Universal College of Learning Meeting of Council
Agenda Part I

Date: Wednesday 29 April 2015 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	
1. Standing Matters	-	Apologies - L Southey	Chair		(a)	Receive
	-	**Disclosures of Interest (Part I)**	Chair		(a) (b)	Receive disclosures. Decide if Councillor remains.
	25/15	Confirmation of Minutes Part I of 1 April 2015	Chair	3	(a)	Approve
	-	Matters Arising	Chair		(a)	Receive
2. Reporting	-	Chairperson's Report	Chair		(a)	Receive
	26/15	Finance Report Summary – month ended 31 March 2015	CFO	7	(a)	Receive
	27/15	Academic Report	DCEA	9	(a)	Receive
3. Council Matters	-	Items for Next Part I Agenda	Chair			
4. General Business	-	Items of General Business	Chair			
5. Standing Matters	-	Papers available for review	Chair			
	-	Supplementary matters for Part II	Chair			
	-	**Moving into Part II**	Chair			

Next Meeting: Wednesday 27 May 2015, Room L-01, Masterton 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 [11].

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:

General subject of each matter to be Considered	Reason for passing this Resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this Resolution
Standing Matters Confirmation of Minutes Part II of 1 April 2015 Matters Arising	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
Reporting Chief Executive's Report Quarterly Finance Report – pe 31 March 2015 Quarterly Risk Report – pe 31 March 2015 Strategic Story : KPI's	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
Strategic Discussion Regional Economic Strategy and Growth Study	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
General Business	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
Council Matters **Standing Matters**	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
Supplementary Matters	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: Christine Beech, Leeza Boyce, Carol Christison, Bonnie Dewart, Teina Mataira, Darryl Purdy, Maree Pritchard, Margaret Kouvelis, Craig Nash, Grant Smith.

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
1 April 2015
PART I MINUTES
Room E.2.15, Whanganui Campus

Present: M Inglis (Chairperson), L Bradnam, P Jefferies, T Prebble, L Southey, S Walbran

In Attendance: C Christison (Council Secretary), C Beech, L Boyce, B Dewart, T Mataira, D Purdy, M Pritchard

ITEM 1: STANDING MATTERS
Apologies
B Vanderkolk

> 1/1   IT WAS MOVED (L Bradnam) AND SECONDED (S Walbran) THAT THE APOLOGY BE RECEIVED.
>
> <div align="right">CARRIED</div>

Disclosures of Interest (Part I)
There were no disclosures of interest received.

15/15 Confirmation of the Part I Minutes of the Council Meeting dated 25 February 2015
Wording substitution for Matters Arising 02/15 Gould Report – 'As Academic Board is a Committee of Council, it undertakes to inform Council of its decisions, actions and progress regarding the recommendations of the Gould Report.'

> 1/2   IT WAS MOVED (T Prebble) AND SECONDED (P Jefferies) THAT THE PART I MINUTES DATED 25 FEBRUARY 2015 BE ACCEPTED, INCLUDING THE AMENDMENT AS NOTED, AS A TRUE AND ACCURATE RECORD.
>
> <div align="right">CARRIED</div>

Matters Arising
16/15 Part I Action List as of 25 February 2015
Council agreed that the Gould Report action be removed from the register, and reported in the Academic Report and the Chief Executive's Report.

ITEM 2: REPORTING
Chairperson's Report
The Chairperson commented on the six successful UCOL graduation ceremonies over the past two weeks and acknowledged the effort from everyone involved.

17/15 Finance Report Summary – month ended 28 February 2015

> 1/3 IT WAS MOVED (L Southey) AND SECONDED (P Jefferies) THAT THE FINANCE REPORT SUMMARY MONTH ENDED 28 FEBRUARY 2015 BE RECEIVED.
>
> <div align="right">CARRIED</div>

18/15 Academic Report
- The Academic Board has almost completed working through and implementing the Gould Report recommendations, with one action to complete.
- Reporting to Council between the Faculty Board of Educational Improvement and the Academic Board will be provided quarterly.
- There was discussion regarding the EER process. There was strong endorsement from Council on the mock audit exercise.
- The academic staff professional development sessions were discussed, and in particular how higher attendance can be achieved.

> 1/4 IT WAS MOVED (S Walbran) AND SECONDED (L Bradnam) THAT THE ACADEMIC REPORT BE RECEIVED.
>
> <div align="right">CARRIED</div>

ITEM 3: COUNCIL MATTERS
Items for Next Agenda
There were no items for the next agenda.

ITEM 4: GENERAL BUSINESS
There were no items of General Business.

ITEM 5: STANDING MATTERS
Papers Available for Review:
There were no papers for review.

Supplementary Matters for Part II
There were no supplementary matters for Part II.

