

Academic Recover Sub-Committee Terms of Reference

(minutes excerpt from meeting held on 16 April 2020)

Date:	16 April 2020	Time:	11.00am
Location:	Skype		

Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – Director, Ako
Glenn McKay – Tumu / Executive Director Student Success
Chris King – Head of School - Bridgepoint
Nick Sheppard – Executive Director – Schools & Performance
Annette Pitovao – Director, Student Success
Sue Emerson – Academic Programme Manager – Team Leader
Trude Cameron - Operations Manager – Schools

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)

Ngā Whakapāha | Apologies

1. Committee Terms of Reference

That Academic Board delegate authority to the Academic Recovery Subcommittee for decision-making within these Terms of Reference: Those matters relating directly to the impact of Covid 19 on academic quality and learner outcomes within the scope of:

- (1) EER and the Academic Quality Action Plan;*
- (2) the achievement of educational performance targets including Parity; and*
- (3) changes to delivery of learning and teaching and related pedagogical and quality assurance matters.*

Quorum: A minimum of 4 members is required; the meeting was determined as holding quorum noting that this may need to be amended if the membership changes.

Resolved

That the Academic Recovery Sub-Committee approve the Terms of Reference.

MOTION CARRIED

There was discussion on the need for the committee to be able to make decisions quickly and it not being a committee for making long term strategic decisions.

1.2.1. Record Keeping

- i. Minutes, actions, decisions*
Minutes to record decisions and actions.
The minutes should be available in the EER folder; noting the importance of our Covid19 response.

- ii. *Collating all agency advice in accessible place*
All agency advice notices are to be filed in a Sharepoint/One Drive folder
- iii. *Storage, one-drive?*
Simon and Cathy to arrange One Drive location.

ACTION: Create One Drive folder for Academic Recovery – Cathy

1.2.2. Reporting to Board & ELT

The Chair suggested suggest weekly verbal to ELT, and a single monthly written report to Board, ELT and Directors. It was noted that more frequent reporting to the Directors/ExLT may be required.

The members agreed to this recommendation.

1.2.3 Meeting Frequency

It was agreed to hold meetings twice a week on Tuesdays and Fridays for the first few weeks and then reassess. The agenda is to be provided the day prior.

1.2.4 Other Members

It was agreed to invite others as required, aiming for 'Same Day Service' on further advice from wider teams by all ARC members; in order to make timely robust decisions.

1.2.5 Scope

There is a need for Unitec to be able to move quickly to make decisions to enable teams to provide for urgent market needs; this group can assist in enabling this.

Consider adding support to Portfolio Leadership Group to the Terms of Reference.

The ARC could also provide leadership to enable consistency of pastoral care to students during Covid-19.