



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Open

Friday, 4 October 2019

12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

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AGENDA



OTAGO POLYTECHNIC COUNCIL - OPEN

Name:	Otago Polytechnic Council
Date:	Friday, 4 October 2019
Time:	12:30 PM to 1:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests/Notes:	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Deputy Chief Executive, People and Performance) via Skype, Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive) via Skype, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience)

1. PROCEDURAL

1.1 Apologies

1.2 Conflict of interest

Supporting Documents:

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6.2 Executive Leadership Team Interests Register

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7. CLOSE MEETING**7.1 Meeting Closed**

Next meeting: Otago Polytechnic Council - Closed - 1 Nov 2019, 9:00 AM

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM: CONFLICT OF INTEREST	
PURPOSE: Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes. Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.	
RECOMMENDATION For noting.	

INTERESTS REGISTER

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Jamie ADAMSON	01-02-19	<ol style="list-style-type: none"> 1. Deloitte Limited (employee) 2. Otago Museum Trust Board (Treasurer) 	<ol style="list-style-type: none"> 1. Potential supplier 2. Potential customer
Paul ALLISON	20-04-18	<ol style="list-style-type: none"> 1. Life Trustee – Halberg Disability Sport Foundation 2. Trustee – Winter Games NZ 3. Sports Commentator – NZME 4. Independent Director - University Bookshop (Otago) Ltd 5. Chair - Waitaki District Health Services Ltd 6. Chair – Waitaki District Health Services Trust 7. Independent Chair - Infinite Energy (design and installation of solar power) 8. South Island Regional Grants Committee – The Lion Foundation 9. Independent Contractor – The Lion Foundation 10. Independent Consultant - Impact Consulting 	<ol style="list-style-type: none"> 1 – 6 Nil 7 & 10 potential supplier 8 & 9 – potential funder
Neil BARNES	17-01-19	<ol style="list-style-type: none"> 1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barnes Consulting Limited 3. Partner – Barnes-Davis Orchard Partnerships 4. Commissioner, Whitireia and Weltec Polytechnics 5. Director - WelTec Enterprises Ltd 6. Director - LCB Management NZ Ltd 7. Director - IEM Ltd 	<ol style="list-style-type: none"> 1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Peter COOLBEAR	16-11-16	<ol style="list-style-type: none"> 1. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 2. Member, NZQA Consistency Review Panel 	

Kathy GRANT	05-07-19	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Deputy Chair) 2. Trustee of numerous private trusts 3. Dunedin City Treasury Limited (Deputy Chair) 4. SDHB (Commissioner) 5. Dunedin Stadium Property Limited <p>Spouse:</p> <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Chair) 10. Trustee of numerous private trusts 	
Bill MORAN	05-07-19	<ol style="list-style-type: none"> 1. Director, Pioneer Energy 2. Chair and Director, Sport and Recreation New Zealand 3. Chair and Director, High Performance Sport New Zealand 4. Director, Youthtown 5. Trustee, New Zealand Dementia Prevention Trust 6. Trustee, New Zealand Football Foundation 7. Trustee, Olive Leaf Centre Trust 8. Advisory Trustee, School of Government, Victoria University of Wellington 9. Advisory Trustee, Play It Strange Trust 10. Director, Aspen Initiative New Zealand 11. Director, Worksafe New Zealand <p>Other</p> <ol style="list-style-type: none"> 1. Independent Chair, Parliamentary Appropriations Review Committee (Mar-Aug 2018) 2. Independent adviser, Crest Hotel, Queenstown 	Nil

			Polytechnic
Megan POTIKI	26-06-17	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	<ol style="list-style-type: none"> 3. Potential supplier

COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM:	MINUTES
PURPOSE: The minutes of the open section of the meeting held on 2 August 2019 are attached.	
PRESENTED BY: Kathy Grant	
RECOMMENDATION That the minutes of the open section of the meeting held on 2 August 2019 be approved as a true and correct record.	

MINUTES (in Review)

OTAGO POLYTECHNIC COUNCIL - OPEN



Name:	Otago Polytechnic Council
Date:	Friday, 2 August 2019
Time:	9:30 AM to 12:08 PM
Location:	Puketeraki Marae, 520 Apes Road, Karitane
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests/Notes:	In Attendance: Ron Bull (Tumuaki Whakaako), Jeanette Corson (Secretary to Council), Debbie Davie (Executive Assistant), Rachel Dibble (Lecturer), Susanne Ellison, Matapura Ellison, Hinerangi Elder-Heath (Puketeraki), Kelly Gay (Campus Manager/Head of College), Louisa Homersham (Director Business Services), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience), Khyla Russell (Puketeraki), Lesley Smith (Associate Director Quality Services), Shaun Tahau (Kaiarahi),

1. MĀORI ANNUAL REPORT

1.1 Māori Annual Report

Mrs Grant acknowledged the opportunity that the meeting provided to both report on the achievement of the Polytechnic's Māori students and for the institution to be held to account in relation to those levels of achievement. She acknowledged the authors of the report; the Deputy Chief Executive Māori/Kaitohutohu in particular, and her team, describing the document as impressive.

Janine Kapa presented the Annual Report, acknowledging the work of the former Kaitohutohu Dr Khyla Russell. She also acknowledged the partnership with the rūnaka.

Key highlights:

- Staff Awards for Excellence in the Implementation of the Māori Strategic Framework - three awardees
- Māori Language Strategy launched by Shaun Tahau
- Suite of kaupapa Māori EduBits created
- Te Pā Taura opened
- Nga Kete unveiled
- AMA (Advancement of Māori) introduced
- Māori staff numbers maintained
 - 50% of the Executive Leadership Team were Māori women
 - 11% of Tier 3 staff identified as Māori

The discussion turned to the recent announcement regarding the review of vocational education. Mr Ker said it was likely to be two years before any final decision as to the future

autonomy of the Polytechnic. In the meantime it was important for the Polytechnic to be more cohesive with its communities.

2. PROCEDURAL

2.1 Apologies

Apologies were noted from Jono Aldridge, Philip Cullen and Megan Gibbons.

2.2 Conflict of interest

No conflicts were declared in relation to the open section of the meeting.

2.3 Confirm Minutes

Otago Polytechnic Council - Open 5 Jul 2019, the minutes were confirmed as presented.

2.4 Matters Arising

There were no matters arising.

3. REPORTS

3.1 Chair (verbal)

New Automotive Programme

Mrs Grant had attended the blessing and opening of the Automotive premises in Kaikorai Valley the previous week. She expressed the view that the opening of that campus was a very positive reflection on OP, that in a time of uncertainty and disruption, a new programme was being offered, demonstrating responsiveness to both the needs and requests of industry partnerships as well as the region.

Appointment to Establishment Board

Mrs Grant had been appointed to the NZIST Establishment Board, with the appointment announced by the Minister that morning. The Board would commence its role on 1 September 2019.

September Meeting

The Council meeting on 6 September had been cancelled.

Members were reminded of the Spring Breakfast to be held on Monday 2 September.

3.2 Chief Executive

Review of Vocational Education

Mr Ker's focus for the month had been mainly around the RoVE. He acknowledged the time and energy contributed by wider Otago leaders in support of the Polytechnic. He said he owed a debt of gratitude to the ODT for the depth of its coverage, including feature writing.

Nathan Laurie stressed the importance of a direct message to students regarding the decisions to avert any misconceptions and rumours.

4. FOR APPROVAL

4.1 Education Amendment Act

Attached was material circulated from TEC to ITPs on changes in the governance arrangements for universities and institutes of technology and polytechnics (ITPs) introduced by the Education Amendment Act 2018. The purpose of the legislation was to provide for the appointment of one elected student and at least one elected staff member to polytechnic Councils.

Also attached was a draft Constitution required to be submitted to the Minister by 24 August 2019 (incorporating these further appointments) and a revised Statute for the Appointment of Council Members.

The process will be completed by detailing a procedure for election of staff and student Council members.

RECOMMENDATION

That the Council approves:

(i) changes to the Statute for the Appointment of Council Members

(ii) the Council Constitution to be submitted to the Minister by 24 August 2019.

AGREED.

5. POLICIES FOR APPROVAL

5.1 Policy for Approval

CP0013.02 Procurement and Purchasing had been reviewed by the Finance and Audit Committee and was recommended for approval.

RECOMMENDATION

That the Council approves the revision of the above policy.

AGREED.

6. MATTERS FOR NOTING

6.1 Council Calendar

A Council workshop would be held on 16 August, focused on implications of the RoVE announcements.

6.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

6.3 Staff Subcommittee Minutes

The minutes of the Staff Subcommittee meeting held on 6 June, 2019 were noted.

Janine Kapa reported that she had attended the meeting to outline the structure and the responsibilities within the KTO Office.

6.4 Student Council

The Student Council had not met in July.

Nathan Laurie provided a brief update on his work alongside the Otago University Students Association organising a clubs day at the Polytechnic for international students.

He also reported some concerns regarding safety around campus for students following the Christchurch massacre.

7. CLOSE MEETING

7.1 Meeting Closed

Next meeting: Otago Polytechnic Council - Open - 4 Oct 2019, 12:30 PM

Signature: _____

Date: _____

COUNCIL PAPER			
OPEN AGENDA		DATE: 4 OCTOBER 2019	
ITEM: ACTION SHEET			
DATE	ACTION	RESPONSIBILITY	DUE DATE
03/07/15	Naming of buildings – progressive reporting	Phil Ker	Ongoing

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 2 AUGUST 2019
ITEM: CHIEF EXECUTIVE'S REPORT	
PURPOSE: The Chief Executive's Report is attached.	
PRESENTED BY: Phil Ker	
RECOMMENDATION: That the Council receives the Chief Executive's report.	

CHIEF EXECUTIVE'S REPORT

Sector Leadership

Implementation of NZIST is now well underway, and given that neither Cabinet decisions nor legislation has provided much in the way of operational detail there is considerable opportunity for OP to take on a sector leadership role in several areas of our expertise. The possibilities for leadership are set out in a discussion paper which is a separate agenda item. Council guidance on the areas considered to be priorities for sector leadership will be appreciated.

Summarised Finance Report for the period ended 31 August 2019

The following table provides an overview of Otago Polytechnic's 2019 financial performance to date and compares this against the forecast with variances.

August 2019	2019 Year to Date Actual	2019 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 74,105	\$ 74,133	\$ (28)
Expenditure	\$ 71,063	\$ 71,506	\$ 443
Net Surplus	\$ 3,041	\$ 2,627	\$ 414
Capital Expenditure	\$ 8,314	\$ 9,116	\$ 802
Employment Cost as a percentage of revenue	48.8%	48.6%	(0.2)%
Student Fees as a % of revenue	42.6%	42.8%	0.2%
Government Funding as a % of revenue	43.3%	43.2%	(0.1)%
Working Capital	40.2%	37.6%	2.6%
Cash In/Cash Out	117.3%	118.1%	(0.8)%
Net Monetary Assets (000's)	\$ (1,950)	\$ (1,846)	\$ (103)
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	5,222.1	5,226.6	(4.5)

Key Points:

- The net operating surplus of \$3,041k is favourable to forecast by \$414k.
- Capex is lower than forecast to date by a net \$802k mainly due to reduced spending on building projects
- EFTS enrolments at 5,222 unfavourable to YTD forecast by 5, this is mainly in the Managed Apprenticeships area, however we expect this to continue to pick up for the rest of the year

Media Report

Attached is a report from Shane Gilchrist, Media Liaison

External Liaison

- Andy Walker, Education NZ
- TANZ teleconference
- SDHB, UoO - Hospital Build Master Site Planning
- Building Surveying Governance Group
- Dianna Taylor, CEO, REANNZ (Research & Education Advanced Network New Zealand)
- Barry Jordan, Chair, NZIST Establishment Board
- Malcolm Cameron, Malcam Trust
- Hon Iain Lees-Galloway, Minister of Immigration, Workplace Relations and ACC – presentation, Otago Chamber of Commerce
- Tertiary Sector Steering Group meeting
- Diversity is Good for Business event, The Hub
- World Federation of Colleges and Polytechnics Board meeting via Zoom
- TANZ Board meeting, Wellington
- iamCapable Board meeting, Auckland
- OPAIC Board meeting, Auckland
- OPAIC Strategy meeting, Auckland
- Postsecondary International Network (PIN) Conference, Seattle
- Global Presence Alliance (GPA) Summit, Denmark

RECOMMENDATION

That the Council receives this report.

