



Te Komiti Mātauranga | Academic Committee

MINUTES

Date: Thursday 05 June 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

Laura Harvey (proxy: Lorne Roberts)
Rayyan Hassan (proxy: Irene Wu)
Simon Nash
Chris King
James Meyer

Peseta Sam Lotu-liga
Martin Carroll (for leaving at 4:28)
Irene Wu (for leaving at 4:30)
Vivienne Merito (for leaving at 4:35)

Attendance

Martin Carroll
Annette Pitovao
Irene Wu
James Oldfield
Jocelyn Williams

Hadley Brown
Liz Rainsbury
Lorne Roberts
Luka Crosbie
John Pepere

Guillermo Ramirez-Prado
Peter McPherson
Simon Tries
Sue Palfreyman
Vivienne Merito

Absent

Toa Faneva

In attendance:

Delphine Gesché (Secretary)

Chair:

Martin Carroll (until 4:28pm)
Peter McPherson (from 4:28pm)

The Chair received all apologies and declared the meeting quorate.

Moved: Peter McPherson
Seconded: Simon Tries

CARRIED

The Chair welcomed Lorne Roberts as Laura Harvey's proxy, and welcomed Hadley Brown as a new member of Te Komiti Mātauranga.

1 Whakahaere o te Komiti | Committee Management

1.1 Membership

RESOLUTION:

That Te Komiti Mātauranga confirm the appointment of Hadley Brown as a member of Te Komiti Mātauranga.

Moved: Martin Carroll
Seconded: Annette Pitovao

CARRIED

1.2 Work Plan

The workplan tracker was noted.

1.3 Actions

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

RESOLUTION:

Te Komiti Mātauranga requires all course LMS sites to provide a "you said; we did" brief summary of the previous course evaluation results (plus, optionally, any additional student feedback) along with how the course staff have responded or intend to respond.

Moved: Simon Tries
Seconded: Guillermo Ramirez-Prado

CARRIED

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

1.4.1 TKM Minutes

RESOLUTION:

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

- 08 May 2025

Moved: Annette Pitovao
Seconded: Guillermo Ramirez-Prado

CARRIED

1.4.2 ACSC Minutes

RESOLUTION:

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

- 16 April 2025
- 30 April 2025

Moved: Simon Tries
Seconded: Martin Carroll

CARRIED

1.5 Matters arising

Nil

1.6 Correspondence

Nil

2 General Business

2.1 Chairperson's Report

Presenter: Martin Carroll

The Chair gave an update on APŌPŌ, a project set up by Te Pūkenga to share programmes (including resources and teaching materials). It was noted that a schedule had been shared. Issues around inequity between divisions were discussed.

It was noted that the MIT Academic Committee had made several recommendations, including incorporating a dispute process, requesting that all Business Divisions have to contribute in order for all the Business Divisions to receive programmes, giving access to all the Divisions at the same time after everyone has contributed.

It was noted that this would be a one-time offer and that data would be collected over the following 4 months with a view to sharing it until the end of the year. A discussion was held on the ownership of intellectual property.

Te Komiti Mātauranga recommended this process only be applied to unified programmes, and suggested a Creative Commons licence for cases where a school takes materials and modifies them. It was noted that clarity around who will use the shared materials would be a form of reassurance. Questions were asked around the expectation for collaboration from PTEs from 2026.

RESOLUTION:

That Te Komiti Mātauranga commits Unitec to engage with APŌPŌ with honesty and integrity, in accordance with the values of Te Noho Kotahitanga.

Moved: Peter McPherson
Seconded: Simon Tries

CARRIED

S Tries gave an update on NZQCF and explained that the NZQCF level descriptors as they were proposed had come through and would come into effect on 01 July.

An update was given on the consultation on iQAF and the upcoming consultation around

August on the rules underpinning the new ways of working. NZQA will gather information and share the themes, and make decisions about how they consider applications from us depending on our risk profile. The Monitoring will be around the reporting and approvals, and education performance monitoring.