Moving into Part II

> 1/5 IT WAS MOVED (M Inglis) AND SECONDED (T Prebble) THAT THE MEETING MOVE INTO PART II AS PER THE ATTACHED

SCHEDULE OUTLINING THE REASON FOR EACH AGENDA ITEM.

<u>CARRIED</u>

Signed:

Date:

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

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Strategic Discussion	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
Reporting Chairperson's Report Chief Executive's Report Council Secretary's Report Interim Finance Report – pe 28 February 2015	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
Correspondence Inwards – Bay of Plenty Council, 17 March 2015	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
General Business	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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Part I
Finance Report Summary – month ended 31 March 2015

1.0   Finance

Summarised Finance Report for the Period Ended 31 March 2015

The following table provides an overview of UCOLs' 2015 financial performance to date and compares this against budget.

March 2015	Note	2015 Year to Date Actual $000	2015 Year to Date Budget $000	Variance $000
Revenue	1	$38,648	$38,732	($84)
Expenditure	2	$11,683	$11,706	$23
Net surplus	3	$26,965	$27,026	($61)
Capital Expenditure	4	$179	$286	$107
Working capital	5	311%	297%	14%
Cash In/Cash Out	6	142%	125%	17%
Current Monetary Assets (000's)	6	$13,181	$11,542	$1,640
Debt/ Equity Ratio		4.0%	4.0%	0.0%

Notes:
1. Revenue is ahead of budget due to student fees.
2. Expenditure is behind budget due to savings on projects.
3. Net Surplus is ahead of budget due to timing of student fees.
4. CAPEX is close to budget.
5. Higher cash and lower Creditors, Provisions & Payables has improved the working capital position.
6. The timing of operating 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 31 March 2015.

Leeza Boyce
Chief Executive

Date: 23 April 2015

Part I
Academic Report
29 April 2015

1.0   Executive Summary

This report focuses on the key dimensions of educational delivery which contribute to sound academic governance and highlights those areas where Council members have requested the highest levels of engagement.

The headings and emphasis will follow UCOL's goals and incorporate Council's Strategic Plan. UCOL's participation in Self-Assessment will also provide structure for this report.

2.0   Academic Board

Academic Board met on 21 April. The approved minutes from the meeting of 10 March are appended to this report (ref: Appendix I). The outcomes from this meeting will be reported on at the May meeting of Council.

3.0   UCOL Draft External Evaluation Review (EER)

We have enlisted an NZQA Evaluator to undertake a mock audit to give us a clear sense of what areas still require some improvement in process and action. Dr Peter Sherwin will visit UCOL on the 24th April. This scoping visit will allow Dr Sherwin and UCOL staff to be clear about the requirements, preparation, actions that should have been covered since the EER in 2012 and provide an initial discussion of programmes to be selected for review. Dr Sherwin will return in May and June to carry out the evaluation. He will meet with both individuals and small groups on the first visit.

4.0   Teaching and Learning

All our learners succeed. We are a well performing organisation.

4.1   Meeting 13th April 2015 Te Atakura

The roll out of programmes engaged in Te Atakura continues and is gathering momentum. The second Friday of the Easter break saw all the staff in Wairarapa gathered for an introduction to Te Atakura.   There is a high level of interest in the

approach and what it will mean for the students. On the 22nd April, Whanganui Catering and Hospitality staff are engaging. The Business programmes will also attend this session as they are interested in the approach.   On the 23rd April, the Business Programmes in Palmerston North are having induction.

UCOL was involved in a 2 day wananga with the Culture Counts' participants and the Cognition employees from New Zealand, Canada and Australia. Visible learning was incorporated into this. Te Atakura staff would be interested in exploring this further.

Russell Bishop, the founder of Te Kotahitanga and Te Atakura, was also there and is interested in visiting UCOL whenever possible.

Te Atakura is working on identifying indicators of success, looking at "the lead and lag" indicators as well.

4.2   Student Experience Team
The work on attendance started by SET has been given a boost with the introduction of 4.2 FTE Transition Coordinators. These people have been added to the faculties and are working in the area of attendance and retention. This is particularly in the level 3-4 programmes. This work is being carried out on all campuses.

4.3   Faculties HUB, HS, TRT
The Faculties all reported back on progress with Education Plans and Faculty Boards of Educational Improvement (FBEI). All presented student outcomes since 2013 and highlighted areas for improvement. The faculties will be following the FBEI approach and all will have met for the first time by the beginning of May. The emphasis is on progress with EPIs, student retention, enrolments in second semester and self-assessment.

