



# minutes

## Ako Ahimura | Learning & Teaching Committee

Type: Regular Meeting  
 Date: Wednesday, 2021-11-10  
 Scheduled Time: 0830h – 1030h  
 Chair: James Oldfield  
 Location: Online via Teams

Commenced: 0833h

## 1. Whakatuwheratanga | Opening

### 1.1. Karakia Timatanga | Opening Prayer

The Chair led the 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 | 8. Sarah Sommerville         |
| 2. Caleb Wong             | 9. Sibyl Bloomfield          |
| 3. David McNabb           | 10. Simon Tries              |
| 4. Jocelyn Williams       | 11. Steve Tsai               |
| 5. Lee-Anne Turton        | 12. Sue Emerson – Dep. 0957h |
| 6. Mitra Etemaddar        | 13. Sue Tulett – Dep. 1020h  |
| 7. Rokosiga Morrison      | 14. Veraneeca Taiepa         |

**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. Lorne Roberts – Proxy: Sofia Chambers
2. Rowena Fuluifaga
3. Sue Emerson – *Early departure 1000h*

**Resolved:**

That Ako Ahimura receive the apologies for the meeting.

Moved / Seconded: R Morrison / L Turton

**Motion: CARRIED**

The Chair welcomed Jocelyn Williams as a new member. Jocelyn introduced herself to the hui.

**1.2.5. Korenga | Absences**

1. Destiny Povey
2. Martin Carroll
3. Tahreem Zia

1. (Secretary) Daniel Weinholz
2. Bob Stewardson – *Arr. 0901h; Dep. 0930h*
3. Lisa Simperingham – *Dep. 0950h*
4. Mark Smith – *Dep. 0859h*

**1.2.6. Hunga Mahi | Staff in Attendance****1.3. Committee Trackers, Dates and Reporting****1.3.1. Tracker: Attendance**

*Updated: 2021-09-29*

Noted.

**1.3.2. Tracker: Work Plan**

*Updated: 2021-09-29*

1. **Student NPS Survey Report Extracts: Sem 1, 2021 & Sem 2, 2021** – [Refer to Item 3.1.]
2. **Learning and Teaching Strategy: Interim Report 2021** – *Merging into Final Report 2021.*
3. **TCD Regular Report** – [Refer to Item 4.2.1.]
4. **Student Course Survey Report: Semester 1, 2021** – *To be combined with Semester 2 reporting and delayed to 2022 due to impact of Lockdowns and budget cutbacks.*
5. **Academic Integrity Report 2021** – [Refer to Item 4.2.2.]
6. **QAB Review of Graduate Survey Report: Semester 1, 2021** – *To be combined with Semester 2 reporting and delayed to 2022 due to impact of Lockdowns and budget cutbacks.*

**1.3.3. Tracker: Actions**

*Updated: 2021-09-29*

- **Action-015:** Relationship of Badging to Recruitment, Progression and Promotion  
**Progress:** Delayed by impact of Lockdowns and leadership changes. Work in progress.  
**Status:** ACTIVE

### 1.3.4. Key Dates

Ako Ahimura that the meeting schedule is yet to be confirmed for 2022. Expected hui on Wednesdays every 6 weeks (as per 2021) from 9 March.

### 1.3.5. Chair Reporting

Ako Ahimura noted the Chair Reporting sourced from Te Komiti Mātauranga 2021-10-20 from the Chairs of Ako Ahimura and Te Komiti Mātauranga.

### 1.3.6. New Membership

The Chair reiterated the welcome to Jocelyn Williams to Ako Ahimura Membership as the new Manager of Te Puna Ako and announced the intention for her to take up the role of Chair in 2022.

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

### Resolved:

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

- 2021-09-29 Regular meeting

Moved / Seconded: S Tries / R Morrison

**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

*Time: 0850h – 0859h*

Presenter: Mark Smith

- Feedback from the previous Ako Ahimura hui has been incorporated
- Five features of Mātauranga Māori are to be woven into Badging and Assessment practices
- Learning and Teaching symposium on good assessment practice to be run in early 2022 as a collaboration between Te Puna Ako and Te Korowai Kahurangi. Topics will include how to reliably and validly transition from in-person assessment to remote assessment and how to manage invigilated and closed-book exams. Many resources have already been developed and more work is to occur in 2022.
- Support of teachers with high workload has been considered. Firstly, acknowledgement of the situation was already stated in the original memo with an aim to not initiate new work tasks but to better inform current mahi and existing initiatives. Secondly, assessment is a core activity rather than peripheral to learner success and is thus essential to teaching practice.

- A research project is being developed to measure effectiveness of the interventions with an aim to publish outcomes in 2023.

