

Council Open Agenda



Meeting to be held: 12.30pm Friday 2 March 2018
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin

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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.

A handwritten signature in black ink, appearing to read 'Jeanette Corson', with a large, stylized loop at the beginning.

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. Regional Chair – Halberg Disability Sport Foundation 2. Trustee – Winter Games NZ 3. Sports Commentator – The Radio Network 4. Lion Foundation Regional Grants Committee 	Nil	
Neil BARNES	09-07-17	<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 	<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. 	
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 	
Peter COOLBEAR	16-11-16	<ol style="list-style-type: none"> 1. Chair NZCER Board 2. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 	<ol style="list-style-type: none"> 1. NZCER manages the TLRI fund that has a tertiary education component 	
Darren EVANS	06-08-16	<p>Chief Operating Officer, Calder Stewart Group</p> <p>Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development</p>	Calder Stewart Group is a Customer of CapableNZ and potential supplier	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Director) 2. Trustee of numerous private trusts 3. Galloway Cook Allan (Associate) 4. Dunedin Sinfonia Board 5. Dunedin City Treasury Limited (Director) 6. SDHB (Commissioner) <p>Spouse:</p> <ol style="list-style-type: none"> 1. Galloway 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 Galloway Cook Allan (Director) 11. Trustee of numerous private trusts 	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	02-02-18	<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. Greenbriar Limited 10. Otago Museum Trust Board (Treasurer) 11. Palmer & Son Limited 12. Palmer Resources Limited 13. Palmer MH Limited 14. Palmers Mechanical Limited 15. PDS (Computer Services) Limited 16. Prospectus Nominees 17. Prospectus Nominees Services Limited 18. Rawhiti Road Investments Limited 19. Viblock Limited 20. Ashburn Hall 	<ol style="list-style-type: none"> 1. Potential supplier 10. Potential customer <p>Others: Nil</p>
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

3. MINUTES

The minutes of the open section of the meeting held on 2 February 2018 are attached.

RECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held on 2 February 2018.

Jeanette Corson
Secretary to Council

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



held at 12.30pm on Friday 2 February 2018 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:

Mrs K Grant (Chair)
Mr P Allison
Dr N Barns
Mrs G Bremner
Dr P Coolbear
Mr D Evans
Mr M Horne
Mrs M Potiki

IN ATTENDANCE:

Ms J Brady (Deputy Chief Executive, People, Performance and Development)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Chief Operating Officer)
Mr J Dargaville (Convenor, Student Council)
Mr P Edwards (Deputy Convenor, Staff Subcommittee)
Mrs J Kapa (Deputy Chief Executive Maori Development/Kaitohutohu)
Mr P Ker (Chief Executive)
Mr C Morland (Deputy Chief Executive, Learner Experience)
Ms Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)

APOLOGIES: None

1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

Mr Horne noted the following amendments to his interests:

- Deletions:
 - McMahon Investments Limited
 - Otago Southland Division of the Cancer Society of New Zealand
- Additions:
 - Greenbriar Ltd
 - Ashburn Hall

2. MINUTES – 3 NOVEMBER 2017

The minutes of the open section of the meeting held on 3 November 2017 were attached.

It was noted that Mr Horne had not attended the meeting.

RECOMMENDATION

That, with this amendment, the minutes be approved as a true and correct record of the open section of the meeting held on 3 November 2017.

AGREED.

3. MATTERS ARISING

Action Sheet

- Further input from Academic Board deferred to next meeting

4. CHAIR'S REPORT

Mrs Grant encouraged Council members to attend the b of Te Pā Taurira at 9.30am on 7 February.

She also reminded members of the Maori pre-graduation ceremony to be held on 8 March and Graduation on 9 March.

5. CHIEF EXECUTIVE'S REPORT

Priorities

The Executive Leadership Team had worked on refining planning and reporting processes and had consolidated the Polytechnic's strategic priorities to a single page document. The document set out the objectives being pursued to 31 December 2021.

It was noted that some goals dropped to a level of detail which was not a feature of the rest of the document. It was suggested removing quantification and moving to what is wanted to be achieved by 2021.

Also attached were the proposed reporting frameworks for directorates and teams against strategic objectives. It was suggested removing the *Mitigation* heading and adding an explanation around progress.

Media Report

A report had been provided by Shane Gilchrist, Media Liaison.

External Liaison

Mr Ker had met with a number of individuals and groups since the last meeting.

