

<b>Poari Akoranga - Academic Board</b>	<b>Minutes</b>
<b>Wednesday 9 September 2020</b>	<b>10:00am-12.30pm</b> <b>ZOOM</b>

## Welcome and Attendance

The Chair welcomed everyone to the meeting and opened the meeting with a Karakia.

### Present

Chris Collins (Chair), Glynnis Brook, Neil Carroll, Greg Durkin, Lorna Gillespie, Jeanette Grace, Kieran Hewitson, Nita Hutchison, Oonagh McGirr, Sue Smart, Luana Te Hira, Stephen Town (ex Officio), Natalie Waran, Deborah Young

### In Attendance

Phil Alexander-Crawford  
Eve McMahon (NZQA)  
Julia Parrott (NZQA)  
Vikki Roadley (NZIST interim GM)  
Chris Williams  
Jeanette Fifield (minute taker)

### Apologies/Absent

No apologies were received.

## 1. Minutes of the Previous Meeting

### a. Scheduled Meeting

*The minutes of the Academic Board meeting held on 12 August 2020 were approved as a true and correct record.*

*Carried*

### b. Matters Arising

#### i. Action Items

	Detail	Owner	Due Date
0720-1	Determine new timeline for excellence project for academic regulations	CC/PK/ST	September 2020
0720-2	Provide workstream overview document for Academic Board information	VR	October 2020
0720-3	Determine principles and framework for an audit/stocktake of current subsidiary and ITO networks	All	October 2020
0820-1	Terms of reference to be considered alongside Letter of Expectation, Charter and developed in partnership with Māori Partnership and Equity workstream	CC	October 2020
0820-2	Communications to CEs and Academic Managers/Subsidiary Academic Committees to establish interim staff and learner voice	VR	October 2020
0920-1	Review terms of reference and potential structures (Workshop) – Poari Akorangi/Māori Partnership & Equity	All	October 2020
0920-2	ITO Learner nominations – Interim staff and student voice	LG/GD	October 2020
0920-04	NZQA Advisory group updates/reports	CC	October 2020

0920-5	Invite DCE Academic and Delivery to October workshop Invite DCE Transformation and Transition to October workshop	CC/VR	October 2020
0920-6	Accountancy pilot for common programme	SS	November 2020
0920-7	Panui – timeline and guidelines re: Poari Akorangi submission of agenda items	VR	October 2020
0920-8	Provide template document for priorities and work activity	VR	October 2020

## 2. Academic Reports to Council August

The Chair spoke to this agenda item.

Members noted the key points from the meeting.

Stephen Town spoke to the inclusion of the word excellence: “Regulations for excellence project” Agenda Item 9, presented for information.

## 3. Terms of Reference Poari Akorangi | Māori Partnership and Equity workstream feedback

The Chair introduced this agenda item and opened it up to members for discussion.

The following points were noted:

- Further work still required to align the draft ToR Academic Board with the draft NZIST Te Tiriti o Waitangi Excellence Framework.
- Further considerations required to how Te Tiriti principles will be articulated at subsidiary levels.
- There is an opportunity to distribute leadership/champions across the subsidiaries to implement the framework.
- Support a broader philosophy approach to the context.
- Further consideration required in regard to the work and reporting of Academic Board
- What will this look like for work-based learning? Support approaches that are meaningful.
- Strategies will need to be worked through, with an overarching framework.
  - o Focus on future, in particular post 2023 on NZIST’s approach, moving forward.
- Look to operational matters starting, once, Dr Angela Beaton, DCE Academic and Delivery is on-board.
  - o Start thinking about establishment of national academic committees and development of their terms of reference.
  - o Appoint “leads” for areas of national committees.
  - o Start to look at structures and what these may look like, including academic governance.
  - o Important to have frameworks (ToW and NZIST frameworks) and acceptance to work in alignment with these frameworks.
  - o Do not want to duplicate layers of what is already in place.

Stephen Town then spoke to existing academic committees, in particular, that they continue their current practice(s). The following points were noted:

- Where practical, existing committees may be involved in feeding into the co-design of NZIST structures.
- As new designs are developed, a cohesive and consistent approach across NZIST is key.

