



## Te Komiti Mātauranga | Academic Committee

Date: Thursday 27 June 2024

Time: 11.30 pm

Venue: Teams and 110-2019

### 1. Opening

The Chair opened the meeting with a karakia.

Manawa mai te mauri nuku	<i>Embrace the power of the earth</i>
Manawa mai te mauri rangi	<i>Embrace the power of the sky</i>
Ko te mauri kai au	<i>The power I have</i>
he mauri tipua	<i>Is mystical</i>
Ka pakaru mai te pō	<i>And shatters all darkness</i>
Tau mai te mauri	<i>Cometh the light</i>
Haumi e, hui e, taiki e!	<i>Join it, gather it, it is done!</i>

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

#### **PRESENT:**

Martin Carroll	Daisy Bentley-Gray	Marcus Williams (online)
Annette Pitovao	James Oldfield	Peter McPherson
(stepped out 12:30-12:40)	Jocelyn Williams	Peseta Sam Lotu-liga
Chris King	Laura Harvey	Simon Tries
Christine Fusio	Liz Rainsbury	Sue Palfreyman
Daksh Karki		Viv Merito (online)

#### **IN ATTENDANCE:**

Delphine Gesché (Secretary)

#### **APOLOGIES:**

Simon Nash

#### **ABSENT:**

The Chair received all apologies and noted and declared the meeting quorate.

**Moved:** M CARROLL

**Seconded:** J WILLIAMS

**CARRIED**

### **1.3 Whakahaere o te Komiti | Committee Management**

#### **1.3.1. Work Plan**

The workplan tracker was noted.

#### **1.3.2. Actions**

Te Komiti Mātauranga reviewed the action plan and updates were provided, and appropriate actions closed.

**Action:** S Nash and M Carroll will lead a project to develop Unitec EPICS to inform the Academic Plan for 2025 and beyond.

### **1.4 Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings**

#### **1.4.1. TKM Minutes**

The following amendments were noted:

- 1.3.2 Moved by C King, Seconded by L Rainsbury
- 1.4.1: NPS reporting #2 – Costing of developing a digital ecosystem enabling live streaming and lecturer capture will be addressed within the Tāmaki Online project.
- 3. Action to be added: C King to communicate with John Pepere and Guillermo Ramirez-Prado about their appointment as TKM Members
- 4.4 Seconder: P McPherson

#### **RESOLUTION:**

That Te Komiti Mātauranga received the Minutes of the following meeting:

- 15 May 2024

**Moved:** C KING

**Seconded:** D BENTLEY-GRAY

**CARRIED**

#### **1.4.2. ACSC Minutes**

#### **RESOLUTION:**

That Te Komiti Mātauranga note the minutes if the following Standing Committee minutes:

- 29 May 2024
- 12 June 2024

**Moved:** S TRIES

**Seconded:** J WILLIAMS

**CARRIED**

### **1.5 Matters arising**

Nil

## **1.6 Correspondence**

### **RESOLUTION:**

That Te Komiti Mātauranga receive the correspondence since the 16 May 2024 meeting of the Committee.

**Moved:** C KING

**Seconded:** P MCPHERSON

**CARRIED**

## **2. General Business**

### **2.1 Chairperson's Report**

Presenter: Martin Carroll

### **RESOLUTION:**

That Te Komiti Mātauranga communicate its preference to Te Pūkenga National Office that ownership of unified programmes be made available to each business division individually, rather than be vested in one division.

**Moved:** S TRIES

**Seconded:** C KING

**CARRIED**

### **RESOLUTION:**

That Te Komiti Mātauranga receive the Chairperson's Report.

**Moved:** C FUSIO

**Seconded:** P MCPHERSON

**CARRIED**

### **2.2 Digital Learning Standards**

Presenter: James Oldfield

**Action:** C King to invite J Oldfield to the Heads hui to discuss the results and agree on next steps.

### **RESOLUTION:**

That Te Komiti Mātauranga :

- Note that the first DLS survey has been conducted across all Unitec schools
- Endorse that the Manager Digital Learning meets with all school leadership teams to discuss the results and agree on next steps

**Moved:** J OLDFIELD

**Seconded:** A PITOVAO

**CARRIED**

## 2.3 Assessment and Grading Procedures

Presenter: Simon Tries

The procedures have been updated to accommodate Section 7.14 (2) of Te Kawa Maiooro (24.03). This section has been interpreted as meaning that when a course is reassessed existing evidence may be taken into account by way of APL.

### **RESOLUTION:**

That Te Komiti Mātauranga approve the proposed changes to AC2.1 Assessment and Grading Procedures

**Moved:** S TRIES

**Seconded:** D BENTLEY-GRAY

**CARRIED**

**Action:** A Pitovao, S Tries, C King, D Karki, C Fusio and J Williams to work on communicating the procedures to students and training teaching staff, and to present a recommendation at the next hui.

