
  Generally supported by Te Komiti. More detail needed to cover all the different position titles for 'tutorial assistant' used by different schools and departments.
- *NTI Recommendation 4*
  More detail needed of who will approve the Mentoring Plan and any associated guidelines or requirements.

2.3. Appeal Resolution Committee

Commenced: 0929h

Presenter: Sue Crossan

Te Komiti noted the need to maintain the confidentiality of appellants. Reporting up only needs to present that:

1. the appeal was heard
2. the appeal followed due process
3. the appeal had an outcome
4. any recommendations on the process

It does not need to know what the specific outcome was.

Te Komiti approved the Recommendations on condition that words be added to the Terms of Reference to specify that committee reports do not reveal the identity of the appellants.

Resolved:

That Te Komiti Mātauranga approve the following Recommendations,

1. A minor amendment to the Student Appeal Procedure to clarify which Appeal Resolution Committee hearings should be reported.
2. An update to the Appeal Resolution Committee Terms of Reference to clarify the timing of reporting to Te Komiti Mātauranga | Academic Committee to be twice yearly.
3. The updating of both the Student Appeal Procedure and the Appeal Resolution Committee Terms of Reference with recent changes to the name of Te Komiti Mātauranga | Academic Committee from Te Poari Mātauranga | Academic Board.

Moved / Seconded: A Thumath / S Nash   **Motion: CARRIED**

2.4. Unitec Submission on Te Pūkenga Draft Academic Regulations

Commenced: 0932h

Presenters: Simon Tries; Steve Marshall

Te Komiti discussion included that:

- A significant problem has arisen in the consultation discussions in that Te Pūkenga now holds that the draft Academic Regulations are not *actually* regulations.
- Unitec's submission, though consulted and compiled independently of MIT, closely aligns with the submission from MIT in the order of about 80~90%.

- Te Pūkenga seems to have significant gaps in its understanding of the purpose, nature and function of Academic Regulations.

A letter of submittal has been drafted in advance. Its key points include the following.

1. Calls for clearer definition of terms, especially on what Te Pūkenga means by "regulations".
2. Assumption of the continued existence of "programmes".
3. Assumption of a connection between the Regulations and localized decision-making.
4. Concern that reliance on Statements of Intent or Principle would be problematic in the event of the need to resolve an appeal because such Statements are too broad in their interpretation compared to regulations which should be precise.

Te Komiti commended S Marshall for his excellent and specialised mahi in compiling the Submission.

Resolved:

That Te Komiti Mātauranga endorse the Unitec submission on Te Pūkenga Draft Academic Regulations.

Moved / Seconded: S Tries / J Oldfield   **Motion: CARRIED**

2.5.   EER Action Plan 2021

Commenced: 0940h

Presenter: Simon Tries

Te Komiti noted that:

- This version of the Plan incorporates feedback from the last hui.
- Timeframes for the actions are yet to be confirmed.
- Recommendation 6 has changed significantly with Interim PEP 2021 activity now being targeted to specific programmes.

Resolved:

That Te Komiti Mātauranga approve the EER Action Plan, noting that:

1. Timeframes for most actions are yet to be determined.
2. Many actions are already underway.
3. Regular reporting on progress will be provided.

Moved / Seconded: S Nash / A Thumath   **Motion: CARRIED**

Intermission in proceedings

3.   Mea Hei Kōrero | Items to Discuss

- (None)

4.   Ngā Tukunga | Items to Receive

4.1.   Strategic Reporting

As per prior agreement of Te Komiti for Strategic Reporting to occur every 2nd hui, the following line items were not reported against for this hui.

4.1.1.   Māori Success

Presenter: Toni Rewiri

4.1.2.   Pacific Success

Presenter: Falaniko Tominiko

4.1.3.   International Success

Presenter: Annette Pitovao

4.1.4.   Under-25s Success

Presenter: Andrea Thumath

4.1.5.   Student Success

Presenter: Annette Pitovao

4.1.6.   Disabled Learners

Presenter: Annette Pitovao

4.1.7.   Student Voice

Presenter: (Student President – TBC)

4.2.   Subcommittee Reporting

Commenced: 0948h

4.2.1.   Te Komiti Rangahau o Unitec

Presenter: Marcus Williams

- Chair Report: URC 2021-07-08

Key points noted in report. No concerns raised.

4.2.2.   Te Komiti Tikanga Matatika

Presenter: Marcus Williams, on behalf of Asher Lewis (Secretary, UREC)

- Chair Report: UREC 2021-07-12

Key points noted in report.

4.2.3.   Te Komiti Whakahaere a ngā Pia

Presenter: Marcus Williams

- Chair Report: PGRSC 2021-07-08

Te Komiti noted that the statement "the data was inaccurate" was itself inaccurate. The issue had been that the wrong data had been examined (Levels 8 to 10 rather than only Levels 9 and 10). The data which had been provided was accurate. The issue was fixed within 24 hours.

