Te Komiti Mātauranga | Academic Committee

Type: Regular Meeting
Date: Wednesday, 2021-10-20
Scheduled Time: 0830h – 1130h
Chair: Martin Carroll (0832h-0955h); Simon Nash (0955h-1057h)
Location: Online via Microsoft Teams

Meeting opened: *0832h*

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

The Chair opened the hui with 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!*

The Chair gave notice that he would need to depart before 1000h and would hand over proceedings to Simon Nash (Acting Chair).

The Chair brought to the attention of Te Komiti that the convention for a virtual hui, in contrast to kanohi ki te kanohi, is that if silence follows the moving and seconding of a resolution then the silence is understood to mean that the motion is carried.

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

1.2.1. Members Represented

1. (Chair) Martin Carroll – *Dep. 0955h*
2. Andrea Thumath
3. Anne McKay
4. Annette Pitovao
5. Chris King
6. Irene Farnham – *Arr. 0902h*
7. James Oldfield
8. Kate Barry

9. Katie Bruffy
10. Kevin Toto – Proxy: Destiny Povey
11. Lee Baglow
12. Liz Rainsbury
13. Marcus Williams – *Dep. 0944h*
14. Simon Nash
15. Simon Tries
16. Toni Vaughan

1.2.2. Quorum

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

1.2.3. Member Apologies

1. Falaniko Tominiko
2. Gus Gilmore
3. Irene Farnham – *Late arrival*
4. Kevin Toto – Proxy: Destiny Povey
5. Marcus Williams – *Early departure*
6. Martin Carroll – *Early departure*

Resolved:

That Te Komiti Mātauranga receive the apologies for the meeting.

Moved / Seconded: M Williams / L Baglow
Motion: CARRIED

1.2.4. Members Absent

- (None)

1.2.5. Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Delphine Gesche
3. Trude Cameron

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Tracker: Attendance   → Updated: 2021-09-08

Te Komiti noted the attendance for the year to date.

1.3.2. Tracker: Work Plan   → Updated: 2021-09-08

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

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

3. Ako Ahimura Review of Student NPS Survey Reports Extracts (Semester 1, 2021) – *Submission pending*
4. Education Code of Practice (Pastoral Care) Performance Self-Assessment Report – *Submission pending*

1.3.3. Tracker: Actions   → Updated: 2021-09-08

- (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: 2021-09-08
- Standing: 2021-09-06; 2021-09-16

Moved / Seconded: A Pitovao / C King   **Motion: CARRIED**

1.4.2. Chair Reporting

Resolved:

That Te Komiti Mātauranga endorse the Chair Reporting for Te Komiti Mātauranga (September 2021).

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

1.5. Mahia Atu | Matters Arising

- (None)

1.6. Key Dates

Te Komiti noted the following key dates for committee proceedings.

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

The Chair updated Te Komiti on discussions between Unitec and other state departments regarding most-likely plans for delivery of teaching and learning for the remainder of 2021, including how to manage SAC funding, EFTS allocation, student loans, HAFL and bulk approvals for responsive programme changes post-factum. MIT and Unitec are working to align their approaches. As decisions are confirmed, communications should go out to learners. All possible efforts are being made to shield learners from negative impacts.

2. Mea Hei Whakaae | Items to Approve / Endorse

2.1. Revisions to the Admission and Enrolment Procedures

Presenter: Martin Carroll

- This matter arose out of the work of Project Mānawa Tina and discovery of procedural elements which do not meet regulatory requirements.
- Change 1: No-Shows are processed on a course, not programme, basis.
- Change 2: The No-Show deadline is the end of the first 10% date or 30 days whichever is sooner.

Te Komiti interrogated the changes and understood the importance and urgency of the correction to the Procedure, noting that a procedure of this type would usually come up via Quality Alignment Board. However, in this case it has significant and extant legal and compliance issues. The approving body for the Procedure is actually ELT. Due to the importance and urgency of the matter, this correction has already been approved by ELT and is being presented to Te Komiti for courtesy post-factum. Chair emphatically clarified that the previous version of the Procedure was non-compliant. This is to correct a mistake with monetary implications.

Resolved:

That Te Komiti Mātauranga endorses the amendments to the Admission and Enrolment Procedures, and recommends them to ELT for approval.

