



minutes

Te Komiti Mātauranga | Academic Committee

Type: Regular Meeting
Date: Wednesday, 2021-09-08
Scheduled Time: 0830h – 1130h
Chair: Martin Carroll
Location: Online via Microsoft Teams

Meeting opened: 0832h

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

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

The Chair welcomed Kevin Toto (new Student President) and Destiny Povey (Student Representative proxy).

1.2.1. Members Present

- | | |
|--|------------------------------------|
| 1. (Chair) Martin Carroll | 9. James Oldfield |
| 2. Andrea Thumath | 10. Kate Barry – <i>Dep. 1025h</i> |
| 3. Anne McKay | 11. Katie Bruffy |
| 4. Annette Pitovao | 12. Kevin Toto |
| 5. Chris King | 13. Lee Baglow |
| 6. Falaniko Tominiko | 14. Liz Rainsbury |
| 7. Gus Gilmore | 15. Marcus Williams |
| 8. Irene Farnham, represented by Destiny Povey | 16. Simon Nash |
| | 17. Simon Tries |

1.2.2. Kōrama | Quorum

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

1.2.3. Mema ngā Whakapaha | Member Apologies

1. I Farnham – Proxy: D Povey
2. K Barry – Early departure
3. T Vaughan

Resolved:

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved / Seconded: M Carroll / S Nash

Motion: CARRIED

1.2.4. Members Absent

- (None)

1.2.5. Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Delphine Gesche
3. Trude Cameron
4. Hung Ngo – *Dep. 0848h*

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Tracker: Attendance → Updated: 2021-07-28

Te Komiti noted the attendance for the year to date.

1.3.2. Tracker: Work Plan → Updated: 2021-07-28

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

1. 2021 Week 37: 2021-09-08

- a. QAB Review of Graduate Survey Report (Graduands 2020) – *Submission pending*
- b. Ako Ahimura Review of Student Course Survey Report (Semester 1, 2021) – *Submission pending*

- c. Ako Ahimura Review of Student NPS Survey Reports Extracts (Semester 1, 2021) – *Submission pending*
- d. **Research Annual Report 2020** – [Refer to Item 2.2.]
- e. Education Code of Practice (Pastoral Care) Performance Self-Assessment Report – *Submission pending*

1.3.3. Tracker: Actions → Updated: 2021-07-28

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

1.4. Committee Reporting

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

Resolved:

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

- Regular: 2021-07-28
- Standing: 2021-07-20; 2021-07-21; 2021-08-11; 2021-08-17; 2021-08-18

Moved / Seconded: S Nash / M Williams

Motion: CARRIED

1.4.2. Chair Reporting

Te Komiti noted the draft Chair Report.

1.5. Mahia Atu | Matters Arising

- (None)

1.6. Key Dates

Te Komiti noted the following key dates for committee proceedings.

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

2. Mea Hei Whakaae | Items to Approve

2.1. Unitec Academic Calendar 2023

Presenter: Hung Ngo (Manager, Timetabling Office)

Te Komiti noted and discussed the following points.

- September graduation ceremony for 2023 removed due to budget cuts.
- About thirty percent of academic timetables fall outside of this standard calendar for various reasons.
- Noted the pressure that it puts on staff in Semester 2 due to nine weeks of teaching straight, and that this is an issue year after year.

Resolved:

That Te Komiti Mātauranga approve the 2023 Academic Calendar.

Moved / Seconded: A Pitovao / C King

Motion: CARRIED

2.2. Research Annual Report 2020

Presenter: Marcus Williams

Te Komiti noted and discussed the following points.

- The structure of the report reflects the new strategy and three key priorities.
- The report is impressive and presents excellent outcomes.

Resolved:

That Te Komiti Mātauranga accept and approve the Research Annual Report 2020.

Moved / Seconded: M Williams / A Pitovao

Motion: CARRIED

3. Mea Hei Kōrero | Items to Discuss

- (None)

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reporting

Due to the impact of the current Level 4 Lockdown on staff workloads, the following line items were not reported against in this hui. Te Komiti agreed to postpone the commencement of bi-meeting reporting on the Work Plan to the next 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

The following item received a verbal update.

4.1.7. Student Voice

Presenter: Kevin Toto (Student President)

- The Student Councils of Unitec and MIT have agreed to collaborate on running a convention of northern New Zealand ITPs.
- Unitec Student Council has created a wellness video for students during Lockdown.
- New elections for Student Council are underway.

ACTION: M Williams and K Toto to resolve student membership representation on PGRSC and URC.

Resolved:

That Te Komiti Mātauranga receive the Student Voice update.

Moved / Seconded: M Carroll / M Williams

Motion: CARRIED

4.2. Subcommittee Reporting**4.2.1. Te Komiti Rangahau o Unitec**

Presenter: Marcus Williams

- Chair Report URC

Te Komiti noted the following key points of recent URC mahi and highlights.

