



## Universal College of Learning Meeting of Council Agenda Part I

**Date: Wednesday 27 July 2016 at 10.15am**

**Venue: Room 3.0.02, Palmerston North Campus**

**Procedural Note:**

1. Council has the ability to make its 'own' procedures and has adopted Model Standing Orders for Meetings of Public Bodies (MP 9204:1993) with Sections 2.24.8, 2.24.9 and 2.24.10 replaced by its own procedure.
2. The Council Chair presides throughout the meeting and at law has the right to cast both a deliberative vote and a casting vote.
3. Council has agreed to shift meeting facilitation to a Committee Chair if the matter is the province of that Committee.
4. Voting at these combined meetings shall be decided by majority of Council members present (who are eligible to vote).

BUSINESS	PAPER	PAGE	RESOLUTION
<b>1. Standing Matters</b>	- Apologies Chair		(a) Receive
	- <b>Disclosures of Interest (Part I)</b> Chair		(a) Receive disclosures. (b) Decide if Councillor remains.
	68/16 Confirmation of Minutes Part I of 29 June 2016 Chair	3	(a) Approve
<b>2. Reporting</b>	- Chairperson's Report Chair		(a) Receive
	69/16 Finance Report Summary – month ended 30 June 2016 CFO	7	(a) Receive
	70/16 Academic Report CE	9	(a) Receive
<b>3. Council Matters</b>	- Items for Next Part I Agenda Chair		
<b>4. General Business</b>	- Items of General Business Chair		
<b>5. Standing Matters</b>	- Papers available for review – Academic Board Papers from the 12 July 2016 Meeting Chair		
	- Supplementary matters for Part II Chair		
	- <b>Moving into Part II</b> Chair		

**Next Meeting: 31 August 2016, Room E.3.01, Whanganui Campus**

**SCHEDULE 2A, SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

1. The Council Chair recommends that the public be excluded from the following parts of proceedings, namely, agenda items [6] to [12].

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act for the passing of this resolution are as follows:

<b>General subject of each matter to be Considered</b>	<b>Reason for passing this Resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
<b>Standing Matters</b> Confirmation of Minutes Part II of 29 June 2016 Matters Arising – Part II Action List of 29 June 2016	Result in disclosure of matters that Council had decided it had good reasons for withholding	For those reasons identified by the Council in its meeting on 30 October 2007
<b>Strategic Discussion</b> Māori Strategy	Enable the institution to carry on without prejudice or disadvantage commercial activities	For those reasons identified by the Council in its meeting on 30 October 2007
<b>Reporting</b> Chairperson's Report Chief Executive's Report Stakeholder Engagement Framework update Report Quarterly Finance Report Quarterly Risk Report Strategic Plan Report	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>Health and Safety</b> Update on implementation plan for HSWA New Health & Safety Risks Health & Safety Report	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>General Business</b>	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>Council Matters</b> <b>Standing Matters</b>	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>Supplementary Matters</b>	Identify and describe appropriate ground generally under Section 9 of the Official Information Act except Section 9(2)(g)(i)	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 (identify the applicable ground from the Official Information Act Section 9(2) of the Official Information Act 1982) (not being Section 9(2)(g)(i))

This Resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest(s) protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public (give particulars).

The Council Chair moves that the following members of the public remain for Part II being staff of the institution who are not Council members, namely: Leeza Boyce, Darryl Purdy, Maree Pritchard, Teina Mataira (Item 7), Laurie Porima (LLE Research Ltd - Item 7), Jerry Shearman (Item 8), Lisa Chase (Board Observer - AWDT).

**Note:** Section 48(4) provides that every resolution to exclude the public shall be out at a time when the meeting is open to the public and the text of that resolution (or copies thereof) shall:

- (a) Be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.

**Universal College of Learning Meeting of Council**

**29 June 2016**

**PART I MINUTES**

Room 3.0.02, Palmerston North Campus

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**Present:** M Inglis (Chairperson), V Atmore, L Bradnam, L Hapeta, P Jefferies,  
T Prebble, L Southey

**In Attendance:** L Boyce, D Purdy, M Pritchard (Council Secretary)

**ITEM 1: STANDING MATTERS**

**Apologies**

B Vanderkolk

1/1 IT WAS MOVED (L Hapeta) AND SECONDED (V Atmore)  
THAT THE APOLOGY BE RECEIVED.

