

## Poari Akoranga - Academic Board

## Minutes

Wednesday 10 June 2020

10:00am-2:00pm

Via Zoom

### Welcome and Attendance

The Chair welcomed everyone to the meeting with a Karakia.

#### Present

Chris Collins (Chair), Deborah Young, Glynnis Brook, Greg Durkin, Jeanette Grace, Kieran Hewitson, Lorna Gillespie, Luana TeHira, Natalie Waran, Neil Carroll, Oonagh McGirr, Nita Hutchison, Sue Smart, , Kathryn Fraser (minute taker).

#### In Attendance

Angela Harford (*Bell Gully – joined at 11:00am*)

Phil Ker (*Harmonisation Project Manager - joined at 12:30pm*)

Vikki Roadley (*NZIST GM*)

#### Apologies/Absent

Nil.

### 1. Minutes of the Previous Meeting

#### 1.1 Scheduled Meeting

It was **moved** that the minutes of the Academic Board meeting held on 6 May 2020 be approved.

Glynnis Brook/Greg Durkin

Carried

#### 1.2 Matters Arising

##### 1.2.1 Action Items

	Detail	Owner	Due Date
0520-1	<p>The proposal from the Academic Architecture workstream will be made available to members of Academic Board. 10/06/20: This is available on Completed.</p> <p><u>Feedback</u> A number of concerns have been raised by the subsidiaries of NZIST:</p> <ul style="list-style-type: none"> <li>- There seems to be a lack of focus/low priority on research, postgraduate study, and innovation.</li> <li>- Messaging needs to be clear and well-articulated that degrees are delivered.</li> </ul> <p>Chris Collins assured the Board that these points have been reiterated.</p> <p>It was also noted by Deborah Young that degrees and postgraduate delivery were included in the discussions of the Academic Architecture workstream.</p> <ul style="list-style-type: none"> <li>- It was noted by members that the The Education Workforce Committee reported on the Education and Training Bill indicating that tertiary education and vocational education are very separate; this does not help with a forward-looking vision for NZIST.</li> </ul>	CC/VR	Completed - June 2020

	<ul style="list-style-type: none"> <li>- <i>There is concern that the sector is returning to the days of TRoQ, and that control and compliance are taking precedence.</i></li> <li>- <i>Recent funding announcements were about apprenticeships and less about vocational education, and most initiatives are supporting certificates and diplomas without taking into consideration that many are also pathway programmes to higher level qualifications. It was noted that this Board has an opportunity to ensure the full breadth of NZIST provision of applied, professional vocational education is included. There are important transformational changes for NZIST ahead, however, it was also noted that in NZIST New Zealand is also unique compared to most other jurisdictions in that we have a seamless pathway right through all levels of vocational education from foundation through to postgraduate provision and this should not be lost.</i></li> </ul>		
0520-2	A list of the recommendations made to NZQA regarding Type 2 changes will be sent out to Board members. This will include information on the work surrounding this. <i>10/06/20: This is on the agenda (item 7). Completed.</i>	VR	Completed - June 2020

### 1.2.2 Other Matters Arising

Nil.

## 2. Process for Reporting Minutes to Council

Chris Collins spoke to this item, and the following points were noted:

- A summary of the May NZIST Academic Board (“the Board”) meeting was provided to the last NZIST Council meeting. The minutes were not provided as they had not been endorsed.
- The NZIST Council have indicated they would like to see the Board minutes earlier rather than later; it was agreed that the minutes will be circulated via email as soon as possible for endorsement. Should there be any debate on the minutes, the Board reserves the right to hold them until the next meeting.

## 3. Academic Board Terms of Reference (TOR)

The following points were noted:

- There are inconsistencies across the documents about quorums and other similar wording. Most are “half plus one” while some specify a number.
- An approval committee was discussed by the Mobilising New World group (MNW) but was held off initially to allow time for sorting processes with NZQA, delegations, etc. The reason for having an approval committee is due to the volume of approvals that will need to be considered.
- There are several layers of committees which challenges the notion of agility; we do not want the process of getting development to approval within the NZIST network to take too long.
- The MNW met with NZQA and talked about what the process might look like and it was agreed that levels of approval at both the subsidiaries and NZIST was not necessary. However there does need to be a level of oversight at NZIST to avoid duplication of development within the subsidiaries.
- There is considerable concern at Otago, both at Board/Executive level and across the colleagues, at the limited level of resources available and the pressure this puts on everyone.
- A centralised model of programme development, with the best developers from across the country in one unit, will make it easier to identify the cost of workload and to draw on the strengths of shared services. However, there is a fear among some areas that they would lose their sense of ownership and become ‘just a delivery hub’. The deliverers need to be on board and be able to bring their flavour to the programme.