5.0   Moodle rooms
Moodle is the Learning Management System employed at UCOL. Over the past six years, Moodle has moved from being a document repository and distribution system to an essential learning tool for many programmes. Teaching staff are responsible for developing and uploading content onto the sites. Consequently these sites can have an inconsistent look and feel. The material can be hard to read and is sometimes out of date.

The Moodle team, while experienced in the day to day management of the system, are drawn into 'fixing' things rather than focus, as they were intended to be, on programme design.

The third party technical support company Catalyst has also proven less than reliable over the years, thus Moodle has required significant assistance and support from within the UCOL IT team to diagnose and resolve technical issues.

Over the 13th to 17th April, UCOL changed its provider from Catalyst to Netspot, a wholly owned subsidiary of Blackboard and a major provider of Moodle services to tertiary education. One of the products they provide is 'Moodle rooms'. This is a cloud based service which they manage on behalf of their clients. Connection to UCOL returns us to the Karen network, bringing a high level of performance and reliability to the service. We have been running a pilot for six months and have now gone to full implementation.

Moodle rooms provides us with the opportunity to have access to a wide range of training resources and materials for training and upskilling. It will also keep us up to date with the latest upgrades and resources as they change and are implemented. The Moodle upgrade that is now available to us has a new design approach called Snap that makes it easy to create device agnostic designs to take Moodle rooms to mobile learners. Arion, our Student Management System, can be integrated and act as a conduit tool for Moodle rooms. Dashboards and enhanced reporting is also now available with Moodle rooms. We will provide Netspot with our analysis of the migration so they can improve future changes.

Neither staff nor students will see a change in features initially, but when people take advantage of the new features, the look of Moodle will be improved.

Like most IT changes, this one was not as straightforward as we had initially hoped. A great deal of work went into the change, both at our end from the Moodle and the IT teams and also our host in America. Everyone worked some very long hours. There were some tensions over the weekend, but Monday morning at 9:30am the site was up and open and students were "flocking to it like bees to a honey pot". The team has been fielding a few smaller issues since the launch and are keeping staff and students informed.

6.0   Research Power Hour - Marae for Sale

On Thursday 26 March, Gary Whiting, Lecturer in Bachelor of Applied Visual Imaging, presented his Master's research, and the installation that was the

culmination of this research, at The White Room on Fitzherbert Ave. This was an interesting and stimulating art work and those present engaged in the discussion that followed Gary's presentation.

The panels of the installation presented the story of the building of the wharenui at Te Kupenga o te Matauranga and the issues its impending sale had caused for the artist. Charlie Maitai placed an envelope on the ground with some money in it challenging the then Principal Pat Whitwell to build a wharenui on the campus. John Tapiata who was a Māori Studies lecturer, advised Pat that if he picked it up he was

committed to the wharenui. This he did and six years later Te Kupenga o te Matauranga was opened.

Cliff Whiting, Gary's father, and other notable Maori educators such as Charlie Matai, John Tapiata and Frank Davis were integrally involved in the construction of the Marae.

The intervening years saw a lot of activity that included the gifting of the design of the house by Whanganui Iwi at Atene, and gaining the support of the local Rangitane Iwi to locate it within their territory. Rangitane were supportive as they had sold the land in the 1880s to the Crown with the understanding that it be used for public purposes, including education. The overall design and decoration of the house was in the hands of Cliff Whiting with assistance from staff, students and the wider community.

A lot of the materials used in the decoration of the house have been gifts from iwi groups and individuals as have many of the plants around the Marae-Atea. The addition of the wharekai (dining room), Te Haonui (The Big Catch) in 1990 reflected the growth of the Māori Studies programme and contributed to it becoming an iconic Marae. For not only the thousands of students and staff who have studied and taught there, but also for the local community.

The exhibition Marae for Sale is a response to the sale of the Hokowhitu site which includes the Marae.

The installation Marae for Sale has also been exhibited at Te Kupenga o te Matauranga Marae and then at the Massey University Marae in the Runanga Room at Te Putahi a Toi. The plan is now to bring the exhibition to UCOL, housed in the Whanau room.

7.0   Recommendation

It is recommended that Council

1.   Receives the Academic Report.

Leeza Boyce
Chief Executive

Date: 22 April 2015

i) Appendices

Appendix I   -   Academic Board Minutes 10 March 2015

![UCOL logo - Universal College of Learning - Te Pāe Mātauranga Ki Te Ao]

| **MEETING MINUTES** |
| **ACADEMIC BOARD** |
| **10 MARCH 2015** |
| **9.00AM-11.00AM** |
| **ROOM 3-0-02** |

Present:
Leeza Boyce, Chief Executive (Chair); Bonnie Dewart, Deputy Chief Executive, Academic; Jane Barton, Director, Academic Development; Dean Rankin, Associate Dean representing on behalf of Penny O'Leary, Executive Dean, Faculty of Health Science; Steve Sorsby, Executive Dean, Faculty of Humanities and Business; Julia Pedley, Executive Dean International Relations and Contracts Advisor; Kelly Gay, Executive Dean, Faculty of Trades and Technology; Janet Walke, Representative from the Faculty of Education, Delivery and Innovation; Katrina Langdon, Associate Dean (Creative); Teina Mataira, Director, Maori Education; Margot Ferrick, Representative from the Faculty of Humanities; Doreen Young, Director Student Experience; Jen Trow, Representative from the Faculty of Trades and Technology.