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

Te Komiti raised concerns tangential to the memo but regarding the Procedure, Section 18.2.d):

> *For the purpose of this Procedure, a student has engaged with a Course in which they are enrolled*
> *if they have any of the following:*
> *a) signed an attendance register;*
> *b) had their attendance recorded in SEAtS;*
> *c) submitted Course work or other forms of assessment; or*
> *d) accessed Moodle or any of the electronically based class material after the Class Start Date.*

ACTION: Liz Rainsbury to lead a Working Group to review the fairness of 18.2.d) with a view to present proposed changes via Quality Alignment Board and / or Ako Ahimura back to Te Komiti Mātauranga. Consultation is expected to occur with legal, TEC and Student Council representation due to being attached to funding conditions. Interested members should contact Liz Rainsbury to contribute.

Resolved:

That Te Komiti Mātauranga confirm delegation of authority to the Academic Recovery Committee to waive prerequisites and corequisites for 2022 course enrolments and that prerequisites, corequisites and Semester 2 enrolments be assessed prior to the commencement of Semester 2 upon the request of Schools.

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

3. Mea Hei Kōrero | Items to Discuss

- (None)

4. Ngā Tukunga | Items to Receive

4.1. Strategic Reporting

4.1.1. Māori Success

Presenter: Toni Rewiri

All actions are progressing without unexpected concerns. Under the reporting for Te Pae Tawhiti, the Internal Champions are Toni Vaughan and Simon Nash. Consultation is underway with MIT and multiple other stakeholders to change the target date for parity of EPI outcomes from the end of 2022 to the end of 2024 due to the negative impact of Lockdowns.

Resolved:

That Te Komiti Mātauranga receive the reporting from Māori Success.

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

4.1.2. Pacific Success

Presenter: Falaniko Tominiko – *Apologies*

4.1.3. International Success

Presenter: Annette Pitovao

Te Komiti discussed heightened risks associated with the academic progress of International learners, especially how extended periods of online learning are a struggle. Mitigations include the tracking and monitoring of all International learners and contacting high risk learners each week.

Unitec is acting to apply the International Strategy from Te Pūkenga to the local context. Collaboration is underway with Marketing toward a stretch target of 120 EFTS for new enrolments in 2022.

NZQA has clarified that 2022 compressed course delivery will not be allowed for any courses with International enrolments.

Resolved:

That Te Komiti Mātauranga receive the reporting from International Success.

Moved / Seconded: M Williams / K Bruffy   **Motion: CARRIED**

4.1.4. Under-25s Success

Presenter: Andrea Thumath

- Headcount and partnerships have all increased.
- The implementation of the Operational Plan is on track.
- Uptake among staff of the new Badge for Under-25s has had a great response.
- Discussions with Ngāti Whātua are going well.

Resolved:

That Te Komiti Mātauranga receive the reporting from Under-25s Success.

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

4.1.5. Student Success

Presenter: Annette Pitovao

Te Komiti noted that Student Success covers a large range of areas and needs more specific guidance on reporting requirements related to governance.

ACTION: Annette Pitovao and Martin Carroll (Chair) to discuss development of a suitable reporting approach from Student Success up to Te Komiti Mātauranga.

4.1.6. Disabled Learner Success

Presenter: Annette Pitovao

Te Komiti noted that the challenges related to PowerBI Dashboard reporting on Disabled Learners are largely associated with issues of learner self-identification of disability and the capability of PowerBI itself. Work is underway to improve the system, but resources are highly constrained especially with the support available from Te Korowai Kahurangi data analyst workloads.

Resolved:

That Te Komiti Mātauranga receive the reporting from Disabled Learner Success.

Moved / Seconded: S Nash / L Rainsbury   **Motion: CARRIED**

4.1.7. Student Voice

Presenter: Destiny Povey, on behalf of Kevin Toto (Student President)

Te Komiti noted that recent Unitec Student Council (USC) mahi includes the following areas.

- International students and visa implications due to Lockdowns
- Increased student voice in decision-making across Unitec
- Pfizer jab campaign at Unitec modelled on those at Otago University and NorthTec
- Improving access by learners to the Hardship Fund for Learners (HAFL)
- Closing out project of 2021 and handing over to the incoming USC members of 2022
- 2021 was a very challenging year for USC for various reasons, especially Lockdowns

- Kevin Toto, as the new Student President, is undertaking to develop connections across Unitec.
- The Pacific Representative has established the Pacific Association and is recruiting members. The Association expects to assist with reaching parity EPI targets and community development. Collaboration is underway to upskill from the governance capabilities of Te Rōpu Mataara.
- Discussion is happening within USC to add representation of Under-25 and Disability.

