

Te Komiti Mātauranga | Academic Committee

MINUTES

Date	Thursday, 04 April 2024	Time: 11.30am - 2.30pm
Location	Location: B110-2019 / MS Teams	
Chair	Martin Carroll	

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Karakia	
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!	<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>

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

1.2.1. Members Represented	<ul style="list-style-type: none"> • Martin Carroll • Simon Tries • Chris King • Annette Pitovao • Daisy Bentley-Gray • Linda Aumua • Jocelyn Williams • Marcus Williams (online) • Viv Merito (online) • Liz Rainsbury • Peter McPherson • Laura Harvey
OTHER	<p>Te Komiti Mātauranga reviewed membership and voted. To include James Oldfield as ex-officio.</p> <p>Moved / Seconded: Martin Carroll / Chris King Motion: CARRIED</p> <p>Also, Peter McPherson and Laura Harvey as school reps, effective next hui (May) Sue Palfreyman as APM rep #2</p>

1.2.2. Member Apologies	<ol style="list-style-type: none"> Christine Fusio Katie Bruffy Simon Nash
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"> Sue Crossan
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"> Agree to push out Joce's paper. Agree to push out James' paper and update cadence.
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 22 February 2024. <p>Moved / Seconded: Jocelyn Williams / Linda Aumua 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"> 28 February 2024 06 March 2024 20 March 2024 <p>Moved / Seconded: Martin Carroll / Simon Tries Motion: CARRIED</p>



1.5. Mahia Atu | Matters Arising

Nil

2. Mea Hei Whakaae | Items to Approve / Endorse

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

Provided by: Simon Tries, Director, Te Korowai Kahurangi

Memo 2.1 Resolved:

Te Komiti Mātauranga approve the make-up of portfolios of assessments where these are utilised in courses.

Moved / Seconded: Simon Tries / Jocelyn Williams

Motion: CARRIED

Memo Resolved:

Te Komiti Mātauranga receive the memo update and note the actions.

Moved / Seconded: Simon Tries / Chris King

Motion: CARRIED

3. Mea Hei Kōrero | Items to Discuss

- The TKM membership list was updated, and new members voted in;
 - Peter McPherson and Laura Harvey replace Katie Bruffy and Linda Aumua

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: Annette Pitovao / Daisy Bentley-Gray

Motion: CARRIED

To note:

- TKM note appreciation for the TPA and Schools, for the way they responded to the changes.

Action:

- Create an offline working group to include MIT, Pip and Chris P, and Unitec, Simon T and Chris K.



4.2. Group Reporting	<p>Resolved:</p> <p>Te Komiti Mātauranga received the following Group reports:</p> <p>1. International Success Provided by Annette Pitovao</p> <p>Actions:</p> <ul style="list-style-type: none">• Annette to develop mechanism to share absent NZ student contact data with schools to help reduce number.• Dakshi to work with Annette to share importance with the international student base. <p>Moved / Seconded: Daksh Karki / Linda Aumua Motion: CARRIED</p>
	<p>2. Māori Success Provided by Viv Merito</p> <p>Actions:</p> <ul style="list-style-type: none">• Viv to bring data to next hui regarding ideas / suggestions for improvements to embed Mātauranga Māori in certain schools.• Simon Nash to follow up Hapai O analysis.• Viv to include chart at the next hui to show progression rate trends. <p>Moved / Seconded: Viv Merito / Liz Rainsbury Motion: CARRIED</p>
	<p>3. Pacific Success Provided by Daisy Bentley-Gray</p> <p>Action:</p> <ul style="list-style-type: none">• Theta to design a refreshed report, based on relevant requirements identified by Daisy. <p>Moved / Seconded: Daisy Bentley-Gray / James Oldfield Motion: CARRIED</p>
4.3. Subcommittee Reporting	<p>Noted:</p> <p>That Te Komiti Mātauranga received a verbal update of the Monthly Chair's Report for the Unitec Research Committee.</p> <p>Presenter: Marcus Williams</p>
	<p>Noted:</p> <p>That Te Komiti Mātauranga received a verbal update of the Monthly Chair's Report for the Unitec Research Ethics Committee.</p> <p>Presenter: Marcus Williams</p>



	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Annual Chair's Report for the Quality Alignment Board Report.</p> <p>Presenter: Simon Tries</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 / Linda Aumua Motion: CARRIED</p> <p>Action:</p> <ul style="list-style-type: none">• Simon T take feedback to QAB for further discussion; we want to double down on the importance of CEP's, however, is there scope to amend the timing?• Fold into action plan for later this year. <p>Resolved:</p> <p>1. ADEP should explicitly incorporate a requirement to complete CEPs as per process. Chris K to pick up with HoS first, and then PCW.</p> <p>Moved: Simon T / Chris King</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the NPS Report from the Ako Ahimura Learning & Teaching Committee.</p> <p>Presenter: Jocelyn Williams</p> <p>Moved / Seconded: Jocelyn Williams / Annette Pitovao Motion: CARRIED</p> <p>NPS Report Recommendations Resolved:</p> <p>1. Te Komiti Mātauranga endorse. Martin to escalate to SLT for further review. Moved: Jocelyn Williams / Chris King</p> <p>2. Te Komiti Mātauranga endorse, however, note these are two separate recommendations. Yet to be costed. Moved: Jocelyn Williams / James Oldfield</p> <p>3. Te Komiti Mātauranga endorse. Amend first line to include 'and staff'. Moved: Jocelyn Williams / Chris King</p> <p>4. Te Komiti Mātauranga endorse. Note: Chris King and Martin Carroll not included in this motion. Moved: Jocelyn Williams / Annette Pitovao</p>

	<p>5. Te Komiti Mātauranga endorse. Note: the sample will be part random, and part targeted.</p> <p>Moved: James Oldfield / Liz Rainsbury Motion: CARRIED</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Professional Development for Teachers Report from the Ako Ahimura Learning & Teaching Committee.</p> <p>Presenter: Jocelyn Williams Te Komiti Mātauranga endorse all Recommendations as presented.</p> <p>Moved / Seconded: Jocelyn Williams / Marcus Williams Motion: CARRIED</p>
	<p>Resolved:</p> <p>That Te Komiti Mātauranga received the Student Course Survey Report from the Ako Ahimura Learning & Teaching Committee.</p> <p>Presenter: Jocelyn Williams Te Komiti Mātauranga endorse all Recommendations as presented.</p> <p>Moved / Seconded: Jocelyn Williams / Daksh Karki Motion: CARRIED</p>
4.4 Other Reporting	N/A

5. Te Pukenga Changes

Nil.

6. Ētahi Kaupapa Anō | Other Business (OB)

Martin shared an overview of, and Te Komiti Mātauranga noted the Terms of Reference for the following groups.

- Science Systems Advisory Group (SSAG)
- University Advisory Group (UAG)

Martin proposed to stand up a working group to review the ToR with a view to respond to the 2x reviews on behalf of Tāmaki.

Action:

- Members to provide feedback to Martin if interested in being involved in the response group.

The Chair acknowledged and thanked Marcus Williams for his involvement and commitment to continuation on the Committee, despite his reduced hours and role at Unitec.



The Chair acknowledged and thanked Linda Aumua and Katie Bruffy as this will be their last hui.

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: 2.45pm

Read and Confirmed

Chair: Martin Carroll

Date: 03 May 2024