**ACTION: Review Terms of Reference and potential structures (Workshop).**

#### 4. Terms of Reference Poari Akoranga | Tertiary Education Union (TEU) feedback

The Chair introduced this item and opened it up to members for discussion.

The following feedback was noted:

- There is a lack of clarity in regard to the functions of Poari Akoranga vs subsidiary academic committees.
- Timing is critical to be able to respond effectively with agility to pivot, when other structures are put in place.
- Establishment and curation of a national repository of NZQA approved programme document portfolios.
- Membership selection.
- Appointment of members.
- Adequate resourcing of time.

The following comments were noted:

- Question raised whether WDCs have submitted feedback on the ToR.
- WDC setup has been extended to the end of the year, in particular, coverage, functions and nationwide representation.
- Engagement with RSLG groups are taking place in respective regions.

#### 5. Interim staff and student voice

The Interim GM gave a verbal update on this agenda item.

The following points were noted:

- NZIST will work to ensure that there is an interim staff and student voice fed through to Poari Akoranga while the Staff and Student Committees are established.
- A proposal is ready. Vikki Roadley will prepare the communications to socialise to CEs, Academic Committees and ITOs. **ACTION: Vikki Roadley**
- Provide nominations to Vikki Roadley of ITO learners willing to participate in a forum, from which a representative may be nominated. Lorna Gillespie and Greg Durkin will follow this up and keep liaison with Vikki Roadley. **ACTION: Lorna Gillespie, Greg Durkin**
- Mechanisms are place in both ITOs and ITPs to collect learner voices.
- For information: A virtual student voice symposium is being held at Otago Polytechnic later in the month. Oonagh McGirr will send out communications to members. **ACTION: Oonagh McGirr**
- Clarification provided in regard to the learner journey mapping.
- Processes to establish these committees are being developed noting the delay due to COVID-19 (updated timeframe: mid-November).

#### 6. Working group verbal reports

The Chair invited Deborah Young and Sue Smart to speak to their respective agenda items.

##### 1. Programme change process update

Deborah Young informed members this item is now completed. NZQA will be working with subsidiaries through to 2022.

##### 2. New programme development framework

Sue Smart provided an update of the NZIST Pilot Accountancy scheme.

The following points were noted:

- Draft guidelines have been sent out for response. Sue Smart will collate responses.
- Noted the working group were innovative and engaging throughout the development.

- Consultation has been undertaken with ITOs.
- Guidelines will be published on 30 September 2020.
- Sue Smart will wait for leadership from Dr Angela Beaton, DCE Academic and Delivery to take forward for implementation. **ACTION: Sue Smart**

## 7. Regulations Project update

Members reviewed the updated report from Phil Ker, provided for information.

The following points were noted:

- Feedback has been submitted to the group, in particular the need to strengthen the language so that the Principles are reflected and the regulations tested against the Principles.
- Principles are portable and accessible for learners.
- Encourage collaborative and portable systems between NZIST and universities to develop programmes and pathways for learners to continue higher study.

*Stephen Town left the meeting 11.25am*

*Eve McMahon and Julia Parrott joined the meeting and gave a brief introduction.*

## 8. NZQA session – Update on qualification framework

Eve McMahon introduced this agenda item, providing an update, for information.

Discussion was held, and the following points were noted:

- Work has begun in regard to the best way forward in working with NZIST in a sensible manner.
- Further thinking around ideas to simplify the qualification system has also begun based on feedback received following the Sandbox session held in March.
- Ideas will be tested through feedback received and discussions held.
  - o Suggest NZIST engage with ITOs to test examples.
- A workshop will be held to discuss “transfer of accreditations” to NZIST.
  - o A staged approach is desired to minimise processes in a sensible way.
- Pilot test qualifications that may work (ITPs and ITOs) to see how it may look in practice and whether it will be a workable model, suggested.
  - o Include input from WDCs and NZIST in the process.

*Phil Alexander-Crawford joined the meeting at 11.55am.*

- Discussion on the governance role of Poari Akoranga throughout the process, in particular to understand the opportunities, challenges and insight, going forward.
- Strategic guidance from NZIST requested.
  - o A transitional plan or interim plan, to provide clarity.
- Consolidated list of programmes delivered across ITPs desirable.
- For consideration, TANZ have a list, as a starter.
- NZQA support straight forward solutions to NZIST’s priorities.
- NZQA will be submitting to the NZQA Board that a simple process is supported.