A handwritten signature in black ink, appearing to read 'P Ker', with a long horizontal line underneath it.

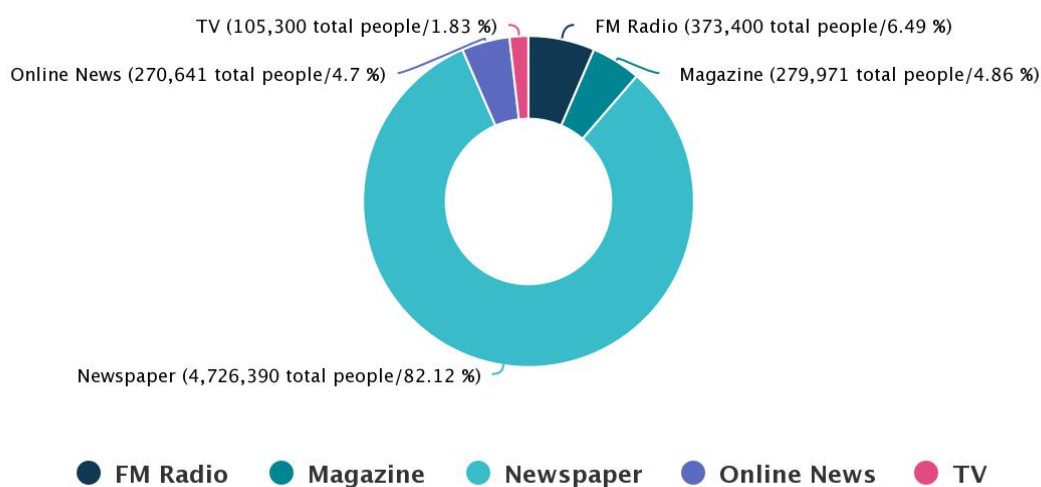
Phil Ker
Chief Executive



A summary of Otago Polytechnic external media activity, from 26 July to 25 September 2019. Produced by Shane Gilchrist, Senior Communications Advisor.

- 771 news items
- Coverage reached a cumulative audience of 5.75 million
- Online News had the highest volume of coverage (606 items or 78% of the total volume of coverage)
- Newspapers reached the highest cumulative audience (4.7 million or 82% of the cumulative audience)

Media Type Breakdown – Audience



Recent media coverage continues to be dominated by the RoVE – in particular the August 1 announcement of the latest shape of the proposals and the subsequent tabling of the Bill on 26 Aug. These include:

- National MP Michael Woodhouse starts petition to keep Otago Polytechnic out of any “merger”
- Otago Polytechnic CEO Phil Ker expresses concern over some aspects of Bill, particularly provisions around autonomy

- Otago Polytechnic extends CEO Phil Ker's contract as it seeks smooth transition to new model

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 4k page reads in the past 2 months. The overwhelming majority of readers spend nearly 2 minutes on our story pages.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from our varied content and high-quality approach to video and photography. Facebook followers have grown 1.5% month on month, to 12.5k.

The most popular posts have been:

- Otago Polytechnic CEO Phil Ker's initial reaction to Aug 1 announcement, which had an organic reach of 7.3k
- Profile of Fashion Design students invited to NZ Fashion Week 2019, which had organic reach of 5.8k

INSTAGRAM

2.7k followers; this continues upward trend of previous months.

LINKEDIN

Otago Polytechnic's main LinkedIn page now has more than 13.4k followers, reflecting strong growth on this channel.

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM: SHAPING NZIST – AREAS OF POTENTIAL LEADERSHIP FOR OP	
PURPOSE: For Council discussion and advice to the Executive Leadership Team.	
PRESENTED BY: Phil Ker	

Shaping NZIST – areas of potential leadership for OP

Introduction

Otago Polytechnic as a high performing and innovative institution has much it can offer to NZIST and has the potential to provide significant leadership of vocational education in New Zealand. The reasons for our success over a lengthy period of time were provided to TEC as part of our submission on the then proposed reforms of vocational education. This part of our submission is included as Appendix 1 of this discussion paper.

Our areas of sector leadership

Whilst it will be over to the Chief Executive of the new institution to implement particular leadership and management strategies, the desired culture and key processes for NZIST may well be determined by the Establishment Board in the first instance. It therefore behoves us to engage with that Board, both collectively and with individual members. In particular, we should do our best to communicate our unique sector approach to quality and to organisational performance: our Baldrige based performance excellence system. The Baldrige framework has served OP very well, and we have been recognised by Baldrige assessors as a world class organisation. The Baldrige framework is a powerful tool that when applied consistently ensures a whole of organisation approach to quality and performance, bringing about the very features which have driven our success.

In addition to our underpinning performance systems there are three areas of innovative and sector leading practice which OP could well lead for NZIST:

- Our approach to micro-credentials: EduBits. We have a well established, operating system as well as significant in-house expertise in the development of micro-credentials and EduBits is now an established brand in the market, with some early international recognition.
- Our approach to the development of transferable skills through the curriculum, through our 'iamcapable' platform, which is a unique set of tools for supporting organisations to transform their curriculum to achieve transferable skill outcomes and learners to plan for, develop and provide evidence of their transferable skills.
- Our services provided through Capable NZ: our approach to the recognition of prior learning through our Independent Learning Pathway to degree credentials, and our professional practice qualifications, including the MPP and the DPP. OP is a sector leader in all of these programmes and services.

All three of these areas are points of difference for Otago Polytechnic and provide significant competitive advantage, but it is unlikely that points of difference of this nature will be permitted in the new world. More likely is that we will be expected to collaborate with others and to bring our expertise to the system as a whole. If this supposition is correct, then we would be best placed to seek sector leadership based on our expertise and successful track record.

Areas of development for NZIST on which we could take an advocacy lead

There are a number of areas in which NZIST could invest in the interests of developing a world class vocational education system. It is recommended that OP vigorously advocated for these services, both to the Establishment Board and Establishment Unit and to the Minister – the latter because new funding will be needed.

Shared curriculum services

Otago Polytechnic believes that a shared curriculum service, as a subsidiary of NZIST, should be established as a priority. This service could be located anywhere in New Zealand and could have the following scope:

- Provide a central repository for all approved programme documents, which will be accessible to all providers in the system.
- Design and develop new programmes for approval, and over time reduce programme duplication through programme revision.

Note, we believe that standardisation of programmes should be confined to the graduate profile outcome statement and the learning outcomes. In some cases, the broad specification for final year capstone assessment may be built into standard design.

A shared curriculum service should not engage in detail course and assessment design nor individual lesson development which should remain with individual providers – acknowledging the academic freedom of teaching staff.

Where there are demonstrably regional differences to be met these differences should be addressed through electives. There should also be commonality in terms of which learning outcomes were addressed each year in multi-year programmes, to ensure portability for learners who change providers.

- Develop learning resources which are beyond the scope or means of individual providers and which significantly enhance student learning e.g. simulation resources, VR/AR resources.
- Provide a central repository for the learning materials developed by regional providers, at all levels of delivery: programme, course and/or unit. These learning materials will comprise quality assured resources which are uploaded by individual providers and which will be made available to all providers.
- Develop curriculum to embed transferable skills and Māori knowledge and perspectives, the latter with local iwi and/or hapū (crucial to this is the professional development of staff to become culturally capable learning and teaching practitioners)
- Design new curriculum, where appropriate, for the seamless integration of learning in the workplace with learning in institutions or on-line, as well as new curriculum for advanced apprenticeships, i.e. Level 6 diplomas and degrees. This is an immediate priority and should be the focus of a shared curriculum services unit for the next two or three years.
- Provide a rapid response service to address new, emerging or immediate training needs.

The shared curriculum service established by NZIST would have the following features:

- Staffed by quality specialists who ensure documentation meets educational quality requirements and works alongside NZQA.
- Staffed by specialists in learning, instructional and assessment design who write programme documents inclusive of learning outcomes and assessment guidelines, and who develop specialist learning resources.
- Works with subject matter experts drawn from the provider network and industry as appropriate.
- Works alongside a market development team and the WDCs to ensure industry, community and learner needs are met and that programmes are fit for future needs. This may involve national, regional or local research.
- Works with iwi and hapū, as appropriate, to ensure that mātauranga ā-iwi/ā-hapū and Māori perspectives are embedded into all programmes of study.
- Works with NZQA to ensure quality standards are met.

Centres of Excellence

Otago Polytechnic recommends, as part of the national network of provision, the establishment of Centres of Excellence under an NZIST mandate, to complement the Centres of Vocational Excellence announced by the Minister.

We recommend that these centres take a variety of forms and serve a range of purposes as follows:

- Centres of applied research, to provide leadership in applied research generally or for particular purposes, or as specialist applied research facilities, e.g. in midwifery or design.
- Centres of teaching expertise, to provide leadership in a vocational field, in aspects of teaching and learning practice or in particular approaches to learning, e.g. work-based learning.
- Centres which are granted a specific mandate to deliver training and education nationwide because the volume of learners will not support more than a single provider. As an indicator, it is unlikely that more than one provider will be needed if total provision nationwide is less than 100 EFTS per annum.

A CoE may be recognised as the only provider of particular programmes or services, but this does not necessarily need to be so, i.e. there may be more than one CoE for a particular purpose. The exception will be Centres that have been provided with a specific mandate to teach or research as a sole provider.

Otago Polytechnic has significant strengths in several curriculum areas as outlined above, as well as in research and is interested in hosting several CoEs.

Investing in System Capability

Otago Polytechnic notes that the reform decisions are silent about investing in the capability of NZIST to ensure it truly becomes world class. Accordingly, we are proposing the establishment of two professional development centres: an institute for leadership and an institute for teacher education. The former will be fully funded whilst the latter could also have an export education role and therefore be partially self funded. We provide an overview below of what each institute could do, noting that they complement the work of Ako Aotearoa. However, the institutes could well be placed within Ako Aotearoa, under a broader mandate for that organisation.

Institute for Leadership for Tertiary Education

We propose that there is a fully funded dedicated Institute for Leadership to support training and development of current and future generations of administrative and academic leaders in order to ensure that New Zealand has an appropriately skilled and credentialed pool of staff, given the acknowledged need for improved management and leadership of our ITPs. This need will not diminish under the NZIST head office - subsidiary model.

The core activity of the Institute would be on developing the necessary skills and knowledge for executive leader and manager roles in our institutions (typically tier one to tier three leaders).