- Overseeing the 2021 MIT-Unitec Research Symposium.
- Postponed this month's meeting due to the Lockdown.
- Dr Samantha Heath receiving the Te Whitinga Award from the Royal Society.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Komiti Rangahau o Unitec.

Moved / Seconded: M Williams / L Rainsbury

Motion: CARRIED

4.2.2. Te Komiti Tikanga Matatika

Presenter: Marcus Williams

- Chair Report UREC

Te Komiti noted the following key points.

- UREC Secretary changed from Asher Lewis to Evangelia Papoutsaki. An unusual but welcome period of handover was accomplished.
- UREC Chair has become also MIT Ethics Committee Chair. It is intended that the two committees will be integrated in due course.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Komiti Tikanga Matatika.

Moved / Seconded: M Williams / F Tominiko

Motion: CARRIED

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter: Marcus Williams

- Chair Report PGRSC

Te Komiti noted the following key points.

- PGRSC welcomed Dr Hinekura Smith to membership, with Prof Jenny Lee-Morgan in attendance for the occasion.
- “The funds for the 2022 Masters Scholarships were allocated out to programmes with the spirit of Te Noho Kotahitanga prevalent in the successful negotiations.” The funds have been successfully sent out a month ahead of usual.

ACTION: M Williams and S Tries to discuss to find solution either in PeopleSoft or with universities around EPI reporting on research and the timeframes for it.

Te Komiti discussed perspectives around the idea to broaden the PGRSC Terms of Reference to include 45 CP Masters Programmes in the School of Applied Business. The matter is under discussion with the Head of School and James Prescott.

Resolved:

That Te Komiti Mātauranga receive the reporting on 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

Te Komiti noted that:

- NZCEP – The relevant School had responded to the conditions of approval and the package would go back to AAC members to consider for approval.

- NZDB – The application is now with NZQA for approval.

Te Komiti discussed possible adjustments to programme development resulting from the decision by ELT to scale back programme development. Portfolio Leadership Group has reviewed the current proposals to see what would turn off under the new directive and found that it wouldn't affect the status of many proposals. Most will continue for 2021. However, the effect on 2022 may be more noticeable.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Komiti Whakamana Hōtaka Hou.

Moved / Seconded: S Tries / J Oldfield

Motion: CARRIED

4.2.5. Ako Ahimura

Presenter: James Oldfield

- Hui 2021-07-07: Cancelled due to Tū Arotake getting scheduled on top of it.
- Hui 2021-08-18: Cancelled due to impact of Lockdown (Level 4) Day 1.

4.2.6. Te Poari Whai Kounga

Presenter: Simon Tries

- Chair Report QAB

Te Komiti noted the main points as being the self-assessment reports from QAB and the PAQCs.

Te Komiti discussed the matter raised in the QAB Self-Assessment, extracted below:

One key question out of the QAB SA report was for Te Komiti Mātauranga to consider whether Te Poari Whai Kounga | Quality Alignment Board is supporting / enabling their work to be more efficient. If not, what can we do better?

Te Komiti response included the following points.

- Reporting up is now more standardized and useful.
- Reporting provides a good level of oversight.
- Acknowledgement that QAB oversees a large remit.

In addition, Te Komiti discussed budgets cuts to Te Korowai Kahurangi affecting academic quality activity.

- PEP activity may be reduced from both an Interim and an EOY reporting round to simply a single EOY PEP report. Along with institutional maturity having grown since Interim PEPs were first called, this consolidated approach may suffice without a loss in the quality of academic governance. A key focus remains the quality of discussion which flows into the PEP reporting.
- Similarly, the process of EOY PEP reporting is under review.
- The value of the Academic Risk Register appears to be low due to few actions or changes being made to address the risks raised within the constraints of continually reducing budgets. A reduction in activity in this area could be considered.
- Graduate Surveys are reducing from two per year to only one.

Student Representation raised questions regarding student representation on PAQCs.

ACTION: S Nash to review Student Representation on committees in line with the EER Recommendations and report back to Te Komiti Mātauranga and respond to the following questions.

- Question 1: How many PAQCs do not have a student representative?
- Question 2: How have PAQC student representatives been allocated, trained and supported?

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Poari Whai Kounga.

Moved / Seconded: S Tries / L Rainsbury

Motion: CARRIED

4.2.7. Academic Recovery Committee

Presenter: Chris King

Verbal update included the following points.

- ARC has been meeting every day since Lockdown (Level 4) struck.
- Guidelines have been issued to give extension to assessments and assignments in order to support learners and prevent a flood of Affected Performance Considerations.
- ARC now meets thrice weekly and is planning for how to operate under the new changed Level 3 rules and a staged return to what the Level 2 rules could be.

ARC acknowledges and thanks the leadership and teams of James Oldfield / Te Puna Ako and Simon Tries / Te Korowai Kahurangi.

Resolved:

That Te Komiti Mātauranga receive the reporting on the Academic Recovery Committee.

Moved / Seconded: C King / K Toto

Motion: CARRIED

4.3. Quality Management System (QMS) Reporting**4.3.1. Academic Quality Assurance**

Presenter: Simon Tries

Te Komiti noted the following points.