- From an ITO perspective, they and the Workforce Development Committee (WDC) are established to be aligned to particular industries and a centralised model is a risk of an unnecessary extra layer. ITOs are currently working directly with NZQA in a responsive model that works. One size does not necessarily fit all, however there is common ground with the ITPs and the transition to an NZIST network is a key task of this Board.
- There is some inconsistency in the National Sub-Committee TORs with the levels of representation; the Komiti Ōritetanga has no reference to ITOs. It was noted that at the time of writing, it was not known how the ITOs would work as part of the NZIST network however the intention was to have representation across the whole network.
- The Work-Based Learning Sub-Committee includes three representatives from the WDC and industry. From a degree/postgraduate perspective it may be of value to include professional work-based learning organisations (e.g. Nursing Council) and it would be prudent to include these bodies sooner rather than later. This could occur through a co-opting scenario.
- It was noted that when these TORs were first drafted, there was considerable uncertainty about how the new world would look. From today's discussion, it is clear that the TORs need some refinement.
- The Komiti Ōritetanga will need to align with the work that Will Workman is doing in the treaty-based area.
- The National Sub-Committees are intended to provide governance and oversight; the regional sub-committees will remain but with the extra support from the national group for contentious issues and to ensure consistency across the network. Some rewording of these TORs is required for clarification.
- For the meantime, subsidiaries need to continue as they are, and the National Sub-Committees will provide a line of sight to NZIST.
- There are a number of issues to be sorted with regard to an appeals process. There needs to be some discussion at subsidiary level regarding where appeals should ultimately end – either NZIST or the ombudsman.
- It was agreed that members of the Board may chair the National Sub-Committees to ensure a strong link, but it will not be a requirement.
- The Board TOR will be finalised and sent out for e-vote and then go to NZIST Council for sign off. It will be identified as a work in progress that will be refined over time.
- It was agreed that the suggested name of Poari Akoranga be used and a recommendation for the name will be taken to NZIST Council. **ACTION:** Chris Collins
- It was agreed at the last meeting for the National Sub-Committees to have a common name. This is still to be actioned. **ACTION:** Vikki Roadley/Kathryn Fraser
- The National Sub-Committee TORs will be tidied up based on today's comments and then sent out for e-vote. **ACTION:** Vikki Roadley/Deborah Young/Kieran Hewitson
- It was noted that there are some people from the ITOs that have some concerns with regard to the Komiti Ōritetanga TOR. Contact details are to be sent to Vikki Roadley so they can be involved. **ACTION:** Greg Durkin

#### 4. Name: Poari Akoranga

The following points were noted:

- *(As noted above in item 3)* It was agreed that the suggested name of Poari Akoranga be used and a recommendation for the name will be taken to NZIST Council.

#### 5. Sub-Committees and Membership

The following points were noted:

- Once the National Committee TORs have been revised *(as noted above in item 3)*, the Board will then review the memberships.

#### 6. Operating and Financial Parameters

Angela Harford of Bell Gully spoke to the Board and the following points were noted:

- Under section 182 of the Education Act each ITP Council was required to establish an Academic Board to advise on academic matters. Some of the Academic Boards had sub-committees although this varied in number and purpose across the ITPs.
- With recent legislative changes, Section 182 of the Education Act does not apply to NZIST or its subsidiaries; it has been replaced by Section 222 and each former ITP Academic Board became a Subsidiary Academic Committee.
- NZIST owns all the subsidiaries and the Board of Directors for each subsidiary has the power under the Companies Act to manage the subsidiary.
- The power for Academic Board comes from legislation, and via delegation from the NZIST Council. In turn, the Board, through its TOR, can delegate to the National sub-Committees.
- The power for Academic Committees comes from the Board of Directors of each subsidiary through the existing TORs for the former ITP Academic Boards. (These may or may not have been changed since 1 April 2020).
- NZIST Council members are not members of Academic Board, likewise at subsidiary level between the Boards of Directors and Academic Committees.
- They key principles of the architecture are:
  - Subsidiary Academic Committees continue to operate as they did as ITP Academic Boards prior to 1 April, subject to new restrictions for the annual academic programme, setting student fees (outside of budget), academic policies/student regulations, and changes in location of academic delivery.
  - New student regulations and statutes, or amendments to existing regulations and statutes, must be notified to NZIST. The subsidiary Board of Directors would action the approval and notify NZIST through the Academic Board.
- Where NZIST requires a subsidiary to approve or consult with NZIST, they must provide a mechanism for this – likely via a group policy.
- Information/Reporting: each subsidiary Academic Committee will provide information to the Board on a regular basis. These flows have not yet been finalised.
- A set of policies and procedures will be developed to detail the reporting mechanisms within the architecture. It was noted that when the ITOs transition to NZIST there may need to be changes. A working group will be established to create this documentation.
- A copy of the slide presentation will be made available to the members of the Board. The architecture diagram in the presentation is a newer version of the one supplied in the papers for today’s meeting.