Resolved:

That Te Komiti Mātauranga receive the Chair Reporting for:

- Te Komiti Rangahau o Unitec
- Te Komiti Tikanga Matatika
- Te Komiti Whakahaere a ngā Pia

Moved / Seconded: M Williams / L Rainsbury   **Motion: CARRIED**

4.2.4.   **Te Komiti Whakamana Hōtaka Hou**

Presenter: Simon Tries

- Chair Report: AAC 2021-07-19

Te Komiti noted that S Tries did not Chair the hui noted in the Chair Report.

The conditions of approval for the application from the Graduate Diploma of Construction Project Management are not known to be met on time, so that application would need to be resubmitted if the programme team wishes to proceed with development.

Resolved:

That Te Komiti Mātauranga receive the Chair Reporting for Te Komiti Whakamana Hōtaka Hou.

Moved / Seconded: S Tries / C King   **Motion: CARRIED**

4.2.5.   **Ako Ahimura**

Presenter: James Oldfield (Interim Chair)

- Chair Report: AA-LTC 2021-05-26
- Copy of Teacher Capability Development Final Report 2020

Te Komiti noted that:

- Ako Ahimura last met 2021-05-26 and that the hui scheduled for 2021-07-07 was cancelled due to Tū Arotake being scheduled on top of it.
- If a new Lockdown occurs before the draft Continuity Plan is finalised, then the institute could refer to that draft, utilise the Incident Management Team (IMT) and resurrect the Academic Recovery Committee.
- The current Course Evaluation and Planning contains a question to gather evidence for evaluation of Badging outcomes. Additionally, a review will be commissioned that includes a triangulated approach to be framed up by Ako Ahimura.

Resolved:

That Te Komiti Mātauranga receive the Chair Reporting for Ako Ahimura.

Moved / Seconded: J Oldfield / F Tominiko   **Motion: CARRIED**

4.2.6. Te Poari Whai Kounga

Presenter: Simon Tries

- Chair Report: QAB 2021-06-08
- Chair Report: QAB 2021-07-14
- Reporting on NZQA Statutory Declaration 2020-2021

Te Komiti discussion noted that:

- Interim PEP 2021 process has changed to a target approach with programmes to be specified through negotiation between Te Korowai Kahurangi and Heads of School.
- PAQC Chair Reports which have not been submitted cannot be delayed permanently. If they continue to be delayed, then the issue needs to be escalated.
- QAB had conducted a self-assessment survey with the results to be discussed at the next hui of QAB.
- The NZQA Statutory Declaration showed overall improvement across the institute, although some issues remain, many of which were caused by the Lockdowns of 2020. All issues are being addressed through various means.

Resolved:

That Te Komiti Mātauranga receive the Chair Reporting for Te Poari Whai Kounga

Moved / Seconded: S Tries / M Williams **Motion: CARRIED**

4.2.7. Academic Recovery Committee

Presenter: Chris King

- Chair Report: Appeal Resolution Committee (Semester One, 2021) 2021-07-21

Te Komiti noted that 2021 has had a Lockdown and the asbestos-related building closures. A review of the asbestos response is connected to the business continuity planning.

Resolved:

That Te Komiti Mātauranga receive the Chair reporting for Academic Recovery Committee and ratify the decisions made by Academic Recovery Committee in the reported Minutes.

Moved / Seconded: C King / S Nash **Motion: CARRIED**

4.3. Quality Management System (QMS) Reporting

Commenced: 1009h

4.3.1   Academic Quality Assurance

Presenter: Simon Tries

The presentation noted that:

- Degree Monitoring is tracking well.
- Consistency Reviews are tracking well with no concerns.
- Programme Reviews all have clear timeframes and clean-up from disruptions caused by Lockdowns and asbestos issues are underway.
- Programme Development conversations with Heads of School are underway to confirm and clarify related mahi.
- Ratings of academic quality (except programme development) are under discussion for how PAQCs and their Chairs can be more involved in how a rating is set.

Te Komiti discussion noted that:

- The dial rating on the Snapshot is based on process quality, not process outcomes, until the outcomes are released. Thus, the rating reflects a combination of the mahi of a School and the support departments.
- The number of events can be different from the number of programmes because one event could cover multiple programmes.

ACTION: S Tries to regularly report updates for information to Te Komiti from his involvement with the Academic Quality Framework working group within Te Pūkenga. Secretary to set a line item in the Agenda.

Resolved:

That Te Komiti Mātauranga receive the reporting on Academic Quality Assurance.

Moved / Seconded: S Tries / J Oldfield   **Motion: CARRIED**

4.3.2.   Academic Risk Management

Presenter: Simon Tries

- Report (May 2021) – *Deferred in from previous hui.*
- Report (June 2021)

Discussion has been scheduled with the new Director Infrastructure (Jaala Jacobs).

Te Komiti raised concern about a lack of communication between the Master Campus Plan and the Heads of School impacted by it.