- QAB has approved a new process for rating Academic Quality Assurance outcomes. The process is being implemented by PAQCs and is receiving positive feedback so far.
- Overall, outcomes appear to be improving over time, especially in terms of process.
- Most of the Degree Monitoring activity typically occurs within the first half of each year. For 2021, only Architecture is left. This means that the current Lockdown (Level 4) has minimal impact on the mahi.
- Bridgepoint and Bridgepoint Education have Consistency Reviews but no Degree Monitoring or Programme Reviews because the latter two only apply to Level 7 programmes and higher.

ACTION: S Tries and L Rainsbury to investigate and confirm the Consistency Review rating Bridgepoint Education, and to advise whether a solution is best presented to Te Komiti Mātauranga now or included in the EOY review of process by QAB.

Resolved:

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

Moved / Seconded: M Williams / F Tominiko

Motion: CARRIED

4.3.2. Academic Risk Management

Presenter: Simon Tries

Te Komiti noted the following points.

- Two actions (listed in the memo) to request updates from Executive-level are underway regarding matters to do with Creative Industries and Environmental and Animal Sciences.
- Trude Cameron is following up with HOSs to gather rationale behind high risk ratings.
- A review of the process behind risk reporting is underway.
- Proposals for programme redevelopment from Computing, Engineering and Applied Technology to be considered alongside to-be-received guidance from Te Pūkenga about their direction in this area to ensure the mahi provides sufficient return on investment.

Te Komiti discussed in depth the original purpose, current function and possible future of the Bachelor of Applied Technology (BAT). Steve Marshal has been seconded to Te Pūkenga for a period to help clarify priorities in this area. A clear direction may be ascertained at the start of 2022. Any decision needs to be well aligned with Te Pūkenga, solidly evidenced to forecast strong EFTS numbers, manaaki of current enrolled learners, return on investment and assurance of market demand.

Te Komiti heard assurances that the extreme risk reported for Environmental and Animal Sciences has been addressed in the short term and that a longer-term solution is being considered.

Resolved:

That Te Komiti Mātauranga receive the reporting on Academic Risk Management.

Moved / Seconded: S Tries / M Williams

Motion: CARRIED

4.4. Ngā Rīpoata | Other Reports

4.4.1. Te Pūkenga Transition

Presenter: Martin Carroll (Chair)

- Copy of Memo to ELT from DCE Academic: Scaling back academic product development (2021-08-31)

Te Komiti discussion noted the following.

- The executive decision was done in alignment with consolidations underway by Te Pūkenga. If Te Pūkenga has indicated that a programme will not be changed, then Unitec will continue to keep the programme fresh and relevant.
- As secondments and other commitments to Te Pūkenga increase, any request from Te Pūkenga for involvement should go on a Unitec register.

Te Komiti discussed concerns about the existence of a professoriate within Te Pūkenga and noted the following points.

- The matter has connection to employment agreements and continuity of operation.
- Te Pūkenga is yet to decide on the matter. Martin Carroll has been invited to discussions and requests support to advocate for a professoriate based on:
 1. Desire for Te Pūkenga to have excellent research capability
 2. International growth in the field of professoriate teaching
 3. The impacts on Professors and Associate Professors if they suddenly had no place within Te Pūkenga
- Greater clarity is needed around what a professoriate is expected to do, especially from an executive view in comparison with other systems such as those in the USA and Australia.
- An institute of the magnitude of Te Pūkenga really does require higher levels than a two-tiered structure of Lecturer and Senior Lecturer.
- Interest to know what other ITPs are saying on the matter.
- The field of Applied Research in New Zealand is experiencing a huge vacuum and the nonexistence of a Te Pūkenga professoriate would worsen the situation.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Pūkenga Transition.

Moved / Seconded: M Carroll / C King

Motion: CARRIED

4.4.2. Te Pūkenga Working Group Update: Academic Regulatory Framework

Presenter: Simon Tries

Verbal update included the following points.

- Originally the mahi was split between two Working Groups.
 1. Quality Management System
 2. Academic Regulatory Framework
- The two groups are now being merged into one, the Academic Regulatory Framework. Simon Tries sits on the steering group. Mahi has temporarily paused due to Lockdowns and is expected to recommence around the end of the month.

Resolved:

That Te Komiti Mātauranga receive the reporting on Te Pūkenga Working Groups for Academic Quality Framework and Quality Management System.

Moved / Seconded: M Carroll / A Thumath

Motion: CARRIED

4.4.3. EER Action Plan

Presenter: Simon Tries

Verbal update noted that multiple actions have been intentionally rested temporarily in wake of Lockdown (Level 4) in order to relieve pressure on staff in this period.

5. Whakamutunga | Closing

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

- (None)

5.2. Karakia Whakamutunga | Closing Prayer

Everybody who was present stood and joined in the karakia whakamutunga

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.*

Meeting closed: 1028h

READ & CONFIRMED



Chair:

Date: 2021 / 10 / 26