



## Te Komiti Mātauranga | Academic Committee

Date: Thursday 13 February 2025

Time: 2pm-5pm

Venue: Teams and 110-2019

### PRESENT:

Martin Carroll  
Annette Pitovao  
Chris King  
James Oldfield  
James Meyer  
Jocelyn Williams

John Pepere  
Guillermo Ramirz-Prado  
Laura Harvey  
Liz Rainsbury  
Luka Crosbie  
Marcus Williams (online)

Muhammad Rayyan Hassan  
Peter McPherson  
Simon Nash  
Simon Tries  
Sue Palfreyman  
Vivienne Merito (online)

## 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

### 1.2.1. Membership

#### RESOLUTION:

Te Komiti Mātauranga approves the following changes to its Membership:

- (a) Muhammad Rayyan Hassan replaces Christine Fusio in the *ex officio* position of Student President
- (b) Irene Wu replaces Daksh Karki as the second Student Representative
- (c) Eric Boamah replaces Nigel Adams in the *ex officio* position of Chair, UREC (noting that this position is ordinarily represented at Te Komiti by the Director, Research & Enterprise, as a standing proxy)
- (d) James Meyer is added to the vacant *ex officio* position of Director, Digital Technologies

Moved: Martin Carroll

Seconded: Chris King

CARRIED

### 1.2.2. Apologies

#### IN ATTENDANCE:

Delphine Gesché (Secretary)

**APOLOGIES:**

Irene Wu  
Toa Faneva  
Peseta Lotu-liga

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

The Chair reminded the members to notify the Secretary by email in case of an apology, and to nominate a proxy if possible, in order to ensure that all voices are represented during the meeting.

**Moved: Simon Tries**

**Seconded: Jocelyn Williams**

**CARRIED**

**1.2.3. Attendance**

The 2024 Attendance Tracker was noted.

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

The Chair announced his intention to merge the Unitec and MIT Academic Governance.. The Chair described a process in three stages:

- a) Integration of Committee structures by the end of June 2025. It was noted that Committee structures are largely populated with *ex officio* positions. These positions may be different in a new structure. Therefore, the Memberships confirmed for the newly integrated committee and subcommittees will need to be revisited once a new organisational structure is confirmed.
- b) Policy mahi: a full suite of Tāmaki policies will need to be developed by end of 2025 and apply to students in 2026. In the absence of a merger, Unitec and MIT can separately implement their version of the policies.
- c) Changes to associated workflows and roles that are aligned with Committee (e.g. secretariat, reporting, chairing of subcommittees) will follow.

**1.3.1. Work Plan**

The Work Plan was reviewed and amended. It was noted that as a result of the Academic Governance integration, the 2025 work plan would need to be revisited halfway through the year.

**Action:** S Tries to work on the wording of the comments (column D) relating to the Sub-Committee Annual Reports (row 33).

**RESOLUTION:**

Te Komiti Mātauranga approves the draft 2025 Work Plan.

**Moved: Simon Tries**

**Seconded: Guillermo Ramirez-Prado**

**CARRIED**

### **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:**

Te Komiti Mātauranga receives the Minutes of the meeting of 12 December 2024 and, owing to it not having been quorate, approves all the Recommendations contained therein:

**Moved: Sue Palfreyman**

**Seconded: Laura Harvey**

**CARRIED**

### **1.4.2. ACSC Minutes**

#### **RESOLUTION:**

Te Komiti Mātauranga notes the minutes of the Standing Committee meeting of 11 December 2024.

**Moved: Simon Nash**

**Seconded: Simon Tries**

**CARRIED**

The Chair spoke to the item on micro-credentials. It was noted that since Te Pūkenga was being disestablished, Unitec (which has been acting as a service provider for Te Pūkenga in the micro-credentials space) would need to think about the issue of liability (SDR, deliverability, etc.) for micro-credentials. It was noted that Unitec would only approve micro-credentials if it were satisfied that the Business Case was satisfactory to Unitec in the event that Unitec must complete the micro-credential on its own. It was noted that if Unitec is not able to support a micro-credential, Te Pūkenga could turn to another provider.

