



minutes

Ako Ahimura | Learning & Teaching Committee

Type: Regular Meeting
 Date: Wednesday, 2021-09-29
 Scheduled Time: 0830h – 1030h
 Chair: James Oldfield
 Location: Online via Teams

Meeting opened: 0830h

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

The Chair opened the hui with karakia timatanga.

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

1.2.1. Mema | Members

- | | |
|-----------------------------------|------------------------------------|
| 1. (Chair) James Oldfield | 10. Sarah Sommerville – Dep. 1029h |
| 2. Caleb Wong | 11. Sibyl Bloomfield |
| 3. David McNabb | 12. Simon Tries |
| 4. Destiny Povey | 13. Steve Tsai |
| 5. Lee-Anne Turton | 14. Sue Emerson |
| 6. Lorne Roberts | 15. Sue Tulett |
| 7. Mitra Etemaddar – Dep. 1030h | 16. Tahreem Zia – Arr. 0939h |
| 8. Rokosiga Morrison – Dep. 1000h | 17. Veraneeca Taiepa |
| 9. Rowena Fuluifaga | |

1.2.2. Proxies

- (None)

1.2.3. Kōrama | Quorum

The Chair declared quorum with at least 10 members represented either in person or proxy.

1.2.4. Ngā Whakapaha | Apologies

1. Martin Carroll
2. Sue Emerson – *Early departure*

Resolved:

That Ako Ahimura receive the apologies for the meeting.

Moved / Seconded: S Tries / R Morrison

Motion: CARRIED

1.2.5. Korenga | Absences

- (None)

1.2.6. Hunga Mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Anne McKay
3. Karen Haines
4. Mark Smith

1.3. Committee Trackers, Dates and Reporting

1.3.1. Tracker: Attendance Updated: 2021-05-26

Noted.

1.3.2. Tracker: Work Plan Updated: 2021-05-26

1. **Student NPS Survey Report Extracts: Semester 1, 2021** – *To be presented alongside Semester 2 reporting to hui 2021-11-10.*
2. **Learning and Teaching Strategy: Interim Report 2021** – *To be incorporated into Final Report 2021.*
3. **TCD Regular Report** – [Refer to Item 4.2.2.]
4. **New Teacher Induction Report: Intake 2, 2021** – [Refer to Item 4.2.3.]
5. **Student Course Survey Report: Semester 1, 2021** – *Deferred to next hui.*
6. **Chair Review of PAQC Thematic Report: Round 2 of 3, 2021** – [Refer to Item 4.3.4.]

1.3.3. Tracker: Actions Updated: 2021-08-10

1. **Action-015: Relationship of Badging to Recruitment, Progression and Promotion**
 Progress: J Oldfield to follow up with A McKay for update.
 Status: ACTIVE
2. **Action-022: Te Puna Ako Blended Learning Support Plan**
 Progress: Expected to be incorporated into a broader project in collaboration with MIT.
 Status: CLOSED

1.3.4. Key Dates

Ako Ahimura noted the dates related to the next hui.

- October 27: Next due date for agenda submissions
- November 10: Next hui (final for 2021)

1.3.5. Chair Reporting

Ako Ahimura noted the Chair Reporting sourced from Te Komiti Mātauranga 2021-07-28.

1. **Ako Ahimura**
Chair Report: AALTC 2021-05-26
(Author: Maura Kempin, 2021-06-16)
2. **Te Komiti Mātauranga: June**
Chair Report: Te Komiti Mātauranga to the Unitec-MIT Board
(Author: Martin Carroll, 2021-06-16)
3. **Te Komiti Mātauranga: September**
Chair Report: Te Komiti Mātauranga to the Unitec-MIT Board
(Author: M Carroll, 2021-09-08)

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

Ako Ahimura noted the following information regarding the hui scheduled for July and August.

- Hui 2021-07-07: Cancelled due to Tū Arotake
- Hui 2021-08-18: Cancelled due to Level 4 Lockdown

Resolved:

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

- 2021-05-26 Regular meeting

Moved / Seconded: L Turton / M Etemaddar

Motion: CARRIED

1.5. Mahia Atu | Matters Arising

[Purpose: To provide updates that arise from an item in a previous hui *and* that do not have an address within the current agenda or trackers.]

- (None)

2. Mea Hei Whakaae | Items to Approve

2.1. Response by Te Puna Ako to the EER Recommendation on Assessment

Presenter: Mark Smith

M Smith presented the whakapapa and summary of the Response, noting the aim to not add more workload to what already exists but rather to increase its student-centredness.

Ako Ahimura kōrero included the following points.

- (Refer to: “Marking and giving feedback with students at the centre”) Communicating feedback to students is a perennial problem and continues to require a focus. If students are adequately engaged in the design phase, then feedback is being incorporated even during delivery.