CARRIED

**Disclosures of Interest (Part I)**

There were no disclosures of interest received.

**51/16 Confirmation of the Part I Minutes of the Council Meeting dated 25 May 2016**

The Management report to Council on Industry engagement will be discussed in the Chief Executive's report.

1/2 IT WAS MOVED (L Southey) AND SECONDED (V Atmore) THAT  
THE PART I MINUTES DATED 25 MAY 2016 BE ACCEPTED AS A  
TRUE AND ACCURATE RECORD.

CARRIED

**ITEM 2: REPORTING**

**Chairperson's Report**

The Chairperson attended:-

- The Whanganui Scholarship Awards ceremony, and highlighted to Council there are 3 scholarship providers who have partnered with UCOL in excess of 20 years. This is a positive sign UCOL is delivering as required.
- The Lead Team Manawatu Whanganui Regional Growth Planning Meeting - UCOL has involvement in the action plan.

- A presentation on the budget by Steven Joyce concerning regional training and development needs. UCOL was acknowledged for their contribution in this area.

1/3 IT WAS MOVED (V Atmore) AND SECONDED (T Prebble) THAT THE CHAIRPERSON'S REPORT BE RECEIVED.

CARRIED

### **52/16 Finance Report Summary – month ended 31 May 2016**

1/4 IT WAS MOVED (P Jefferies) AND SECONDED (L Bradnam) THAT THE FINANCE REPORT SUMMARY MONTH ENDED 31 MAY 2016 BE RECEIVED.

CARRIED

### **53/16 Academic Report**

- Academic staff are focusing on student's enrolments into Te Atakura.
- The decline in Health Science enrolment numbers in Wairarapa is due to less demand rather than competition.

*11.17am Gianetta Lapsley and Peter Sherwin (Arahanga and Associates) joined the meeting.*

- Council has a strong interest in any strategic discussion on UCOL's position in relation to the Performance Based Research Fund (PBRF). There is an historic interest in this strategy endorsed by Council.
- The Early Childhood programme introduced in Martinborough has been well received in the Wairarapa region.
- The release of the Academic Board Special Meeting Part II minutes and advice to Council to the Tertiary Education Union on 27 May 2016 was approved by email consultation to Council on 26 May 2016.

1/5 IT WAS MOVED (T Prebble) AND SECONDED (L Southey) THAT:-

- THE ACADEMIC REPORT BE RECEIVED;
- THE RELEASE OF THE ACADEMIC BOARD SPECIAL MEETING PART II MINUTES AND ADVICE TO COUNCIL TO THE TERTIARY EDUCATION UNION ON 27 MAY 2016 BE APPROVED.

CARRIED

### **ITEM 3: INWARDS CORRESPONDENCE**

#### **54/16 Office of Honorary Steven Joyce (Regarding UCOL 2015 Annual Report), 31 May 2016**

1/6 IT WAS MOVED (P Jefferies) AND SECONDED (L Hapeta) THAT THE INWARDS CORRESPONDENCE BE RECEIVED.

CARRIED

#### **ITEM 4: COUNCIL MATTERS**

##### **Items for Next Agenda**

There were no items for the next agenda.

#### **ITEM 5: GENERAL BUSINESS**

There were no items of General Business.

#### **ITEM 6: STANDING MATTERS**

##### **Papers Available for Review:**

Academic Board Papers available for review from the 14 June 2016 meeting.

##### **Supplementary Matters for Part II**

There were no supplementary matters for Part II.

##### **Moving into Part II**

1/7 IT WAS MOVED (M Inglis) AND SECONDED (L Hapeta) THAT THE MEETING MOVE INTO PART II AS PER THE ATTACHED SCHEDULE OUTLINING THE REASON FOR EACH AGENDA ITEM.