#### **RESOLUTION:**

Te Komiti Mātauranga approves the minutes and ratifies the resolution pertaining to micro-credentials in the ACSC Minutes of 29 January 2025.

**Moved: Martin Carroll**

**Seconded: Simon Nash**

**CARRIED**

## **1.5 Matters arising**

Nil

## **1.6 Correspondence**

Nil

## **2. General Business**

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

Presenter: Martin Carroll

The Chair reported on the following topics:

- Te Poari Akoranga meeting: It was noted that Te Ohu Whakahaere Appeals Committee had been disestablished, and Tier 2 Appeals now sat with the Regional Executive Directors. In addition, the responsibility for the National Appeals Policy had been transferred to Te Ohu Whakahaere Quality Committee, with the expectation that it would only exercise its powers in relation to the Appeals Committee to wind it up or if an external regulatory body had an enquiry. The rest sat with the Business Divisions. Secondly, it was announced that granting of awards was now to be done for Unitec by Te Komiti Mātauranga.
- It was explained that two advisory groups had been stood up (University and Science System) and that the SSAG had released a report in August 2024. It was advised that the report recommended a new Ministry of Research, Science and Innovation; Universities would move under this new Ministry in order to better exercise policy control in a way that supported innovation. The report noted that a decision could be made on where polytechnics would sit once the reforms in the VET sector would have taken place. Whether this happens or not could have a big impact on the VET sector and on the seamlessness between VET and Higher Education. This would also impact access to funding. It was announced that a national group would be preparing an analysis for Te Pūkenga, and that the Director of Research was preparing an analysis for Unitec. The Director of Research commented that the Government had already acted on some recommendations of SSAG report (consolidation of CRIs and changes to some of the MBIE contestable funding products), and that profound changes were proposed, including for the PBRF funding.

**Action:** the Chair asked the members of Te Komiti Mātauranga to read the SSAG report before the next hui so that they could reflect on implications once the analysis was ready.

- Minister's proposal for the VET reform: the Chair explained the essence of the Minister's new proposed options currently under consultation and announced that all-staff workshops would be held at Unitec and MIT to explain the proposed options and understand their implications.
- The Chair explained that NZQA had started the 2025 EER-type process with some WBL organisations. It was noted that Unitec did not know whether it would have to undertake an EER-type activity in 2025. It was noted that Unitec needed to start getting ready. It was noted that this exercise would be useful anyways, as it would uncover strengths and areas for improvement that could be brought into Unitec's policy mahi.
- AI: It was announced that an AI Committee had been stood up and would report to SLT with a dotted line to the MIT and Unitec Academic Committees. The Chair explained there would be an announcement to remind staff about actions they needed to take in respect of each assessment in their courses. Committee members were asked to spread the message. It was noted that SLT had imposed a temporary pause on the use of GenAI for generating transcripts for sensitive meetings due to a number of risks. It was noted that Unitec Teams stored recordings in the Unitec environment, but that there was no control over the storage

of recordings using, for example, a personal Zoom or Google Meet account.

The Director of Research noted that certain Research projects had been granted funding with the understanding that GenAI would be used for transcripts, and suggested that PGRSC should be represented on the AI Committee.

**Action:** M Carroll and M Williams to discuss the membership of the AI Committee offline.

**Action:** J Meyer and J Oldfield to work on the wording of the message to staff to ensure AI is very clearly defined.

**RESOLUTION:**

Te Komiti Mātauranga receives the Chairperson's Report

**Moved: Chris King**

**Seconded: Peter McPherson**

**CARRIED**

## **2.2 Artificial Intelligence**

Presenter: Martin Carroll

The Learner Module for AI Literacy was discussed. The Manager, Digital Learning offered to share it with members who wanted to look at it, and to share it with the Student Council. It was announced that the module would be promoted during Semester 1, and Te Puna Ako would think about improvements, and about considerations around making it compulsory.

