

Te Komiti Mātauranga | Academic Committee

MINUTES

Date	Thursday, 22 February 2024	Time: 11.00am - 2.00pm
Location	Location: B110-2019 / MS Teams	
Chair	Martin Carroll	

1. Whakatuwheratanga Opening	
1.1. Karakia Timatanga Opening Prayer	
Karakia	
<p>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!</p>	<p><i>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!</i></p>

1.2. Tae Ā-Tinana & Ngā Whakapāha Attendance & Apologies	
1.2.1. Members Represented	<ul style="list-style-type: none"> • Martin Carroll • Simon Nash • Christine Fusio • Simon Tries • Chris King • Annette Pitovao • Daisy Bentley-Gray • Linda Aumua • Katie Bruffy • Jocelyn Williams • Marcus Williams (online) • Viv Merito (online)
1.2.2. Member Apologies	<ol style="list-style-type: none"> 1. Annette Pitovao (left at 12pm) 2. Liz Rainsbury 3. Chris King (left at 12.20pm) 4. Viv Merito (left at 1.25pm) 5. Marcus Williams (left at 1.28pm) 6. James Oldfield
1.2.3. Quorum	<p>The Chair received all apologies and noted and declared the meeting quorate.</p> <p>Moved / Seconded: Annette Pitovao / Chris King Motion: CARRIED</p>
1.2.4. Members Absent	<ul style="list-style-type: none"> • None

1.2.5. Staff in Attendance	<ul style="list-style-type: none"> Elle Sanson (Secretary)
----------------------------	---

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Work Plan	<ul style="list-style-type: none"> The workplan tracker was discussed and noted with the following points. <ul style="list-style-type: none"> Rows 6-16 will be BAU agenda items at every hui. <ul style="list-style-type: none"> Include RCOE. Include standing item Te Pukenga changes. Amended Student NPS Survey Report to be a collaborative report between Ako and Student Success teams. Design a standardised template for annual reports – Simon Tries. A consolidated complaints and appeals report, due quarterly (update spreadsheet to reflect new rhythm). Include Target Setting (Educational Performance Targets) for April hui.
1.3.2. Actions	<ul style="list-style-type: none"> Te Komiti reviewed the action plan and updates were provided, and appropriate actions closed.

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

1.4.1 TKM Minutes	<p>Resolved:</p> <p>Te Komiti Mātauranga received the Minutes of the following meeting.</p> <ul style="list-style-type: none"> Te Komiti Mātauranga 12 December 2023. <p>Moved / Seconded: Chris King / Linda Aumua</p> <p>Motion: CARRIED</p>
1.4.2 ACSC Minutes	<p>Resolved:</p> <p>Te Komiti Mātauranga noted the Minutes of the following Standing Committee meetings.</p> <ul style="list-style-type: none"> Te Komiti Mātauranga 12 December 2024 <p>Moved / Seconded: Chris King / Linda Aumua</p> <p>Motion: CARRIED</p>

1.5. Mahia Atu | Matters Arising

Nil



2. Mea Hei Whakaae | Items to Approve / Endorse

2.1 Te Kawa Maiororo (v24.03) update and delegations change

Provided by: Simon Tries, Director, Te Korowai Kahurangi

Resolved:

Te Komiti Mātauranga received the memo and approved the item in principle, subject to there being no objections received by end of this week.

- TKM members to submit any changes to Simon T by end of the week (add to comments column in spreadsheet).

The following actions were noted:

- Promulgate a TKM update to follow this hui.
- Bring a report back to next hui (rather than update the table) – Simon T
- TKM workshop training for HoS – Simon T

3. Mea Hei Kōrero | Items to Discuss

- Sub-committee review of Terms of Reference and Membership
- TKM membership 2024
 - TKM formally note the concern regarding the ongoing vacant student success positions on the committee.
 - Chris king to review and bring revised and amended membership list and Terms of Reference to March hui.

4. Ngā Tukunga | Items to Receive

4.1 Oversight of Quality Assurance Systems

Provided by: Simon Tries, Te Korowai Kahurangi

Resolved:

Te Komiti Mātauranga received the QA Oversight report for the year to date.

Moved / Seconded: Simon Tries / Viv Merito

Motion: CARRIED

4.2. Group Reporting

Resolved:

Te Komiti Mātauranga received the Disability Success Report, provided by Annette Pitovao.

Moved / Seconded: Daisy Bentley-Gray / Linda Aumua

Motion: CARRIED

The following actions are noted:

- Simon Nash to follow up on key point #3 in the report, and associated matters.



	<ul style="list-style-type: none">• Feedback to Simon Tries regarding Power BI - what is useful / helpful to be reported on.• Raise at SLT: Escalate PowerBI reporting access / analysis issues.
4.3. Subcommittee Reporting	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Monthly Chair's Report for the Unitec Research Committee.</p> <p>Presenter: Marcus Williams</p> <p>Moved / Seconded: Simon Nash / Linda Aumua Motion: CARRIED</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Annual Chair's Report for the Unitec Research Ethics Committee.</p> <p>Presenter: Marcus Williams</p> <p>Moved / Seconded: Marcus Williams / Katie Bruffy Motion: CARRIED</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Monthly Chair's Report for the Unitec Research Ethics Committee.</p> <p>Presenter: Marcus Williams</p> <p>Moved / Seconded: Marcus Williams / Linda Aumua Motion: CARRIED</p> <p>The following action is noted:</p> <ul style="list-style-type: none">• Te Komiti Mātauranga and formally resolve a motion of thanks for Martin to write to Maria Humphris-Gill to thank her for her contribution and service.
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Annual Chair's Report for the Postgraduate Research and Scholarships Committee Report.</p> <p>Presenter: Marcus Williams</p> <p>Moved / Seconded: Marcus Williams / Viv Merito Motion: CARRIED</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Annual Chair's Report for the Academic Approvals Committee.</p> <p>Presenter: Simon Tries</p>



	<p>Moved / Seconded: Simon Tries / Daisy Bentley-Gray Motion: CARRIED</p> <p>The following action is noted:</p> <ul style="list-style-type: none">Review and make recommendations on the academic governance and delivery of micro-credentials and other non-formal awards. ACSC Hui Committee.
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Annual Chair's Report for the Ako Ahimura Learning & Teaching Committee.</p> <p>Presenter: Jocelyn Williams</p> <p>Moved / Seconded: Jocelyn Williams / Daisy Bentley-Gray Motion: CARRIED</p>
4.4 Other Reporting	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Student Appeals Report for the year to date.</p> <p>Presented by: Annette Pitovao</p> <p>Moved / Seconded: Katie Bruffy / Linda Aumua Motion: CARRIED</p> <p>The following actions are noted:</p> <ul style="list-style-type: none">Include a column to capture the time to notify an appellant where ground for appeal have not been satisfied.Chair of Committee discuss number of days for assessing appeals – Simon N and Martin to discuss.
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Student Complaints Report.</p> <p>Presented by: Annette Pitovao</p> <p>Moved / Seconded: Simon Tries / Katie Bruffy Motion: CARRIED</p>

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

1. TKM Committee Self-Assessment Report 2023

- Discuss and agree key actions to address feedback provided.

2. 2024 Meeting Schedule

- To review with Chair regarding changing the day of the week as now a clash with SLT.

3. Simon T shared results from the 2023 EPI's from January SDR. Martin will share these figures in an AC update.

6. Whakamutunga | Closing

6.1 Karakia Whakamutunga | Closing Prayer

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: 1.45pm

Read and Confirmed

Chair: Martin Carroll

Date: 02 April 2024