CARRIED

**Signed:**

**Date:**

**SCHEDULE 2A, SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

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<b>Standing Matters</b> Confirmation of Minutes Part II of 25 May 2016 Matters Arising – Part II action List as of 25 May 2016	Result in disclosure of matters that Council had decided it had good reasons for withholding	For those reasons identified by the Council in its meeting on 30 October 2007
<b>Reporting</b> Internal Evaluation Review Report Student Satisfaction Survey (Tōku Reo) Chairperson's Report Chief Executive's Report Council Secretary's Report Interim Finance Report – pe 31 May 2016 Strategic Plan Report UCOL Campus and Facilities Report	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>Health and Safety</b> Implementation Plan for HSWA New Health and Safety Risks Draft Health and Safety Policy Directors Self-Assessment Questionnaire	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
<b>General Business</b>	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982
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The Council Chair moves that the following members of the public remain for Part II being staff of the institution who are not Council members, namely Leeza Boyce, Darryl Purdy, Maree Pritchard, Gianetta Lapsley, Peter Sherwin (Arahanga and Associates), Melissa Evans (Student President), Courtney Smith (Student Association), Jonathan Dann.

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## Part I

### Finance Report Summary – month ended 30 June 2016

#### 1.0 Finance

##### Summarised Finance Report for the Period Ended 30 June 2016

The following table provides an overview of UCOL's 2016 financial performance to date and compares this against budget.

June 2016	Note	2016 Year to Date Actual \$000	2016 Year to Date Budget \$000	Variance \$000
Revenue	1	\$43,968	\$44,199	(\$231)
Expenditure	2	\$23,403	\$23,783	\$380
Net surplus	3	\$20,565	\$20,416	\$149
Capital Expenditure	4	\$387	\$1,897	\$1,510
Working capital	5	218%	218%	(0%)
Cash In/Cash Out	6	122%	110%	12%
Current Monetary Assets (000's)	6	\$10,507	\$7,819	\$2,688
Debt/ Equity Ratio		4.4%	4.4%	0.1%

#### Notes:

1. Revenue is behind budget due to the timing and mix of enrolments.
2. Expenditure is better than budget due to savings on projects.
3. Net Surplus is ahead of budget due to savings on projects.
4. CAPEX is behind budget due to timing of capital projects.
5. Working capital is on budget.
6. The timing of revenue, payments and capital expenditure has led to a higher level of cash than anticipated.

## **2.0      Recommendation**

It is recommended that Council:

1. Receives the Finance Report Summary for the month ended 30 June 2016.

**Leeza Boyce**  
**Chief Executive**

Date: 21 July 2016





## **Part I**

### **Academic Report**

### **27 July 2016**

#### **1.0 Recommendation**

It is recommended that Council

1. Receives the Academic Report.

#### **2.0 Executive Summary**

This report will focus on key strategic story areas such as; moving UCOL to a preferred provider, highlighting student success and strategies towards this aim, key stakeholder collaborations, and our pathway to becoming a high performing institution.

The report will also include a performance snap shot of the Faculties (at the higher levels) for a particular point in time. This report will change depending on the time of the year and the focus at that time. Early in the year the focus will be on applications, enrolments, and conversion against year-end targets (in comparison to performance which has previously been reported to Council at this time of the year).

#### **3.0 Academic Board**

This Academic Report refers to the 14 June 2016 Academic Board meeting. The approved minutes of this meeting are attached to this report (Ref: [Appendix I](#)).

##### **3.1 UCOL Partners**

In addition to the implementation of the revised Memorandum of Agreement (MoA) for the Delivery of Teaching and Learning template for sub-contracting teaching to other Tertiary Education Organisations (TEO's) for new and reviewed agreements, the relationship and compliance with key UCOL Policy and Procedures for the teaching is being further strengthened by providing direct access for contractors to these online. The contractors already receive the full documentation for the approved programme of study (structure and course descriptors) within the scope of the reviewed MoA.