RESOLUTION:

That Te Komiti Mātauranga receives the Chairperson's Report.

Moved: Guillermo Ramirez-Prado

Seconded: John Pepere

CARRIED

2.2 Artificial Intelligence

Presenter: Martin Carroll

It was noted that draft pieces of work were underway around policy, and that the AI Committee intended to do a survey with staff to understand what is happening across the organization. It was also advised that work was progressing on a kaimahi-facing module. It was noted that the pace of this work should increase.

It was noted this was a key area for professional development, and that the AI Committee would need to find resources to be promoted amongst staff while the organisation developed its own.

Action: Te Komiti Mātauranga tasks the AI Committee with revisiting the curation of free AI training resources and get it in circulation as soon as possible.

It was noted that links to these free resources could be embedded in the kaimahi AI module.

Action: James Oldfield to ensure the kaimahi-facing AI module ready to be made available to staff.

RESOLUTION:

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

Moved: John Pepere

Seconded: Sue Palfreyman

CARRIED

2.3 Digital Learning Standards May 2025 review

Presenter: James Oldfield

J Oldfield spoke to the paper and answered questions.

RESOLUTION:

That Te Komiti Mātauranga receives the Digital Learning Standards May 2025 review and recommend:

- The Manager Digital Learning coordinate a review of the DLS to ensure it is kept current and presented in a way that is usable by Unitec Kaimahi
- Te Puna Ako to work with the Kaihautū to provide clearer advice for staff on appropriate approaches to incorporating Mātauranga Māori in courses
- Each Head of School and the Manager of Digital Learning to agree on a plan to progress

the Digital Learning Standards in their school

Moved: James Oldfield

Seconded: Peter McPherson

CARRIED

2.4 Unitec Academic Integrity Review 2024

Presenter: Jocelyn Williams

J Williams spoke to the paper. It was noted that if this was made mandatory, it would feed into the academic policy suite in the case of an integration, which would require MIT's involvement. It was noted this could be part of the consultation on policies.

Action: J Williams to fold in consideration of making the Academic Integrity Module mandatory as part of the Academic Policy Integration mahi. This is to be folded into the action around making the AI literacy module mandatory.

RESOLUTION:

That Te Komiti Mātauranga receives the Unitec Academic Integrity Review 2024 and approves the recommendations made by Ako Ahimura Learning and Teaching Committee that:

1. The Academic Integrity Moodle course and quiz (for learners) content
 - a. is reviewed and updated by Te Puna Ako each semester to boost relevance and relatability for ākonga, as well as currency of AI information, concepts and norms;
 - b. Schools are encouraged to promote the Academic Integrity Module for learners to complete and pass the quiz in their programmes as relevant to their discipline / industry / profession and programmes.
2. Te Puna Ako partners with Te Korowai Kahurangi and MIT's Academic Centre to review and improve the existing Unitec Academic Misconduct reporting process.
3. Te Puna Ako leads and evaluates a trial of Two-Lane Assessment in two programmes, preparing a full report for NZQA in late 2025 showing the implications this change would have for existing NZQA policies and processes, and the potential for improved verifiability of learner outcomes using the new approach.

Moved: Jocelyn Williams

Seconded: Lorne Roberts

CARRIED

2.5 Emeritus Professorship Policy

Presenter: Martin Carroll

M Carroll spoke to the paper and answered questions.

It was noted that Unitec doesn't yet have a "Companion of the Institute" policy. It is also a status used to honour someone who has given a significant contribution. It was proposed to develop a policy for Companion of the Institute in the future.

RESOLUTION:

That Te Komiti Mātauranga approves the Emeritus Professorship Policy.

Moved: Martin Carroll

Seconded: Vivienne Merito

CARRIED

2.6 QAB Review of Moderation Annual Report for previous year

Presenter: Simon Tries

No report.

2.7 QAB Review of Assuring Consistency Annual Report (for previous year)

Presenter: Simon Tries

No report.

