

Council Open Agenda



Meeting to be held: 12.30pm Friday 4 March 2016
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin

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1. APOLOGIES

2. CONFLICT OF INTEREST

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.

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Jeanette Corson
Secretary to Council

**OTAGO POLYTECHNIC COUNCIL
INTERESTS REGISTER**

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	07-03-14	<ol style="list-style-type: none"> 1. Chief Executive – Central Lakes Trust 2. Regional Chair – Halberg Disability Sport Foundation 3. Trustee – Winter Games NZ 4. Sports Commentator – The Radio Network 5. Lion Foundation Regional Grants Committee 	<ol style="list-style-type: none"> 1. CLT is a community funder, with the Polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago 2 – 5 Nil
Gillian BREMNER	21-06-10	<ol style="list-style-type: none"> 1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO 	<ol style="list-style-type: none"> 1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
John CHRISTIE	02-10-15	<ol style="list-style-type: none"> 1. Director: Enterprise Dunedin - Dunedin City Council 2. Board Member - WellSouth Primary Health Network 3. Board Member - South Canterbury District Health Board Audit and Assurance Committee. 4. Trustee – Knox College Trust 5. Trustee – Salmond Hall 	
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Director) 2. Sport Otago (Trustee) 3. Trustee of numerous private trusts 4. Gallaway Cook Allan (Associate) 5. Dunedin Sinfonia Board 6. Dunedin City Treasury Limited (Director) 7. Dunedin Venues Ltd (Director) 8. SDHB (Commissioner) <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 (Board Member) 10. Nominee Companies associated with Gallaway Cook Allan (Director) 11. Trustee of numerous private trusts 	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
David HIGGINS	07/03/14	<ol style="list-style-type: none"> 1. Te Runanga o Ngai Tahu (Moeraki Representative) 2. Te Aparangi Committee (Executive Committee of TRoNT) (Member) 3. Ngai Tahu Fund Committee (Member) 4. Otakaroro Investments Ltd (Director and Shareholder) 5. Kaiapoi Pa Trustees (Chair) 6. Moeraki Marae Trustees (Chair) 	
Michael HORNE	06-11-15	<ol style="list-style-type: none"> 1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. McMahon Investments Limited 10. Otago Southland Division of the Cancer Society of New Zealand 11. Otago Museum Trust Board (Treasurer) 12. Palmer & Son Limited 13. Palmer Resources Limited 14. Palmer MH Limited 15. Palmers Mechanical Limited 16. PDS (Computer Services) Limited 17. Prospectus Nominees 18. Prospectus Nominees Services Limited 19. Rawhiti Road Investments Limited 20. Viblock Limited 	<ol style="list-style-type: none"> 1. Potential supplier 11. Potential customer <p>Others: Nil</p>
Christopher John STAYNES	30-03-09	<ol style="list-style-type: none"> 1. Director and shareholder, Scott Technology Limited 2. Chairperson, Cargill Enterprises 3. Director, Otago Chamber of Commerce & Industry 4. Councillor, Dunedin City Council 5. Trustee, Otago Southland Manufacturers Trust 6. Director & shareholder, George Street Wines Limited (Trading as Munslovs Fine Wines) 7. Trustee, Otago Museum 8. Chairman, Digital Community Trust 9. Chairman, Computers in Homes 10. Director, Wine Freedom <p>Spouse Cheryl Ann Staynes Deputy Principal Northeast Valley Normal School</p>	<ol style="list-style-type: none"> 1. Nil 2. Potential supplier 3. Potential customer and or supplier. 4. Nil 5. Nil 6. Potential supplier 7. Potential customer 8. Potential supplier 9. Nil 10. Potential supplier <p>Nil</p>

3. MINUTES 5 FEBRUARY 2016

The minutes of the open section of the meeting held on 5 February 2016 are attached.

RECOMMENDATION

That the minutes are approved as an accurate record of the open section of the meeting.

A handwritten signature in black ink, appearing to read "Jeanette Corson". The signature is written in a cursive style with a large, looped initial "J".