Te Komiti commended Kevin Toto for the quick response to appointing student representatives to the three Research committees, namely UREC, URC and PGRSC, and commended USC in general for their organisation and activities especially in thinking forward to 2022.

Resolved:

That Te Komiti Mātauranga receive the reporting from Student Voice.

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

4.2. Subcommittee Reporting

4.2.1. Te Komiti Rangahau o Unitec

Presenter: Marcus Williams

Resolved:

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

Moved / Seconded: A Pitovao / S Tries   **Motion: CARRIED**

4.2.2. Te Komiti Tikanga Matatika

Presenter: Marcus Williams

Resolved:

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

Moved / Seconded: S Nash / T Vaughan   **Motion: CARRIED**

4.2.3. Te Komiti Whakahaere a ngā Pia

Presenter: Marcus Williams

Resolved:

That Te Komiti Mātauranga receive the reporting from Te Komiti Whakahaere a ngā Pia.

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

4.2.4. Te Komiti Whakamana Hōtaka Hou

Presenter: Simon Tries

Te Komiti noted that no new hui for Te Komiti Whakamana Hōtaka Hou had been held since the last hui of Te Komiti Mātauranga.

4.2.5. Ako Ahimura

Presenter: James Oldfield

- Te Puna Ako response to EER Recommendation 7 – A large amount of feedback has been received. The aim is to present a memo to the next hui of Ako Ahimura and then endorse it to Te Komiti Mātauranga for approval.
- Learning and Teaching Business Continuity Plan – Learnings from the Lockdowns of 2021 are informing an updated draft with the aim to increase robustness and forward-thinking. This will come up to Te Komiti Mātauranga for approval. To improve readability, summary pages will be developed for each section of the Plan. Clear and consistent messaging to staff is very important. The Plan is originally based on a similar plan from MIT. The updated Plan will be compared with the updates to the MIT equivalent.
- Changes made to assessment should be captured and approved as permanent alternate assessment paths in the Programme Approval Documents so that they can be ready for activation in the event of future Lockdowns or other disruptions. NZQA has expressed support for this idea.
- Ako Ahimura has discussed the Review of Teaching Excellence Awards and reporting on New Teacher Inductions.

Resolved:

That Te Komiti Mātauranga receive the reporting from Ako Ahimura.

Moved / Seconded: I Farnham / D Povey   **Motion: CARRIED**

4.2.6. Te Poari Whai Kounga

Presenter: Simon Tries

Te Komiti noted that no new hui for Te Poari Whai Kounga had been held since the last hui of Te Komiti Mātauranga.

4.2.7. Academic Recovery Committee

Presenter: Chris King

- ARC mahi has been intense due to the extended and extant Lockdowns and disruptions.
- ARC thanks its many contributors across Unitec.
- Te Komiti thanks ARC and IMT for their mahi, especially with the escalated scenario planning of no return to campus of staff and learners for the remainder of 2021.

Resolved:

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

Moved / Seconded: A Pitovao / L Rainsbury   **Motion: CARRIED**

The Chair departed and handed proceedings over to Simon Nash (Acting Chair) at 0955h. Te Komiti took an intermission from 0956h to 1007h.

4.3. Quality Management System (QMS) Reporting

4.3.1. Academic Quality Assurance

Presenter: Simon Tries

- Consistency Reviews – No significant concerns. Data collection practices are being improved.
- Degree Monitoring – The need to separate the monitoring of Architecture programmes from their Professional Accreditation visits is currently being worked through with the School.
- Programme Development – Activity has been adjusted in accordance with the recent ELT directive. Updates on the two red-rated programmes include:
    - BAT – This originally small development grew into a larger change. Work went off track, the development has been cancelled by ELT and the item will be deleted from the next iteration of the tracker.
    - BPSA – This development is currently with NZQA and is expected to receive approval in due course.

Resolved:

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

Moved / Seconded: A Pitovao / L Rainsbury   **Motion: CARRIED**

4.3.2. Academic Risk Management

Presenter: Simon Tries

Te Komiti noted that no update was submitted for this item because the higher additional priority of supporting learners during Lockdown had channelled away staff workloads resulting in insufficient contributions to justify creating a report for this hui. Members were invited to contribute feedback on what should or should not be included to suffice for reporting on Academic Risk Management.