##### **3.2 Policy Reviews**

The review of all UCOL academic policies is nearing completion. All policies reviewed and approved by Academic Board in 2016 are listed below. Reviewed and new

policies considered and approved at the June Academic Board meeting are noted in italics:

- Academic Results Storage Policy
- Admission and Enrolment Policy
- International Articulation Policy
- Off-Campus Site Inspection and Approval Policy
- Student Work Experience and Off-Campus Learning Policy
- Assessment and Moderation Policy
- Issue of Awards Policy
- Use of People as Teaching Resources Policy
- Monitoring and Review of Programmes (Level 7 and above) Policy
- Literacy and Numeracy Requirements for Students Policy
- Adult Teaching Qualification Requirements for Staff Policy
- Development of New Programmes Policy
- Student Fee Refund Policy
- *Student Complaints Policy*
- *Quality Assurance Policy* (this resulted in the deletion of two related policies through addressing reduction of duplication and number of policies overall)

The policy review initiative focus is now moving to making adjustments (if any) to the associated Procedures for these policies. Most recently the procedures for handling Student Complaints are being worked on with the Students' Association representatives.

The Educational Quality Subcommittee is receiving an update on the progress of Policy effectiveness reviews in mid-July.

Review of several 'non-academic' policy areas, and formalising new policies arising out of strategic development are now being included in the scope of policy review work, for example Stakeholder Engagement policy development.

### **3.3 Quality**

The Educational Quality Sub-Committee has oversight of continuing progress in academic quality improvement work streams, and institutional compliance requirements requiring a priority focus. There were no significant changes to, or impacts on, the work streams in June.

The UCOL Te Atakura initiative and Key Performance Indicator (KPI) development, and Te Atakura indicative performance and outcomes is reported on in the Chief Executive's Report (Ref: [Paper 73/16](#)).

### **3.4 Academic Approvals Committee**

In June the Committee received and approved 5 new programmes, and a further 5 major changes (requiring New Zealand Qualification Approval) were processed. Several of these are for programmes of study starting in Semester 2, 2016 (New Zealand Qualification Approval and / or accreditation had been received since then in good processing and turnaround times).

UCOL is providing the New Zealand Certificate in Apiculture Level 2 programme of study to several Tertiary Accord of New Zealand (TANZ) partner institutions, a timely opportunity to reciprocate considering the number of programmes UCOL has acquired from TANZ partners to date. As reported previously, it remains for the Schools and programme teams to develop the micro-curriculum and all teaching and learning resources after approval and well before the programme starts.

The Academic Approvals Committee is giving greater attention to transparency in programme design and ensuring that all student learning hours (taught and self-directed) are accounted for. There is no change in the requirement by government of Tertiary Education Organisations to account in this way (it has always been this way), but the Minister's recent communication is a timely reminder of our compliance obligation which has been lost sight of by some providers (as reflected in Tertiary Education Commission audits and repayment of Student Achievement Component funding).

#### **4.0 Faculty Board of Educational Improvement (FBEI) Meetings**

This report aligns with the four pillars of the UCOL Strategic Story 2015-2018.

##### **4.1 Individuals choose UCOL as their preferred provider of learning**

We are now getting a feel for our recruitment trajectory for Semester 2. The number of domestic full year applications is 3,852, which is 173 ahead of this time last year. Semester 2 applications are 61 ahead of this time last year, showing 1,139 applications in total for Semester 2. Our Equivalent Full Time Student (EFTS) position (full year) is 254 EFTS behind budget and Semester 2 is sitting 109 behind budget. If all remaining applications convert this would equate to 68 EFTS, leaving us short by 121 EFTS against targeted budget. The 11 targeted programmes have 63 EFTS achieved to date, which is 41% of target. The original Semester 2 target for these programmes was 43.9 EFTS, which means we have exceeded budgeted figures.

The Faculty of Health Science is offering a number of new Targeted Review of Qualifications (TROQ) programmes from Semester 2, 2016 including;

- New Zealand Certificate in Animal Care (Companion Animals), Level 3
- New Zealand Certificate in Applied Science, Level 4
- New Zealand Diploma in Applied Science, Level 5
- New Zealand Certificate in Animal Technology (Veterinary Nursing Assistant), Level 5
- New Zealand Diploma in Enrolled Nursing, Level 5

These programmes are attracting encouraging numbers of student applications. International students (especially the Indian market) are still attracted to our programmes with continued strong interest in our Nurse Education programmes.