The Institute would draw staff from around the country, and from international networks to facilitate training and development in specific areas of leadership.

Institute for Tertiary Teacher Education

Similarly, in order to provide ongoing training and development for our tertiary educators, we propose the establishment of an Institute for Tertiary Teacher Education.

The mission of the Institute would be on preparing educators of the future, ensuring that academic staff have the requisite knowledge and skills to facilitate the most effective learning and the best possible learner experience. Graduates of the Institute would be recognised as competent, confident and current in their practice.

The Institute would complement the work led by Ako Aotearoa by providing practical teacher training to ensure benchmarked development for tertiary practitioners in New Zealand, the Asia Pacific region and beyond.

The Institute would benchmark its delivery portfolio by ensuring global accreditation of its programmes, reward and recognition of its graduates (international fellowship and excellence awards) and endorsement from national quality bodies.

The institute could also have a role in export education, working closely with Education NZ to service the myriad opportunities for teacher education and upskilling across the globe. There would be a particular focus on the strong networks and relationships already established in the Asia Pacific region, with a view to growing our reach in the extended Pacific region. The template for such work draws on successful exemplars, such as the Sino-NZ model hosted by Wintec in collaboration with Otago Polytechnic and Toi Ohomai.

A key feature of the Institute would be its ability to deliver off and onshore and to provide follow-up services for international educators in their country of delivery, thereby providing an holistic development and education service to clients.

Student Services Call Centre

Otago Polytechnic notes an increasing level of demand for learner support services after usual campus opening hours, both for on-campus learners and those who are undertaking some of their learning on-line. This demand will increase significantly as more learning is designed to occur in workplaces. We also note that a growing number of providers are subscribing to overseas on-line support services, which are relatively expensive and whilst adequate are not fully aligned with learning in New Zealand.

We therefore recommend that NZIST plan for the provision of a national shared service centre for learner support to augment current on-campus support services. This would be both a call centre and on-line service which would at least provide:

- 24/7 services for in work and distance learners as well as for on-campus learners to ensure coverage when on campus services are not operating or not viable to provide at a regional level.
- learning support for a range of learner needs such as literacy and numeracy, study skills, writing and referencing
- basic IT support and problem solving
- career advice, programme guidance and study planning.

The Centre would respond to learner needs but also could be pro-active in the provision of learning opportunities which would raise the capability of learners to be successful, prior to enrolment.

Whilst we have yet to model the costs of establishing this service we believe that a nationwide service will have the scale to be cost effective, but more importantly will make a significant contribution to improving learner success rates.

Appendix 1

Why is Otago Polytechnic successful?

Learner centric	<ul style="list-style-type: none"> We put the learner at the centre of what we do as an organisation. Learners are our passion and are what bonds us together. We are dedicated to the best possible outcomes for learners
Connected to our communities, including our rūnaka	<ul style="list-style-type: none"> We take a leading role in our community, adding value wherever we can. We have very high community support – from stakeholders who have a strong sense of ownership in us. We have a strong Treaty-based partnership with mana whenua
Strategically focussed	<ul style="list-style-type: none"> We have clarity of purpose - a shared purpose with alignment of all staff to this We operate a model of empowerment supported by a servant leadership ethos We engage regularly in environmental scanning and act on what we find
Close attention to our financial wellbeing	<ul style="list-style-type: none"> We monitor for and understand our risks and act decisively to mitigate them We consistently achieve surpluses that enable investment in our future
Strong values based behaviours	<ul style="list-style-type: none"> We have a strong DNA that clearly delineates the OP Way We are Caring, Courageous, Empowered and Accountable
Highly knowledgeable and skilled staff	<ul style="list-style-type: none"> We have quality academic and professional staff who are leading experts in their field, and who are a magnet for other excellent staff We train and develop our staff, expecting high performance and investing in it
A satisfying and empowering work environment	<ul style="list-style-type: none"> We ensure staff have the capability, resources, trust and authorities to excel, whilst treated with care, dignity, respect and concern for their well-being Our staff are highly engaged – believing in our strategy and prepared to go the extra mile
A relentless focus on quality/excellence - both in terms of how we do things and the results we strive for	<ul style="list-style-type: none"> We are dedicated to continuous improvement within a commitment to performance excellence
Strongly collaborative	<ul style="list-style-type: none"> We constantly seek opportunities for internal synergies and positive external alliances We leverage the strengths of others who share our values
Highly innovative and agile	<ul style="list-style-type: none"> We seek opportunities to deliver our services at the cutting edge We respond promptly to our changing environment
Strong Leadership at all levels	<ul style="list-style-type: none"> We have highly skilled and experienced governance, executive and operational leadership We empower our teams to be self-leading, for more effective decision making

There is no bar that anyone can set for us, to which we have not already set the bar higher for ourselves. We most definitely are in competition...with ourselves! To be the best version of OP that we can be.

We have had the autonomy to make decisions and have seized the opportunities to innovate - pushing boundaries within the highest ethical behaviours.

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM:	POLICY FOR APPROVAL
PURPOSE:	CP0003 Management Reporting of Contracts to Council has been reviewed by the Finance and Audit Committee and is recommended to the Council for approval.
PRESENTED BY:	Philip Cullen
RECOMMENDATION:	That the Council approves the revision of CP0003 Management Reporting of Contracts to Council.



OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0003.065
Title:	Management Reporting of Contracts to Council	
Classification:	Leadership	
Chief Executive Approval:	Effective Date: 5-October-2018	Review Date: 1-September-2019 September 2020
Previous Policy No:	n/a	Status: Current
Contact Authority:	Secretary to Council	

Purpose

To keep Council informed of major contracts and to enable the Otago Polytechnic Council to perform its governance and fiduciary roles in governing Otago Polytechnic.

Statutory Compliance

Education Act 1989 and all subsequent amendments.

Policy

The Otago Polytechnic Council require management to report to the monthly Council meeting as follows;

- a. Routine contract renewals over the value of \$50,000 (exclusive of GST)
- b. Contracts that are not routine contract renewals over the value of \$20,000 (exclusive of GST)

To inform the report to Council, a Contracts Register will be kept by the Contracts Manager and -the register shall clearly identify the following:

1. Parties to the contract
2. Expiry or renewal date
3. Value
4. Provide a subject section, i.e. Operating Lease, Partnership Arrangement, Service Provision, etc.

Approved by Council

Date: **5-October-2018**



OTAGO POLYTECHNIC COUNCIL PAPER	
CLOSED AGENDA	DATE: 4 October 2019
ITEM: HEALTH, SAFETY AND WELLBEING COMMITMENT STATEMENT	
<p>PURPOSE:</p> <p>The Health and Safety at Work Act 2015 places a duty on persons conducting an undertaking to ensure, as far as reasonably practicable, that the health, safety and wellbeing of its staff, students and others is not put at risk by the work it does, requiring each one of us who are the Officers of Otago Polytechnic to make sure that we have appropriate and effective systems in place to ensure that this is so.</p> <p>Our commitment is to ensure that appropriate structures, policies and processes are in place including planning, delivering monitoring and reviewing health, safety and wellbeing practices.</p>	
PRESENTED BY: Phil Ker	
<p>RECOMMENDATION:</p> <p>That the Council endorses the Health, Safety and Wellbeing Commitment Statement for signature by the Chief Executive and Chair of Council.</p>	



OUR HEALTH, SAFETY & WELLBEING COMMITMENT HE WAKA EKE NOA



Nothing is more important than our people. Above all else the Otago Polytechnic Council and the Executive Leadership Team are committed to ensuring everyone goes home safe and well at the end of each day.

The Health and Safety at Work Act 2015 places a duty on persons conducting an undertaking to ensure, as far as reasonably practicable, that the health, safety and wellbeing of its staff, students and others is not put at risk by the work it does, requiring each one of us who are the Officers of Otago Polytechnic to make sure that we have appropriate and effective systems in place to ensure that this is so.

Our commitment is to ensure that appropriate structures, policies and processes are in place including planning, delivering monitoring and reviewing health, safety and wellbeing practices.

Commitment to health, safety and wellbeing

We are committed to the following principles:

- Health, safety and wellbeing takes priority over all business objectives
- All risks are manageable and all incidents are preventable
- Our people are aware of their health, safety and wellbeing responsibilities
- Our people will take action to prevent any practice, person or project they believe is unsafe or cannot be continued in a safe manner.

To give effect to this commitment we will implement a Health, Safety and Wellbeing Strategy which has at its core a strong health, safety and wellbeing culture, drawing on our organisational values. We will ensure that the right systems, structures and resources (as far as reasonably practicable) and behaviours are encouraged and in place to deliver a safe and productive workplace.

Policy and Planning

Our Health, Safety and Wellbeing Strategy, which will hold the Chief Executive and the Executive Leadership Team to account for implementation, includes:

- Defining health, safety and wellbeing responsibilities and accountabilities for the Chief Executive and the Executive Leadership Team
- Being underpinned by a comprehensive improvement plan
- Setting measurable health, safety and wellbeing objectives for Otago Polytechnic, Council and the Executive Leadership Team
- Tracking the effectiveness of initiatives undertaken
- Ensuring that appropriate health, safety and wellbeing committee structures and roles are in place and functioning effectively
- Promoting and cultivating a strong culture of health, safety, wellbeing and injury prevention.

Deliver – Engage and Enable

In engaging and enabling we will:

- Ensure a fit for purpose, and effective Health, Safety and Wellbeing Management System is in place
- Make available the necessary resources, including financial, skills, time and equipment
- Ensure there is effective communication of the Health, Safety and Wellbeing Policy and the Management System to all staff and students
- Facilitate a strong focus on training in safe work practices, risk mitigation and disaster response
- Ensure that effective processes are in place to identify and manage hazards and risks
- Promote staff and student participation in processes which relate to their health, safety and wellbeing

Monitor

To know what is going on we will:

- Monitor health, safety and wellbeing key performance indicators including lead indicators
- Monitor progress on the Improvement Plan and compliance reporting (ACC, etc)
- Monitor closure of actions on serious harm incidents and incidents with significant potential consequence
- Report regularly to OP Council and the Executive Leadership Team

Review

To ensure desired outcomes we will:

- Quarterly review a sample of full incident reports for serious harm incidents and incidents with significant consequence
- Conduct an annual self-review of this commitment and its effectiveness.
- Require both internal and external auditing and monitor progress on implementation of recommendations
- Include health, safety and wellbeing outcomes as an integral part of the performance reviews of formal leaders

Signatories

Kathy Grant
Chair, Otago Polytechnic Council

Phil Ker
Chief Executive, Otago Polytechnic

Date:

Date:

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM:	COUNCIL CALENDAR
PURPOSE: Attached is the Council calendar.	
RECOMMENDATION: For noting.	

