Minutes of a meeting of Te Poari Akoranga o Te Pūkenga - the Academic Board of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Poari Akoranga)

Held on Wednesday 16 August 2023 at 9.30am via Teams.

Present: Megan Gibbons (Chair), Kieran Hewitson (Co-Chair) (arrived 9.14 during item 5.1)), Diane Lithgow, Fiona Beals, Fionna Moyer, Glynnis Brook, Henry Geary, Linda Aumua, Marama Rawiri, Mary-Liz Broadley, Doug Pouwhare, Jasmine Te Hira, Michael Alsford, Te Wai Collins

In Attendance: Tagaloatele Peggy Fairbairn-Dunlop (Council Member), Haley Passmore (Governance Advisor), Louise Courtney (Governance Advisor), Richard Nyhof (Kaikōkiri Director, Delivery Innovation ADI, item 5.5.1), Layelin Stewart (National Ako Network Director ACLS, item 5.5.1), Jeanette Fifield (Unification Project Coordinator ADI).

Apologies: Deborah Young, and Annemarie Gillies

Open Minutes

1. **Karakia Tīmatanga**

   Megan opened the hui with karakia.

2. **Welcome and Apologies**

   Megan welcomed committee members and observers for the open session of the hui.

   RESOLVED (M. Broadley/G. Brook)

   That Te Poari Akoranga:

   a)   receive and accept apologies from D. Young and A. Gillies;

   b)   receive and accept with regret resignations were from Te Urikore Biddle, and Patrick Hape, Co-chairs of Te Ohu Whakahaere Ōritetanga.

   CARRIED

   Megan advised that Janine Kapa has offered to Chair Te Ohu Whakahaere Ōritetanga until new leadership can be organised.

3. **Administration**

   3.1 Te Poari Akoranga meeting schedule calendar 2023

   Noted.

   3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

   Updated membership list noted.

   3.3 Register of Interests

   Members were requested to fill out the attached form (related to any interests related to their role as a member of Te Poari Akoranga, and any private or other external interests)

3.4   *Open minutes of Previous meeting Scheduled meeting held on 19 July 2023*

RESOLVED (M. Broadley/F. Beal)

That Te Poari Akoranga approve the minutes of the Open meeting of Te Poari Akoranga held on 19 July 2023 as a true and correct record, noting the following corrections:

- Amend Brooks to Brook;

- Amend action points T2307.01, and T2307.02 to Te Ohu Whakahaere Quality.

CARRIED

3.5   *Matters Arising*

Nil.

3.6   *Action List*

1005-5.6   Jeanette confirmed that Te Poari Akoranga do not yet have the mapping document; on-going action.

1005-11.2   There are now additional members to the team, but continuing work to ensure there are robust processes are in built into product development. This has been echoed in feedback through the consultation process; on-going action.

1005-5.5   Te Wai confirmed that a hui had been held, and that they were satisfied with membership at this stage; action can now be closed.

T2307.03   Diane advised that the action would be spoken to in item 5.3; action can now be closed.

T2307.01   To be discussed during item 5.1.1; action can now be closed.

T2307.02   Plan would be sent to members after the hui; action can now be closed.

T2307.04   Deferred until new leadership in place; on-going action.

4.   Te Pūkenga Council meeting

Noted.

5.   Ohu Whakahaere o Te Poari Akoranga

5.1   *Te Ohu Whakahaere Quality*

5.1.1 Moderation Framework

There was a change to the order advertised in the agenda, with this item following item 4.

Fionna introduced Anna Williams and Ulrika Bonning, co-leads of the working group looking at quality practices for Te Pūkenga and a framework for what the organisation might look like going forward.

Anna and Ulrika outlined the collaborative approach, noting their work with the New Zealand Qualifications Authority (NZQA) to ensure their requirements were met, and that the examples provided were drawn from testing with eight unified products across eight business divisions, four Work Based Learning groups (WBLs), four rohe based Institutes of Technology and Polytechnic (ITP) subsidiaries, and one distance-based ITP. Implementation is planned for 2024, with a transition plan required in the lead up.

Matters raised and discussed included:

- consultation with WBLs meant that adjustments were required ensure that the model/delivery could work in both ITP and WBL environments;

- policy was able to be co-designed with WBL as evidenced in the examples provided in report;

- language used in the programmes are targeted at kaiako and needed to reflect that. This was done in collaboration with the WBL Quality team.