Ako Ahimura commended the work and improvements and the support of Te Korowai Kahurangi

#### **Resolved:**

That Ako Ahimura:

1. Endorse the Te Puna Ako definition of 'designing assessment with students at the centre' as Unitec's response to EER recommendation number 7, that being to "Ensure assessment practices are consistently designed with students at the centre".
2. Endorse Te Puna Ako plan to develop resources to support the design and delivery of assessment with students at the centre.

Moved / Seconded: S Tulett / S Tries

**Motion: CARRIED**

## **2.2. Learning and Teaching Business Continuity Plan (LTBCP)**

Presenter: James Oldfield

To be combined with Semester 2 reporting and delayed to 2022 due to impact of Lockdowns and budget cutbacks. The focus of the institution for the remainder of 2021 is on delivery and manaaki of learners. Formation of working group to happen in 2022.

## **3. Mea Hei Kōrero | Items to Discuss**

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### **3.1. Student NPS Survey Report Extracts: Semester 1, 2021 and Semester 2, 2021**

*Time: 0901h – 0930h*

Presenter: Bob Stewardson

Presentation and discussion focused on Semester 2 responses (unless specified otherwise), but also covered Semester 1.

- In 2021, the NPS Survey combined with the YouMatter Survey which meant that instead of taking a respondent 5 minutes it took about 20 minutes and subsequently reduced the response rates. A larger incentive prize was used to mitigate the effect of the longer response time on response rates.
- Overall, results were in line with sector benchmarks and much improved since 2018.
- New student NPS result was 43, which is the highest ever.
- Response rate was 29% which comprised 1907 responses.
- Experience has shown that in communicating with students, too many emails are better than too few. Emails are sent out from the Qualtrix platform. The emails have an estimated fifty percent read rate.
- Results show that personal interaction with teaching staff is the main 'wow' factor that leads to students being promoters rather than 'hygiene' factors such as timetables, technical content and course structure.
- Consistency of Moodle page presentation is very important. Feedback shows that students get confused with different layouts for different courses.
- Availability and accessibility of software tools to students is an important issue.

Ako Ahimura discussion included the following points.

- No robust process exists within Unitec for handling student feedback that relates to bullying. Unitec does have a Code of Practice. The Insights Team can contact a student to request permission to pass on concerns to Student Success.
- Trending analysis of verbatim comments would be a complicated and costly undertaking.

#### **Resolved:**

That Ako Ahimura receive the reporting presentation on Student NPS Survey Report Extracts: Semester 1, 2021 and Semester 2, 2021.

Moved / Seconded: D McNabb / S Tulett

**Motion: CARRIED**

The Chair noted that, after the previous Lockdown eased, a badge for Moodle standards was rolled out to address the issues raised by students in the survey concerning the inconsistencies in Moodle course pages. The responsibility for overseeing the implementation of improvements to Moodle course pages lies with the HOSs. An upgrade to Moodle is expected over the EOY2021 period. Resources are coming to enable teachers to self-evaluate their own Moodle pages.

### **3.2. Reflections on Ako Ahimura 2021**

Presenter: James Oldfield

Item deferred to 2022 due to impact of Lockdowns.

*(Proceedings went to Item 4.2.2.)*

### **3.3. Student Course Survey Report: Semester 1, 2021**

Presenter: James Oldfield

Item deferred to 2022 due to impact of Lockdowns; to be merged with Semester 2, 2021 Reporting.

## **4. Ngā Tukunga | Items to Receive**

### **4.1. Priority Group Reports**

*Time: 0951h – 1010h*

#### **4.1.1. Māori Success**

Author: Toni Vaughan

Presenter: Veraneeca Taiepa

- EPI Parity Target for Māori pushed back to 2024 due to impacts from Lockdowns and other disruptions of the last two years. This change is endorsed by Te Rōpū Mataara and is now with Simon Nash.
- Māori students desire to study but are often heavily impacted by digital lack, e.g. devices shared among family members who may need them for work purposes which then take priority over usage for study.

**Resolved:**

That Ako Ahimura receive the reporting on Māori Success.

Moved / Seconded: D McNabb / R Morrison

**Motion: CARRIED**

**4.1.2. Pacific Success**

Author: Falaniko Tominiko

Presenter: Rokosiga Morrison

- The student NPS score improved from Semester 2, 2020 to Semester 1, 2021.
- Pacific Staff have been explicitly noting and registering engagement with students seeking support and the follow-up.
- This current Lockdown has the same issues as the previous Lockdown escalations. The issues are similar with those of Māori Success. Remedial work is underway with the Schools and LOP teams.
- Students often lack deep understanding of assignment questions due to the reliance on virtual engagement rather than face-to-face engagement.

Pacific Success expressed thanks to M Smith and team for improvement to assessment practices and questions.

**Resolved:**

That Ako Ahimura receive the reporting on Pacific Success.