COUNCIL CALENDAR 2019

Meeting/Event	Oct	Nov	Dec	Jan 2020	Feb	March	April	May	June	July	Aug	Sept
Audit Process												
Interim												
Signoff							3 April					
Forecast												
Budget		1 Nov										
Council Meeting Fridays	4 Oct	1 Nov	6 Dec Placeholder		7 Feb	6 March	3 April	1 May	5 June Placeholder	3 July	7 Aug	4 Sept Placeholder
Function			13 Dec									
Photo	4 Oct											
Fees Set	4 Oct											
International												4 Sept
Domestic	4 Oct											
Finance and Audit Ctee	3 Oct 31 Oct		5 Dec		5 Feb Wed	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept
Graduation			13 Dec			13 March						
Maori Pre-Grad			12 Dec			12 March						
Komiti Kawanataka Thurs at 8am	3 Oct 31 Oct		5 Dec		5 Feb	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept

Meeting/Event	Oct	Nov	Dec	Jan 2020	Feb	March	April	May	June	July	Aug	Sept
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy	Oct											
Safety, Health and Wellbeing walk around		1 Nov School of Art 11.30am										
Strategy Workshop Approval												
OP Events			5 Dec OP Christmas Party	30 Jan Breakfast and All Staff Meeting								

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM:	EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER
PURPOSE:	The Executive Leadership Team Interests Register is attached.
RECOMMENDATION	For noting.



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
1 February 2019	Philip Cullen	Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Sports Council Otago Boys High School Board of Trustees Judge Otago Sports Awards Start Up Dunedin Wildlife Hospital	Potential if fees assistance was requested OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
11 February 2019	Oonagh McGirr	Board Member: <ul style="list-style-type: none"> - Dunedin Fringe Arts Trust - The Malcam Trust - OERU Board 			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM: ACADEMIC BOARD MINUTES	
PURPOSE: Attached are the minutes of the following Academic Board meetings: <ul style="list-style-type: none">• 9 July<ul style="list-style-type: none">- face to face- e'meeting• 13 July – e'meeting• 31 July - face to face• 1 August – academic issues forum	
RECOMMENDATION For noting.	



Academic Board

Minutes of the Academic Board meeting held on 9 July 2019

Present: Oonagh McGirr (Chair), Phil Ker, Lesley Smith, Megan Gibbons, Sue Thompson, Alex McKegg, Ian Crabtree, Sam Mann, Marc Doesburg, Sally Baddock,

In attendance: Lynn Hunter (Secretary), Paul Dixon

Apologies: Janine Kapa, Leoni Schmidt, Brayden Murray, Ron Bull, Trish Chaplin-Cheyne, Chris Morland

Quorum (10*) achieved 09/07/2019

*Quorum changed to 10 with update to membership May 2019 as per policy [AP0101 Academic Board](#)

1. Minutes for approval as true and correct record and any matters/actions arising:

A055.19 eAB minutes 11 June 2019

Recommendation A055.19: That Academic Board approved the electronic minutes of 11 June 2019 as a true and correct record.

Agreed: Oonagh McGirr / Lesley Smith

A058.19 eAB minutes 17 June 2019

Recommendation A058.19: That Academic Board approved the electronic minutes of 17 June 2019 as a true and correct record.

Agreed: Oonagh McGirr / Lesley Smith

A056.19 AcBd minutes (face to face) for approval as a true and correct record.

Agreed: Oonagh McGirr / Marc Doesburg

Updates of action matters arising

A046.19 Academic Issues Forum

Work continues with the scoping for the development of a single shared digital portal (CIA) to house all the information around quality and “talks” to relevant other software applications.

A047.19 VE reform update

Tūhono has been updated and a reminder to inform your colleagues and staff if they have any questions or are keen to share their views that is one of the platforms available to them. Phil advised there is concern that it is a 99% probability the Government will proceed with full merger and will be a timing issue. Some form of body will ensure that local committees will be tasked with responding to the needs of the community. The first and second battles are for the Minister and Cabinet to make the right decision and this has yet to happen. The third aspect is that decisions require legislation. In the next 48 hours we hope to have a staff petition which calls to hold Labour to account to support the Otago Polytechnic in an uncritical way. Local media will support our petition in an attempt to swing some decisions. Dependent on the outcome of the next meeting at Parliament and Cabinet, then we can expect a formal decision to follow most likely early August. Phil has meetings coming up with Government parties for discussion.

A050.19 Safety and Wellbeing Update

Reiterated that we have independent channels in place for bullying / harassment. Should there be the need for somebody to present because they have reporting an alleged bullying / harassment that we will work with them to ensure that they have the opportune conduit to make their declarations. A lead in to close this action before the next meeting is to remind people that there are policies in place and staff/colleagues should draw down on them.

It was highlighted that Safety and Wellbeing did not need to be included on this committee as it is a standing item on other committees. Please ensure all committees members are responsible for include this as a standing item. The Chair thanked the CEO for clarifying.

2. **A060.19 APERS update – Lesley Smith – report tabled**

Degree APERS reports have been sent to NZQA. Some tidy up work to complete for the remaining APERS. Most of the final round will be closed off at the same time as starting the evaluation and review of the process itself.

Participants will be asked to provide feedback and with the outcome feeding into planning for our Quality team. The outcomes will inform how we deliver in 2020. There has been good engagement from staff especially Council and L&T team in evidence based self assessment which is what the APERs are about. There has been discussion re timelines and L&T Leadership participation for 2020.

Action: Lesley to correct some unforeseen errors, sign off with DCE and redistribute to NZQA

3. **A61.19 Moderation and CIA – verbal update – Oonagh McGirr**

Oonagh advised this is ongoing – the development of single shared digital portal for Quality is in progress.

4. **Other business**

EPIs

TEC have announced that the 2018 EPIs are available on Ngā Kete and will be available on 11th July.

- We are maintaining our position in the first quarter for the ITP sector
- For course completions from all funding sources, we are second
- NMIT is top
- For progression rates for people enrolled in level 1 to 4 and move onto a higher qualification, we are second
- Qualification completions, we are fifth
- First year retention rates remain as a challenge for us as we are second last

It looks like the qualification completions for Capable NZ are disadvantaging us with the first year retention rate and this is because the people enrolling in Capable particularly in undergraduate degrees usually graduate within the year, and so are shown as completions. If we put the 15% who started and completed a qualification in the year with the 51% it raises the figure to 66%.

Action: Sue will provide an explanation on EPIs.

Academic Board process

It was noted that with the changes made to the Academic Board process, items for e-meetings including those flagged for discussion need to be shared prior to voting on those items.

Suggested process therefore is

1. E-meeting items shared prior to meeting for review
2. Face to face meeting held with noted items discussed
3. Notes of the meeting discussion shared
4. E-meeting items open for voting

Agreed: Oonagh McGirr / Sam Mann

AcBd e-Meeting items flagged for further discussion

A73.19-A79.19 English Language Training Schemes

AIC introduced the series of seven applications for 12-week English language courses for international students who wish to increase their English language proficiency for general communication or to further their education in academic or vocational programmes. There will be rolling enrolments to meet the needs of students arriving in the country. The suite of training schemes is designed to

- complement Otago Polytechnic's existing English language provision through NZCEL
- to meet the needs of learners who do not meet the English language requirements for entry to our NZCEL programmes, and is provided for those who intend to take an English proficiency exam (IELTS, FCE/CAE, PTE) for entry to tertiary study, or for students who want to spend a period of time learning English intensively in New Zealand.

There is market demand for the Training Schemes in Auckland, Dunedin and Central Otago.

The programme has been developed appropriately, mechanisms are in place for entering and exit and that we know that there will be standard monitoring of the programme or training scheme as per the OP policy and regulations.

Agreed: Phil Ker / Marc Doesburg and Sue Thompson

A71.19 OT5101 Graduate Diploma in Tertiary Education

Phil queried whether his feedback had been considered. Approved subject to any required changes prior to being submitted to NZQA.

A66.19 Certificate in Land Skills (Level 2)

The Land Skills Training Scheme aims to prepare young people who have experienced challenges in education or finding work, through training in health and safety, numeracy, literacy, and providing work experience predominately in the primary industries, farming and horticulture areas.

Oonagh McGirr declared a conflict of interest as she is a member of the Malcam Trust Board

Action: Move to approve contingent that the following items are met with Lesley Smith/QEC to provide further information:

- a. Investigation and confirmation there are no funding or legal issues regarding secondary school students entering the programme while still at school.
- b. Take second look at the NZ Certificate in Foundation Studies (L2) and NZ Certificate in primary skills (L2) to be sure that either of these might not be a viable alternative
- c. Confirmation that TEC will fund the programmes

Agreed: Oonagh McGirr / Megan Gibbons and Ian Crabtree

Action Summary

who	what	when
Janine Kapa / Trish Chaplin-Cheyne	KTO and LTD explore roadshow opportunity for "Whakapikie te mana", include OPAIC and Central Otago KTO and LTD work collaboratively on research aspects already in planning.	update at next meeting ongoing
Brayden Murray	Check with Learner Success staff about experience with and support for LNAT and diagnostic tool	update next meeting
Trish Chaplin-Cheyne	Learning and Teaching team (Trish and Terrie) to explore tool and possibility of EduBit to upskill staff in this area	update next meeting
Lesley Smith	A060.19 APERs update Lesley to correct some unforeseen errors, sign off with DCE and redistribute to NZQA	complete by next meeting
Sue Thompson	Sue will provide an explanation on EPIs	by next meeting
Lesley Smith	A66.19 Certificate in Land Skills (L2) Move to approve contingent upon the following items are met and Lesley Smith/QEC to provide further information: a. Investigation and confirmation there are no funding or legal issues regarding secondary school students entering the programme while still at school. b. Take second look at the NZ Certificate in Foundation Studies (L2) and NZ Certificate in primary skills (L2) to be sure that either of these might not be a viable alternative c. Confirmation that TEC will fund the programmes	by next meeting

Meeting closed 10:55am

Next meetings

- 1 August 2019 Academic issues forum – information to be circulated in due course
- 13 August 2019 (x2) face to face meeting for discussion items and e-meeting for standard approval items



Academic Board

Minutes of the **electronic** Academic Board meeting held on
9 July 2019

Responses from

- | | |
|----------------------------|-----------------------------|
| 1. Oonagh McGirr (moved) | Approve 08/07/2019, 2:56pm |
| 2. Lesley Smith (seconded) | Approve 08/07/2019, 2:56am |
| 3. Ian Crabtree | Approve 08/07/2019, 3:22pm |
| 4. Trish Chaplin-Cheyne | Approve 09/07/2019, 8:21pm |
| 5. Sally Baddock | Approve 10/07/2019, 9:28pm |
| 6. Marc Doesburg | Approve 11/07/2019, 8:27am |
| 7. Sue Thompson | Approve 11/07/2019, 8:30am |
| 8. Alex McKegg | Approve 11/07/2019, 10:32am |
| 9. Janine Kapa | Approve 15/07/2019, 11:42am |
| 10. Brayden Murray | Approve 15/07/2019, 12:30pm |

Quorum (10*) achieved 15/07/2019

*Quorum changed to 10 with update to membership May 2019 as per policy [AP0101 Academic Board](#)

1. **A63.19 Type 1 approval list – attached changes**

Recommendation A63.19a: That Academic Board approves the Type 1 Changes as listed.

Recommendation A63.19b: That Academic Board approves the RETROSPECTIVE Type 1 Changes as listed.

