



Te Komiti Mātauranga | Academic Committee

Date: Wednesday 19 September 2024

Time: 11.30am-2.30pm

Venue: Teams and 110-2019

1. Opening

The Chair opened the meeting with a 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!

*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!*

The Chair spoke to and congratulated Viv (an apology) on the appointment to her new role.

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

PRESENT:

Martin Carroll	Jocelyn Williams	Simon Tries
Simon Nash	John Pepere	Chris King (online)
Daksh Karki	Laura Harvey	Annette Pitovao (online)
Marcus Williams (online)	Liz Rainsbury	Emmanuel Simon (proxy for
Sue Palfreyman	James Oldfield	Christine Fusio)

IN ATTENDANCE:

Elle Sanson (Secretary)

APOLOGIES:

Luka Crosbie
 Christine Fusio
 Peter McPherson
 Vivienne Merito
 Peseta Lotu-liga
 Guillermo Ramirez-Prado

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

Moved: Martin

Seconded: James O

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.

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

1.4.1. TKM Minutes

RESOLUTION:

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

- 14 August 2024

Note: Amend minutes to remove agenda item 2.2 and remove the resolution, as Annette was an apology last hui.

Moved: L Rainsbury

Seconded: L Harvey

CARRIED

1.4.2. ACSC Minutes

RESOLUTION:

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

- 09 August 2024
- 21 August 2024
- 04 September 2024

Moved: S Nash

Seconded: S Palfreyman

CARRIED

1.5 Matters arising

Nil

1.6 Correspondence

1.6 eQuate report Sept 2024

Presenter: Simon T

RESOLUTION:

That Te Komiti Mātauranga receive the eQuate report Sept 2024.

Moved: S Tries

Seconded: S Palfreyman

CARRIED

2. General Business

2.1 Chairperson's Report

Presenter: Martin Carroll
Verbal report

RESOLUTION:

That Te Komiti Mātauranga receive the Chairperson's verbal report.

Moved: M Carroll

Seconded: S Palfreyman

CARRIED

2.2 Education Code of Practice Performance Self-Assessment Report

Presenter: Annette Pitovao
Verbal report

RESOLUTION:

That Te Komiti Mātauranga receive the verbal report on Education Code of Practice Performance Self-Assessment.

Action:

A link to the final self-assessment report will be added to the Teams channel - Annette

Moved: Simon T

Seconded: Daksh

CARRIED

2.3 Artificial Intelligence

Presenter: Martin Carroll
Verbal report from the Chair and general discussion.

RESOLUTION:

That Te Komiti Mātauranga receive the verbal report on Artificial Intelligence.

Moved: James O

Seconded: John Pepere

CARRIED

2.4 Institutional Academic Evaluation and Planning

Presenter: Martin Carroll
Verbal report from the Chair and general discussion.

Resolution not required.

2.5 IT Policy and Procedures Impacting on Teaching and Research

Presenter: Marcus Williams
James Meyer joined the hui for the discussion of this report.

Action: Marcus to organize a session w James at URC with a view to co-create solutions.

RESOLUTION:

That Te Komiti Mātauranga receive the IT Policy and Procedures Impacting on Teaching and Research report.

Moved: M Williams

Seconded: P McPherson

CARRIED

2.6 Q2 Student Success Student Complaints Report

Presenter: Annette Pitovao

RESOLUTION:

That Te Komiti Mātauranga receive the Q2 Student Success Student Complaints report and commends the team's mahi.

Moved: M Williams

Seconded: M Carroll

CARRIED

2.7 2026 Academic Calendar for APPROVAL

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receive and approve the 2026 Academic Calendar.

Moved: Laura Harvey

Seconded: Chris King

CARRIED

Note that Liz Rainsbury voted against the motion to approve the calendar.

2.8 Memo for INFO | NZQA Complaints Sept 2024

Presenter: Annette Pitovao

RESOLUTION:

That Te Komiti Mātauranga receive the NZQA Complaints Sept 2024 memo and note the improvements / guidance underway for staff.