In Attendance:
Marina Jamieson, Director Student Information; Bridget Percy, Academic Advisor; Lisa Harris-Powell, Academic Advisor and Jannine Lacey (Minute Taker).

Apologies:
Penny O'Leary, Executive Dean, Faculty of Health Science; Angela Hewitt, Campus Manager, Wairarapa; Carol Stewart, Representative from the Faculty of Health Science; Miranda Orpin, Student Representative AS@U President; Susan Enoka, Academic Advisor;.

Guest Attendees: Sue Ireland, Associate Dean of Education and Improvement for Humanities and Business.

1 **WELCOME** – The Chair, Leeza Boyce, Chief Executive welcomed everyone and accepted apologies. The Chair made it known to the members of the board that she will have to leave this meeting at 10.30am to travel to the Wairarapa Campus and at that point Bonnie Dewart, Deputy Chief Executive, Academic will take the Chair in her absence.

2 **APOLOGIES –** Angela Hewitt, Campus Manager, Wairarapa; Carol Stewart, Representative from the Faculty of Health Science both send their apologies while Penny O'Leary, Executive Dean, Faculty of Health Science has requested that Dean Rankin Associate Dean, faculty Health Science attends in her absence. - Accepted

3 **MINUTES OF PREVIOUS MEETING**
   3.1.Minutes of 9 December 2014

A note was made by the Chair that a couple of action items had been missed from this meeting and should be added to the action item list.

Action: The responsibility for the assessment tool completion rates should be moved from the Director, Academic Development and placed under the Executive Deans of each faculty.

Action: An invitation to attend UCOL's Academic Board will be extended to EIT and WITT with the understanding that this will be reciprocated.

MOTION: THAT the Academic Board Minutes of 9 December 2014 be accepted as a true and accurate record.
Moved: Bonnie Dewart, Deputy Chief Executive, Academic
Seconded: Julia Pedley, Executive Dean International Relations and Contracts Advisor
CARRIED

4   MATTERS ARISING

4.1. Rolling Action List

Action 1: International Student English Language requirements Policy – Julia Pedley, Executive Dean International Relations and Contracts Advisor spoke to this action.

Following the last meeting Bridget Percy, Academic Advisor and Julia Pedley, Executive Dean International Relations and Contracts Advisor met with the Bonnie Dewart, Deputy Chief Executive, Academic and discussed further changes. These changes have now been made and is ready to be returned to Deputy Chief Executive, Academic for sign off.

This policy should also be presented at the next Teaching and Learning Committee.

Action: Julia Pedley, Executive Dean International Relations and Contracts Advisor to bring this policy to the Teaching and Learning Group on 13 April 2015.

Action: Following this the policy will be given to Yvonne Larking to load on to SharePoint. The action can then be closed.

Action 2: Adult Literacy and Numeracy Policy – This policy is being presented at the upcoming Literacy and Numeracy Steering Group Meeting then be presented at the next Academic Board meeting 21 April 2015.

Action 3: Adult Teaching Qualification Policy – This policy is being presented at the upcoming Literacy and Numeracy Steering Group Meeting then should be presented at the next Academic Board meeting 21 April 2015.

Action 4: Academic Articulation Agreement – A meeting was held to discuss proposed amendments. A further meeting will be scheduled to finalise the document. Julia Pedley, Executive Dean International Relations and Contracts Advisor has spoken with the Executive Deans on how many articulation agreements they currently hold within their respective faculties. Currently Trades and Technology and Health Science faculties do not hold any articulation agreements however, she was still waiting on a response from the Humanities and Business faculty.

Action: *The amended Articulation Agreement and relating policy to be presented at the next Academic Board on 21 April 2015.*

Action: *Julia Pedley, Executive Dean International Relations and Contracts Advisor to follow up with Steve Sorsby, Executive Dean, Faculty of Humanities and Business regarding the quantity of current articulation agreements their faculty holds.*

5   QUALITY ASSURANCE

5.1. Faculty of Health Science EPI Targets – Process Update

Dean Rankin, Associate Dean presented this report in draft form and is for information only at this stage. A final report should be available after the first Faculty Board of Educational Improvement meeting in April 2015.