The Faculty of Trades and Technology is offering three new programmes for Semester 2 onwards; the New Zealand Certificate in Apiculture L3, the New Zealand Certificate in Horticulture with the strand in Outdoor Vegetable Production, and the New Zealand Diploma in Agribusiness Management L5 (150 credits). The Apiculture programme will be delivered as a full-time programme in the Wairarapa, Whanganui,

Manawatu and Horowhenua districts. The Horticulture and Diploma in Agribusiness programmes will be delivered through blended delivery and will entail online learning, use of podcasts, videos, webinars and block courses throughout the region.

#### **4.2 Our students succeed**

Our Bachelor of Applied Visual Imaging (BAVI) and Photography students did exceedingly well at the NZ Institute of Professional Photography Awards, particularly Meli Berends who won Student of the Year. UCOL received 41 of the 60 awards presented (Students won 1 Silver (with Distinction), 11 Silver and 31 Bronze and Staff won 1 Gold, 2 Silver (with Distinction), 7 Silver and 6 Bronze). BAVI Student Grant Matthew won Junior Photographer of the Year at the National Canon Media Awards held in May.

Nursing students Heather Allen, Demilee Christensen and Lillie Wehi all received Hauora Māori Scholarships from the Ministry of Health for demonstrating commitment to Māori health and wellbeing studies. Fashion designer and UCOL Lecturer Stephanie West exhibited her sustainable garment collection at the Community Arts Centre Gallery. Eight students received a scholarship at the Semester 1 Scholarships and Awards Ceremony on the Palmerston North Campus

#### **4.3 We collaborate with key stakeholders**

The Executive Director of Education and Applied Research visited China as part of a UCOL delegation in July to form closer relationships with targeted schools, tertiary providers, both Chinese and New Zealand government agencies, and recruitment agents in China. The visit was very positive and has identified some further potential for delivery and international growth. There were some key relationships firmed up around pathways for Chinese students into language programmes in China then moving into New Zealand Certificate in English Language (Level 3 and Level 4) and onto destination programmes (initially Bachelor of Applied Management and Bachelor of Information and Communications Technology). There were also some promising discussions at the University of Shanghai for Science and Technology about pathways for students into Sports Science and Sports Event Management.

A further meeting has been held with Horowhenua Learning Centre around a closer working relationship. The meeting was very positive and the discussion included several key issues; Level 2 Security Equivalent Full Time Students we had in our Level 1-2 contestable bid, preparation for signing a new contract, discussion of the Equivalent Full Time Students (Mix Of Provision) for UCOL to include in the 2017-18 Investment plan, arrangement of a regular monthly meeting, ongoing discussions around a presence for UCOL on the Horowhenua Learning Centre campus, and providing access to Horowhenua Learning Centre staff to our Moodle sites.

UCOL Carpentry students engaged with industry representatives in Palmerston North at a stakeholder breakfast held in collaboration with Mitre 10 Trades and supported by other key partners. The Breakfast was held at the UCOL Trades Centre carpark and Atrium. Students from the Certificate in Carpentry cooked a BBQ for attendees, who they were then able to meet and talk with. Industry suppliers displayed their products around the Atrium. UCOL is proud to be a key sponsor of the Westpac

Manawatu's Business Awards 2016 sponsoring the Construction and Manufacturing Award that is open to any business operating in the manufacturing, engineering or building sectors including all ancillary trades and service providers.

Later in July UCOL will be involved in a forum (hosted by MidCentral District Health Board, but involving Whanganui District Health Board and Massey University) looking at Reinvigorating Our Model of Clinical Learning for Undergraduate Nursing Students. The Bachelor of Applied Science (Medical Imaging Technology) programme staff have recently held a Stakeholder Engagement Group meeting with excellent attendance by Stakeholders. As a result of Stakeholder and student feedback we have recently purchased new, updated gym equipment – spinners, upright cycles, a treadmill, and a cross trainer. This meets current industry standards and allows us to train our students with contemporary equipment. It has been well received by students and clients of the gym.

#### **4.4 We are a high performing tertiary education institute**

Work has begun on the bid for the competitive pilot to allocate a portion of Student Achievement Component levels 3 and 4 funding for 2017 – 2018. Nicky Van der Bergh is leading this project with support from a wider team from both the Trades and Technology Faculty, and Finance. This bid only relates to a specific part of the New Zealand Standard Classification of Education codes that relate to Agriculture and Horticulture.