- External moderation. The working group referred to the NZQA regulations, which states that effective moderation needs to be in place but does not specify that this needs to be external. The working group identified that the purpose of internal moderation is to remain connected with industry/field of practice or study, to allow for cross checking, and to make sure content is current and fit for practice, which Threads E-F cover. Assessment expertise can be found within the organisation, which Thread E covers. Fionna included that NZQA support the idea of not having to rely on external moderation and that other rohe/regions could support this. Anna added that the working group are looking to separate assessment and moderating experts, which has allowed for a way that the proposed moderating method could be achieved. While Glynnis acknowledged the kōrero provided, she noted external moderation was currently best practice.

- That this is a framework and approach, not implementation. Each discipline/area of study will need to this framework and approach to create appropriate processes fit for their purpose and context. The next phase will be significant, as it will require collaboration with teams to understand how the framework fits their context.

- Equity is built into policy and principles and into the approach. Suggested that a set of criteria maybe required to evaluate against.

- Unified programmes which are not unit standards based, such as degree programmes. While Thread D is very complicated on ensuring a consistency of quality outcomes, it is critical, as it allows for ākonga that complete the same programme at different campuses, to be able to leave with comparable skills. There is a need for a central group of moderators and enable a consistency of moderation for these types of programmes; will also allow monitoring of learning outcomes across the network. Te Wai added that like equity, the requirement to build into Thread D, a focus on incorporating indigenous knowledge, worldview, and cultural context into the assessment materials, process, and judgments so its explicit and visible.

RESOLVED (F. Moyer/G. Brook)

That Te Poari Akoranga:

a) Approve Te Pūkenga Moderation Framework and Product Moderation Systems approach;

b) Approve the Requirements for Product Moderation Systems

CARRIED

Megan acknowledged Anna and Ulrika for their mahi, noting the challenges identified and a good timeframe.

5.1.2 Scheduled meeting held on 9 August 2023

Fionna provided a verbal update to the Board:

- Ākonga Rights and Responsibilities document was considered and will be presented at the next Te Poari Akoranga hui;

- Ākonga Integrity Policy does not adequately cover WBL, so it will be presented to the Board at a future hui.

5.1.3 Minutes of the scheduled meeting held on 19 July 2023

Noted.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Taken after item 5.4.2.

Fiona provided a verbal update:

- Concern raised with membership due to kaimahi leaving the organisation;

- Concern in relation to Level 7 programmes and above needing to be research informed;

- New Terms of Reference will be presented to the Board at the next hui.

Action T2308.01: Send out communications for an EOI for new members to Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

5.3 Te Ohu Whakahaere Approvals

Diane provided a verbal report noting that the written report would be sent out to members:

- Approved three programmes:

  o New Zealand Certificate in Infrastructure - Level 2 is now going to NZQA for approval. Noted that ākonga can enrol through a campus or WBL.

  o Certificate in Sport Recreation and Exercise - Level 3 and Level 4.

- Noted that the critique document is working well, as it provides a record of questions and enables the project writers to review and consider responses or make changes.

- Auto unification of programmes of study or programmes of industry training. When there is only one programme across the organisation, it will still go through the same process as other programmes, through the Te Ohu Whakahaere Approvals committee.

- Programmes for approval at August hui include four from WBL, and seven from the Unification team, which is the final batch of programmes for the end of Phase 1 of the Transition mahi.

ACTION T2308.02: F Moyer to confirm RFI related to programme approvals

5.3.1 Draft minutes of the scheduled meeting held on 19 July 2023

Noted.

5.3.2 Minutes of the scheduled meeting held on 28 June 2023

Noted.

5.4   Te Ohu Whakahaere Appeals

- raised a risk to membership with nine of the twelve members of the Ohu with roles proposed to be disestablished;

- Full complement of members at recent hui with an opportunity to induct new members;

- Reminder to communicate decisions back to Ohu, especially those that bring matters to the Board for approval and/or feedback.

5.4.1 Draft minutes of the scheduled meeting held on 19 July 2023

These are Public Excluded minutes and will be spoken to in the Public Excluded portion of the hui.

5.4.2 Minutes of the scheduled meeting held on 28 June 2023

Noted.

5.5   Te Ohu Whakahaere Ako

There was an adjustment to the order items were taken, with item 5.5.1 preceding.

