



Te Komiti Mātauranga | Academic Committee

MINUTES

Date: Thursday 08 May 2025

Time: 2pm

Venue: Teams and 110-2019

Whakatuwheratanga | 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!

Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies

Apologies

James Oldfield
Peseta Lotu-liga
Luka Crosbie

John Pepere
Simon Nash (leaving at 3:45pm)
James Meyer

Vivienne Merito
Irene Wu
Toa Faneva

Attendance

Martin Carroll
Annette Pitovao
Chris King
Jocelyn Williams
Laura Harvey

Liz Rainsbury
John Pepere
Guillermo Ramirez-Prado
Marcus Williams
Muhammad Rayyan Hassan

Peter McPherson
Simon Nash
Simon Tries
Sue Palfreyman
Viv Merito

In attendance:

Delphine Gesché (Secretary)

The Chair received all apologies and declared the meeting quorate.

It was advised that when nominating a proxy, it should be someone who is not already on the committee.

Moved: Jocelyn Williams

Seconded: Laura Harvey

CARRIED

1 Whakahaere o te Komiti | Committee Management

1.1 Work Plan

The workplan tracker was noted.

1.2 Actions

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

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

1.3.1 TKM Minutes

RESOLUTION:

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

- 03 April 2025

With the following amendment in Resolution 2.9:

“Te Komiti Mātauranga receives the Youth Guarantee and Work Based EPICs”.

Moved: Liz Rainsbury

Seconded: Simon Tries

CARRIED

1.3.2 ACSC Minutes

RESOLUTION:

That Te Komiti Mātauranga notes the minutes of the following Standing Committee meetings:

- 02 April 2025
- 16 April 2025

Moved: Simon Nash

Seconded: Simon Tries

CARRIED

1.4 Matters arising

Nil

1.5 Correspondence

Nil

2 General Business

2.1 Chairperson’s Report

Presenter: Martin Carroll

The Chair advised that the Minister has determined Work-Based Learning (WBL) divisions of Te Pūkenga would be relocated on 01 January 2026 to sit under the most relevant Industry Skill Board (ISB) until they find a new home within two years maximum (following a decision by the TEC based on advice from ISB and other industry voices). Unitec is seeking clarification on these processes with a view to determining what options may be open to Unitec in this regard.

The Chair spoke to the second ministerial decision regarding ISBs and explained that Workforce Development Councils (WDCs) are only budgeted until 30 June 2025 (unless the TEC provides stop-gap funding), and will continue to exist until the end of the year. They will be replaced by ISBs in 2026. It was advised that the Minister was proposing 7 ISBs. Some disciplines including IT, Business and Creative Arts would not be covered, and that standard settings for those disciplines would sit with NZQA.

Unitec will make a submission to this proposal, 1) asking for Creative Arts to be covered by an ISB for the purpose of having a voice advocating funding for these disciplines, 2) requesting that ISB's proposed authority to develop and approve their own programmes not be used as a reason for UISBs to reject endorsing programmes developed by providers, and c) calling for controls on fees that can be set by ISBs.

A conversation was held on the submission.

RESOLUTION:

That Te Komiti Mātauranga receives the Chairperson's Report.

Moved: Annette Pitovao

Seconded: Liz Rainsbury

CARRIED

2.2 Artificial Intelligence

Presenter: Martin Carroll

The Chair announced there would be a stock-take of how AI is being used across the institute, and that work was still progressing on an ethical framework and the use of AI transcripts.

Action: Marcus Williams to follow up with the Chair of UREC whether UREC is equipped to deal with AI issues.

RESOLUTION:

That Te Komiti Mātauranga receives the verbal Report on Artificial Intelligence.

Moved: Chris King

Seconded: Simon Tries

CARRIED

2.3 Recognition Awards Delegation

Presenter: Martin Carroll

The Chair explained that the ability to grant Honorary Awards had recently been delegated by Te Poari Ākoranga to the Academic Committees of Business Divisions.

RESOLUTION:

That Te Komiti Mātauranga:

- a. approves the establishment of Professors Emeriti; and
- b. delegates to the DCE Academic the authority to establish and enact the process for Professors Emeriti (based upon the approach used at MIT).

Moved: Martin Carroll

Seconded: Chris King

CARRIED

2.4 SSAG Submission

Presenter: Martin Carroll

The Chair thanked the Research Committee for putting time and effort into formulating feedback for the submission. It was noted that Unitec was the only Te Pūkenga division to make a submission.