Bonnie Dewart, Deputy Chief Executive, Academic noted that the faculty self-assessments are due to be completed in April. Following their completions it is expected that the reports will come to the Academic Board.

Action: *The final report for Health Science will be presented at the Academic Board Meeting to be held 19 May 2015.*

5.2. Faculty Educational Improvement Plan (HUB)

It is noted that this paper was presented at the Teaching and Learning Meeting on 9 March 2015.

Action: *The final report for Humanities and Business will be presented at the Academic Board Meeting to be held 19 May 2015.*

Action: *The final report for Trades and Technology will be presented at the Academic Board Meeting to be held 19 May 2015.*

> **MOTION:** THAT the Academic Board receive the Faculty of Health Science EPI Targets – Process Update and the Faculty Educational Improvement Plan (HUB) with the expectation a final report be available at Academic Board meeting 19 May 2015.
> **Moved:** Jen Trow, Representative from the Faculty of Trades and Technology
> **Seconded:** Jane Barton, Director, Academic Development

5.3. UCOL Draft External Evaluation Review (EER)

Jane Barton, Director, Academic Development presented this draft plan in preparation for the upcoming EER in 2016.

In an effort to keep all staff informed of this process the Director, Academic Development has been working with Christine Beech, Director Communications to ensure that when this plan is approved it will be made available to all staff.

Bonnie Dewart, Deputy Chief Executive made a comment stating that Janet Walke, Representative from the Faculty of Education, Delivery and Innovation has been organising Professional Development sessions and she believes this is an important area and personal development is running over all campuses. The Director, Academic Development will add Professional Development Workshops to the EER plan.

The Chief Executive to arrange a meeting between the Chief Executive, Deputy Chief Executive, Director Academic Development and other interested parties to discuss what resources will be required as we lead up to the EER in September/October 2016.

The Chief Executive also requested that Julia Pedley, Executive Dean International Relations and Contracts Advisor be added to the Mandatory review of Code of Practice – Pastoral Care of International Students.

It was mentioned that under the heading 'Review stakeholder engagement process and further develop industry/iwi engagement strategy' the Executive Deans and Lyn McCurdy Director External Relations and Enterprise are to be added.

Teina Mataira, Director Maori was asked if he required any assistance with completing his part of EER Plan. He felt that he would perhaps require assistance from Lyn McCurdy, Director Strategic Development, Jeremy Campbell, Director of Institutional Planning & Analytics, Nikki Maw, Director Strategic Development and Erin Lincoln Lead Impact Coach -Te Atakura.

Kelly Gay, Executive Dean Trades and Technology suggested that when UCOL undergoes a mock visit a convenient time for the Trades and Technology Faculty would be following their self-assessment audit after June this year.

The Deputy Chief Executive opened the meeting up to the faculty Executive Deans to share their view on how they believe they are going with the self-assessment process.

Kelly Gay, Executive Dean Trades and Technology, said that although they are progressing well he mentioned that the process can be very time consuming and it does take a lot of effort to get it right, he said that there still does not seem to be the understanding from staff of the value of the self-assessment, but he feels this will improve.

Dean Rankin, Associate Dean, Health Science feels that there have been no major issues in terms of how people are using the self-assessment process throughout the year. It is quite different between the teams, although all of the teams are moving forward to making the self-assessment process something that occurs regularly and not simply an annual report.

Jane Barton Director, Academic Development is scheduling meetings over the next few weeks to meet with all of the service teams to make sure that all service areas are engaged in the self-assessment process.

Steve Sorsby, Executive Dean, Humanities and Business has held a management meeting to discuss the self-assessment process and reports. Some areas have started and others are looking to see how they can combine their programme reports or use co-construction meetings to gain the information required to complete their self-assessment. One challenge for Humanities and Business is the large number of programmes that are running. A commitment has been made to complete the self-assessments by the end of April.

The Chief Executive made a suggestion that UCOL enlist an NZQA Evaluator to undertake a mock audit to give us a sense of what areas still require improvement. This mock audit will possibly take around 5 days with the evaluator working with all parts of the organisation. Ideally this would be as early as possible before the EER in 2016 so that we allow ourselves enough time to bring about any required changes. Ideally this process would happen more than once before the actual EER takes place.

Doreen Young, Director Student Experience arrived at this point of the meeting

The Chair asked that an updated plan with a report against progress should be presented at the next Academic Board Meeting.

Action: The Director, Academic Development to add Professional Development Workshops to the EER plan.

Action: The Chief Executive to arrange a meeting between the Chief Executive, Deputy Chief Executive, Director Academic Development and other interested parties to discuss what resources will be required in the lead up to the EER in September/October 2016.