Eve McMahon gave an update of processes undertaken to date. The following points were noted:

- Overall the process is slow.
- Encouraged that testing will provide an opportunity to sort out ‘bugs’.
- This piece of work will be a long change process consisting of:
  - o Qualification framework
  - o Lift and shift of qualifications from subsidiaries to NZIST.

The Chair thanked Eve McMahon and Julia Parrott for their attendance and update and to NZQA for their ongoing consultation and engagement.

Eve McMahon will take today's discussion back to NZQA staff and to the ITP Advisory group meeting.

*Eve McMahon and Julia Parrott left the meeting at 12.15pm.*

The Chair spoke to the role of the ITP Advisory group, for clarification. It was accepted updates from this group be received for information. **ACTION: Chris Collins**

## 9. Regulations for Excellence report (cont.)

Phil Alexander-Crawford gave an overview of his attendance to the meeting, providing advice to the group and is providing advice on the Regulations for Excellence project.

## 10. October workshop

- Revisit Purpose and Scope of Poari Akoranga.
- Brief incoming DCE Academic and Delivery on projects in progress.
- Invitation to incoming DCE Academic and Delivery to attend October meeting. **ACTION: Chris Collins to follow-up with Stephen Town**
- Invitation to Merran Davis, DCE Transformation and Transition. **ACTION: Vikki Roadley**
- Clarification of roles and responsibilities of subsidiary academic committees.
- Discussion re national committees and terms of reference(s).
- Discussion on responsibilities of academic governance.
- Lift and shift of all accreditations – what does this mean, processes to put in place.
- Archive space for retirement of programmes (future).
- Flesh out questions to put to NZQA and invite NZQA to November meeting.
- Development of a draft outline of activity/priorities for Poari Akoranga **ACTION: Vikki Roadley to provide template document**

## 11. Information to go into September Pānui

Items for the September Pānui would include:

1. Terms of Reference work.
2. Staff and student voice
3. Timeline and guidelines on submission of agenda items for Poari Akoranga meetings. **ACTION: Vikki Roadley**

## 12. Closure and Next Meeting

Next meeting date: 14 October 2020, NZIST office, Hamilton.

The next meeting is intended to be a face to face meeting subject to alert levels.

The Chair thanked members and staff for their contribution.

The Interim GM closed the meeting with a Karakia.

## Future Meeting Dates

14 October 2020	NZIST office, Hamilton
11 November 2020	Location tba

9 December 2020	Location tba
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### Summary of Action Items

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0720-1	Determine new timeline for excellence project for academic regulations	CC/PK/ST	September 2020
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0720-3	Determine principles and framework for an audit/stocktake of current subsidiary and ITO networks	All	October 2020
0820-1	Terms of reference to be considered alongside Letter of Expectation, Charter and developed in partnership with Māori Partnership and Equity workstream	CC	October 2020
0820-2	NZIST to establish an interim process to ensure staff and learner voice is heard while Student and Staff Committees are established	VR	Completed
0820-3	Working group to report on new programme development parameters/principles/framework progress	SS	Completed
0820-4	Communication to be provided to subsidiaries on the use of common seals	VR	Completed
0820-7	Pānui on key points from meeting to be sent to subsidiaries	VR	Completed
0820-9	Pilot for accountancy collaboration to be initiated and this work added to the NZIST workstream activity for support and monitoring	VR	Completed
0920-3	Review terms of reference and potential structures (Workshop) – Poari Akorangi/Māori Partnership & Equity Workshop	All	October 2020
0920-3	Learner nominations – Interim staff and student voice	All/VR	October 2020
0920-6	Bringing new DCE Academic and Delivery up to speed re new programme development framework	SS/AB	October 2020`
0920-07	ITP Advisory group updates/reports	CC	October 2020
0920-10	Invite DCE Academic and Delivery to October workshop Invite DCE Transformation and Transition to October workshop	CC/ST	October 2020
0920-11	September panui – timeline and guidelines re: Poari Akorangi submission of agenda items	VR	October 2020