Jeanette Corson
Secretary to Council

Minutes of the Open Section of a Meeting of the Otago Polytechnic Council



held at 12.30pm on Friday 5 February 2016 in Puna Kawa, The Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT: Mrs K Grant (Chair)
Mr P Allison
Mrs G Bremner
Mr J Christie
Dr P Coolbear
Mr D Higgins
Mr M Horne
Mr C Staynes

IN ATTENDANCE: Mr L Baines (Convenor, Student Council)
Mr M Carter (Director: Organisational Development/Acting Chief Executive)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Chief Operating Officer)
Mr C Morland (Director: School Performance)
Mr A Regan (Director: Research and Enterprise)
Mrs S Thompson (Director: Quality)

APOLOGIES: None

1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

No further conflicts were declared in relation to any of the items in the open section.

2. MINUTES – 6 NOVEMBER 2015

The minutes of the open section of the meeting held on 6 November 2015 had been circulated. It was noted that Luke Baines and Jeremy Hall need to be added to those in attendance.

RECOMMENDATION

That with this amendment the minutes be approved as a true and correct record of the open section of the meeting held on 6 November 2015.

AGREED.

3. MATTERS ARISING

The Sustainability Framework is to be discussed by the Leadership Team and brought to the March Council meeting.

4. CHAIR'S REPORT

Opening of The Hub

Mrs Grant acknowledged the success of the opening of The Hub the previous week and acknowledged those involved with organizing the event.

New Year Honour

Mrs Grant congratulated Mr Allison on receiving an NZOM for services to sport in the New Year honours.

TEC Workshop 3 March

The TEC workshop had been oversubscribed with a further workshop likely to be held later in the year.

5. CHIEF EXECUTIVE'S REPORT

External Evaluation and Review Report

The Polytechnic had received the highest possible rating from NZQA in the External Evaluation and Review undertaken in 2015. The three recommendations from the EER team would be implemented:

1. To continue to investigate strategies towards improving achievement for Maori learners, Pasifika learners and those studying at levels 2 and 3
2. To improve processes for understanding how well learners who graduate from certificate and diploma programmes succeed when they chose to enroll in further study at higher levels
3. To find effective ways to capture the voice of priority learners and international learners.

2016 50th Birthday Celebrations

The first major event in a year of events commemorating Otago Polytechnic's 50th anniversary was the official opening of "The Hub" on Tuesday 2 February.

Other 50th anniversary commemorative events include the Education Foundation Charity Golf event on 19 February, an Alumni cocktail party on 8 April, a mid-winter ball for students in June, a three day International Food and Design Conference from 29 June, a Spring Engagement Series in September and a two day International Symposium 28/29 September. Council members are to be invited to these events.

International Update

An update was provided on various international activities:

- Fifty students from the University of Missouri attended a 10 day summer school which commenced in late December
- Five students from Southern New Hampshire University are undertaking a one semester Study Abroad programme at the Dunedin Campus
- Thirteen students from Nanjing Institute of Technology undertook a four week English and Engineering short course, accompanied by four staff
- Brendon Timmins from the Institute of Sports and Adventure ran a workshop in Shanghai for staff from the Shanghai Institute of Technology
- Shanghai University International Business and Economics (SUIBE) have offered six students and one staff member a place on their June summer school.
- Osaka Prefecture University College of Technology visiting Otago Polytechnic exploring potential cooperation.

Summarised Finance Report for the period ended 30 November 2015

An overview was provided of the Polytechnic's 2015 financial performance to date, compared against the forecast with variances.

Key points:

- Net operating surplus variance \$1,068k ahead of forecast
- EFTS enrolments at 4,331 ahead of forecast
- Current monetary assets \$3.6m higher than forecast year to date.

Otago Polytechnic Supports Yellow Eyed Penguin Trust

The School of Veterinary Nursing was making surgery and hospital facilities available free of charge for a six week period to support the Yellow Eyed Penguin Trust.