It was noted that a new Science Advisory Board had been appointed.

RESOLUTION:

That Te Komiti Mātauranga receives Unitec's SSAG submission.

Moved: Marcus Williams

Seconded: Peter McPherson

CARRIED

2.5 Unitec Student Complaints (formal and Informal) and Appeals – Q1: January to March 2025

Presenter: Annette Pitovao Annette

A Pitovao spoke to the memo. It was asked whether there was a benchmark for formal complaints.

Action: A Pitovao to ask Te Pūkenga whether there is a benchmark for formal complaints.

It was noted that thought should be put into how to track informal complaints that go via other channels (such as Heads of Schools) and get resolved. It was asked whether complaints going to external bodies and coming back to the institute were recorded.

It was noted there was an increase in formal complaints, which impacts workload. It was asked whether staff was sufficiently developed professionally to deal with these.

The Chair thanked Annette Pitovao for the detailed report.

RESOLUTION:

That Te Komiti Mātauranga receives this Student Complaints (formal and informal) and Appeals report for Q1 2025.

Moved: Chris King

Seconded: Simon Nash

CARRIED

2.6 Ako Ahimura Review of Student NPS Survey Report (for previous semester)

Presenter: Jocelyn Williams

J Williams spoke to the report.

It was noted that the data goes to school level and not to course level, and that Student Support teams and Te Puna Ako can identify levers to pull in order to create recommendations to lift the NPS score.

It was noted that SLT had recently agreed that each member of SLT would work with their portfolio to analyse what is relevant to them. It was noted that it would be useful for Te Komiti Mātauranga to endorse that too.

The Committee thanked Jocelyn Williams and James Oldfield for the quality of the report and for the positive results given the current context.

RESOLUTION:

That Te Komiti Mātauranga approves the following recommendations:

1. Each Unitec unit/team/school to review the semester 1 and semester 2, 2024 NPS reports and determine actions they can commit to, suited to their context, that will contribute to the Unitec KPI 2025 target of a 5-point increase in NPS score and include in their 2025 team action plans.
2. The Business Owner of NPS (Student Success, in conjunction with Schools) continues to collate and report back to all students “you said - we did” summaries to help close the feedback loop² and liaises with the Comms team to communicate key responses to student sentiment as seen in the NPS reports.
3. Student Success
 - holds all critical “what next” info in the Code of Practice for Pastoral Care tracker to evidence our compliance in respect of Outcome 1-4 of the Code
 - plans feasible ways to provide more food options, events/activities, and accessible mental health services.
4. Schools and teaching teams use the 2024 NPS reports to determine actions relevant to their programmes that can help improve communication with learners to help address their frustrations as summarised in the Conclusions section above³, and who is responsible for actioning them.
5. Te Puna Ako investigates and provides options for schools to include a standard section in Moodle where learners can see what feedback has been received on their course and what actions are being taken in response.
6. Te Puna Ako evaluates uptake of the Digital Learning Standards via a review of a random number of courses against the DLS, potentially on a regular basis.
 - The Manager, Digital Learning to report back to Heads of School with tailor-made DLS actions/support via Te Puna Ako advisers as required

Moved: Annette Pitovao

Seconded: Chris King

CARRIED

3 Standing Items

3.1 Oversight of Quality Assurance Systems

Presenter: Simon Tries

S Tries spoke to the paper.

It was noted that there was a risk of taking false confidence in this data as there might be an assumption that errors had been identified and corrected, which was not always the case. It was noted that the goal was to ensure that it had happened and that external moderation corroborated internal moderation.

It was noted that caveats should be put in the report and that schools have not been given a chance to comment on the scores. It was noted that this was PAQC's role to have these conversations twice a year.

It was advised that in lieu of doing an external EER, Unitec would be doing an internal, trimmed down EER this year, and that MIT was doing the same in order to identify good practices and opportunities for improvements.

The School of Computing was congratulated for achieving a 100% completion of moderation.

Action: C King and S Tries to work together on actions required on appendix 2 of the report.

RESOLUTION:

That Te Komiti Mātauranga receives the update on the current status of key quality assurance systems across Unitec.

Moved: Simon Tries

Seconded: Chris King

CARRIED

3.2 Group Reporting

The DCE Learner Experience and Success noted that some work was needed to define the purpose of the reporting (EPs, progress reporting against strategies, matters arising that the Priority Group directors feel are important to raise).