Action: Julia Pedley, Executive Dean International Relations and Contracts Advisor be added to the Mandatory review of the Code of Practice – Pastoral Care of International Students.

Action: Under the heading 'Review stakeholder engagement process and further develop industry/iwi engagement strategy' the Executive Deans and Lyn McCurdy Director External Relations and Enterprise be added.

Action: Add Lyn McCurdy, Director Strategic Development, Jeremy Campbell, Director of Institutional Planning & Analytics, Nikki Maw, Director Strategic Development and Erin Lincoln Lead Impact Coach -Te Atakura to be added to the topic 'Evidence of Māori strategy (Rourou Aronui) UCOL wide'

Action: The Chair asked that an updated plan with a report against progress should be presented at the next Academic Board Meeting.

> **MOTION:** THAT the Academic Board approve the External Evaluation and Review Plan
> **Moved:** Kelly Gay, Executive Dean Trades and Technology
> **Seconded:** Jen Trow, Representative from the Faculty of Trades and Technology

5.4. Academic Board Review Committee Notes

This update from the Academic Board Review Committee is for information. The Academic Board acknowledged the work that the Review Committee has been doing and a progress report will be presented at the next Academic Board Meeting on the 21 April 2015.

Action: A progress report from the Academic Board Review Committee to be presented at the Academic Board Meeting 21April 2015.

MOTION: THAT the Academic Board receive the Academic Board Review
Committee Notes.
Moved: Bonnie Dewart, Deputy Chief Executive, Academic
Seconded: Steve Sorsby, Executive Dean, Faculty of Humanities and Business

5.5. Faculty Boards of Educational Improvement Document –Discussion Paper –
Bonnie Dewart, Deputy Chief Executive Academic spoke to this paper.

This paper proposed a change in structure and frequency of the Boards including
Academic Board who will now meet monthly instead of bi-monthly. The Boards of
Educational Improvement will replace the Faculty Boards of Studies and they will report
back to Academic Board. Faculty Boards of Educational Improvement will include
reports from High Performance Teaching Teams, Project Transform, Te Atakura,
attendance projects and EPI progress.

This paper has been approved by the Executive Deans and they have agreed that the
Faculty Boards of Educational Improvement will be the major construct in terms of how
the faculties conduct their focus in business.

Discussion re: Section 6.3.1 Membership for Boards of Educational Improvement:
Teina Mataira, Director Māori expressed his interest in being invited to all of the new
Faculty Boards of Educational Improvement. Steve Sorsby, Executive Dean,
Humanities and Business mentioned that it was the intention to have a Kaitiaki Akonga
(KA) as a representative on the new Faculty Boards of Educational Improvement. Kelly
Gay, Executive Dean, Trades and Technology shared that they were finding it difficult
to get Māori representation, as is the Health Science Faculty. The Director Maori
offered to assist in finding representation at these meetings.

The Chief Executive asked that the meeting dates for the new Faculty Boards of
Educational Improvement across the four faculties be shared among the members of
the Academic Board. Janet Walke, Representative from the Faculty of Education,
Delivery and Innovation, Dean Rankin, Associate Dean, Health Science, Steve Sorsby,
Executive Dean, Faculty of Humanities and Business, Kelly Gay, Executive Dean Trades
and Technology to circulate the planned dates. Director Māori to discuss with his team
who will attend these meetings.

Katrina Langdon, Associate Dean (Creative) expressed some concern as to who will be
sitting on the Iwi Partnership Group for the Bachelor of Design and Art for Whanganui.
The Director Māori was not sure but he would discuss this with Mel Te Patu, Kaitiaki
Akonga.

The Chief Executive expressed concern that the new boards may become Palmerston
North oriented and that all faculties need to revise their membership to ensure they
include a cross section of people from Palmerston North, Wairarapa and Whanganui.

A question was raised as to the Self-assessment Advisor that is listed as part of the
membership of the new Boards. Currently this is a position/s that has/have not been
finalised. Leeza Boyce, Chief Executive, to arrange a meeting to discuss this position

further with Bonnie Dewart, Deputy Chief Executive Academic and Jane Barton, Director, Academic Development.

Also to be added to section 6.3.1 is the Faculty of Education Delivery and Innovation membership list.

Action: Director Māori to be invited onto all the new Faculty Boards of Educational Improvement.

Action: The Director Māori to assist in finding representation at the Boards of Educational Improvement meetings.

Action: The Chief Executive asked that the meeting dates for the new Faculty Boards of Educational Improvement across the four faculties be shared among the members of the Academic Board. Janet Walke, Representative from the Faculty of Education, Delivery and Innovation, Dean Rankin, Associate Dean, Health Science, Steve Sorsby, Executive Dean, Faculty of Humanities and Business, Kelly Gay, Executive Dean Trades and Technology to circulate the planned dates.