- Terms of Reference are now established and are a good foundation to develop a workplan;

- working group developing for process of endorsement of applicants to Te Whatu Kairangi;

- EOI to Food and Fibre CoVE for a research project on 21st Century Assessment and Delivery to ensure Whiria Te Ako is embedded in programmes;

- development of generative AI use and recommendations for policy; working group developing working statements as well as increasing membership to ensure the right people are in place. Noted that also needs to be included Digital in development.

5.5.1 Whiria Te Ako | Te Pūkenga Teaching & Learning Framework

Taken before item 5.5.

Te Wai introduced Layelin Stewart and Richard Nyhof, noting that Te Ohu Whakahaere Ako endorsed the Te Pūkenga Teaching & Learning Framework (Framework) at its July hui.

Layelin extended a mihi/acknowledgement to Te Ohu Whakahaere Ako for its support and approval of the Framework, and a further mihi to Te Poari Akoranga. He then spoke to the Framework highlighting that:

- It is grounded in Te Ao Māori;

- Is tangata/person centred;

- Ngā uara/values driven;

- It informs behaviours, expectations, and ways of being and doing.

Comments and questions raised by Te Poari Akoranga included:

- Feedback from a rangahau Māori perspective. Programmes teaching rangahau Māori rather than being informed/underpinned by rangahau Māori. A suggestion that

"rangahau Māori *and* Research" be used so it is clear they are not the same, and to ensure examples are provided to support that;

- Remove portfolio assessment as a non-negotiable be removed, to allow for further kōrero on the types of assessments that could be utilised;

- Next steps and delivery across Te Pūkenga that is inclusive. While the team have considered a marae-based delivery, this will be informed by the new operating model. The team would like to give people the opportunity to provide feedback, as well as mihi to those who contributed to this mahi. This is a starting point, but considerations have been given to how communication could be delivered. Layelin added that they wanted time with people to unpack the Framework which was valuable in gaining understanding. E-learning is a useful tool, but tangata centred would be a more helpful approach;

- In relation to E-learning what did it require? and what would it require of kaimahi to be able to engage with? Each division needs an understanding of how they connect to it. Richard supported this kōrero, noting that ACLS was built on this Framework, and acknowledged that it would be different for each stream/team/unit. Te Wai, in tautoko, stated the need to understand/find the natural place for this kaupapa to be. As a living document/kaupapa just reading the document did not capture the meaning of the framework;

- Ensuring terms are consistent to ensure all can understand it;

- In relation to staff capability, getting synchronicity with job and programme descriptions, and linked in a way that kaimahi/kaiako can deliver with confidence. There is a sensitivity around e-learning, as content may not be received as intended.

RESOLVED (Mary-Liz/Diane Lithgow)

That Te Poari Akoranga approve Whiria Te Ako | Te Pūkenga Learning & Teaching Framework.

CARRIED

5.5.2 *Draft minutes of the scheduled meeting held on 27 July 2023*

Noted.

5.6 *Te Ohu Whakahaere Ōritetanga*

Next scheduled meeting Thursday, 7 September 2023, 9.30am-12.30pm noted.

6. General Business

i) Megan advised that a subcommittee may be required to progress the approval of items 10.1 and 10.2;

ii) Root cause analysis has been undertaken. Pressure to get this approved so it can run from 2024, noting that this will affect workloads;

iii) Discussion why degree programme items were in the public excluded portion of the hui. Megan responded to allow for open and frank discussions, but key themes discussed can be in the open portion of the hui.

7. Next scheduled meeting

Wednesday, 20 September 2023, 9am-3pm, online via Microsoft Teams, noted.

8. Formal Motion for Moving into Closed Session

RESOLVED (M. Gibbons/K. Hewitson)

a) That to the extent that the Local Government Official Information and Meetings Act 1987 (LGOIMA) may apply, the public be excluded from the remainder of the meeting in reliance on section 48(1) of LGOIMA and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) specifically:

- Section 9(2)(a) OIA To protect the privacy of natural persons, including that of deceased natural persons.

- Section 9(2)(i) OIA To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public;

b) that the resolutions made in respect of the programme approvals for Te Ata Māhina Bachelor of Social Work and Bachelor of Nursing, Bachelor of Nursing Māori, Bachelor of Nursing Pacific be made public.

CARRIED

The open session meeting closed at 10.39am and moved into closed session at 10.45am.