*Angela Harford left the meeting at 12:00pm.*

*The meeting paused at 12:00pm for lunch.*

*The meeting recommenced at 12:30pm.*

*Phil Ker joined the meeting at 12:30pm.*

## 7. Delegations and Directions

Vikki Roadley spoke to this item and the following points were noted:

- This document is the result of discussions the working group had with NZQA; it is a starting list to be further developed as many contributing factors have changed since the time of writing.
- The second part of the document is about Type 2 changes and differentiating between approval levels – Academic Board or subsidiary Academic Committee.
- A working group is now required to take this further. An advisory committee meeting is being held next week; the first action of the working group is to tidy the document ready to take to the advisory committee.
 

**ACTION:** Deborah Young (convenor), Nita Hutchison, Kieran Hewitson, Luana TeHira, and Lorna Gillespie
- There will need to be discussion with NZQA to see how the WDC will be working; there will be some cross-over with the WDC, but also some unique aspects.
- This document can be shared with colleagues at the subsidiaries.

It was noted at this time that should there be any Board papers that are confidential they will be marked as such. The papers, in general, are open but do not necessarily need to be shared. However, it is important to socialise the content with colleagues in order to come to the meetings well-informed.

## 8. Draft Workplan

Vikki Roadley spoke to this item and the following points were noted:

- A high-level timeline with critical time points was developed by the MNW; this was intended to be a starting list, not the full schedule and the situation with Covid-19 has delayed a number of items.
  - As the operating structure of NZIST comes alive, there will be some points where they will need to keep the subsidiaries advised and it is important that the Board talks to the operating structure.
  - It was noted that some items cannot start until the Harmonisation project is completed, while others will be able to occur in parallel.
  - It is important to have a policy framework around this as the subsidiaries are starting to look at development and Type 2 changes for next year. Some of this work could be managed by the National Sub-Committees, so it is important to get these established soon.
  - A working group is to be formed to get a framework defined for how subsidiaries can plan for new programme development.
- ACTION:** Sue Smart (convenor), Glynnis Brook, Neil Carroll, Oonagh McGirr.
- SMEs can be used from across the network to align and harmonise existing documents.
  - A key role will be the DCE Academic and Delivery and the building of teams that will support this work. The roles are not yet in place – permanent appointments are unlikely to be in place before October. A high-level picture of projects is coming; however, the funding source is unknown. At the moment the NZIST centre is very small on staff and most of the colleagues are also employed elsewhere.

## 9. Harmonisation Project

Phil Ker spoke to this item and the following points were noted:

- It was acknowledged that this will be a challenging project and Chris Collins thanked Phil Ker for taking on the management of the project.
- The process will allow for all subsidiaries and ITOs to have input to the project, both colleagues and learners, in order that the end project is endorsed by all parties and is fit for purpose for the new world in which NZIST will be operating.
- Appropriate expertise from subsidiaries and ITOs will be involved in developing the academic statute. They will identify what should be included in the statute and will also look at issues of divergence. These SME (Subject Matter Experts) will need to have extensive experience in applying academic regulations.
- The TANZ harmonisation work will be used as a starting point. It was noted that the current statutes are not necessarily fit for purpose for work-based learning so there is new territory to be covered.
- It was also noted that regulations have traditionally been written for the provider, rather than the learner, and the group will need to think about having robust alternative means of assessment for at-risk categories.
- There is a clear mandate for harmonisation to occur – decisions will be made. There may be a move away from using the term “academic” to describe the statute as this is not commonly used by ITOs; this will be transformational for NZIST if the ITOs can embrace the need for regulations.
- It was noted that during the TANZ harmonisation project, it became clear that while there is one overarching set of regulations, the details relating directly to the learners come from the separate programme regulations and these can vary from the academic regulations. There will be a need to examine the consistency right the way through the system.
- Vikki Roadley has some feedback from a number of ITOs who may be able to contribute and will forward this through to Phil Ker.
- Once the scope has been revised to match today’s discussion it will be sent out for approval by e-vote.
- The goal is to have one set of regulations/statutes across NZIST for 2021. This will enable progress on getting underway on a project of moving towards common programmes.