### **5.0 Te Atakura Initiative – Key Performance Indicator (KPI) Development and Indicative Outcomes**

#### **5.1 Te Atakura Initiative Draft KPIs**

**5.1.1** During April and May 2016 facilitation was provided for the Te Atakura Coordinator and coaches to undertake and complete formal self-assessment of their practice, activities and outcomes over the preceding year. The self-assessment was undertaken against the topics of: relevance, effectiveness, efficiency, impact, and sustainability. A comprehensive report and its recommendations are being considered by UCOL management. One improvement area identified is the need for Key Performance Indicators. With the professional development model well in place attention now focuses more on the specific changes and improvements UCOL expect to see occur in the academic achievement and behaviour of its students and graduates, as a result of the improvements in teaching and learning by academic staff, and greater understanding and support from faculty management.

**5.1.2** As a result the following preliminary Key Performance Indicators have been drafted, and are being developed with 'measures':

TA1 Governance – Te Atakura is led and endorsed at the highest institutional levels.

TA2 Operational – planning and operational budgets provide resources for sustained Te Atakura implementation.

TA3 Relationship-based learning - teaching and learning approaches are improved, shared and practiced in all UCOL programmes and educational activities.

TA4 Improved student outcomes – participation (quality and quantity), educational achievement, higher education, employment, and social connectedness for especially Māori learners.

## 5.2 Te Atakura – preliminary Course Completion Data

Programmes 'enter' the Te Atakura initiative through negotiation by the Executive Dean with the Lead Coach. All lecturers in a programme are required to participate, with the greatest successes occurring where the Executive Dean is an active participant in the evaluative discussions and coached development meetings. The initiative has been active since 2013 so the longest involvement is now three years.

Initial analysis of student Course Completion Improvement data supports the most improvement is occurring for Māori students (compared to Non-Māori) but that improvements occur for all. And, that greatest improvement occurs when the programme has been in the initiative past the first year (staff are more comfortable in changing / improving their practice).

Note: as the educational performance data is sourced across different intake years, there has been no adjustment made for any other impact, for example differences between student cohorts (gender, age, previous educational achievement), and no weighting of data related to proportion of Māori to non-Maori student numbers.

Course Completion Improvement Comparison			
Group		2013-2014	2014-2015
Average	Te Atakura	0.5%	9.2%
	Non-Te Atakura	-1.8%	6.5%

Average	Te Atakura Non-Maori U25	5.2%	6.6%
	Te Atakura Maori U25	-3.4%	11.9%
	Te Atakura Maori Over 25	-8.3%	11.9%
	Te Atakura Non-Maori Over 25	4.5%	6.4%
	Te Atakura All	4.8%	7.1%

Average	Non-Te Atakura Non-Maori U25	-0.8%	4.1%
	Non-Te Atakura Maori U25	-3.6%	6.8%
	Non-Te Atakura Maori Over 25	-1.8%	5.3%
	Non-Te Atakura Non-Maori Over 25	-1.7%	2.5%
	Non-Te Atakura All	-1.1%	3.5%

### **5.3 Continued refinement of Te Atakura Initiative**

A framework to understand Te Atakura effectiveness continues to be developed. And, the Te Atakura Initiative itself being unique to the tertiary education setting (currently only occurring at UCOL), continues to develop. Further discussion with Cognition Education will occur in July about the next phases in Te Atakura.

**Leeza Boyce**  
**Chief Executive**

Date: 21 July 2016

- i) **Appendix**  
Appendix I - Academic Board Meeting 14 June 2016 Minutes



## Academic Board Meeting

14 June 2016

### MINUTES

Room 3-0-02 Palmerston North Campus

**Present:** Leeza Boyce, Chief Executive (Chair); Gianetta Lapsley, Executive Director Quality; Jerry Shearman, Executive Director Education and Applied Research; Dean Rankin Executive Dean, Faculty of Humanities and Business and Chair Research Committee; Penny O’Leary, Executive Dean Faculty of Health Science; Save Seruvatu, Acting Associate Dean Humanities and Business; Jen Trow, Associate Dean, Faculty of Trades and Technology; Katrina Langdon, Associate Dean (Creative); Angela Hewitt, Campus Manager, Wairarapa; Teina Mataira, Director, Māori Education; Russell Smith, Student Representative/AS@U President.