Agreed: Oonagh McGirr/ Lesley Smith

2. **A64.19 Type 2 change - New Zealand Certificate in Foundation Skills (Level 2) - to remove the individual hour's breakdown per course and for the Programme as a whole.**

Recommendation A64.19: That Academic Board approves the Type 2 change request to Teaching hours per week values for NZ2862 New Zealand Certificate in Foundation Skills (Level 2)

Agreed: Oonagh McGirr/ Lesley Smith

3. **A65.19 Type 2 change - Bachelor of Culinary Arts, Change to IELTS entry requirements**

Recommendation A65.19: That Academic Board approves the Type 2 change to the IELTS entry requirements and subsequent application to NZQA and TEC for OT5081 Bachelor of Culinary Arts

Agreed: Oonagh McGirr/ Lesley Smith

4. **A66.19 Subcontracting Agreement – OP and Malcam Trust - Certificate in Land Skills (Level 2) training scheme**

Recommendation: That Academic Board approves the subcontract agreement between Otago Polytechnic and Malcam Trust for OT5149 Certificate in Land Skills (Level 2)

Agreed: Oonagh McGirr/ Lesley Smith

5. **A67.19 Site Approval – Kowhai Grove and Jubilee Park - For delivery of OT5149 Certificate in Land Skills (Level 2)**

Recommendation: That Academic Board notes the new delivery sites of Kowhai Grove and Jubilee Park for the delivery of OT5149 Certificate in Land Skills (Level 2)

Agreed: Oonagh McGirr/ Lesley Smith

6. **A68.19 PAC Minutes for noting**

Agreed: Oonagh McGirr/ Lesley Smith

7. **A69.19 OT5149 Certificate in Land Skills (Level 2)**

Recommendation A69.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5149 Certificate in Land Skills (Level 2).

Agreed: Oonagh McGirr/ Lesley Smith

8. **A70.19** OT4863 Postgraduate Certificate in Midwifery,
OT4864 Postgraduate Diploma in Midwifery and
OT4865 Master of Midwifery

Recommendation A70.19: That Academic Board approves the type two change and programme documents for the Postgraduate Midwifery programmes (OT4863 Postgraduate Certificate in Midwifery, OT4864 Postgraduate Diploma in Midwifery and OT4865 Master of Midwifery).

Agreed: Oonagh McGirr/ Lesley Smith

9. **A71.19** OT5101 Graduate Diploma in Tertiary Teaching

Recommendation A71.19: That Academic Board approves the type 2 change to programme structure, programme outcomes, course titles, aims, outcomes and assessment and programme of study document and subsequent application for external approval for OT5101 Graduate Diploma in Tertiary Teaching

Agreed: Oonagh McGirr/ Lesley Smith

10. **A72.19** OT4728 Bachelor of Nursing

Recommendation A72.19: That Academic Board approves the type 2 change to add a new clinical course, change course names, minor changes to credits and update to aims and learning outcomes and programme of study document and subsequent application for external approval for OT4728 Bachelor of Nursing.

Agreed: Oonagh McGirr/ Lesley Smith

11. **A73.19** OT5150 Starter English (Level 1)

Recommendation A73.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5150 Starter English (Level 1).

Agreed: Oonagh McGirr/ Lesley Smith

12. **A74.19** OT5151 Elementary English (Level 1)

Recommendation A74.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5151 Elementary English (Level 1).

Agreed: Oonagh McGirr/ Lesley Smith

13. **A75.19** OT5152 Pre Intermediate English (Level 2)

Recommendation A75.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5152 Pre Intermedia English (Level 2).

Agreed: Oonagh McGirr/ Lesley Smith

14. **A76.19** OT5153 Intermediate English 1 (Level 3)

Recommendation A76.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5153 Intermediate English 1 (Level 3).

Agreed: Oonagh McGirr/ Lesley Smith

15. **A77.19** OT5154 Intermediate English 2 (Level 3)

Recommendation A77.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5154 Intermediate English 2 (Level 3).

Agreed: Oonagh McGirr/ Lesley Smith

16. **A78.19** OT5155 Upper-Intermediate English (Level 4)

Recommendation A78.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5155 Upper-Intermediate English (Level 4).

Agreed: Oonagh McGirr/ Lesley Smith

17. **A79.19** OT5156 Advanced English (Level 4)

Recommendation A79.19: That Academic Board approves the programme of study document and subsequent application for external approval for OT5156 Advanced English (Level 4).

Agreed: Oonagh McGirr/ Lesley Smith

Next meeting(s) scheduled

- ***Academic Issue Forum scheduled 1 August 2019***
- ***Face to Face 13 August 2019***
- ***Electronic standard approvals 13 August 2019***



Academic Board

Minutes of the *electronic* Academic Board meeting held on
31 July 2019

Responses from

- | | |
|-----------------------------------|-----------------------------|
| 1. Oonagh McGirr (moved) | Approve 31/07/2019, 9:39am |
| 2. Lesley Smith (seconded) | Approve 31/07/2019, 9:39am |
| 3. Chris Morland | Approve 31/07/2019, 9:43am |
| 4. Ian Crabtree | Approve 31/07/2019, 10:30am |
| 5. OPSA President (Nathan Laurie) | Approve 31/07/2019, 10:41am |
| 6. Phil Ker | Approve 31/07/2019, 11:52am |
| 7. Trish Chaplin-Cheyne | Approve 31/07/2019, 12:40pm |
| 8. Alex McKegg | Approve 31/07/2019, 3:03pm |
| 9. Janine Kapa | Approve 31/07/2019, 3:03pm |
| 10. Brayden Murray | Approve 31/07/2019, 9:56pm |

Quorum (10*) achieved 31/072019

*Quorum changed to 10 with update to membership May 2019 as per policy [AP0101 Academic Board](#)

1. **A80.19 Type 1 approval list – attached changes**

Recommendation A80.19a: That Academic Board approves the Type 1 Changes as listed.

Next meeting(s) scheduled

- **Face to Face 13 August 2019**
- **Electronic standard approvals 13 August 2019**
- **Academic Issue Forum scheduled 5 September 2019**



Academic Board

Notes from the academic issues discussion forum held on 1 August 2019

Academic Board members present: Sally Baddock (presenting), Oonagh McGirr (Chair), Peter Coolbear, Lesley Smith

In Attendance: Lynn Hunter (Secretary)

Apologies: Phil Ker, Ian Crabtree, Leoni Schmidt, Janine Kapa

Taking education to the people not people to the education: a New Zealand case study in delivering education “closer to home”

Presenters: Professor Sally Baddock, Emma Bilous and Deb Beatson
School of Midwifery. Te Kura Atawhai ka Kaiakapono te Hakuitaka

Oonagh introduced Professor Sally Baddock and thanked everyone for their attendance.

Professor Sally Baddock

Provided an overview of the concept “Closer to home” as one of the themes of the NZ Health Strategy (2016 – 2026), but noted nationally there are challenges in retaining health professionals in rural and regional areas;

- Can some of these challenges can be resolved by educating people within their community?
- Does this reduce barriers to education and contribute to a more sustainable local workforce?

The Bachelor of Midwifery is a programme delivered into the regions across the lower North Island and lower South Island.

Education in the regions, opens opportunities for potential learners unable to move to main centres, equity of opportunity particularly for women with families, provides upskilling and work in local areas.

Evidence that this model works?

- Evidence from Australia demonstrates that recruitment from the rural area and education by immersion in the rural area positively influenced working in the rural area through the early career years
- Having a rural background increased the effects of rural immersion
- Longer duration of immersion also increased uptake of rural work

Tables outlining impact of duration of immersion.

Midwifery Council

- Highly regulates pre-registration Midwifery education (Bachelor of Midwifery)
- Defines the scope of midwifery practice and both the theoretical and practice requirements of education
- Defines the standards for accreditation of education providers

Key changes to education from the 2007 MC Standards for pre-registration education.

- Four year degree to be completed over three calendar years
- Total of 4,800 learning hours includes 2400 midwifery practice hours
- Blended delivery and access to those living in rural and regional areas

Regional and blended delivery of the Bachelor of Midwifery

- Set out to redevelop the programme in collaboration with CPIT (now ARA Inst. of Canterbury) and led by the then HoS, Sally Pairman
- Built from the ground up to meet needs of profession in regional and rural NZ
- Utilise the skills and expertise of local midwives in educating the next generation of midwives for their own communities
- Off-campus delivery to be the same model as on-campus delivery

The blended model:

1. Ākonga: weekly face-to-face small group tutorials in the local area (satellite) includes Midwifery skills/debriefing, pastoral support.
2. Midwifery Practice Placements utilise skills of midwives in practice – both community midwives and facility midwives..Midwives lead the learning in practice and are an integral part of assessment in practice.

3. Intensives (4 weeks/year) include face-to face integrated workshops, - focus in response to learner feedback.
4. Online theory courses supported by on-line tutorials

Integration of students – sets the model apart by allowing local immersion as well as being integrated with whole cohort of midwifery learners from Whanganui to Southland through on-line tutorials and discussion boards as well as face-to-face intensives in Dunedin and Paraparaumu.

Integration of staff is a further feature where local staff from the regions also teach across the programme and hold various positions of responsibility in the school. There is effectively little difference between on campus and off campus staff responsibilities.

Postgraduate programmes are also offered fully on line including master's supervision and 6 monthly thesis schools where Master of Midwifery candidates present their research for peer and staff critique and discussion. Providing these programmes online reduces barriers to education for practicing midwives throughout the country (and some from overseas) to fit study around their work.

Research investigating the experiences of learners in the programme, including specific feedback from Maori and Pasifika students and alumni, has informed our learning and teaching approach and led to six peer reviewed publications to date.

An overview was provided of two regional areas

Deb Beatson – Whanganui

Emma Bilous – Central Otago

Provided advantages and disadvantages on learning in the rural and regional area, including increased enrolments from Maori and Pasifika students and the ability to provide strong support of learners in the regions.

The Experience of staff in regions

- Online environment
- Positions of responsibility
- Team meetings

Does it work to provide education closer to home – can this translate to other programmes?

Discussion from the meeting:

How does the programme fit with today's announcements by the Minister?

- Regulated profession identifies the graduate profile and broad components of the programme
- Working to the same standards across the country
- Would be pleased to share our delivery model throughout the country as it already works in our regional areas
- Not silo'ed in the regions as the students and staff are both local and integrated. Staff all contribute to the teaching in the whole school
- The programme is very focussed on the "workplace" – half of the learning hours and associated assessments are in midwifery practice placements.

There is an opportunity to redefine some of the language in the programme to make the intent clearer, e.g. satellite.

Some students experience life challenges during their study – is there an opportunity to suspend and come back? The students are able to suspend their studies in the short term. Midwifery Council requires completion in four years or in five years on special application – to ensure currency of knowledge. After a longer break it is possible to have some courses granted through RPL but a new enrolment is required.

With this model we can increase the number of applicants we take on as students – but it is dependent on have suitable placements for students. There is a midwife shortage nationally – more applicants and support of the midwifery profession is the solution – not another education provider who would compete for applicants and compete for placements.

Up-to-date technology has been a big factor in communicating with other staff and students in the programme.

There are multiple layers of community especially as staff and students are not based in Dunedin.

Professor Baddock acknowledged Sally Pairman who was the leader in developing and implementing this model of delivery of the Bachelor of Midwifery.

There is a strong link with the industry (profession) and clear direction in what and who is taught. Students spend half of their programme hours in midwifery practice.

It is a model that could be presented to show synergy of how this programme works for other programmes.