*Phil Ker left the meeting at 12:55pm.*

## 10. NZIST Technology Access Fund for Learners (TAFL) Strategy

The following point was noted:

- Most of this fund has been distributed to the subsidiaries - as of a few weeks ago there was some funding left.

## 11. Letter from NZ Union of Students' Associations

Chris Collins spoke to this item and the following points were noted:

- The letter is requesting that all subsidiaries of NZIST apply a universal system of impaired performance in light of the disruption caused by Covid-19.
- A number of the subsidiaries have discussed this; however, it was clear that a robust analysis is required before a decision can be made.
- It has been noted that while everyone was under pressure there cannot be an assumption that all learners will perform below normal and that a blanket application could actually penalise some learners. It was also noted that different forms of assessment were in place, such as competency based assessment through to achievement based assessment methodologies.
- Whatever is decided will need to be communicated to learners very clearly, particularly in light of what the universities are doing.
- NZIST can only advise, not direct, the subsidiaries on what action they take; however, there is a high desire from the subsidiary CEs to take a collective and integrated approach.
- A draft statement to the subsidiaries around what to consider will be created and circulated for input.

**ACTION:** Chris Collins, Vikki Roadley, Natalie Waran

## 12. Discipline Networks

The following points were noted:

- Earlier conversations have touched on this subject and some action is covered by the working groups. The NZIST Council is looking for movement on this and there is commitment to creating networks across NZIST and projects aimed at developing common shared programmes across the network.
- An audit/stocktake is to be undertaken to see what already exists within the subsidiaries and ITOs and to assess the effectiveness of the existing processes. This will provide a starting point for a network.

**ACTION:** Vikki Roadley

## 13. Report on Council Meeting

Chris Collins spoke to this item and the following points were noted:

- There was some discussion at the NZIST Council meeting on the Board report and in general Council are wanting to see action.
- It was also noted that harmonisation activity should be aiming at excellence and fit-for-purpose outcomes.
- It was noted that the Board had only met once prior to the NZIST Council meeting and there was an unprecedented level of activity relating to Covid-19 where significant collaborative and sharing activity was underway across the network.

## 14. Closure and Next Meeting

It was acknowledged that the ITOs are only just starting to work on their transition plans; there is a need to be careful not to make assumptions on what the final structure will look like to ensure there is no misunderstanding or anxiety about this activity.

It was noted that while there is merit in having zoom meetings it is likely that the next meeting may be able to be face-to-face. The location will be confirmed before the end of July.

Vikki Roadley closed the meeting with a Karakia.

Next meeting date: 8 July 2020.

## Future Meeting Dates

8 July 2020	Via Zoom
12 August 2020	Location tba
9 September 2020	Location tba
14 October 2020	Location tba
11 November 2020	Location tba
9 December 2020	Location tba

## Summary of Action Items

	Detail	Owner	Due Date
0620-1	It was agreed that the suggested name of Poari Akoranga be used for Academic Board and a recommendation for the name will be taken to NZIST Council.	CC	July
0620-2	It was agreed at the last meeting for the National Sub-Committees to have a common name. This is still to be actioned.	VR/KF	July
0620-3	The National Sub-Committee TORs will be tidied up based on today's comments and then sent out for e-vote.	VR/DY/KH	July
0620-4	Contact details are to be sent to Vikki Roadley so they can be involved. <i>(Item 3/5: ITO concern regarding Komiti Ōritetanga)</i>	GD	July
0620-5	A working group is now required to take this further. An advisory committee meeting is being held next week; the first action of the working group is to tidy the document ready to take to the advisory committee. <i>(Item 7: Delegations)</i>	DY(C)/NH/KH/LT/LG	July
0620-6	A working group is to be formed to get a framework defined for how each of the subsidiaries can plan for new programme development.	SS(C)/GB/NC/OM	July
0620-7	A draft statement to the subsidiaries around what to consider will be created and circulated for input. <i>(Item 12: Consideration of impaired performance due to Covid-19)</i>	CC/VR/NW	July
0620-8	An audit/stocktake is to be undertaken to see what already exists within the subsidiaries and ITOs and to assess the effectiveness of the existing processes. This will provide a starting point for a network. <i>(Item 13: Discipline Networks).</i>	VR	July