Media Clippings

A media report for the period November 2015 – January 2016 was provided.

RECOMMENDATION

K Grant/J Christie

That the Council receives this report.

AGREED.

6. LEADERSHIP TEAM REPORTS

Quarterly Reports were provided by Mike Collins and Alistair Regan.

It was advised that a monthly update on the Design for Service Excellence project will be provided to the Council.

7. POLICY FOR APPROVAL

Policy CP0005.04.00 Delegations from Council to the Chief Executive had been reviewed by the Finance and Audit Committee and was attached for the Council's approval. Minor changes were tracked. There was one additional change under Procedures:

The first sentence of Item 8 to read "The Chief Executive has authority to make monetary donations *to a maximum of \$5k per year*".

RECOMMENDATION

J Christie/P Allison

That the Council adopts the changes to policy CP0005.04 Delegations from Council to the Chief Executive.

AGREED.

8. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Leadership Team Conflict of Interest Register (Khyla Russell's interests no longer need to be recorded)

- Minutes
 - Komiti Kawanataka 15 October, 19 November and 17 December 2015
Mr Higgins referred in very positive terms to the appointment of Rebecca Williams as Tumuaki of the new Maori Centre.
The closing date for the appointment of a Kaitohutohu had been extended to 11 March, to enable the advertising of the position to be linked into the three monthly Ngai Tahu publication.
 - Academic Board 14 November 2015
 - Staff Subcommittee 29 October and 19 November 2015.
An election process was underway to appoint members and a new convenor.
- The Student Council had not met since October 2015.

9. GENERAL BUSINESS

Productivity Commission Review

Dr Coolbear noted the Productivity Commission's upcoming inquiry regarding new models of tertiary education and suggested there may be an opportunity for the Polytechnic to provide input.

10. MATTERS MOVED FROM CLOSED SESSION

The following recommendations were approved:

- The investment of up to \$21M plus GST, if any, for the building and environs of a student village, with borrowings of up to \$20M.
- The purchase of land located at 25 Bannockburn Road at a price of \$520,000 plus GST if any, from Contact Energy.

The meeting closed at 1.15pm.

Signed as a true and correct record of the open section of the meeting.

.....Chair

.....Date

ACTION LIST

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
02/10/15	Updated sustainability framework	Jean Tilleyshort	March 2016
05/02/16	Productivity Commission: update and possible input	Phil Ker	As appropriate

4. **MATTERS ARISING**
5. **CHAIR'S REPORT (Verbal)**
6. **CHIEF EXECUTIVE'S REPORT**

Closer ties with the SDHB

We are developing closer working relationships with the SDHB which both institutions see as offering mutually benefit opportunities for the future. To date:

- SDHB staff have participated in an “adding sustainable value” workshop with Otago Polytechnic Leadership Team
- Regular meetings of the two Chief Executives have been established
- The Executive Teams for the two institutions have had their first meeting with future combined meetings planned
- A shared leadership seminar programme is in place.
- A guidebook to assist staff in both institutions to innovate has been jointly written (e-copy available on request)

The Polytechnic will be exploring with SDHB how our learners can gain further practical experience through the SDHB and how we can contribute to enhanced community health and wellbeing through the projects and practical experiences which our more than 1500 students and health programmes undertake each year.

Staff Meeting/Staff Development Day

February 2nd was our first staff meeting and staff development day for 2016. The day started, as usual, with breakfast cooked and served by the Leadership Team, probably the best attendance we have had from staff to date. The staff meeting was extraordinarily positive seeing the year commence with a real buzz. Our guest speaker was Dr Ian Brookes, probably New Zealand's foremost writer and consultant on customer service. As Council is aware, 2016 will see a major focus on customer service through our Designing for Service Excellence initiative. Ian set the scene well for workshops in the afternoon, leaving us with many take away messages. The one which has resonated most with me is that customer service is about doing all you can to ensure the success of your customers. His related message was also very helpful, i.e. if people are receiving a service from you they are your customer. I think we can do worse than to adopted these two messages as the basis for ensuring an outstanding customer experience here at Otago Polytechnic.