RECOMMENDATION

That the Council receives this report.

AGREED.

6. POLICIES

CP0007.04 Legislative Compliance had been discussed by the Finance and Audit Committee and was presented for Council approval:

RECOMMENDATION

That the Council approves the changes to CP0007.04 Legislative Compliance.

AGREED.

7. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
August meeting to be held at Moeraki Marae.
- Executive Leadership Team Conflict of Interest Register
To be circulated for updating.
- Minutes
 - Academic Board
18 September 2017
 - Komiti Kawanataka, 16 Whitu (November)
 - Student Council 31 October

8. GENERAL BUSINESS

None.

The meeting closed at 1.25pm.

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
07/07/17	A further paper re input from Academic Board	Phil Ker	3 March 2018

6. CHIEF EXECUTIVE'S REPORT

International Contributions

I am the ITP sector representative on the Board of the World Federation of Colleges and Polytechnics (WFCP) an organisation that the ITP sector recently re-joined after an eight year lapse of membership. This Board meets monthly by video conference, except for one face to face meeting a year which was held last week in Scottsdale, Arizona, which I attended. This meeting focussed mainly on the organisation of the WFCP World Congress, a major conference held every two years and this year in Melbourne. This is an important conference for our sector and will be well attended by NZ polytechnics.

The WFCP Board also considered a strategic alliance with the Post- secondary International Network (PIN), an organisation dedicated to leadership development in the post-secondary sector. PIN also had its face to face meeting in Scottsdale in order to engage more effectively with the WFCP.

I am also on the PIN Board, and am this organisation's Executive Director (a voluntary position). The strategic alliance with the WFCP was successfully negotiated, and from 2019 PIN will provide all leadership development services for WFCP.

These two Board meetings were held either side of the annual conference of Community Colleges for International Development (CCID). I presented at this conference as part of an international panel addressing 'global issues'. The topics I spoke about for NZ were:

- Emergent skill areas – OP response: micro credentials
- Educating for tomorrow's jobs – OP response: transferable skills (aka employability skills) in the curriculum, micro-credentials
- Resistance to high tuition fees – NZ response: 'free fees', OP response micro- credentials
- Learner demands for more control over their learning – OP response: customised qualifications, including professional practice programmes and new Bachelor of Leadership for Change degree
- Work relevant learning – OP response Work Based Learning, apprenticeship diplomas/degrees

Academic Board

Academic Board has been engaging with the question of how it can best deliver on its mandate to provide independent advice to Council on academic matters. Unfortunately, AB has performed poorly in this regard and has found itself increasingly focussed on programme approval issues. This work is, of course, essential but equally important is that we find a way to have our senior academics better engage with the academic issues of the day – such as the latest issue relating to sector restructuring, which has significant academic implications.

After considerable discussion Academic Board has resolved to:

- Introduce specific academic issues meetings not less than four times per year, aligned with the OP academic reporting cycle to Council eg a workshop dedicated to OP's academic performance, an AB review of the internal self assessment process.
- Schedule special purpose meetings to deal with sector consultations, such as the forthcoming consultation on the future of the ITP sector, as well as other tertiary policy changes as they occur.
- Engage members of our professoriate to scope and convene in-depth sessions around important academic matters.
- Invite Dr Peter Coolbear to be a member of Academic Board and to attend and possibly chair the academic issues sessions. To give effect to this these sessions will be held on the Thursday before Council. We do not need to change the AB statute to give effect to this action, as Peter can be co-opted under the existing statute.

UNESCO chair in Open Education Resources

I am pleased to advise that UNESCO has agreed to renew for another four years the Open Education Resources Chair held by Wayne Mackintosh - "in light of the good results achieved". For the benefit of new Council members, OP through Wayne has a lead role in an international collaboration of some 30+ institutions to develop open education qualifications. The UNESCO chair is significant recognition of the importance of this work and the role we play.

Media Report

Attached is a report from Shane Gilchrist, Media Liaison.