Presentation: https://otagopoly-my.sharepoint.com/:p:/g/personal/sbaddock_op_ac_nz/EbhxDfn3P3ZMpJBpq15SCk0B_KmD5f3pD0h6tpclv171iQ?e=aSumLL



Academic Board

Minutes of the Academic Board meeting
held on 13 August 2019

Present: Sue Thompson (Chair), Alex McKegg (left early), Ishant Ghulyani (left early), Lesley Smith, Marc Doesburg, Sally Baddock, Sam Mann, Chris Morland, Trish Chaplin-Cheyne, Ron Bull (late), Megan Gibbons (late)

In attendance: Lynn Hunter (Secretary)

Apologies: Oonagh McGirr, Brayden Murray, Ian Crabtree, Janine Kapa, Phil Ker, Leoni Schmidt

Quorum (10*) achieved 13/08/2019

*Quorum changed to 10 with update to membership May 2019 as per policy [AP0101 Academic Board](#)

1. Minutes for approval as true and correct record and any matters/actions arising:

A084.19 AB Issues Forum notes 1 August 2019

Recommendation A084.19: That Academic Board approved the AB Issues Forum notes of 1 August 2019 as a true and correct record.

Action: *Correct notes to reflect Sally Baddock as 'present' and not 'in attendance'*

Agreed: Lesley Smith / Sally Baddock

A083.19 eAB minutes 31 July 2019

Recommendation A083.19: That Academic Board approved the electronic minutes of 31 July 2019 as a true and correct record.

Agreed: Lesley Smith / Trish Chaplin-Cheyne

A082.19 eAB minutes 9 July 2019

Recommendation A082.19: That Academic Board approved the electronic minutes of 9 July 2019 as a true and correct record.

Correct time of approval from Lesley as it is recorded as 2.56am, change to 2.56pm.

Agreed: Sally Baddock / Alex McKegg

A081.19 AcBd minutes (face to face) of 9 July 2019

Recommendation A081.19: That Academic Board approved the face-to-face minutes of 9 July 2019 as a true and correct record.

Agreed: Sally Baddock / Lesley Smith

Updates of action matters arising

Whakapikia te mana – Trish Chaplin-Cheyne

Janine and Trish are putting together a plan to do a presentation to HoC/HoS and then to LTD in the next few weeks.

LNAT and Diagnostic Tool – Trish Chaplin-Cheyne

LTD have assisted student services in taking over LNAT. Lisa Pike is responsible for the administration of the assessment tool and is working closely with Carolyn Tregoe in Registry. They are working on spreadsheet identifying who has access and are backing up earlier communication to let everyone know that LTD are responsible for this. A notice is also being put on Tuhono. Students enrolling in L2 & L3 programmes are expected to take the tool at the beginning and again at the end of the programme to measure if they are gaining an improvement in the programme they are enrolled in. Literacy and numeracy is embedded in those programmes.

Action: *Trish to check a stocktake of the uptake in Level 2 & 3 programmes and report back to next meeting.*

Edubit – Trish Chaplin-Cheyne

We are putting literacy and numeracy as a L7 course into the GDTE. Anyone who is teaching on a L1-L3 is required under the GDTE to do as a compulsory course. There is also a gap in some of our higher level programmes and we are developing an EduBit that Terri Bryan is working on to identify the gaps and come up

with strategies that look at critical analysis, problem solving, report writing and research. This will be similar to the GDTE EduBit for literacy and numeracy but on specific work that learners do find challenging. Trish will provide continual updates.

A060.19 APERs – Lesley Smith

Following last meeting the errors in the degree reports to NZQA were corrected, signed off by DCE and resent to NZQA.

EPIs – Sue Thompson

EPIs was verbally explained at last meeting particularly re the first year retention rate. We are unable to access the public facing TEC report on the 2018 EPIs yet. We are in the process of identifying the first year retention rate being so low compared with our other performance indicators in the report. We have some practices that are to our disadvantage that were referenced at the last meeting, Capable NZ and those programmes who award advance standing to enable experienced learners to enter the third year of the degree so they graduate in the same year is the biggest issue. We get the qualification completions, but those completions show negatively against the first year retention rate. If we added those completions to our first year retention rate it puts us in the top quarter rather than being in the bottom quarter.

A66.19 Certificate in Land Skills (L2) – Lesley Smith

The items highlighted in the last meeting were followed through and completed. We have had confirmation of the funding from TEC. We have also had verbal assurance from study link that they will fund the students. It will be good to receive this assurance in writing.

Action: Lesley to follow up verbal assurance from Study Link for funding in writing.

2. A085.19 VE reform verbal update – Chris Morland

A general discussion on the VE reform, CoVEs, PG/Research, managed apprenticeships, future of Academic Board, and to request from Phil Ker clarification or to follow up with Council. Council are meeting this week to discuss strategic direction on reform.

Action: Chris to request from Phil Ker or Council

- **managed apprenticeships and or other opportunities as a result of RoVE**
- **future or not of the Academic Board as by legislation this is currently part of OP Council**
- **what Council specifically require from Academic Board in response to the reforms.**

3. A086.19 APERS reports tabled – Lesley Smith

Lesley talked to the collated data from APERs and the 2018 Annual Programme Review draft report. The collated data will be pulled together in another format to be sent out to HoS. All the reports are available through the performance portal. She is completing a summary report for Academic Board. Ninety three APER reports were submitted, with some programmes reviewed together due to similarity. The summary report will outline opportunities for improvements for 2019/20 cycle. Discussion on reporting e.g. data vs narrative. Concerns of focusing on performance indication data and not on the other measurables of quality of learning and teaching and graduate destination because they are all measurables of equal value. Need balance between APERS report and what is ongoing evidence and should be informing the teams of self assessment practices. Alex offered to review guidelines and templates.

4. A087.19 Moderation and CIA update – Sue Thompson

No update on CIA and moderation is continuing. Jeanette's focus in the last month has been with our partners who we have subcontracts with and is currently working with the Kokiri Centre to make sure they have rigorous assessment and moderation processes.

5. A088.19 NZQA Consultation on proposed changes to NZQ Framework

NZQA put out a consultation document on changes to the NZQ Framework. A discussion on the eight proposals which include:

- Including a wider range of quality assured education products onto a broader qualifications and credentials framework
- Embedding transferable competencies into the NZQF
- Ensuring that vocational qualifications can be listed at higher levels of the NZQF
- Addressing the level 7 Diploma issues
- Addressing the level 8 Bachelor Honours Degree issues
- Supporting the development of degree apprenticeships
- Addressing other technical issues raised in the review
- Making the NZQF easier to use and more relevant to all stakeholders

NZQA are seeking feedback on this approach of the capabilities. It is the understanding that this review will be completed by the end of this year, if not, early next year. NZQA is not responsible for the quality assurance of the University sector, but is responsible for the definition of qualifications. Recommended to refer to the NZQA website for further information and/or clarification of the consultation document. Lesley is putting a blog up, circulating to staff and another survey is being run.

6. A089.19 Dual Badging Construction Certificates with Future Skills – for noting, Sue Thompson

An MoU with Future Skills is in place in respect of what was the National Diploma of Quantity Surveying and is now the New Zealand Diploma in Construction Management (Quantity Surveying) and Future Skills have asked to double badge the NZQA specified certified which we have agreed to.

7. AcBd Approvals items for approval

7.1. A90.19a Type 1 Approvals and Certificates of Proficiency enrolments - attached

Discussion on the Bachelor of Leadership for Change (CBLFC) Type 1 changes, number of changes and the weightings. NZQA advice had been sought re the number of changes to the BLFC still being Type 1. The weightings had already been changed to reflect greater weighting for written work i.e. 60/40.

Recommendation A90.19a: That Academic Board approves the Type 1 Changes as listed.

Approved: Lesley Smith / Sally Baddock

A90.19b Recommendation A90.19b: That Academic Board approves the individual Paths of Study for **Certificate of Proficiency** enrolments as listed.

Approved: Lesley Smith / Chris Morland

7.2. A91.19 Type 2 Change - NZ2420 New Zealand Diploma in Construction (Level 6) (Construction Management) (Quantity Surveying)

This is a type 2 change application to add a variation to the number of teaching weeks for the online TANZ eCampus delivery, to a total of 40 teaching weeks and 6 vacation weeks.

Recommendation A91.19: That Academic Board approves the Type 2 change to delivery and vacation weeks for TANZ eCampus delivery of NZ2420 New Zealand Diploma in Construction (Level 6) (Construction Management) (Quantity Surveying)

Approved: Lesley Smith / Marc Doesburg

7.3. A97.19 Consent to Assess – Apiculture Unit Standards

Otago Polytechnic wishes to gain consent to assess Apiculture unit standards in the Domain: Apiculture to level 4. These unit standards are required for the NZC in Apiculture (Level 3), and a context (list of unit standards) for the NZ2118 NZC in Primary Industry Skills (Level 2).

Recommendation: A97.19: That Academic Board approves the application for Consent to Assess for the Domain: Apiculture to Level 4.

Recommendation A97.19: That Academic Board approves the application for consent to Assess for the Domain: Apiculture to Level 4.

Approved: Lesley Smith / Marc Doesburg

7.4. A92.19 Edubits

New

EBT500197 Responsible Guiding – Coastal Environment

EBT500198 Start-up 101

EBT500200 Post-assessment Moderation for Micro-credentials

EBT500200 Pre-assessment Moderation for Micro-credentials

Revised/updated

Learning in a Digital Age – correction of assessment four

EBT600039 New Employee – Mentoring and Support

Recommendation A92.19: That Academic Board notes the new Approved EduBits and changes to existing EduBits.

Approved: Lesley Smith / Ron Bull

7.5. A93.19 Programme Approvals Committee (PAC) minutes for noting (attached)

PAC recommendations for approval.

7.6. A94.19 NZ1884 New Zealand Certificate in English Language (Academic) (Level 5)

Recommendation A94.19: That Academic Board approves the Programme of Study and application for Accreditation and Approval for NZ1884 New Zealand Certificate in English Language (Academic) (Level 5).

Approved: Lesley Smith / Marc Doesburg

7.7. **A95.19** NZ3089 New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Recommendation A95.19: That Academic Board approves the Programme of Study and application for Accreditation for NZ3089 New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Approved: Lesley Smith / Chris Morland

7.8. **A96.19** NZ2223 New Zealand Certificate in Apiculture (Level 3)

Recommendation A96.19: That Academic Board approves the Programme of Study and application for Accreditation and Approval for NZ2223 New Zealand Certificate in Apiculture (Level 3).

Approved: Lesley Smith / Megan Gibbons

8. Other Business

No other business noted.

Action Summary

who	what	when
Lynn	A084.19 Correct notes to reflect Sally Baddock as 'present' and not 'in attendance'	By next meeting
Lynn	A082.19 eAB minutes 9 July 2019 – Correct approval time for Lesley Smith to "am"	By next meeting
Trish	LNAT and Diagnostic Tool Trish to check a stocktake of the uptake in Level 2 & 3 programmes and report back to next meeting.	By next meeting
Lesley	Lesley to follow up verbal assurance from Study Link for funding in writing.	By next meeting
Chris	Chris to request from Phil Ker or Council <ul style="list-style-type: none"> managed apprenticeships and or other opportunities as a result of RoVE future or not of the Academic Board as by legislation this is currently part of OP Council what Council specifically require from Academic Board in response to the reforms. 	By next meeting

Meeting closed 10:25am**Next meetings**

- 5 September 2019 – Academic Issues Forum – postponed to 31 October 2019
- 10 September 2019 (x2) face to face meeting for discussion items and e-meeting for standard approval items
- 8 October 2019 (x2) face to face meeting for discussion items and e-meeting for standard approval items
- 31 October 2019 Academic Issues Forum



Academic Board

Minutes of the Academic Board meeting held on
13 August 2019

Quorum (10*) achieved 13/08/2019

*Quorum changed to 10 with update to membership May 2019 as per policy [AP0101 Academic Board](#)

1. Lesley Smith
2. Sally Baddock
3. Sue Thompson
4. Chris Morland
5. Marc Doesburg
6. Ron Bull
7. Megan Gibbons
8. Sam Mann
9. Trish Chaplin-Cheyne
10. Alex McKegg

1. **A90.19a** Type 1 Approvals and Certificates of Proficiency enrolments - attached

Discussion on the Type 1 changes, number of changes and the weightings. The weightings had already been changed to reflect greater weighting for written work i.e. 60/40.