External Liaison – January and February

- Carole Heatly, Chief Executive SDHB
- TEC, NZITP Chief Executives, Wellington
- Malcam Board
- OPAIC Retreat, Cromwell
- PIN Executive Committee
- Metro CEs, Wellington
- John Allen, Ministry of Social Development, Dave Cull, Mayor
- Tom Gregg, Campus Living Villages
- Mary-Ann McKibben, MSD
- Andy Walne, Head of College, City College
- ITP Advisory Group
- Dinner, SDHB Leadership Team
- TANZ CEs, Wellington
- TANZ eCampus, Wellington
- OPAIC Board via Lync
- Don Oliver, United Way
- OP Education Foundation Charity Golf and Dinner

- Nick Hill and Tony Conder - BOINZ, Tony McKenna and Kharen Hope - Skills NZ, Sam Alavi and Gill Franklin - Future Skills, OPAIC
- Te Tapuae o Rehua via Skype

Good News

Jennifer Hamlin, School of Veterinary Nursing is the first ever Veterinary Nurse to be appointed to the Veterinary Council. This is arguably the biggest change to happen in the veterinary industry in the past 50 years, influencing industry at the highest level.

Media Clippings

Attached separately is a media report for February 2016.

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

7. LEARNER GUIDANCE AND SUPPORT

Presentation by Matt Carter.

8. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
 - Komiti Kawanataka 21 January 2016 (Appendix 3)
 - Staff Subcommittee 4 December 2015 (Appendix 4)
 - Academic Board 16 November and 9 December 2015 (Appendices 5 and 6)
- The Student Council has not yet met in 2016.

COUNCIL CALENDAR 2016/17

Placeholders

Meeting/Event	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2017	Feb
Audit Process												
Interim												
Signoff												
Forecast												
Budget												
Workshop												
Draft												
Signoff												
Council Meeting Fridays	4 Mar	8 Apr	6 May	3 Jun	1 July	5 Aug Marae visit TBC	2 Sept	7 Oct	4 Nov	2 Dec		3 Feb
Evaluations - Reviews - Report												
Function												
Photo												
Fees Set												
International						5 Aug						
Domestic						5 Aug						
Finance and Audit Ctee		4 Apr 29 Apr	27 May	24 Jun	29 July	26 Aug	30 Sept	28 Oct	25 Nov		27 Jan	24 Feb

Meeting/Event	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Graduation	11 Mar									9 Dec		
Maori Pre-Grad	10 Mar									8 Dec		
Komiti Kawanataka Thurs at 8am	17 Mar	21 Apr	19 May	16 Jun	21 July	18 Aug	15 Sept	20 Oct	17 Nov	15 Dec	19 Jan	16 Feb
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval								20 Oct				
Dept Showcases									Nov			
50th Anniversary Functions		5.30pm 8 April Alumni										



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – LEADERSHIP TEAM

Register to be maintained for the 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 Interest with Otago Polytechnic
3 Dec 2014	Matt Carter	None	None
3 Dec 2014	Mike Collins	Dunedin Digital Trust	Director and Trustee
3 Dec 2014	Philip Cullen	City College Trustee Cliffs Road Trading	OP is 1/3 shareholder Potential only
2 Jan 2015	Phil Ker	Board Member: – Malcam Trust – Te Tapuae o Rehua – TANZ – Metro Group Convenor – selection panel for National Tertiary teaching Excellence Awards	
3 Dec 2014	Chris Morland	None	None
3 Dec 2014	Sally Pairman	None	None
3 Dec 2014	Alistair Regan Josephine Regan	Director: Upstart Trust and by default an interest in Otago Angels Interactive Exhibitions limited	None Occasionally contracting to the Polytechnic in a number of areas including ABE, Design, Innovation Workspace
3 Dec 2014	Sue Thompson	None	None
3 Dec 2014	Jean Tilleyshort	None	None
3 Dec 2014	Mike Waddell	None	None

Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 21 January 2016 in Poho, Otago Polytechnic, Dunedin

PRESENT: Eleanor Murphy
Justine Camp
Mike Collins
Chris Morland
Jeanette Wikaira

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: Justine Camp – acknowledged the passing of two of Nola Tipa’s whānau members in 2015 and Nolan Ratu’s grandfather over the Christmas break.