**In Attendance:** Lisa Harris-Powell, Academic Advisor, Helen Gilmour-Jones, Academic Advisor (Guest) and Jannine Lacey, Personal Assistant to Director, Academic Development (Minute Taker).

#### ITEM 1: STANDING MATTERS

##### Apologies

Apologies received by the Chair from Nicky van der Bergh, Executive Dean Faculty of Trades and Technology; Jane Barton, Director, Academic Development; Paul Fenton, Executive Director Student Success; Terry Grant, Academic Advisor and also Penny O’Leary, Executive Dean Faculty of Health Science who will arrive late to this meeting.

The Chair shared her appreciation of Russell Smith, Student Representative for making the time to attend these meetings between studying and also working.

A special mention was made of Tui Cherry who is currently in hospital following a vehicle accident on Sunday and that our thoughts are with her and her family as she recovers.

**36/16 Confirmation of the Minutes of the Academic Board Meeting dated 10 May 2016**

**37/16 Confirmation of the Minutes of the Academic Board Meeting dated 23 May 2016**

IT WAS MOVED (Jen Trow, Associate Dean, Faculty of Trades and Technology) AND SECONDED (Jerry Shearman, Executive Director Education and Applied Research) THAT THE



MINUTES DATED 10 May 2016 and 23 May 2016 BE ACCEPTED  
AS A TRUE AND ACCURATE RECORD.

CARRIED

### **Matters Arising**

#### **38/16 Action Registers from the Academic Board and Student Satisfaction Survey 2015 as of May 2016**

The action registers from the Academic Board and Student Satisfaction Survey 2015 as of May 2016 were reviewed updated and received.

#### **39/16 Action Register from the Academic Approvals Committee as of 18 May 2016**

The action register from the Academic Approvals Committee as of 18 May 2016 were reviewed and received.

Action Item 3 to have the due date changed to end of July 2016.

#### **40/16 Action Register from the Research Committee as of 3 May 2016**

The action register from the Research Committee was discussed and received.

The Chair requested that Helen Gilmour-Jones undertake (Action Item 134) the cluster review on Research Policies, Procedures and Forms to assist this action to progress.

All action completion dates are to be moved to the end of July with the intention of clearing this list.

(Penny O’Leary, Executive Dean, Faculty of Health Science arrived at 10.50am)

### **ITEM 2: DECISIONS**

#### **41/16 AQMS Review – DRAFT 16.1**

The following points were discussed:

- Paragraph 4.3.6 to have the words ‘or be working to complete this’ removed.
- Delegation in table 4.4 Policies the position of DCE Academic no longer exists and will need amending.
- Paragraph 7.2 to have the words ‘learning and teaching’ to be change to reflect the rest of the document as ‘teaching and learning’

Further feedback has been received outside of this meeting and the AQMS will be amended to reflect this and be presented again at Academic Board in July.

#### **42/16 UCOL Policies Pertaining to Sub Contractors**

Helen Gilmour-Jones, Academic Advisor presented a list of policies that relate to sub-contracting and welcomed any feedback.

It was suggested that the following policies be included in this list:

- Off-campus Site Inspection and Approval Policy
- Emergency Management Policy

IT WAS MOVED (Dean Rankin Executive Dean, Faculty of Humanities and Business and Chair Research Committee) AND SECONDED (Gianetta Lapsley, Executive Director Quality) THAT FOLLOWING THE ADDITION OF THE Off-campus Site Inspection and Approval Policy and the Emergency Management Policy THE UCOL Policies Pertaining to Sub Contractors BE APPROVED

CARRIED

#### **43/16 Staff Higher Qualifications Funding Policy**

IT WAS MOVED (Save Seruvatu, Acting Associate Dean Humanities and Business) AND SECONDED (Jen Trow, Associate Dean, Faculty of Trades and Technology) THAT THE Staff Higher Qualifications Funding Policy BE APPROVED

CARRIED

#### **44/16 Student Complaints Policy**

The following amendments were suggested to Procedure upon receiving a Complaint (paragraph 2) to change the wording to read 'The Executive Dean on receipt of the complaint or where the Executive Dean has referred...' and the first bullet point to read ' • Must in no more than 5 working days, acknowledge receipt of Complaint...'