Recommendation A90.19a: That Academic Board approves the Type 1 Changes as listed.

Approved: Lesley Smith / Sally Baddock

A90.19b Recommendation A90.19b: That Academic Board approves the individual Paths of Study for **Certificate of Proficiency** enrolments as listed.

Approved: Lesley Smith / Chris Morland

2. **A91.19:** Type 2 Change - NZ2420 New Zealand Diploma in Construction (Level 6) (Construction Management) (Quantity Surveying).

This is a type 2 change application to add a variation to the number of teaching weeks for the online TANZ eCampus delivery, to total 40 teaching weeks and 6 vacation weeks.

Recommendation A91.19: That Academic Board approves the Type 2 change to delivery and vacation weeks for TANZ eCampus delivery of NZ2420 New Zealand Diploma in Construction (Level 6) (Construction Management) (Quantity Surveying)

Approved: Lesley Smith / Marc Doesburg

3. **A97.19:** Consent to Assess – Apiculture Unit Standards

Otago Polytechnic wishes to gain consent to assess Apiculture unit standards in the Domain: Apiculture to level 4. These unit standards are required for the NZC in Apiculture (Level 3), and a context (list of unit standards) for the NZ2118 NZC in Primary Industry Skills (Level 2).

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Approved: Lesley Smith / Marc Doesburg

4. **A92.19:** Edubits

New:

EBT500197 Responsible Guiding – Coastal Environment

EBT500198 Start-up 101

EBT500200 Post-assessment Moderation for Micro-credentials

EBT500200 Pre-assessment Moderation for Micro-credentials

Revised/updated

Learning in a Digital Age – correction of assessment four

EBT600039 New Employee – Mentoring and Support

Recommendation A92.19: That Academic Board notes the new Approved EduBits and changes to existing EduBits.

Approved: Lesley Smith / Ron Bull

5. **A93.19** Programme Approvals Committee (PAC) minutes for noting (attached).
PAC recommendations for approval.

6. **A94.19** NZ1884 New Zealand Certificate in English Language (Academic) (Level 5)

Recommendation A94.19: That Academic Board approves the Programme of Study and application for Accreditation and Approval for NZ1884 New Zealand Certificate in English Language (Academic) (Level 5).

Approved: Lesley Smith / Marc Doesburg

7. **A95.19** NZ3089 New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Recommendation A95.19: That Academic Board approves the Programme of Study and application for Accreditation for NZ3089 New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Approved: Lesley Smith / Chris Morland

8. **A96.19** NZ2223 New Zealand Certificate in Apiculture (Level 3)

Recommendation A96.19: That Academic Board approves the Programme of Study and application for Accreditation and Approval for NZ2223 New Zealand Certificate in Apiculture (Level 3).

Approved: Lesley Smith / Megan Gibbons

Next meeting(s) scheduled

- **Academic Issue Forum scheduled 5 September 2019**
- **Face to Face 10 September 2019**
- **Electronic standard approvals 10 September 2019**

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM: STUDENT COUNCIL	
PURPOSE: The minutes of the Student Council meetings held on 13 August and 10 September are attached.	
PRESENTED BY: Nathan Laurie	
RECOMMENDATION: For noting.	



Student Council Meeting

Tuesday 13 August 2019

12.00pm to 1.30pm

Puna Kawa, Forth Street Dunedin

Present Nathan Laurie (Convenor / Applied Management)
 Katherine Inder (Design Fashion)
 Ghanshyam Diyora (GD Applied Management)
 Sarah Baines (Design Communications)
 Chris Morland (DCE Learner Experience)
 Ronda McLaren (Learner Experience)

Apologies Brayden Murray, Patricia Quensell (Learner Services)

5 June notes	<ul style="list-style-type: none"> • a combination vending machine is to be placed in the foyer of M block • 'Life Ready' course to help students progress through tertiary education - Nathan to progress with OPSA and Student Success • Prasanth and colleague met with ISS network engineers re Citrix/remote access
Health & Safety	Nathan will feedback to Andy Westgate to include link in induction pack, communicate through lecturers and have presence in The Hub at orientation. More enticing if something to gain, e.g. add to I Am Capable.
Reform of Vocational Education	Decisions released 31 July. Student forum can be viewed on OPSA Facebook page. Students shouldn't notice any change in their course of study. Current students will graduate with an Otago Polytechnic qualification. However, beyond two years a little more ambiguous. OPSA has its own constitution; however, it is funded by Otago Polytechnic, which from 1 April will be NZIST.
OPSA Update	<p>Campus Representatives - intend to clarify dominions, perhaps by building. Rainbow Representative - seeking a new representative for OPSA Board Upcoming Events</p> <ul style="list-style-type: none"> • International Clubs Day - to be held between 27 August and 6 September. 12 invited clubs will be given \$200 each to make traditional cuisine • Wellbeing Wednesday - to include 'Student WOF' with Rhona from Student Success, blood pressure with Nursing, and Sports involvement. To be held first Wednesday of September. • Sustainability - two weeks in September dedicated to environmental action, e.g. rubbish collection, DOC screening, workshops, pop up stalls with merchandise/tips and tricks.
International	<p>Feedback from Ghanshyam</p> <ul style="list-style-type: none"> • paid health insurance but do not know how to access these allowances, if ill or injured • short tour with student ambassador was good • help to find job placements
Timetables	Those present unanimous that classes should start on the hour and finish at 10 to the hour.
Next Meeting	Wednesday 4 September in F209 - Puna Kawa Invite Amber Patterson to talk about I am Capable



Student Council Meeting

Tuesday 10 September 2019

12.00pm to 1.00pm

Puna Kawa, Forth Street Dunedin

Present Nathan Laurie (Convenor / Applied Management)
 Sarah Baines (Design Communications)
 Chris Morland (DCE Learner Experience)
 Patricia Quensell (Learner Services)
 Ronda McLaren (Learner Experience)

Apologies Katherine Inder (Design Fashion)
 Ghanshyam Diyora (GD Applied Management)
 Brayden Murray (Learner Experience)

13 August Action Items	Strike 4 Climate on 27 September <ul style="list-style-type: none"> • <i>Sarah</i> to query if Design sign workshop can be opened to all students • <i>post meeting</i> - visual screen already queued for Digital Signage International • <i>Chris</i> follow up response to items raised by Ghanshyam • <i>Patricia/Brayden</i> to develop proposal for the continuance (or not) of the Work Ready Programme • <i>Patricia/Brayden</i> to clarify needs with respect to IELTS, ESOL, Academic and/or English support required
SC Staff Awards	Call for nominations on Digital Signage with link on Student Hub this week. Encourage students to nominate their excellent teachers and support staff.
Next Meeting	15 October (2 October in holiday week) - guest Amber Patterson re 'I Am Capable' 30 October - Student Council Staff Awards

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 4 OCTOBER 2019
ITEM:	STAFF SUBCOMMITTEE MINUTES
PURPOSE:	Attached are the minutes of the Staff Subcommittee meetings held on 4 July, 1 August and 5 September 2019.
RECOMMENDATION	For noting.

Staff Subcommittee of Council

Thursday 4 July 2019

8.30 am - 9.30 am

F 215, Mason Centre, Forth Street, Dunedin

Present: Jono Aldridge (Chair) Kathryn van Beek
Michelle Watt Sheena Roy
Ian Barker

Apologies: Stuart Terry, Mary Butler, Barbara Dunn, Jamie Adamson, Lisa Burton, Janine Kapa, Kim Reay, Karole Hogarth.

Minutes: Paula Petley

In attendance: Amber Paterson

1. Apologies and welcome	Apologies accepted.
2. Minutes of previous meeting	No quorum so minutes could not be approved.
3. Matters arising	<p><u>Staff representation</u> Discussion on staff representation in a new structure. There is uncertainty around future governance post-RoVE, and what will happen going forward.</p> <p><u>Health and Safety</u> Recap discussion from last meeting. H&S will be on the agenda for staff development day. H&S 2019 is the current version on Tuhono for staff wanting to complete the training.</p>
4. Good Yarns and Staff Capability Framework Update (Heather Day)	Due to illness, this item has been deferred to next meeting.
5. Learner Capability Framework Overview and the lamCapable Tool (Amber Paterson)	<p>Amber Paterson (Learner Capability Operations Coordinator) was welcomed to the meeting.</p> <p>Outlined the Learner Capability Framework (soft skills / capabilities) and the lamCapable online tool which allows students to upload verified evidence against the 25 capabilities.</p> <p>This is being rolled out starting with bachelor's programmes in SOS and MID. Capabilities are being aligned to programmes, mapped against learning outcomes. Staff will be responsible for verifying evidence; some concern about the additional workload.</p> <p>Amber demonstrated the lamCapable Tool – tutor log in.</p> <ul style="list-style-type: none"> • Unlimited cloud data storage • Tool belongs to students, can be added to in future. • Three evidence items can be added per capability • Provides analytics for tutors

	<p>A suite of Edubits is being developed for the 25 capabilities.</p> <p>Andy Kilsby and Amber will present the tool at the “No Frills” NCVET Conference in Adelaide in July.</p> <p>A demonstration site is available, contact Amber for a log in.</p>
6. Pulse Results Update – Wellbeing and Safety (Kathryn van Beek)	<p>The latest Pulse Check survey was on Wellbeing and Safety. A report was in Leading News last week.</p> <p>Response rate 44% which is quite good for Pulse Check but results skewed demographically, the majority of respondents were general staff / female.</p> <p>Workload still a concern. Some staff are struggling with open plan offices.</p> <p>Overall the results were positive.</p>
7. Any Other Business	<p><u>Campus hazards</u></p> <p>Ian raised an issue regarding an exhibition in the Hub where a partially sighted person nearly tripped on a display that was not visible against the carpet. There needs to be greater consideration of partially sighted / staff with disabilities when exhibitions are set up. Carolyn Tregoe would like to talk to the committee regarding this. Jono will make contact and invite her to a future meeting.</p>
8. Next meeting and agenda items	<p>Sheena Roy will be an apology for the rest of the year as she is on 4 for 5 leave.</p> <p>Notify Jono of agenda items for next meeting.</p>
Close	Meeting closed 9.30 am.

ACTIONS SUMMARY

Action	Person	Completion
Staff with disabilities – contact Carolyn Tregoe to attend a meeting	Jono	Next meeting

Staff Subcommittee of Council

Thursday 1 August 2019

8.30 am - 9.30 am

F 215, Mason Centre, Forth Street, Dunedin

Present: Kathryn van Beek (Chair) Mary Butler
Michelle Watt Ian Barker
Karole Hogarth Janine Kapa

Apologies: Jono Aldridge, Stuart Terry, Barbara Dunn, Jamie Adamson, Lisa Burton, Kim Reay.