1. Apologies Kathy Grant, David Higgins, Richard Kerr-Bell, Khyla Russell, Nola Tipa, Jamie Te Hiwi

2. Minutes

The minutes of the meeting held on 17 December 2015 were provided.

Amendment under Present: Nola Tipa addition – left meeting acknowledged conflict of interest when Kaitohutohu Job Description was to be discussed.

RECOMMENDATION

Chris Morland/Justine Camp

that the minutes be approved as a true and correct record of the meeting.

AGREED.

3. Matters Arising:

Māori Strategic Framework (MSF)

- Printing – cost to come out of central budget
- Communicate to schools
 - it is their measuring tools
 - signal to staff re expectation of self-assessment
 - suggest going on the agenda for service leaders meetings

Next Cultural “audit”

As per Phil Ker’s response, suggesting that an external evaluation take place 12 months after the new Kaitohutohu has been appointed

Kōmiti are happy with this suggestion (Phil to be advised)

Terms of Reference

Amendments to terms of reference have been made – new version is to be recirculated to Kōmiti members and Rūnaka

4. Kaitohutohu Job Description

- Advertising has gone out (new version)
- Employment agency as suggested by Kōmiti are being used
- OP will do shortlisting (rather than agency shortlisting)

Next step:

- The process

- Who will be on the interview panel?
- What is our preference in terms of process and panel
 - Who will be on the selection panel (rūnaka have a representative selection process that would need to be instigated through the offices)
 - Panel – David Higgins, Rūnaka representative, Eruera Tarena CEO Te Tapaue as a suggestion
 - Communication team meeting with leadership team on Monday – Mike and Chris will consider process further and chat to colleagues.
 - Who are the staff that they will present to?
Suggest Māori staff as a minimum, leadership team

5. Maori centre update

- Rebecca Williams has accepted the offer starting 30th of March
- Poho will be used in the interim prior to fully establishing the Māori Centre
- Rebecca Swindells – will need a variation to her contract to change her line of reporting to fall under Kaihoutu of the Māori Centre
- Important that Rebecca Swindells start this year situated in Poho so that students are familiarised with the Centre from the start of the semester
- Justine Camp has moved into B Block
- Official opening will occur when refurbishing has been completed
- Subcommittee for establishing the Māori Centre to reconvene (Mike, Matt, Phil C, Justine). Suggest increasing communication.
- Business case for the Māori centre to be emailed through to Jeanette Wikaira and Rebecca Williams

Relationship between Kaitohutohu Office (KTO) and the Māori Centre

Reporting line goes through KTO office who will hold the oversight/support

- To be rearticulated in communication – what responsibilities are held by the Kaitohutohu Office and what responsibilities will be held by the Māori Centres (also suggest communicating this to Rūnaka).

6. General Business

- Welcome to all staff 9am 2nd February – who and how should we do that (Justine will do), Mike Waddell and Matt Carter to be advised.
Mike has asked Rebecca to attend.
- Official Opening of Hub 3.30pm 2nd February – ensure official invitations have gone out to Kōmiti and rūnaka.
- Pōwhiri 16 February at Puketeraki Marae – suggest communication goes out to Schools.
Kai – Barbecue as done previously.
- Champions for Māori in Schools (Chris)
Under review, unclear at this stage of the expectations for these staff members. Further discussion between Chris and Justine in consideration of allocation data already collected and where the Māori Centre fits.
- Māori Annual Report (MAR)
Check with Mike Waddell, who will be replacing Nicola Mutch

Justine closed the meeting.