Ako Ahimura noted the following points to consider.

1. The development of an “Assessment Badge” which would be an opportunity to pull multiple Badges together and simultaneously include Priority Groups.
2. Badge assessments having more recognition of work and achievement already undertaken by staff, especially during Lockdown.
3. Adding “inclusive” into “designing with students at the centre”.

ACTION: Rowena Fuluifaga to discuss Mark Smith how to increase the principle of inclusiveness into “designing with students and the centre”.

4. Development of efficient and effective support for teaching staff to keep students at the centre, especially as how during heightened Lockdowns the teaching staff become a critical point of contact with multiple additional roles. Strong staff support is necessary to facilitate high responsiveness to students.
5. Confirmation of alignment with Te Pūkenga direction should be confirmed.
6. Development of mechanisms to evaluate the effectiveness of the Response actions; how will we know if these proposals make a positive impact?
7. More definition of “alternative assessments” formalized in course descriptors.
8. How the resourcing of the Response will work in the circumstances of the latest round of budgetary cutbacks and constraints across Unitec.

Resolved:

That M Smith incorporate the suggested amendments (below) from Ako Ahimura and bring back to next hui with intention to submit it for approval to Te Komiti Mātauranga before the end of 2021.

1. Integrate the work of Mātauranga Māori in the Badges.
2. Strengthen the principle of inclusiveness throughout.
3. Collaborate with Te Puna Ako and Te Korowai Kahurangi to develop clearer guidelines on how assessments can be adapted in certain situations.
4. Continue to develop the Response in a way that supports teachers with high workload.

Moved / Seconded: S Tries / M Etemaddar

Motion: CARRIED

2.2. Learning and Teaching Business Continuity Plan (LTBCP)

Presenter: James Oldfield

Ako Ahimura kōrero included the following points.

- Scope should expand to include not just Lockdowns but also other events, e.g. asbestos remediation; massive internet failure.
- Shorter overview document/s are needed to improve readability and impact, possibly including flowcharts.
- Clarity needed to show what is or is not a requirement, in alignment with the work and decisions of Academic Recovery Committee (ARC).
- Clarity needed around what can be decided at School level versus Institute level.
- Add words to record the improvements in technology support provided by the institute in the current heightened Lockdown compared to previous similar events.
- Guidelines needed for when Lockdown levels drop and campus re-opens.
- Supporting documents from ARC, IMT and Student-Centred Design have all had updates since the LTBCP was drafted in May, and the Ministries of Education and Health are continually changing. The LTBCP draft needs to be reviewed and aligned with all these.
- Verification of student contact details and personal study resources (e.g. digital technologies, quiet study space at home, internet connectivity) could be done as part of the enrolment process rather

than pushed onto Priority Groups or others during emergencies. One academic reported more than ten students dropping out during this heightened Lockdown because they simply cannot focus on study at home.

Resolved:

That Ako Ahimura endorse the formation of a Working Group [(Group Lead) James Oldfield, Lorne Roberts, Rowena Fuluifaga, Sibyl Bloomfield, Steve Tsai, Sue Tulett, Tahreem Zia] that will undertake to:

1. (Data capture and usage)
 - a. Review what kind of data is being captured via various sources
 - b. Review the data captured regarding student and staff experiences of Lockdown/s and determine if this is sufficient and if the institute is utilising it well
 - c. Consider the addition of extra question/s to existing survey/s rather than creating a new survey for the purpose of understanding different student experiences of different heightened Lockdowns. Subsequent consideration would be needed regarding how feedback would go to students to demonstrate that the institute has heard and acted.
 - d. Consider how to better utilise student focus groups and Unitec Student Council.
2. Liaise with Te Puna Ako and Te Korowai Kahurangi to update the Learning and Teaching Business Continuity Plan (LTBCP) as follows.
 - a. Incorporate institutional learnings coming out of the experience of the heightened Lockdowns which began August 2021 and consider how to responsively improve related processes (e.g. consider the collection of more student profile information during the enrolment phase of the student journey).
 - b. Ensure that the scope of LTBCP covers not just governmental Lockdowns but also other types of disruptions.
 - c. Develop one-page summaries for each section of the LTBCP.
 - d. Clarify which actions are “directed” versus “suggested”.
 - e. Clarify which decisions are School-level versus Institute-level.
 - f. Incorporate achievements and advances already made by the institute and Schools.

Moved / Seconded: S Tries / L Turton

Motion: CARRIED

3. Mea Hei Kōrero | Items to Discuss

3.1. Examinations Report: Semester 1, 2021

Presenter: Simon Tries, on behalf of Rani Krishnan (Lead – Examinations, Te Korowai Kahurangi)

Ako Ahimura heard commendation from Disability Group to Rani Krishnan and her team for their administrative accommodations and support.