Action: S Nash to meet with Priority Group directors to discuss the purpose of the PG reports.

3.2.1 Māori Success

No report.

3.2.2 Pacific Success

Presenter: Luka Crosbie

3.2.3 Disability Success

Presenter: Annette Pitovao

It was asked to include the date of the screenshot when a screenshot from Power BI is included in the report.

RESOLUTION:

That Te Komiti Mātauranga receives the report on Disability Success.

Moved: Annette Pitovao

Seconded: Liz Rainsbury

CARRIED

3.2.4 International Success

Presenter: Annette Pitovao

A Pitova advised that the \$51m figure on p.1 of the March memo contained was incorrect and should read:

Enrolled (headcount) for 2025 YTD = 1,354 (approx. \$30.7m in fees p/a)

It was noted that data in the May report was from the January SDR, and data from 2023 (not 2024).

RESOLUTION:

That Te Komiti Mātauranga receive the report on International Success.

Moved: Annette Pitovao

Seconded: Guillermo Ramirez-Prado

CARRIED

3.3 Subcommittee Reporting

3.3.1 Unitec Research Committee Report

Presenter: Marcus Williams

RESOLUTION:

That Te Komiti Mātauranga receives the URC report and accompanying minutes.

Moved: Marcus Williams

Seconded: Sue Palfreyman

CARRIED

3.3.2 Unitec Research Ethics Committee

Presenter: Marcus Williams

M Williams noted that there had been two significant resignations.

An answer was given to the question posed earlier in the meeting regarding the ability of UREC to deal with AI issues:

Some capacity (especially regarding cultural protocols) exists within the committee to provide feedback to postgraduate research related to AI. However, more technically advanced research regarding developing AI technology might require more advanced understanding of the issues involved and the institution needs to provide professional

development opportunities to the Committee members. Further, the committee might consider seeking to appoint a member with specific AI technical expertise.

Action: M Williams to offer the Chair of UREC funding for AI-related training relating to this work; the new Director will report back in February 2026.

RESOLUTION:

That Te Komiti Mātauranga receives the UREC report and accompanying minutes.

Moved: Marcus Williams

Seconded: Annette Pitovao

CARRIED

3.3.3 Postgraduate Research and Scholarships Committee

Presenter: Marcus Williams

RESOLUTION:

That Te Komiti Mātauranga receives the PGRSC report and accompanying minutes.

Moved: Marcus Williams

Seconded: Chris King

CARRIED

3.3.4 Quality Alignment Board

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receives the QAB report and accompanying minutes.

Moved: Simon Tries

Seconded: Liz Rainsbury

CARRIED

3.3.5 Academic Approvals Committee

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receives the AAC report.

Moved: Simon Tries

Seconded: Sue Palfreyman

CARRIED

3.3.6 Ako Ahimura Learning & Teaching Committee

Presenter: Jocelyn Williams

RESOLUTION:

That Te Komiti Mātauranga receives the AALTC report and approve the recommendations therein and accompanying minutes.

Moved: Jocelyn Williams

Seconded: Laura Harvey

CARRIED

3.3.7 Retrospective Change of Enrolment Committee

It was clarified that an escalation to DCE Academic was required in the rare instances of any of the retrospective changes signalling a potential significant regulatory breach.

It was advised that a repository was likely to still be held for changes of enrolment and would likely sit with the Enrolment team.

RESOLUTION:

That Te Komiti Mātauranga receive the reports approve the recommendations therein:

1. the disestablishment the RCoE Committee effective 1 June 2025.
2. the delegation of approval of any retrospective enrolment change requests to Academic Leaders, with escalation to the DCE – Academic as/if required.
3. the continuation of the mahi of the RCoE within business-as-usual (BAU) processes to ensure:
 - a) ongoing oversight of retrospective enrolment changes aligned with funding and compliance requirements,
 - b) timely resolution of learner record inaccuracies to uphold student equity, and;
 - c) ongoing systemic improvements to reduce the likelihood of future errors.

Moved: Chris King

Seconded: Guillermo Ramirez-Prado

CARRIED

4 Ētahi Kaupapa Anō | Any Other Business

The Chair and the Committee thanked Marcus Williams for his contributions to Te Komiti Mātauranga.

RESOLUTION:

That Te Komiti Mātauranga pass a vote of acknowledgement for Marcus Williams.

Moved: All

Seconded: All

CARRIED

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: 4:45pm

Read and Confirmed

Chair: 

Date: 05 June 2025