External Liaison

- Education NZ re i am capable
- United Way presentation
- Opening, Te Pā Tauira
- PIN Executive Committee meeting via Zoom x 2
- Dr Jim Mather (CEO), Grant Strang (Executive Director IT), Matthew Maynard (Southern Region Director), Pakake Winiata (Executive Director Programmes and Curriculum), Kristi Bernards (IT Lead Applications & Systems Solutions), Te Wānanga o Aotearoa
- Te Wānanga o Aotearoa
- TANZ meeting, Christchurch
- TANZ eCampus meeting, Christchurch
- 21C Skills Lab – guest panel speaker, Wellington
- Rachel Elder, Dunedin City Council
- ITP Advisory Group, Wellington
- NZITP meeting, Wellington
- Community Colleges for International Development (CCID) 2018 Annual Conference, Arizona
- PIN strategy meeting via Zoom
- World Federation of Colleges and Polytechnics meeting via Zoom
- OPAIC Board meeting, Auckland.

RECOMMENDATION

That the Council receives this report.



Phil Ker
Chief Executive



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Division for Policies and Lifelong Learning Systems

Professor Phil Ker
Chief Executive Office
Otago Polytechnic
Private Bag 1910
Dunedin 9054
New Zealand

Ref.: ED/PLS/HED/18/04

1 February 2018

Dear Professor Ker,

I wish to refer to your letter dated 14 May 2017, forwarding to us the progress report of UNESCO Chair on Open Educational Resources, established on 21 October 2013 at Otago Polytechnic, New Zealand.

In light of the good results achieved by the abovementioned Chair, confirmed by the positive report on the evaluation of its activities, I am pleased to inform you that UNESCO agrees to renew the above-mentioned Agreement for an additional period of four years, until **16 October 2021**.

May I remind you kindly that the use of the UNESCO Chair logo is limited to the period covered by the renewed Agreement, that is until **16 October 2021**. Moreover, all publications, papers and documents should carry the following disclaimer:

"The authors are responsible for the choice and presentation of information contained in this... as well as for the opinions expressed therein, which are not necessarily those of UNESCO and do not commit the Organization".

This UNESCO Chair is renewed for a period of four years. Should the University wish to pursue the activities of the Chair beyond this renewed period, a formal request to renew the validity of the Agreement must be addressed to UNESCO six months before the expiry date of the current Agreement. The decision to renew a Chair's Agreement is based, among others, on the positive evaluation of the reports on the activities carried out by the Chair.

The progress report is due two years after the renewal of the Agreement, followed by a final report two years later. Reports should follow the UNESCO template available at <http://www.unesco.org/en/university-twinning-and-networking/application-and-forms/progress-report-form/>.

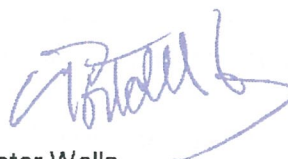
.../.

Finally, I invite the Chairholder Dr. Wayne Mackintosh and his team to contact Ms Zeynep Varoglu, Programme Specialist, Section for ICT in Education, Science and Culture (tel.: +33 1 45 68 05 36; e-mail: Z.Varoglu@unesco.org), who has been identified as this Chair's focal point at UNESCO to explore further possible cooperation.

For all other matters, I invite you kindly to contact Ms Liliana Simionescu, Programme Specialist in charge of the UNITWIN Programme, Section for Higher Education of the Education Sector (tel.: +33 1 45 68 11 82; e-mail: l.simionescu@unesco.org).

Looking forward to our continued cooperation, I remain,

Yours sincerely,



Peter Wells
Chief
Section of Higher Education

REPORT TO OTAGO POLYTECHNIC COUNCIL

SHANE GILCHRIST - Media Liaison

Prepared 22/2/18

MEDIA COVERAGE

The number of media articles has tracked steadily, with more than 70 articles across print, broadcast and digital news media over the past month (25 January-February 22, 2018).

- Cuisine Magazine's latest issue includes an 8-page, full-colour (non-paid) feature about OP Food Design students collaborating with chef Fleur Sullivan in Dusky Sound. High-quality photos by Hayden Parsons complemented excellent writing by Cuisine's staff writer in a highly evocative piece. Notably, Hayden's excellent video package of the collaboration fetched 34k views on Facebook.
- The Food Design initiative involving Tony Heptinstall and Timothy Lynch, who developed a range of edible produce replicas from Sanitarium So Good products, featured prominently on TVNZ's popular Breakfast show, which included interviews with both as well as a live cross to Auckland's Britomart, where the produce was displayed (and available to the public to eat).
- Since opening earlier this month, Te Pā Tauira – Otago Polytechnic Student Village has been well covered by local media, including a large photo-spread and interviews with several student residents in the Otago Daily Times on 21 February.
- iD Fashion's Emerging Designer finalists announcement was picked up by local and national media. Given the popular event is in late March, more media interest is expected from national online providers, television, newspaper and radio.
- Award-winning North and South writer Mike White profiled School of Art alumni Lisa Walker in a 3-page spread.
- The Wildlife Hospital continues to generate regular interest with local media as well as national TV, the angles ranging from recruiting student volunteers as part of O-Week, to how busy staff are (thus reaffirming case for establishing facility).