**Action:** J Oldfield and J Williams to submit a paper to Te Komiti Mātauranga with a recommendation on whether to make the Module for AI Literacy compulsory.

## **2.3 Unitec Student Complaints (formal and Informal) and Appeals – Q4: Oct to Dec 2024**

Presenter: Annette Pitovao

**Action:** A Pitovao to delete the "Under 25" row from this report going forward.

**Action:** J Oldfield and A Pitovao to work on index classification and themes.

**RESOLUTION:**

Te Komiti Mātauranga receives the Unitec Student Complaints (formal and Informal) and Appeals – Q4 2024 report.

**Moved: Annette Pitovao**

**Seconded: James Oldfield**

**CARRIED**

## **2.4 Institutional Academic Evaluation and Planning**

Presenter: Martin Carroll

It was noted that this item had been covered during Chair's report.

## **2.5 Academic Committee Standing Committee Membership**

Presenter: Martin Carroll

**RESOLUTION:**

Te Komiti Mātauranga adds, *ex officio*, the position of Director, Schools and Performance to ACSC.

**Moved: Martin Carroll**

**Seconded: Simon Nash**

**CARRIED**

**2.6 Te Pūkenga Academic Delegations update**

Presenter: Simon Tries

**RESOLUTION:**

Te Komiti Mātauranga notes that the Unitec Academic Delegations Register has been updated following an update of Te Pūkenga Standing Delegations Register.

**Moved: Simon Tries**

**Seconded: Marcus Williams**

**CARRIED**

**3. Standing Items**

**3.1 Oversight of Quality Assurance Systems**

Presenter: Simon Tries

**RESOLUTION:**

Te Komiti Mātauranga receive the Oversight of Quality Assurance Systems report.

**Moved: Simon Tries**

**Seconded: Annette Pitovao**

**CARRIED**

**3.2 Group Reporting**

No report due.

**3.3 Subcommittee Reporting**

**3.3.1. Unitec Research Committee Report**

Presenter: Marcus Williams

**RESOLUTION:**

Te Komiti Mātauranga receives the Unitec Research Committee Report and approves the 2025 URC membership list, meeting dates, Terms of Reference & work plan.

**Moved: Marcus Williams**

**Seconded: Simon Nash**

**CARRIED**

**3.3.2. Unitec Research Ethics Committee**

Presenter: Marcus Williams

It was noted that the Co-Chairs mentioned in the report should be amended to Co-Deputy Chairs.

**RESOLUTION:**

Te Komiti Mātauranga receives the Unitec Research Ethics Committee report and approve the current membership and designation of deputy co-chairs.

**Moved: Marcus Williams**

**Seconded: Simon Nash**

**CARRIED**

**3.3.3. Postgraduate Research and Scholarships Committee**

Presenter: Marcus Williams

**RESOLUTION:**

Te Komiti Mātauranga receives the Postgraduate Research and Scholarships Committee report.

Te Komiti Mātauranga approves Te Komiti Whakahaere a ngā Pia | Postgraduate Research and Scholarships Committee's 2025 Membership list and composition requirements, meeting dates, Terms of Reference and Work Plan.

**Moved: Marcus Williams**

**Seconded: Rayyan Hassan**

**CARRIED**

**3.3.4. Quality Alignment Board**

No report.

**3.3.5. Academic Approvals Committee**

No report.

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

No report.

**3.3.7. Retrospective Change of Enrolment Committee**

It was advised that a final report would be presented at the following hui with a recommendation to wind up the Committee.

**3.3.8. Academic Recovery Committee**

It was noted that the Academic Recovery Committee had been set up in April 2020 and that the terms of reference were specific to the impact of Covid-19. It was recommended to disestablish this Committee.

The members of the Academic Recovery Committee were thanked for their work on the Committee.

**RESOLUTION:**

Te Komiti Mātauranga disestablishes the Academic Recovery Committee.

Moved: Chris King  
Seconded: Simon Nash

CARRIED

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

Nil.

**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: 4:35pm

**Read and Confirmed**

**Chair:** Martin Carroll

**Date:** 27 February 2025