Helen Gilmour-Jones, Academic Advisor will also check that this policy and the changes are also mirrored in the relevant procedure.

A meeting is to be arranged to discuss the Student Complaint Policy with Gianetta Lapsley, Executive Director, Quality and representatives from the AS@U to clarify the complaint process and the Compliments and Feedback Portal.

IT WAS MOVED (Teina Mataira, Director, Māori Education) AND SECONDED (Jerry Shearman, Executive Director Education and Applied Research) THAT FOLLOWING AMENDMENTS THE Student Complaints Policy BE APPROVED

CARRIED

#### **45/16 Quality Assurance Policy - DRAFT**

IT WAS MOVED (Jen Trow, Associate Dean, Faculty of Trades and Technology) AND SECONDED (Dean Rankin Executive Dean, Faculty of Humanities and Business and Chair Research Committee) THAT THE Quality Assurance Policy BE APPROVED

CARRIED

#### **46/16 For Deletion: Quality Improvement Policy (included in Quality Assurance Policy)**

**47/16 For Deletion: Self Assessment in Quality Policy (included in Quality Assurance Policy)**

IT WAS MOVED (Penny O'Leary, Executive Dean Faculty of Health Science) AND SECONDED (Jen Trow, Associate Dean, Faculty of Trades and Technology) THAT THE Quality Improvement Policy and the Self Assessment in Quality Policy BE APPROVED FOR DELETION

CARRIED

**ITEM 3: DISCUSSION PAPERS - NIL****ITEM 4: Reporting**

Currently it very difficult to ensure that all relevant areas are included in the FBEI meetings as some areas, such as self assessment reports, have taken precedent at most meetings . Once the new standardised template for the Faculty Board of Educational Improvement reporting to Academic Board is finalised this should improve reporting.

**48/16 FBEI Health Science Report 8 April 2016****49/16 FBEI Health Science Report 6 May 2016****50/16 FBEI Humanities and Business Report 29 April 2016****51/16 FBEI Trades and Technology Report 27 May 2016**

IT WAS MOVED (Gianetta Lapsley, Executive Director Quality) AND SECONDED (Penny O'Leary, Executive Dean Faculty of Health Science) THAT THE FBEI Health Science Report 8 April 2016, FBEI Health Science Report 6 May 2016, FBEI Humanities and Business Report 29 April 2016, FBEI Trades and Technology Report 27 May 2016 BE RECEIVED.

CARRIED

**52/16 Academic Approvals Committee Meeting minutes held 30 November 2015 and 17 February 2016**

It was noted that Jerry Shearman, Executive Director Education and Applied Research had not commenced employment at UCOL when the special email meeting was circulated on 17 February 2016. Therefore he should be removed from the list of non-responders recorded.

**53/16 Academic Approvals Committee Report to Academic Board 18 May 2016**

IT WAS MOVED (Save Seruvatu, Acting Associate Dean Humanities and Business) AND SECONDED (Dean Rankin

Executive Dean, Faculty of Humanities and Business and Chair Research Committee) THAT THE Academic Approvals Committee Meeting minutes held 30 November 2015 and 17 February 2016 and Academic Approvals Committee Report to Academic Board 18 May 2016 BE RECEIVED.

CARRIED

**ITEM 5: INFORMATION PAPERS - NIL**

**ITEM 6: CORRESPONDENCE - NIL**

**ITEM 7: GENERAL BUSINESS**

It was acknowledged that Lisa Harris-Powell, Academic Advisor will be leaving as of 8 July 2016 to undertake a position at Whitireia Polytechnic and this will be her last attendance at Academic Board. The Chair on behalf of Academic Board and UCOL extended appreciation for the time, effort and value that Lisa has added to the academic discussions.