

Te Komiti Mātauranga | Academic Committee

MINUTES

Date	Thursday, 05 May 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 Nash • Chris King • James Oldfield • Annette Pitovao • Daisy Bentley-Gray • Jocelyn Williams • Marcus Williams • Liz Rainsbury • Peter McPherson • Laura Harvey • Daksh Karki
1.2.2. Member Apologies	<ol style="list-style-type: none"> 1. Christine Fusio (Student Rep) 2. Simon Tries (no proxy) 3. Viv Merito (no proxy) 4. Sue Palfreyman (no proxy) <p>Others – limited attendance</p> <ol style="list-style-type: none"> 5. James Oldfield 6. Marcus Williams 7. Annette Pitovao 8. Daisy Bentley-Gray
1.2.3. Quorum	The Chair declared the meeting quorate.



	Resolution That the apologies are received. Moved / Seconded: Liz Rainsbury / Marcus Williams Motion: CARRIED
1.2.4. Members Absent	
1.2.5. Staff in Attendance	Elle Sanson (Secretary)

1.3. Whakahaere o te Komiti | Committee Management

1.3.1. Work Plan	The workplan tracker was noted.
1.3.2. Actions	<p>Te Komiti reviewed the action plan and updates were provided, with appropriate actions closed.</p> <p>Implementation of National Policies (matter arising from actions)</p> <p>Resolution</p> <p>That Te Komiti Mātauranga recommend to Te Pūkenga National Office that, in order to minimise unnecessary disruption and cost, any new academic policies, procedures or other aspects of an academic quality assurance framework be optional for Divisions to implement.</p> <p>Moved / Seconded: Chris King / Liz Rainsbury</p> <p>Motion: CARRIED</p> <p>In implementing this recommendation, it is understood that a Division may need to demonstrate to the National Office that it already has satisfactory alternative arrangements in place.</p> <p>It is also recognised that it could be beneficial for National Office to continue to develop policies, procedures and other aspects of an academic quality assurance framework for those Divisions that do not have satisfactory alternative arrangements in place.</p>

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

1.4.1 TKM Minutes	<p>Resolution:</p> <p>That Te Komiti Mātauranga receive the Minutes of the previous meeting, with the following updates:</p> <ul style="list-style-type: none">▪ 4.2 Group Reporting: Clarify NZ based students: contact details.▪ NPS reporting #2 – James Oldfield to provide an update at June hui on costing.• Te Komiti Mātauranga 04 April 2024.
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	<p>Moved / Seconded: Jocelyn Williams / Liz Rainsbury</p> <p>Motion: CARRIED</p>
1.4.2 ACSC Minutes	<p>Resolution:</p> <p>That Te Komiti Mātauranga note the Minutes of the following Standing Committee meetings:</p> <ul style="list-style-type: none"> • 08 April 2024 • 17 April 2024 • 01 May 2024 <p>Moved / Seconded: Chris King / Liz Rainsbury</p> <p>Motion: CARRIED</p>

1.5. Mahia Atu | Matters Arising

Nil.

2. Mea Hei Whakaae | Items to Approve / Endorse

Nil.

3. Mea Hei Kōrero | Items to Discuss

Finalising amendments to membership of TKM

Action: Chris King to announce their appointments to the new members.

Resolution:

That John Pepere and Guillermo Ramirez-Prado be appointed to Te Komiti Mātauranga as senior academic leaders for a term of 2 years.

Moved / Seconded: Chris King / Liz Rainsbury

Motion: CARRIED



TKM Committee Self-Assessment Report 2023

- The report was reviewed and discussed, noting the following points:
 - **Survey Q13**
 - There was no resource at time of making that decision. Concern there is not ease of access to final data.
 - Benchmarking will have been done.
 - **Survey Q15:**
 - Follow up with Simon T on the status of comms on Intranet / Teams.
 - **Survey Q21:**
 - Remove subcommittee Chairperson Reports, keep minutes only with a cover memo highlighting pertinent points / issues / risks.
 - **Martin:** Circulate template (MIT's). All members to provide feedback.

4. Ngā Tukunga | Items to Receive

4.1 Oversight of Quality Assurance Systems	Provided by: Simon Tries, Te Korowai Kahurangi <ul style="list-style-type: none"> • <i>No Report Due</i>
4.2. Group Reporting	1. Disability Success Presenter: Annette Pitovao Action: In the next report, include data broader than the self-identified selection. Resolution: That Te Komiti Mātauranga receive the Disability Success Report. Moved / Seconded: Laura Harvey / Daisy Bentley-Grey Motion: CARRIED
4.3. Subcommittee Reporting	Presenter: Marcus Williams Resolution: That Te Komiti Mātauranga receive the Report for the Unitec Research Committee. Moved / Seconded: Marcus Williams / Jocelyn Williams Motion: CARRIED
	Presenter: Marcus Williams Resolution: That Te Komiti Mātauranga receive the Monthly Chair's Report for the Unitec Research Ethics Committee. Moved / Seconded: Marcus Williams / Peter McPherson Motion: CARRIED



	<p>Presenter: Marcus Williams</p> <p>Action: TKM has asked PGRSC to advise on Unitec's state of readiness for recommencing Masters and Doctoral programmes by research.</p> <p>Resolution: That Te Komiti Mātauranga receive the Monthly Chair's Report for the Postgraduate Research and Scholarships Committee.</p> <p>Moved / Seconded: Marcus Williams / Chris King Motion: CARRIED</p>
	<p>Presenter: Jocelyn Williams</p> <p>Resolution: That Te Komiti Mātauranga receive the monthly report from the Ako Ahimura Learning & Teaching Committee.</p> <p>Moved / Seconded: Jocelyn Williams / Annette Pitovao Motion: CARRIED</p>
4.4 Other Reporting	<p>Presenter: Simon Nash</p> <p>Te Komiti Mātauranga support and endorse proceeding with the work to amend Ākonga Complaints Procedures.</p> <p>Resolution: That Te Komiti Matauranga approve the Amendment to Ākonga Complaints Procedures.</p> <p>Moved / Seconded: Simon Nash / Peter McPherson Motion: CARRIED</p>
	<p>Presenter: Annette Pitovao</p> <p>Resolution: That Te Komiti Mātauranga receive the following Student Success Student Complaints report.</p> <p>Moved / Seconded: Annette Pitovao / Chris King Motion: CARRIED</p> <p>Action: Annette (to delegate), Daksh, Jocelyn; form working group to develop guidelines around AI related infringements that form basis for formal complaints, with a view to comms to international students.</p>

5. Te Pukenga Changes

Nil.

6. Ētahi Kaupapa Anō | Other Business (OB)

Symposium review report for TKM

Presenter: Jocelyn Williams

Action: Add AI as standing item at TKM.

Resolution:

That Te Komiti Mātauranga receive the Symposium review report and provided relevant feedback.

Moved / Seconded: Jocelyn Williams / Peter McPherson

Motion: CARRIED

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: 2.20pm

Read and Confirmed

Chair: Martin Carroll

Date: 27 June 2024