2.8 QAB Review of Moderation Annual Report for previous year

Presenter: Simon Tries

No report.

2.9 QAB Review of Statutory Compliance Check

Presenter: Simon Tries

No report.

2.10 Approval of 2026 Academic Calendar

Presenter: Hung Ngo

No report.

3 Standing Items

3.1 Oversight of Quality Assurance Systems

Presenter: Simon Tries

Action: S Tries and his MIT counterpart to work on aligning MIT and Unitec's approach to monitoring visits to ensure they are well prepared and run smoothly, and to develop guidance and training for monitors.

RESOLUTION:

That Te Komiti Mātauranga receives the Oversight of Quality Assurance Systems report.

Moved: Simon Tries

Seconded: Lorne Robert

CARRIED

3.2 Group Reporting

3.2.1 Māori Success

No report due.

3.2.2 Pacific Success

No report due.

3.2.3 Disability Success

No report due.

3.2.4 International Success

No report due.

3.3 Subcommittee Reporting

3.3.1 Unitec Research Committee Report

Presenter: Hadley Brown

It was suggested to use a survey independent to the Chair for the Committee self-assessment, to allow for more transparent feedback.

Action: M Carroll to check the currency of the link to the Framework for the Development of Policy, Procedures, Guidelines and Statutes, mentioned in the Minutes of the URC meeting.

RESOLUTION:

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

Moved: Hadley Brown

Seconded: James Oldfield

CARRIED

3.3.2 Unitec Research Ethics Committee

Presenter: Hadley Brown

RESOLUTION:

That Te Komiti Mātauranga receives the UREC report and accompanying minutes, and approves Caralyn Kemp and Lian Wu as new members.

Moved: Hadley Brown

Seconded: Lorne Roberts

CARRIED

3.3.3 Postgraduate Research and Scholarships Committee

Presenter: Hadley Brown

RESOLUTION:

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

Moved: Hadley Brown

Seconded: Sue Palfreyman

CARRIED

3.3.4 Quality Alignment Board

Presenter: Simon Tries

RESOLUTION:

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

Moved: Hadley Brown

Seconded: John Pepere

CARRIED

3.3.5 Academic Approvals Committee

Presenter: Simon Tries

RESOLUTION:

That Te Komiti Mātauranga receives the AAC report.

Moved: Liz Rainsbury

Seconded: Lorne Roberts

CARRIED

3.3.6 Ako Ahimura Learning & Teaching Committee

Presenter: Jocelyn Williams

RESOLUTION:

That Te Komiti Mātauranga receive the AALTC report.

Moved: Guillermo Ramirez-Prado

Seconded: Sue Palfreyman

CARRIED

4 Ētahi Kaupapa Anō | Any Other Business

4.1 Changes to Grade Reconsiderations policy, procedure and advice

Presenter: Martin Carroll

The Chair spoke to the paper and explained that under Te Kawa Maiororo, students wanting to query grade outcome had to use the formal student complaints channel, which caused a range of issues.

It was noted that the DCE Academic had delegation to waive certain provisions in Te Kawa Maiororo, in which case he would ask for recommendations from Te Komiti Mātauranga. The recommendations in the paper were discussed. It was asked for the second recommendation to be changed to:

Te Komiti Mātauranga recommends to the DCE Academic as the delegated authority to waive Te Kawa Maiororo section 7.18(1) and refer instead to the Ākonga Complaints and Concerns Policy.

It was suggested to make the provision more specific so that students know who to raise their concerns to (for instance, "Ākonga a required to raise their concern with the course lecturer in the first instance."). However, it was requested to make it clear that this applies to grades and assessment-related concerns only.

It was noted that the intent of the paper was for grades and assessments complaints to be handled informally by the schools in the first instance.

Te Komiti Mātauranga delegated to the Academic Committee Standing Committee the authority to approve the policy amendment.

Action: A Pitovao to work on the wording of the paper and submit it to ACSC.

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: 4:38pm

Read and Confirmed

Chair: 

Date: 03 July 2025