DATA TO DATE – Number of stories per month

	Jun	Jul	Oct	Nov	Dec	Jan	Feb 2018		
MELTWATER	70	81					36		
SLICE	85	79	176				37		
TOTAL	155	160	358	90+	90+	90+	73		

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 3k page reads in the past month.

The readership tastes are wide-ranging. One of the best-read stories for the period was a simple event-type promotion for our Information Days (which generated more than 350 page views). The blessing of Te Pā Tauira was also popular (with close to 200 page views).

As has consistently been the case, the overwhelming majority of readers spend between 1'00" and 3'00" on our story pages, indicating the content continues to be interesting and engaging.

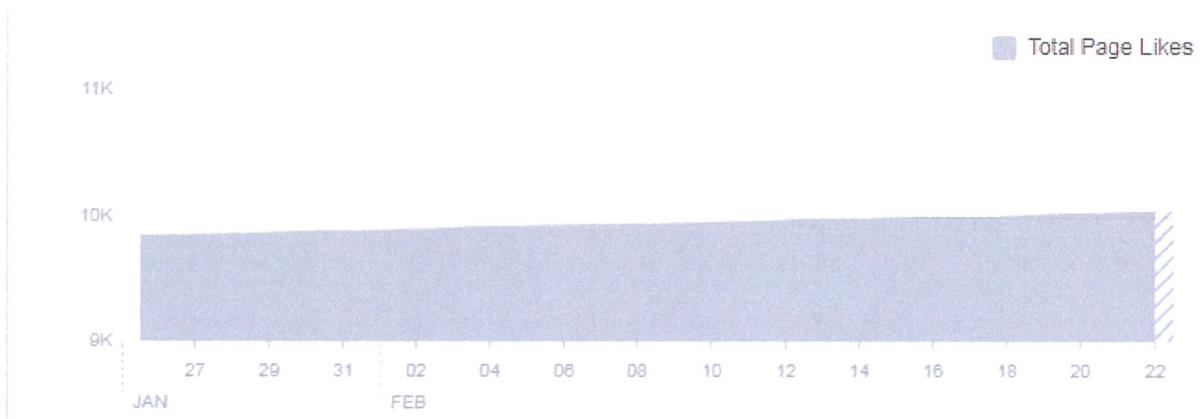
SOCIAL MEDIA

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

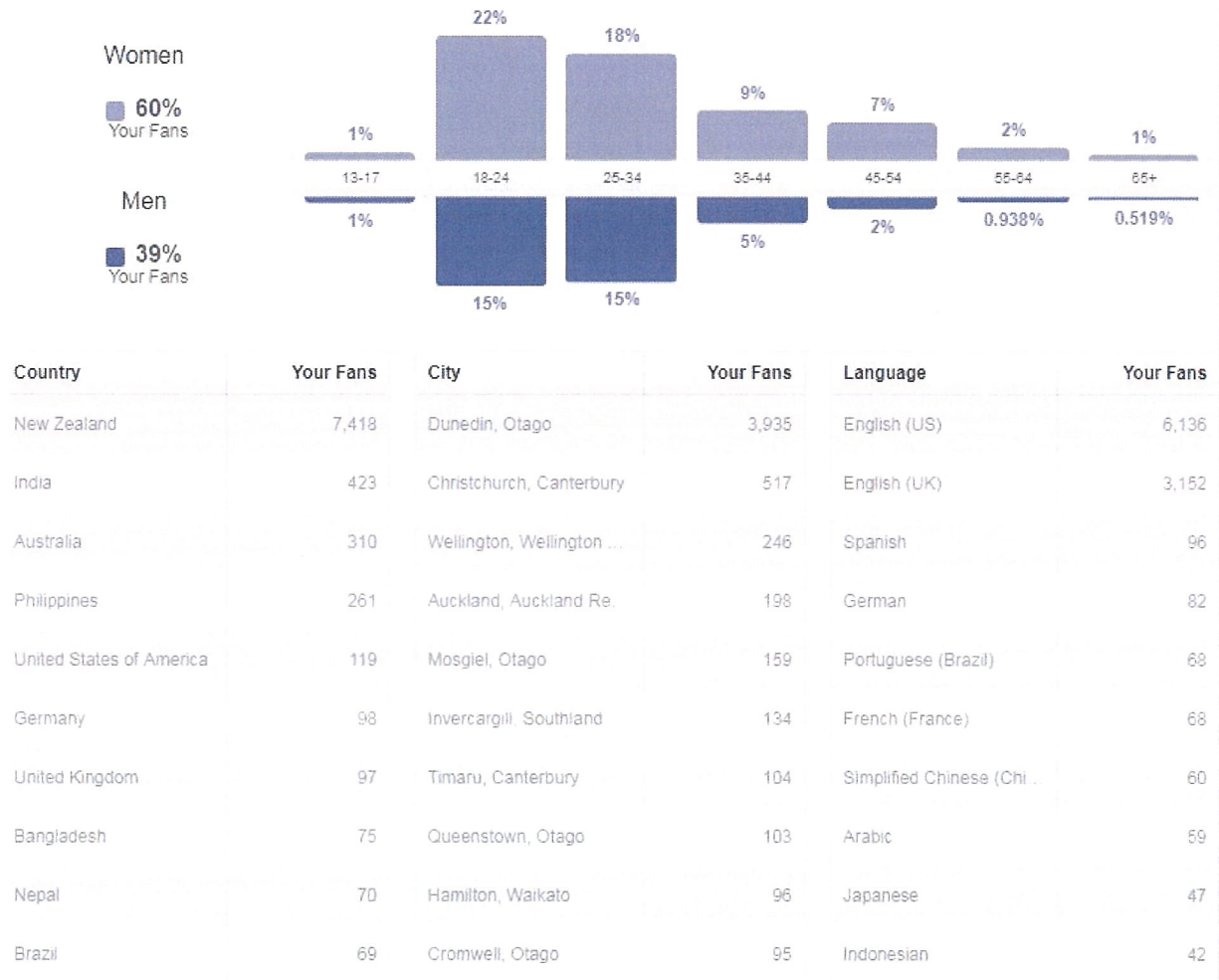
Significantly, we reached 10k page Likes on Facebook (achieved on 18 February).

- Likes growth: 9850 (as at January 25) to 10k.



- Popular posts included:
 - The opening of Te Pā Tauira – Otago Polytechnic Student Village attracted almost 4k individual post clicks and had a reach of more than 10k
 - The launch of Josh Perry's dating website had a reach of more than 4k, close to 400 post clicks and 160 individual comments
 - An invitation for students to volunteer for the Wildlife Hospital also did well, with a reach of 2.5k
 - A video on Communication Design students enjoyed a reach of 4.2k.
 - A simple heads-up post about our Information Days reached more than 7k.

The following table provides a detailed breakdown of OP Facebook demographics:



INSTAGRAM

- 1851 followers; an increase of 40 on previous month
- Graduation posts are our most popular posts.

NOTES