Staff Subcommittee of Council

Thursday 4 December 2016 8.30 am – 9.30 am
Leadership Room, Forth Street, Dunedin

Present: Sandra Sutherland (Deputy Convener) Mike Waddell (Leadership Team)
Kay Lion (EAD) Jono Aldridge (ISS)
Sheena Roy (SS) Stuart Hewson (ABE)
Daniel Pyfl (HSS) Paula Petley (CEO)

Apologies: John Christie (Council Rep), Karole Hogarth
Matt Carter (LT Rep) Penelope Kinney (OCC)
Ian Barker (DES) Sherry Lilley (NUR)
Dale Parsons (EAD)

In Attendance: Michaela Fleury (Minutes)

1. Apologies	Accepted.
2. Minutes of November Meeting	<p>Minutes accepted as true and correct record. Agreed.</p> <p>Actions / Matters Arising from Last Meeting</p> <ul style="list-style-type: none"> • <i>Gift / Koha policy</i> This has been covered in the Functions Policy which is due out for the final round of consultation in late February 2016. <p style="padding-left: 40px;">➤ ACTION: This item will be put on hold for further discussion.</p> <ul style="list-style-type: none"> • <i>Sick Leave Bank</i> With HR; and is almost completed. • <i>Sub-Committee roles and Elections</i> Director: Organisational Development, Matt Carter will remain the Leadership Team representative for the Staff Subcommittee as per Chief Executive request. As per Terms of Reference following the elections a Convenor will be elected from the general staff representatives. <p>Elections for new members will be held in late February, early March.</p> <p style="padding-left: 40px;">➤ ACTION: An update will be given at the March meeting.</p>
4. Communication with Council	<p>A draft schedule of annual items considered by Council is being put together by Michaela Fleury so the Subcommittee may give feedback prior to Council meetings.</p> <p>Open Agenda of Council will be circulated to the Subcommittee members prior on the Monday prior to Council meetings.</p> <p style="padding-left: 40px;">➤ ACTION: Michaela to send out Open Agenda</p>
5. LT WES Results	Leadership Team WES result and intended actions was communicated at the All Staff Development Day in February 2016
6. 2016 Meeting Dates	It was agreed meetings would be held first Thursday of the month at 8.30am. Changing of time was discussed however this decision will be left until after the elections so input can be given by new members.
Meeting Closed	9.30 am

Next Meeting	3 March 2016
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ACTIONS - Summary

Person	Action	Date for completion
All	Review and discuss Functions policy	March 2016
Michaela	Update on Subcommittee	March 2016
Michaela	Send out Council Open Agenda each month on the Monday prior to Council meeting	Ongoing



Academic Board

Minutes of the Academic Board meeting held on 16 November 2015 in G315 at 3.00pm

Present: Sue Thompson, Alistair Regan, Leoni Schmidt, Phil Ker, Sally Baddock, Chris Morland, Catherine Robinson, Khyla Russell, Sally Pairman, Doris Lancaster, Matt King, Sam Mann

In Attendance: Pam Thompson (minute secretary), Phil Bretherton in place of Nick van der Walt

Apologies: Megan Gibbons, Mereana Rapata-Hanning, Richard Mitchell, Linda Kinniburgh, Nick van der Walt

1. Minutes 19 October 2015 (A77/15) and electronic meeting 4 November 2015 (A80/15)

Recommendation: That the minutes of the Academic Board meeting of 19 August 2015 and the electronic meeting of 4 November 2015 be confirmed as a true and correct record.

AGREED: Sally Pairman/ Catherine Robinson

Matters Arising/Actions:

- Staff development day confirmed 22 September 2016 – check if this day will have online options – *Action: Pam to check.*

2. Type 2 change application – new major in the Bachelor of Applied Management and associated Graduate Diploma in Adventure Tourism Management Paper A81/15

Recommendation: That Academic Board approve the Type 2 change application for OT4922 Bachelor of Applied Management: new major in Adventure Tourism Management, and OT5127 Graduate Diploma in Adventure Tourism Management, for submission to NZQA.