Action: Director Māori to discuss with Mel Te Patu, Kaitiaki Akonga as to who will be sitting on the Iwi Partnership Group for the Bachelor of Design and Art for Whanganui and also the Academic Improvement Board.

Action: All faculties need to revise their membership to ensure they include a cross section of people from Palmerston North, Wairarapa and Whanganui.

Action: Leeza Boyce, Chief Executive, to arrange a meeting to discuss self assessment position further with Bonnie Dewart, Deputy Chief Executive Academic and Jane Barton, Director, Academic Development to discuss the Self-assessment Advisor Position.

Action: Faculty of Education Delivery and Innovation membership to be added to section 6.3.1.

Action: That a member of the SET Team included in the membership of the Boards of Educational Improvement.

> **MOTION:** THAT the Academic Board receive the Faculty Boards of Educational Improvement paper
> **Moved:** Bonnie Dewart, Deputy Chief Executive, Academic
> **Seconded:** Jane Barton, Director, Academic Development

5.6. The 2014 Report on the Student Experience at UCOL

Bonnie Dewart, Deputy Chief Executive presented this report (updated version distributed to the attending members of the board).

This will probably be the last year that the Survey Pro software will be used for recording the Student Satisfaction Survey as this software is no longer supported.

The survey is very large and has a great deal of information. What was presented is just a condensed version and is for presentation at Council.

The overall Student Satisfaction is slightly less than the previous 4 years so there is some room for improvement.

The Chief Executive stated that UCOL have improvements to be made in 3 out of the 4 areas that were surveyed.

Doreen Young, Director Student Experience addressed Chapter 5 in this document regarding extending the hours at the Whanganui library this has been looked into in previous years and due to staffing requirements/issues this has not been possible, however she will review the situation.

Chief Executive suggested that between now and April 2015 a group will be formed to look at the findings and discuss what work needs to be done in response. The report and the outcomes will be presented at the next Academic Board Meeting on 21 April.

Action: Doreen Young, Director Student Experience to review the opening hours at Whanganui.

Action: Director, Academic Development to obtain a copy of the TANZ survey outcome for comparison to UCOL.

Action: Deputy Chief Executive, Academic to put the full survey on SharePoint once this has been approved by Council.

Action: A group to be formed to look at the findings of this report and discuss what work needs to be done. The report and outcomes to be presented at the next Academic Board Meeting on 21 April.

Action: Deputy Chief Executive, Academic to look at options for a new software programme for 2016.

> **MOTION:** THAT the Academic Board receive the 2014 Report on the Student Experience at UCOL
> **Moved:** Jen Trow, Representative from the Faculty of Trades and Technology
> **Seconded:** Julia Pedley, Executive Dean International Relations and Contracts Advisor

5.7. NZQA External Moderation Results

Jane Barton, Director, Academic Development spoke to this paper. Some areas need to make some changes before they deliver or do their marking this year.

The Curriculum and Academic Services Team have chosen another 10 programmes to review. This would provide us with a clearer picture of what areas require improvement.

The NZQA report noted that the assessment materials for Unit Standard 64 has not met the national external moderation requirements for 2 years in a row. The issue

with this unit standard has been discussed with the relevant staff and is now in the hands of the Executive Dean.

Action: Director, Academic Development and the Chief Executive to meet to discuss whether the Curriculum and Academic Services team have enough resource to conduct this review.

Action: The Director, Academic Development to speak with the Executive Dean for the faculty that assesses Unit Standard 64 to confirm a date that the new assessment will be developed. A new assessment needs to be developed before this unit standard assessment is done.

> **MOTION:** THAT the Academic Board receives the NZQA External Moderation Results
> **Moved:** Steve Sorsby, Executive Dean, Faculty of Humanities and Business
> **Seconded:** Katrina Langdon, Associate Dean (Creative)
> **CARRIED**

5.8. Academic Policies Self Assessment Plan 2015-2016

Jane Barton, Director, Academic Development presented this document.

The Chief Executive requested that if possible the Adult Teaching Qualification Requirements Policy assessment be brought forward to provide early information to the Executive Deans.

The main goal of this policy review is not to update the policies but to make sure that the policies are effective and are being implemented.

Action: The policy assessment for Adult Teaching Qualification Requirements to be brought forward to March 2015.

Action: The Enrolment and Admissions Policies to be added to this review plan.

> **MOTION:** THAT the Academic Policies Self Assessment Plan 2015-2016 be received by the Academic Board
> **Moved:** Jen Trow, Representative from the Faculty of Trades and Technology
> **Seconded:** Janet Walke, Representative from the Faculty of Education, Delivery and Innovation
> **CARRIED**

Leeza Boyce, Chief Executive left the meeting and handed the Chair to Bonnie Dewart, Deputy Chief Executive, Academic.