Resolved:

That Ako Ahimura:

1. Receive the Examinations Report: Semester 1, 2021.
2. Note the issues raised in the report and that the Examinations Team will work with relevant Stakeholders to address the matters noted.

Moved / Seconded: S Tries / S Sommerville

Motion: CARRIED

4. Ngā Tukunga | Items to Receive

4.1. Priority Group Reports

Ako Ahimura noted the following information regarding the previous two rounds of reporting.

1. Hui o Te Komiti Mātauranga 2021-07-28: No reports received, as planned.
2. Hui o Te Komiti Mātauranga 2021-09-08: No reports received, due to Level 4 Lockdown.

4.2. Oversight Reports

4.2.1. TTEA Review of Teaching Excellency Awards

Presenter: James Oldfield

The matter is currently with the Minister for a decision.

Resolved:

That Ako Ahimura receive the Summary of the Consultation Meeting on the review of the Tertiary Teaching Excellence Awards (TTEA).

Moved / Seconded: R Fuluifaga / L Turton

Motion: CARRIED

4.2.2. Teacher Capability Development (TCD) Reporting

Presenter: James Oldfield

Resolved:

That Ako Ahimura receive the Teacher Capability Development Reporting.

- July 2021
- August 2021

Moved / Seconded: S Tulett / L Turton

Motion: CARRIED

4.2.3. New Teacher Induction Report: July 2021

Presenter: Anne McKay; Karen Haines

Ako Ahimura kōrero included the following points.

- Consideration could be given to searching for any correlation between non-attendance and student survey feedback.
- Information on New Teacher Induction (NTI) attendance is provided to programme leadership within Schools.
- New staff often do want to attend but cannot because no lead time has been scheduled in which to prepare them for teaching within the Unitec context prior to commencement of active teaching workload. The good practice of scheduling a handover period is usually missing with a long gap between the departure of the old staff member and the arrival of the new staff member. Unitec needs to build a more intentional culture of planning handover periods between staff. An online primer course to assist with NTI mahi is under development. Considerations around structured mentoring are also being made.

- Collaboration is underway with HR in order to include contractors within NTI.
- Only having half of new staff attend NTI does not align with the principle of learner-centricity.
- The increase in recruiting part-time staff means increased challenges in reconciling their schedules with that of NTI so they can attend. The same applies to contractors because they have time commitments to other jobs outside of Unitec. The topic of NTI needs to be included within the discussions with part-time and contractor staff even before an offer of employment is made.

Ako Ahimura commended the NTI team for their good work and great feedback on this important kaupapa.

Resolved:

1. That the Chair of Ako Ahimura write to Heads of School regarding New Teacher Induction to gain their view on:
 - 1.1. Why did the staff not attend who were expected to attend? (Provide a list to HOSs.)
 - 1.2. What are the barriers to staff attendance? (full time, part time, contractors)
 - 1.3. What are possible solutions? (full time, part time, contractors)
2. That Ako Ahimura receive the New Teacher Induction Report: July 2021.

Moved / Seconded: L Roberts / S Tries

Motion: CARRIED

4.3. Ngā Rīpoata | Other Reporting

4.3.1. Te Pūkenga Updates

Ako Ahimura noted that J Oldfield and R Fuluifaga have been selected for the Ako Directions for Learning and Teaching prototype design team along with eighteen other members from across the motu.

4.3.2. NZQA Updates

Presenter: Simon Tries

Ako Ahimura noted Simon Tries as the contact point for anyone interested in the mahi of Simplifying NZ Qualifications.

4.3.3. Te Puna Ako Newsletter

Presenter: James Oldfield

- June 2021
- July 2021
- August 2021

Ako Ahimura noted the newsletters and that Te Puna Ako welcomes any feedback.

4.3.4. Chair Review of PAQC Thematic Reporting: Round 2 of 3, 2021

Presenter: James Oldfield

Ako Ahimura noted reporting that Course Evaluation and Planning has a new Dashboard under development which includes extra confidentiality measures. A report is expected to the next hui of Quality Alignment Board.

Resolved:

That Ako Ahimura receive the Chair Review of the PAQC Thematic Reporting: Round 2 of 3, 2021.

Moved / Seconded: S Tulett / D McNabb

Motion: CARRIED

5. Whakamutunga | Closing

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

5.1.1. Forecast Items for Next Hui

Presenter: James Oldfield

- Academic Integrity (two items)
- Reflections on 2021
- Student NPS Survey Extracts (Semester 2, 2021)
- Student Course Survey Report (Semester 1, 2021)

5.2. Karakia Whakamutunga | Closing Prayer

The Chair closed the hui with 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: 1032h