AGREED: Sue Thompson/Sally Pairman

3. Type 2 change application - OT4708 Certificate in Professional Restaurant, Bar and Wine (Level 4) Paper A82/15

Recommendation: That Academic Board approve the Type 2 Change Application for OT4708 Certificate in Professional Restaurant, Bar and Wine (Level 4) for submission to NZQA.

AGREED: Sue Thompson / Phil Ker

4. QEC Approvals - Type 1 changes and Certificate of Proficiency Paper A83/15

Recommendation: That Academic Board approve the Type 1 changes as listed
AGREED: Sue Thompson / Doris Lancaster

Recommendation 2: That Academic Board approve the Certificate of Proficiency Application/Enrolments as listed.
AGREED: Sue Thompson / Khyla Russell

5. **Accreditation Application for Version 2 of the New Zealand Diploma in Engineering Paper A84/15**

Discussion:

- first paragraph notes “qualification owner and developer” – point of clarification – an exception has been granted by NZQA to New Zealand Board of Engineering Diplomas (NZBED) to be the owner as long as this does not preclude others applying.
- Further clarification required – is Otago Polytechnic contesting or supporting this application as the programme has some unacceptable assessment requirements with standard national examinations which precludes/limits cross credit and rpl credit options
- Can Otago Polytechnic rollover existing qualification in the meantime while getting dispensation for delivery pathway while still being part of consortium
- Consortium offers positive international agreement with Dublin Accord
- Approve in essence while seeking clarity to safeguard needs of students and OP reputation
Action – Sue to get clarity around delivery pathway dispensation before application is submitted.

Recommendation: That Academic Board supports the application to NZQA to be accredited to deliver Version 2 of the New Zealand Diploma in Engineering with strands in Civil Engineering, Electrical Engineering, Electronic Engineering and Mechanical Engineering, but does not submit the application until clarity obtained from NZQA if able to roll over existing programme of study to safe guard needs of our students and Otago Polytechnic reputation.

AGREED: Sue Thompson / Khyla Russell

6. **TEC Literacy and Numeracy Implementation Strategy - Renewed Literacy and Numeracy Strategy and consultation summary and feedback changes Paper A85/15**

Recommendation: That Academic Board notes the renewed TEC Literacy and Numeracy Implementation Strategy.

AGREED: Sue Thompson / Alistair Regan

7. **QAC request discussion and ruling for no Merit and Distinction on new programmes at Certificate and Diploma level. Paper A86/15**

Discussion:

- agree no merit and distinction at pre-degree level on new programmes
- change policy AP0900 Assessment accordingly – *Action Sue/Pam*

Recommendation: That Academic Board supports the recommendation of Quality and Approvals Committee that there will be no merit or distinction at pre degree level for new programmes and the relevant policy is updated.

AGREED: Sue Thompson / Sally Pairman

8. **Scope documents for the Bachelor of Construction and Bachelor of Architectural Studies**
Paper A90/15 Bachelor of Construction
Paper A91/15 Bachelor of Architectural Studies

Discussion:

- Bachelor of Architectural studies is subject to confirmation that we are using CPIT document *Action: Phil K checking with Kay Giles*
- Approve as is and amend later (if necessary) especially regarding assessments in programme document
- Note probable intention to phase out Design Interiors – however this will run in the meantime, no formal decision yet
- Where does Qualification sit – ABE or DES?

Recommendation 1: That Academic Board note the approved scope documents for the Bachelor of Construction as approved by Leadership team 10/11/2015 for development.

Recommendation 2: That Academic Board note the approved scope documents for the Bachelor of Architectural Studies as approved by Leadership team 10/11/2015 for development.

9. **General Business items for noting – the following items were duly noted**

Papers:

- A87/15 IPENZ Accreditation letter received October and accompanying report from June 2015 2015 - NZDE and BEngTech
- A88/15 QAC electronic meeting minutes 30 October 2015
- A89/15 Bachelor of Applied Science monitors reports 2015
- A92/15- a,b,c R&E mins Aug/Sep and cover page summary

Recommendation 1: Academic Board notes the listed reports and minutes.