Minutes: Paula Petley

In attendance: Carolyn Tregoe

1. Apologies and welcome	Apologies accepted.
2. Minutes of previous meeting	No quorum so minutes of last meeting could not be approved.
3. Challenges for staff with visual impairment / disabilities (Carolyn Tregoe)	<p>Carolyn spoke on the challenges facing people with visual impairment/disabilities from both a student and staff member perspective.</p> <p><u>Staff and student assistance</u></p> <p>Workstations can be customised with e.g. special monitors, Zoomtext, MS reading function. Workbridge has funding to assist disabled into work and study. A Total Mobility pass available from ORC provides assistance towards taxi fares.</p> <p>Students can be supported with note-takers, IT solutions, mental health support.</p> <p>Campus mobility assistance with e.g. ramps. However there are some examples of ill considered, hazardous placements such as the rock at the H Block entrance on the corner of Union and Forth Streets, and the H Block side and rear entrance doors which are too narrow. There is a need for consultation with a staff with disabilities representative at building design stage.</p> <p><u>Issues</u></p> <ul style="list-style-type: none"> • A need for an Impaired Persons (e.g. persons in wheelchairs) register for emergency evacuation, so wardens are aware of them. • Student placements – a recent example of a student in a wheelchair sent on placement to a provider with no access. Need to look at the system for arranging placements, ensure they are suitable, have more student input. <p>Staff contact – Andy Westgate and Hayley Laughton. Student contact - Danni Roberts for student disability support.</p> <p>Carolyn noted that Otago University have 13 staff involved in disability support, OP has one – do we need more?</p>

	<p>Key thing - staff being respectful to people with disabilities.</p> <p>Action Feedback to the Diversity and Equity Committee regarding increased support for staff/students with disabilities.</p> <p>Carolyn offered to assist with writing a memo.</p>
4. Matters arising	Good Yarns – Jono will ask another People and Culture staff member to update us on this programme as Heather Day is leaving.
5. Area roundup	<p><u>RoVE</u> An announcement will be made at 12 pm today. Staff may attend live streaming in G106 or listen at their desks.</p> <p>There will be a staff forum next week to discuss. Union representatives and support staff from People and Culture will be present. The session will be recorded for staff who are unable to attend.</p> <p>General discussion on how staff are feeling around the reform; the work of Prof. Sam Mann and Prof. Richard Mitchell in recent media articles was acknowledged.</p>
6. Any other business	<p><u>Terms of Reference</u> Work had been done on this by Phil Edwards. We need to see where this is at and what else remains to be done; confirm terms of reference and decide a quorum.</p> <p>The Committee is clear that staff will still need representation under the new structure. Discussion on replacing departed members, and ensuring coverage of all schools and service areas. Also look at including AIC, Cromwell and Wintec.</p> <p>Action – a notice will be posted on Tuhono for staff interested in joining the committee to send a short bio to Jono.</p>
7. Next meeting and agenda items	<p>Next meeting will be Thursday 5 September at 8.30 am. Notify any agenda items to Jono.</p>
Close	Meeting closed 9.11 am.

ACTIONS SUMMARY

Action	Person	Completion
New members – notice to go on Tuhono	Kathryn	Asap
Disability support – memo to Diversity and Equity Committee	Kathryn, Carolyn	Asap

Staff Sub-committee of Council

Thursday 5 September 2019

8.30 am - 9.30 am

F 215, Mason Centre, Forth Street, Dunedin

Present:

Jono Aldridge (Chair)	Mary Butler (briefly online)
Kathryn van Beek	Ian Barker
Lisa Burton	Janine Kapa
Michelle Watt	Stuart Terry
Karole Hogarth	Jacquie Hayes
Phil Osborne	Kim Reay (online)

Apologies: Barbara Dunn, Philip Ballard, Sheena Roy.

Minutes: Paula Petley

In attendance: Rebecca Hamid, via Skype

1. Apologies and welcome	Apologies accepted.
2. Minutes of previous meeting	Moved that the minutes be accepted as a true and correct record: Michelle Watt Seconded: Kathryn van Beek
3. Matters Arising	<p><u>Staff with Disabilities followup</u> After Carolyn Tregear's presentation at the previous meeting, Kathryn contacted Diversity and Equity Committee to have Disability Support on the agenda for an upcoming meeting. D&EC referred us to the disability and wellbeing advisers at Learner Services. We will contact Andy Westgate regarding the register idea, and Rebecca Hamid regarding campus developments.</p> <p><u>Good Yarns</u> Heather Day has left OP. No follow-up to this item yet.</p> <p><u>Terms of Reference</u> The current ToR are in accordance with the OP Council Standing Orders and Terms of Reference. It was felt there is little merit in working further on this due to post-RoVe uncertainty. The Staff Subcommittee may not continue in its current form but it was felt there still needs to be staff representation in the new structure.</p> <p>The current ToR are attached as an appendix to the Minutes. The quorum is set at 50% of the membership plus one additional member.</p>
4. OP Climate Action Hikoi	OP has agreed that staff and students can attend this. Friday 27 September at 11am, meet in the Quad. Information on Tūhono.
5. Sub-committee Membership	A request for staff interested in joining the sub-committee was posted in Leading News.

	<p>Numbers need to be evenly split between academic and general staff. The ToR state the membership is up to 14, previous ELT representatives were comfortable with going over that. Sub-committee membership is down with three members currently on extended leave.</p> <p>Two applications were received:</p> <ul style="list-style-type: none"> • Emma Wallace (Business Improvement Analyst, Business Improvement Team) • Ray O'Brien (Learning and Teaching Specialist, Capable NZ) <p>It was agreed unanimously that the two applications be accepted.</p> <p>Jono Aldridge, Barbara Dunn and Sheena Roy finish their terms at the end of 2019.</p> <p>OP Council representative is now Jamie Adamson. ELT representative is currently Janine Kapa but should now be Megan Gibbons as DCE People and Performance.</p>
<p>6. Tertiary Precinct Update (Rebecca Hamid)</p>	<p><u>Tertiary Precinct Update</u> (Rebecca Hamid) Rebecca tabled a copy of the Tertiary Precinct Plan showing proposed upgrades and improvements to the University-Polytechnic-Leith area.</p> <p>Steering group comprising DCC, ORC, OU and OP agreed to work in a coordinated way on the tertiary precinct. Rebecca explained the proposed plan and the areas affected. A number of discrete projects will be undertaken.</p> <p>Further information is on Tūhono and on information boards in the Hub and in P Block.</p> <p>Information is on the DCC website and there will also be information sessions made available. Staff are encouraged to engage with this and provide feedback.</p> <p><u>OP Developments</u> Plans for relocation of Schools have been changed due to several factors. Some recent considerations have come into play such as the hospital rebuild: An integrated Health Learning Centre has been proposed for 2024 which could see health-related Schools co-located. The proposed Centre would be funded with up to date technology and provide a facility for interprofessional education.</p> <p>It was agreed to invite Rebecca to future meetings to update on campus developments. Feedback from staff via SSCC can be sent to Rebecca.</p>
<p>7. Leadership Council Updates</p>	<p><u>RoVE Update</u> Dunedin City is pushing to have some of the HQ functions located here.</p> <p>Kim noted that Hamilton staff are already involved in inter-professional collaboration and there is concern about what will happen as a result of RoVE.</p> <p><u>Leased Premises</u> OP still looking to exit leases but may need to keep Albany St.</p> <p><u>WES 2019</u> Will be released on Monday 9 September.</p>

8. Any Other Business	<p><u>"Looking through a Rainbow lens"</u> Stuart advised of an upcoming event to celebrate diversity in the workplace, with guest speakers Phil Ker, Dr. Sue Bidrose, and Stuart Pearce (Commanding Officer, Royal NZ Defence Force).</p> <p>Kathryn will talk to Inge Andrew about issuing a staff-wide invitation and publicising it on Tūhono.</p> <p><u>Leading News</u> VE reforms – the legislation to disestablish ITP and create the new entity has been through Select Committee.</p>
9. Next meeting and agenda items	<p>Next meeting is on 3 October which clashes with Staff Development Day. It was agreed to change the meeting date to 26 September.</p> <p>Action: Paula to send revised appointment.</p>
Close	Meeting closed 9.31 am.

ACTIONS SUMMARY

Action	Person	Completion
Membership – meet two new applicants for Dunedin group. Contact Kelly Gay in Cromwell regarding COT participation.	Jono	Asap
Send appointments to new members	Paula	Asap

STAFF COMMITTEE

REPORTING TO:	Council
CONVENOR AND DEPUTY CONVENOR:	The Committee shall appoint its own convenor and deputy convenor, one of which shall be a general staff member and the other an academic staff member
MEMBERS:	Up to 14 members being equal numbers of general and academic staff elected by the staff at large; 1 member of the Leadership Team; and 1 member of Council. The member of Council will preferably be a member appointed to Council by virtue of his or her educational experience and expertise. The elected staff members must be permanent members of the Otago Polytechnic staff; full time or proportional.
MEETING FREQUENCY:	Regularly, consistent with the annual cycle of Council meetings.
AREAS OF RESPONSIBILITY:	To consult widely with staff at large, so that a broad staff view is brought to bear on the matters about which the Committee offers advice
POWER TO ACT:	As delegated by Council
POWER TO RECOMMEND:	<p>The Committee shall advise Council on matters considered to be of a governance nature. Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the staff perspectives.</p> <p>The Committee shall also provide advice to the CEO on matters which should be addressed by the Polytechnic management; including any employment matters.</p>

APPENDIX 2

STAFF SUB-COMMITTEE OF COUNCIL

Terms of Reference

- The sub-committee shall advise Council on matters considered to be of a governance nature. Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the staff perspectives.
- The sub-committee is expected to consult widely with staff at large, so that a broad staff view is brought to bear on the matters about which the sub-committee offers advice.
- The sub-committee is subject to the rules relating to sub-committees of Council as per the Otago Polytechnic Council Manual of Committee Structure and Delegations.
- The sub-committee shall meet regularly, consistent with the annual cycle of Council meetings; and shall determine its own operating procedures provided that these are not inconsistent with the general requirements for sub-committees.
- The Secretary to Council shall ensure that the minutes of the sub-committee are recorded and included in the Council papers.

Membership

The sub-committee shall comprise up to 14 members in total being equal numbers of general and academic staff elected by the staff at large; 1 member of the Leadership Team; and one member of Council. The member of Council will preferably be a member appointed to Council by virtue of his or her educational experience and expertise. The elected staff members must be permanent members of the Otago Polytechnic staff; full time or proportional.

The sub-committee shall appoint its own convenor and deputy convenor, one of which shall be a general staff member and the other an academic staff member.

The convenor of the staff sub-committee, or the deputy convenor as alternate, shall be granted attendance and speaking rights at the full Council meeting (open and closed sessions); subject to the confidentiality inherent in attendance at the closed session; and also subject to the same requirements as Council members with regard to conflicts of interest.

The term of office for sub-committee members shall usually be three years with outgoing members eligible to be re-elected for a further term of three years. Half of the members of the inaugural sub-committee shall have a term of two years initially.

Matters to be considered by the sub-committee

The sub-committee shall not be constrained in the matters about which it deliberates, but is expected to:

- confine advice to Council to matters of governance. Such matters may include advice on:
 - the strategic directions of the Polytechnic *
 - matters concerning the work environment *
 - matters concerning the learning environment *
 - matters concerning potential mergers, acquisitions or divestment of parts of the Polytechnic business *
 - budget priorities



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Closed

Friday, 4 October 2019

9:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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