Resolved:

That Te Komiti Mātauranga receive the reporting on Academic Risk Management and endorse an invitation to the new Director Infrastructure (Jaala Jacobs) and the Master Campus Plan team to explore the impacts of Master Campus Plan proposals with the Heads of School.

Moved / Seconded: S Tries / K Bruffy   **Motion: CARRIED**

4.3.3.   **Te Pūkenga Transition**

Presenter: Martin Carroll (Chair)

- (Draft) Academic Regulations 2021-06-02 – *Deferred in from previous hui.*
- Te Pūkenga Academic Regulations Talking Points (2021-06-21)
- (Copy of) Memo – Programme Transition Planning (May 2021) – *Deferred in from previous hui.*
- NZQA Consultation on simplifying NZ qualifications and other credentials (2021-06-21)

Te Komiti discussion noted that:

- Communities of Practice seem a good idea, but an architectonic approach of having one programme per qualification raises concerns.
- Workforce Development Councils seem to realise they have insufficient capability for curriculum design, although the are ok to approve standards. This aligns with the general them of ITP views.
- Efficiency and simplification are supported by Unitec, but with the ability to have different programmes of delivery and scope for tailoring that leads to the same qualification. Te Pūkenga should understand that a programme is more than a simple collection of courses; rather, the courses are purposefully scaffolded in a certain way on a binding philosophy and cohort management which is then what goes to market.
- The issue of impact on the identity of Academic Staff bears relationship to the issue of restructured qualifications and unified programmes.
- The number of programmes offered by an ITP does not have a causal effect on financial viability. MIT offers more programmes than Unitec, but appears to hold more financial viability. This means that simplification and reduction of offerings will not necessarily lead to cost savings.
- The proposed Programme Iterations for different regions need to provide learners with choice.
- Consultative engagement with subsidiary Chief Executives has not occurred yet.
- The action of "Identification of unifying programmes to happen over next 3 months" was in May. (Refer to action formed under Item 1.7.)
- (Item 4.3.3.3., page 6, main table) Unitec's profile and number ratios are quite unique compared to other ITPs.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Pūkenga Transition

Moved / Seconded: M Carroll / C King   **Motion: CARRIED**

4.4.   Ngā Rīpoata | Other Reports

4.4.1.   **Academic Complaints and Appeals**

Commenced: 1038h

Presenter: Simon Nash (DCE Learner Experience and Success)

- (Copy of) Memo to ELT for 2021-Q1 – *Deferred in from previous hui.*

Te Komiti discussion noted that:

- Ownership of mahi and a reporting plan all under review.
- Indications are that the de-escalation process and handling of complaints and appeals is going well.

- Twice-yearly reporting seems appropriate.
- Non-Academic issues should be handled by DCE Learner Experience and Success rather than DCE Academic. Academic misconduct issues such as plagiarism should be handled by DCE Academic.
- The new process has been big improvement and reduced workload significantly within Schools.

Te Komiti commended Sue Crossan for her valuable work.

Resolved:

That Te Komiti Mātauranga note the reporting to ELT of Unitec Academic Complaints and Appeals for 2021-Q1.

Moved / Seconded: K Bruffy / S Nash	**Motion: CARRIED**

4.4.2.   **Resignation from Te Komiti Mātauranga: Aroha Dykes**

Presenter: Martin Carroll (Chair)

Resolved:

That Te Komiti Mātauranga receive the resignation from Te Komiti of Aroha Dykes in the wake of standing down from the office of Student President.

Moved / Seconded: F Tominiko / L Rainsbury	**Motion: CARRIED**

4.4.3.   **Te Komiti Mātauranga Annual Report 2020**

Commenced: 1043h

Presenter: Simon Nash

Te Komiti noted that:

- Delays in receipt of subcommittee reports lead to the delay of this report.
- *Report Recommendations*
    - #1 and #2: These are already underway and built into institutional continuous quality improvement.
    - #3: Te Komiti should consider how MIT Academic Committee conducts performance self-assessment.
- M Carroll (Chair) and S Tries (Manager, Te Korowai Kahurangi) are planning to begin discussions on how to improve efficiency within the reporting systems of the Academic Governance Committees.

ACTION: Secretary to circulate the MIT Academic Committee self-assessment report for reference as "Confidential".

Resolved:

That Te Komiti Mātauranga receive the Report and note the following Recommendations.

1. Review and consider further rationalization of Quality Management System reporting to reduce committee workload while maintaining oversight.

2. Review and continue to refine the Student Performance and HoS Evaluative Commentary process to make best use of the outputs.
3. Review this annual reporting process. Consider a templated approach, standard goals and advice on who to consult, who to contribute and author.

Moved / Seconded: M Carroll / L Rainsbury   **Motion: CARRIED**

5.   Whakamutunga | Closing

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

- (None)

5.3.   Karakia Whakamutunga | Closing Prayer

Everybody who was present stood and joined in the karakia whakamutunga

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

Meeting closed: *1054h*

READ & CONFIRMED

Chair: _____   Date: 2021 / 09 / 14