AGREED: Sue Thompson / Sally Baddock

Recommendation 2 (out of QAC notations): That in future all new programme development uses an appropriate D4LS process of support.

AGREED: Sally Pairman / Chris Morland

Other General Business

- Stuart Terry – presentation to February Academic Board meeting around increasing participation rates in institutional research surveys.
Note: Stuart won best presenter at recent Association for Institutional Research (AIR) conference, gaining international recognition – congratulations Stuart.
- Final meeting today for Khyla Russell and Catherine Robinson – Thank you both for your contributions and best wishes for the future as both leaving Otago Polytechnic. *Action: Sue to acknowledge in email.*

10. **Catherine Robinson discussion presentation on ‘Professional Practices’**

Presentation slides have been loaded to AB team site for reference after the meeting.

Meeting closed at 4.30pm

Next meeting: 15 February 2016

Summary Action Points

Topic	Action Required	To be completed by	By when	Update 8/12/2015
Paper A77/15 Minutes from 19 October	Staff development day 22 Sept 2016 – offered as online options?	Pam	asap	Yes expected that this will be online delivery/engagement
Paper A84/15 Accreditation Application for Version 2 of the New Zealand Diploma in Engineering	Clarity required around delivery pathway dispensation before application is submitted.	Sue	Asap before submission of application to NZQA	Not submitted yet – awaiting updated version to ensure that restrictive RPL policy has been addressed, we have been informed it has but as yet haven't seen it. Meantime have checked with NZQA that nothing to prevent delivery as current.
Paper A86/15 No merit and distinction on pre-degree programmes	Change policy AP0900 Assessment – no merit or distinction on new pre-degree programmes	Sue/Pam	asap	Updated replaced on insite and website and announced 25/11/2015
Paper A91/15 Bachelor of Architectural Studies	Check with CPIT that we are using their programme document	Phil Ker / Kay Giles	asap	PK progressing
Farewell	Sue T email to Khyla and Catherine to acknowledge final meeting as both are leaving OP end of 2015	Sue T	asap	Khyla acknowledged in the meeting and at formal OP farewell. Catherine has had a personal letter posted and emailed 26/11/2015



Academic Board

Minutes of the *electronic* Academic Board meeting held on Wednesday 9 December 2015 (*final approval gained 14 Dec 2015*)

Responses from

1. Sue Thompson (move)	Approve 9/12/2015	1.39pm
2. Chris Morland (second)	Approve 9/12/2015	1.43pm
3. Phil Ker	Approve 9/12/2015	2.52pm
4. Mereana Rapata-Hanning	Approve 9/12/2015	3.51pm
5. Megan Gibbons	Approve 10/12/2015	8.09pm
6. Alistair Regan	Approve 14/12/2015	12.25pm
7. Sally Pairman	Approve 14/12/2015	12.31pm
8. Leoni Schmidt	Approve 14/12/2015	12.37pm
9. Linda Kinniburgh	Approve 14/12/2015	1.13pm
10. Sam Mann	Approve 14/12/2015	2.43pm
11. Sally Baddock	Approve 14/12/2015	2.45pm

Quorum (11) achieved 14/12/2015

A93/15 Minutes from 16 November 2015 meeting for approval – action summary and update on these actions is on page 4. Note minor amendments

- correcting list of attendees - adding Sam Mann
- correcting mover a seconder of recommendations 9.1 and 9.2 (typos)

Recommendation: That the minutes of the Academic Board meeting of 16 November 2015 be confirmed as a true and correct record and note the update on actions (ref action summary pg4).

A94/15 Type 1 changes for approval.

Recommendation: That Academic Board approves the Type 1 changes as listed.

A95/15 Policies report of recent updates for noting.

Recommendation: That Academic Board notes the recently updated policies as listed.

Next meeting: 15 February 2016, 3.00pm in Puna Kawa F209.

9. ADDITIONAL AGENDA ITEMS