Moved: M Williams

Seconded: M Carroll

CARRIED

3. Standing Items

3.1 Oversight of Quality Assurance Systems

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receive the update on the status of key quality assurance systems.

Moved: S Tries
Seconded: J Williams

CARRIED

4 Group Reporting

4.1. International Success

No report due.

4.2. Māori Success

No report due.

4.3. Pacific Success

No report due.

4.4. Under-25s Success

No report due.

4.5. Disability Success

No report due.

5 Subcommittee Reporting

5.1. Unitec Research Committee Report

Presenter: Marcus Williams

RESOLUTION:

That Te Komiti Mātauranga receive the Unitec Research Committee report.

Moved: S Palfreyman
Seconded: M Carroll

CARRIED

5.2. Unitec Research Ethics Committee

Presenter: Marcus Williams

RESOLUTION:

That Te Komiti Mātauranga receive the Unitec Research Ethics Committee report.

Moved: L Harvey
Seconded: James O

CARRIED

5.3. Postgraduate Research and Scholarships Committee

Presenter: Marcus Williams

RESOLUTION:

That Te Komiti Mātauranga received the Postgraduate Research and Scholarships Committee report.

Moved: James O
Seconded: M Carroll

CARRIED

5.3b Memo for APPROVAL

Presenter: Marcus Williams

It was proposed that changes to the Masters Generic Regulations be made to the effect that:

- Candidates undertaking research worth less than 60 credits may have one supervisor, provided that person is listed on the *Supervisor Register* (previously this required the person to be a principal supervisor).
- All supervisors including external supervisors or Advanced Professional Practitioners will be registered on Unitec's *Supervisor Register* and at least one supervisor will normally act as the Principal Supervisor, except:
- In the case of research worth less than 60 credits, the supervisor may be an Associate Supervisor. In this case, that individual is required to have a Postgraduate Advisor who is a Primary Supervisor on the Unitec Supervision Register. This Postgraduate Adviser must be specified on the Supervision Agreement.

RESOLUTION:

Te Komiti Mātauranga approves the changes to the section on Supervision of Theses, Dissertations, and Research Projects in the Masters Generic Regulations.

Moved: M Williams
Seconded: L Rainsbury

CARRIED

5.4. Quality Alignment Board

Presenter: Simon Tries

It was proposed that the Board receive the review of process and outcomes of the 2023 Programme Evaluation and Planning (PEP) cycle and approve the recommendations for 2024 PEP, to the effect that:

1. It is recommended that minimal change is made to the PEP for 2025 in recognition of the ongoing change in the Sector and current consultation on proposals for future structures of Unitec. Minimal changes may include:
 - minor language/nomenclature updates where required
 - minor revision of advisory text where required
 - minor revision of choices in some drop-down menus to streamline responses
2. It is recommended that updated timelines be applied to the 2024 PEP cycle, noting that a date change to May was agreed to (which is different to the proposed recommendation).

RESOLUTION:

That Te Komiti Mātauranga receive the Quality Alignment Board report and approve the recommendations in the memo.

Moved: S Tries
Seconded: S Palfreyman

CARRIED

5.5. Academic Approvals Committee

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receive the Academic Approvals Committee report.

Moved: C King

Seconded: M Williams

CARRIED

5.6. Ako Ahimura Learning & Teaching Committee

Presenter: Jocelyn Williams

RESOLUTION:

That Te Komiti Mātauranga receive the Ako Ahimura Learning & Teaching Committee report.

Moved: L Harvey

Seconded: S Tries

CARRIED

5.7. Retrospective Change of Enrolment Committee

No report due.

6. Ētahi Kaupapa Anō | Any Other Business

Nil.

7. Whakamutunga | Closing

Meeting closed: 1.32 pm

Read and Confirmed

Chair: Martin Carroll

Date: 23/09/2024