4.4. Ngā Rīpoata | Other Reports

4.4.1. RoVE Updates

Presenter: Martin Carroll (Chair)

- The legislation related to changes outlined in the memo are expected to take effect in 2022.
- A roadshow presentation of RoVE updates to Unitec staff could be useful.

ACTION: Martin Carroll to consider how to disseminate RoVE updates down to staff and committees.

- How RoVE developments may affect the Tāmaki-Makaurau Strategy are yet to be confirmed.
- Institutional capacity to undertake BAU is a concern in view of the impact of continued and repeated Lockdowns and calls from Te Pūkenga for contributions planning and development mahi.

Resolved:

That Te Komiti Mātauranga notes:

1. The outcomes of the RoVE process for Simplifying Vocational Qualifications; and
2. Updates to the Workforce Development Councils.

Moved / Seconded: S Tries / T Vaughan   **Motion: CARRIED**

4.4.2. Te Pūkenga Working Group Update: Academic Regulatory Framework

Presenter: Simon Tries

- Work is in progress although delayed by Lockdowns.
- Two workstreams are being set up, namely for the Academic Regulatory Framework and Academic Quality Framework.
- A working group is being established for the Ako Framework which was to be a central design team but will now take a distributed approach instead.
- The development of the Digital Strategy is now being now brought inhouse to Te Pūkenga.
- Te Pūkenga continues to draw in more staff from Unitec to various Working Groups.

ACTION: Chair Martin to consider pluralizing this agenda section to cover all Working Groups commissioned by Te Pūkenga which directly relate to the Terms of Reference of Te Komiti Mātauranga.

4.4.3. EER Action Plan

Presenter: Simon Tries

Te Komiti noted that work is in progress although delayed by Lockdowns.

Resolved:

That Te Komiti Mātauranga receive the update on actions against the seven recommendations from the most recent External Evaluation and Review report.

Moved / Seconded: A Thumath / L Rainsbury   **Motion: CARRIED**

4.4.4. Combined Student Complaints Report 2021-Q1 and 2021-Q2

Presenter: Annette Pitovao

Te Komiti noted the year-on-year increase in complaints compared to the same period in 2020 and the emergence of themes and trend which will be analysed and responded to in due course.

Te Komiti discussed concerns on the impact to learners from Lockdowns.

- Study workloads remains unadjusted in the midst of Lockdown effects, e.g. overcrowded houses; inability to concentrate in a home environment; inaccessible technical resources.
- Teachers are not trying to make it harder, but the Lockdowns have unavoidably increased pressures for learners.
- Many learners rely on face-to-face as their core learning style which under Lockdowns goes missing and heavily impacts their ability to succeed.

Te Komiti also noted the following points.

- Learning Advisors (formerly Academic Development Lecturers) are helpful, but often cannot provide necessary discipline-specific knowledge.
- The 14-day extension to Affected Performance Considerations has been helpful.
- Cutbacks and Lockdowns have reduced the capacity of staff to act as complaint investigators.

Resolved:

That Te Komiti Mātauranga receive the Student Complaints (Formal and Informal) Report for 2021-Q1 and 2021-Q2.

Moved / Seconded: A Pitovao / S Tries   **Motion: CARRIED**

4.4.5. EPI Reporting on Postgraduate Programmes

Response to: Te Komiti Mātauranga, 2021-09-08 Minutes, Item 4.2.3. > Action point

Presenters: Simon Tries; Marcus Williams

Te Komiti expressed thanks to see mahi commencing on a solution on this long-standing issue and acknowledged the extant resource constraints.

Resolved:

That Te Komiti Mātauranga notes the following response to the required action around EPI reporting on postgraduate programmes, which is to establish a working party comprising representation from:

- Te Korowai Kahurangi
- Postgraduate Research and Scholarship Committee
- Unitec Business Analyst
- IMS (PeopleSoft)
- Unitec Enrolment

The working party will then bring a set of actions toward resolution back to Te Komiti Mātauranga in March 2022.

Moved / Seconded: C King / L Rainsbury   **Motion: CARRIED**

5.   Whakamutunga | Closing

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

- (None)

5.2. Karakia Whakamutunga | Closing Prayer

The Acting Chair closed the hui with 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: *1057h*

READ & CONFIRMED

Chair: Martin Carroll   Date: 2022 / 02 / 04