Moved / Seconded: S Tsai / S Chambers

**Motion: CARRIED**

**4.1.3. International Success**

Author: Annette Pitovao

Presenter: Tahreem Zia – *Absent*

Ako Ahimura took the submitted report as read.

**Resolved:**

That Ako Ahimura receive the reporting on Pacific Success.

Moved / Seconded: L Turton / V Taiepa

**Motion: CARRIED**

**4.1.4. Under-25s Success**

Author: Andrea Thumath

Presenter: Sarah Sommerville

Ako Ahimura requested that a chart be created to report the number of pathways partnerships.

**Resolved:**

That Ako Ahimura receive the reporting on Under-25s Success.

Moved / Seconded: S Tries / L Turton

**Motion: CARRIED**

#### 4.1.5. Disabled Learners

Presenter: Rowena Fuluifaga – *Apologies*

Ako Ahimura took the submitted report as read.

##### **Resolved:**

That Ako Ahimura receive the reporting on Disabled Learners Success.

Moved / Seconded: R Morrison / S Sommerville

**Motion: CARRIED**

#### 4.1.6. Student Voice

Presenter: Destiny Povey – *Absent*

##### **Resolved:**

That Ako Ahimura receive the reporting on Student Voice.

Moved / Seconded: D McNabb / R Morrison

**Motion: CARRIED**

### 4.2. Oversight Reports

#### 4.2.1. Teacher Capability Development (TCD) Reporting

Presenter: James Oldfield

- (None)

#### 4.2.2. Academic Integrity – October 2021 Reporting

*Time: 0935h – 0950h*

Presenter: Lisa Simperingham

- High levels of engagement with teaching staff have gone into the development of this product.
- Good feedback received on usability and usefulness of the Academic Integrity Quiz
- Low uptake of Academic Integrity badge for teaching staff

Ako Ahimura discussion included the following points.

- Academic Integrity materials are most effective if learners do them in their first three weeks as this results in higher levels of buy-in. Learners can also self-enrol at any time and review it later. Teaching staff have been encouraged to endorse it as much as possible to their learners.
- The Academic Integrity materials need not take up class time because learners can access it from the front page of Moodle.
- Upon request, teaching staff can see which learners have enrolled.
- Teaching staff can import the Quiz into their own Moodle course pages.
- HOSs are responsible for keeping a Student Discipline register which includes breaches of Academic Integrity.

##### **Resolved:**

That the Ako Ahimura receive the Academic Integrity Report (October 2021).

Moved / Seconded: S Tsai / L Turton

**Motion: CARRIED**

*(Proceedings went to Item 4.1.1.)*

#### 4.3. Ngā Rīpoata | Other Reporting

*Time: 1010h – 1026h*

##### **4.3.1. Te Pūkenga Updates**

Presenter: Martin Carroll – *Absent*

- (None)

##### **4.3.2. NZQA Updates**

Presenter: Simon Tries

- Legislation changes expected to complete in 2022.
- WDCs will approve any new programmes.
- Co-design process for Level 1-6 programmes will commence soon.
- Microcredentials are moving to a structure of approval and accreditation to enable delivery across multiple providers.
- Training Schemes are becoming Microcredentials.
- The proposed changes to Academic Regulations received much feedback in early 2021. The resulting work is now commencing and expected to be ready for implementation at the start of 2023-Q1.
- Academic Quality has four working groups which have just been stood up. Implementation is expected from the start of 2023-Q2.

Ako Ahimura expressed concern that the new operating model deprioritizes students and priority groups as stakeholders in favour of the voice of industry represented by WDCs, but noted that it is unknown exactly how it will all operate in implementation. WDCs current have remit for oversight of Level 1-6 programmes.

Presenter: James Oldfield

Ako framework mahi is now distributed across various ITPs. Each ITP's subgroup is requested to report up ideas for the essential requirements of an exemplary learning and teaching environment.



### 4.3.3. Te Puna Ako Newsletter

Presenter: James Oldfield

- September 2021 – *No newsletter due to impact of Lockdowns*
- October 2021

## 5. Whakamutunga | Closing

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

Ako Ahimura reflected on 2021 and considered 2022, including the following points.

- 2021 was a rough year due to extended escalated Lockdowns.
- Staff have made great efforts which deserve to be celebrated.
- At this time in 2020, Ako Ahimura members were celebrating the year's end with coffee. This year, the institute feels like it is staggering to the finish line and glad to just make it through.
- Hoping that in 2022 development and uptake of badging and progression systems and processes will make greater progress and that Ako Ahimura could influence ELT to more intently pursue it on their agenda.

Ako Ahimura expressed thanks to the Chair.

The Chair expressed hopes that 2022 would see everyone reinvigorated and inspired with the new Chair (Jocelyn Williams).

### 5.2. Karakia Whakamutunga | Closing Prayer

The Chair led 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*

*Concluded: 1030h*

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