## 2.4 Academic Development and Approval Policy and Procedure Update

Presenter: Simon Tries

### **RESOLUTION:**

That Te Komiti Mātauranga recommend that the Senior Leadership Team:

(a) approve the changes to the following:

- ○ AC1.0 Academic Development and Approval Policy
- ○ AC1.1 Academic Development and Approval Procedures

(b) Rescind the following procedures, noting that they have been incorporated into the proposed

- AC1.1 Academic Development and Approval Procedures:
- AC1.2 Programme Regulation Procedure (articulated in PAA document and document management process)
- AC1.3 Short Course, Micro-credential and Vocational Pathway Procedure
- AC1.4 Change and Improvement Procedure
- AC1.5 Approval of Delivery Sites Procedure
- AC1.6 Collaborative Arrangements Procedure (accreditation of another providers approved programme)
- AC1.7 Consent to Assess Assessment Standards Procedure
- AC1.8 Stakeholder Engagement Procedure (articulated for Programme Development and moved into Evaluation of Academic Provision Procedure)

(c) Confirm the delegations (see Appendices) continue to align with Academic Committee Expectations

(d) Note the addition of related processes in the document to provide a single reference for stakeholders.

**Moved:** S TRIES  
**Seconded:** S LOTU-IIGA

**CARRIED**

## **2.5 Research Productivity Traffic Light**

Presenter: Marcus Williams

It was noted that staff who have been employed for less than a year are marked as redlit although they haven't been with Unitec for the period of two years that the productivity is based on.

**Action:** M Williams to discuss this comment at URC and report back to Te Komiti.

### **RESOLUTION:**

That Te Komiti Mātauranga receive the Research Productivity Traffic Light report.

**Moved:** M WILLIAMS  
**Seconded:** E RAINSBURY

**CARRIED**

## **2.6 Examination Regulations Update**

Presenter: Sue Crossan

**Action:** S Crossan to add that the invigilator will not provide IT support in the Responsibilities section.

**Action:** J Oldfield to look into prohibiting students from bringing their own device.

### **RESOLUTION:**

That Te Komiti Mātauranga approve the amendments to the *Examination Regulations*.

**Moved:** J OLDFIELD  
**Seconded:** C KING

**CARRIED**

## **2.7 Ākonga Complaints Procedure**

Presenter: Annette Pitovao

**Action:** S Tries to propose further amendments to bring the procedure in compliance with the policy.

### **RESOLUTION:**

That Te Komiti Mātauranga receive the Ākonga Complaints Procedure report.

**Moved:** A PITOVAO  
**Seconded:** P MCPHERSON

**CARRIED**

## **2.8 Unitec Academic Integrity Review 2023-2024**

Presenter: Jocelyn Williams

**Action:** J Williams to change the word “require” in the first recommendation. The first recommendation to become an action point.

### **RESOLUTION:**

That Te Komiti Mātauranga receive the Unitec Academic Integrity Review 2023-2024 report and approve recommendations 2, 3, 4 and 5. 1 to lay on the table pending further development.

**Moved:** J WILLIAMS

**Seconded:** L HARVEY

**CARRIED**

## **2.9 2024 Autumn Graduation**

Presenter: Annette Pitovao

It was noted that the survey results should be treated as a confidential document. The Chair thanked Annette and the team for the work that went into Graduation.

### **RESOLUTION:**

That Te Komiti Mātauranga receive the 2024 Autumn Graduation report.

**Moved:** A PITOVAO

**Seconded:** L HARVEY

**CARRIED**

## **2.10 Education Code of Practice Performance Self-Assessment Report**

Presenter: Annette Pitovao

Rolled to the following hui.

## **2.11 Artificial Intelligence**

Presenter: Martin Carroll

Rolled to the following hui.

## **2.12 Institutional Academic Evaluation and Planning**

Presenter: Martin Carroll

Rolled to the following hui.

## **3. Standing Items**

### **3.1 Oversight of Quality Assurance Systems**

Presenter: Simon Tries

It was agreed that addressing the identified Moderation issues is a high priority.

**Action:** C King to report back on progress at the next hui.

**Action:** C King and M Carroll finalise the BCITO contract.

**RESOLUTION:**

That Te Komiti Mātauranga receive the update on the current status of key quality assurance systems across Unitec and note the ongoing non-compliance with moderation requirements.

**Moved:** S TRIES

**Seconded:** C KING

**CARRIED**

### **3.2 Group Reporting**

No report.

### **3.3 Subcommittee Reporting**

#### **3.3.1. Unitec Research Committee Report**

Presenter: Marcus Williams

Rolled to the following hui.

#### **3.3.2. Unitec Research Ethics Committee**

Presenter: Marcus Williams

Rolled to the following hui.

#### **3.3.3. Postgraduate Research and Scholarships Committee**

Presenter: Marcus Williams

Rolled to the following hui.

#### **3.3.4. Quality Alignment Board**

Presenter: Simon Tries

Rolled to the following hui.

#### **3.3.5. Academic Approvals Committee**

Presenter: Simon Tries

Rolled to the following hui.

#### **3.3.6. Ako Ahimura Learning & Teaching Committee**

Presenter: Jocelyn Williams

Rolled to the following hui.

### **3.3.7. Retrospective Change of Enrolment Committee**

No report.

## **5. Ētahi Kaupapa Anō | Any Other Business**

## **6. Whakamutunga | Closing**

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: 2:25pm

## **Read and Confirmed**

**Chair:** Martin Carroll

**Date:** 13 June 2024