6   INWARD CORRESPONDENCE – nil

7   OUTWARD CORRESSPONDENCE - nil

8   GENERAL BUSINESS – Discussed after Item 9.4

9   REPORTS FROM COMMITTEES (FOR INFORMATION ONLY)
9.1. Academic Approvals Committee
9.1.1.   Academic Approvals Committee Report to Academic Board

This year there will be a number of changes happening due to TRoQ. The first areas that are likely to be effected are Hospitality and Professional Cookery and some of the Trades areas in particular the Carpentry. Business will be worked on for next year.

The Curriculum and Academic Services team will require additional resourcing going into 2016 to assist with the increase in workload that TRoQ will present.

TANZ have agreed to share whatever they have with UCOL however it would be preferable to be able to also reciprocate this offer.

Action: An updated register for TRoQ to be presented at Academic Board from this point onward.

MOTION: THAT the Academic Board receives the Academic Approvals Committee Report to Academic Board
Moved: Julia Pedley, Executive Dean International Relations and Contracts Advisor
Seconded: Margot Ferrick, Representative from the Faculty of Humanities
CARRIED

9.1.2.   Minutes of Academic Approvals Committee:
Minutes of Meeting held 8 September 2014
Minutes of Meeting held 19th September 2014
Minutes of Special Email Meeting held 6 August 2014
Minutes of Special Email Meeting held 20 August 2014
Minutes of Special Email Meeting held 15 September 2014
Minutes of Special Email Meeting held 22 September 2014
Minutes of Special Email Meeting held 24 September 2014
Minutes of Special Email Meeting held 1 October 2014
Minutes of Special Email Meeting held 20 October 2014
Minutes of Special Email Meeting held 8 December 2014
Minutes of Special Email Meeting held 10 December 2014
Minutes of Special Email Meeting held 10 December 2014
Minutes of Special Email Meeting held 28 January 2015

Action: It was noted that the Minutes of Meeting held 8 September 2014 are incomplete and need to be revised and presented once more at the next Academic Board 21 April 2015.

MOTION: THAT the Academic Board receive the minutes of the Academic Approvals Committee for Minutes of Meeting held 19th September 2014, Minutes of Special Email Meeting held 6 August 2014, Minutes of Special Email Meeting held 20 August 2014,Minutes of Special Email Meeting held 15 September 2014, Minutes of Special Email Meeting held 22 September 2014, Minutes of Special Email Meeting held 24 September 2014, Minutes of Special

Email Meeting held 1 October 2014, Minutes of Special Email Meeting held 20 October 2014, Minutes of Special Email Meeting held 8 December 2014, Minutes of Special Email Meeting held 10 December 2014, Minutes of Special Email Meeting held 10 December 2014, Minutes of Special Email Meeting held 28 January 2015. THAT the of Minutes of Meeting held 8 September 2014 be completed and then returned to the next meeting of the Academic Board on the 13 April 2015

Moved: Jane Barton, Director, Academic Development
Seconded: Janet Walke, Representative from the Faculty of Education, Delivery and Innovation
CARRIED

9.2. Academic Improvement Committee – nil

9.3. Degree Monitoring Committee –nil

9.4. Research Committee

9.4.1. Minutes of Meeting held 4 November 2014

Jane Barton, Director, Academic Development noted that most of the actions recorded in the Action Rolling List were now closed and this will be reflected in the next research meeting minutes.

MOTION: THAT the Academic Board receives the Research Committee minutes for meeting held 4 November 2014
Moved: Jane Barton, Director, Academic Development
Seconded: Dean Rankin, Associate Dean
CARRIED

8   GENERAL BUSINESS:

Student Association Representative:
Bonnie Dewart, Deputy Chief Executive, Academic announced that Miranda Orpin, Student Representative AS@U President will be standing down and that a new president will be elected shortly.

Academic Report to Council
Bonnie Dewart, Deputy Chief Executive, Academic spoke to this late addition. Once this report has been to Council, this paper will come back to Academic Board and it will also be included on the website so that it is available for all to read.

Funding was reduced in the PTE sector. It is a significant change of approach and there is likely to be more of this kind of intervention in the future.

Academic Board Review Changes
A question was raised as to if/when the changes to the Academic Board membership are likely to be confirmed. At present the proposed changes will not be in place by the next Academic Board Meeting.

Action: *The Academic Report to Council to be included in the agenda for Academic Board from now on.*

Action: *A space is to be made on SharePoint for Academic Board to include any items from Academic board including Agenda's and Minutes. When this is complete Jane Barton, Director, Academic Development will send an APB to all staff.*

This meeting was closed at 10.50am