Staff have been asked to continue to provide us with students/graduates to profile in alignment with our strategic communication goals and to showcase “Our people make a better world”.

To market our Business to Business services, a series of interviews with Mondelez/Cadbury staff who have engaged in Capable NZ initiatives (and specific OP programmes) is imminent.

NB: Although the data at the top of this report suggests fewer media articles overall in past month compared to previous, this should be regarded in the context of a transition to a “Communications-driven” approach to media, which focuses on depth, quality and clarity versus sheer quantity.

I point to the following feature-type pieces as examples (currently under development):

Te Pā Tauira – Otago Polytechnic Student Village

Various sub-themes include:

- design and architectural vision, plus Simon Kaan’s role
- Sustainability principles and outcomes, including informal competition within village residents to obtain lowest energy-use footprint
- student experience
- history of site, significance of Kai Tahu floor names
- Manaaki’s importance to village operations (and various food-related initiatives)

Bachelor of Leadership for Change

Now that a solid cohort of learners (10+) has enrolled for March start, I am working on a series of profiles aimed at capturing their motivations. In short, projecting the core messaging of the degree through words/experiences/hopes of those attracted to programme. These can be rolled out at various intervals, with each tailored to avoid duplication.

The first draft of these has been completed and sent to the programme leader for feedback.

8. MATTERS FOR NOTING

8.1 Council Calendar

8.2 Executive Leadership Team Conflict of Interest Register

8.3 Minutes

8.3.1 Staff Subcommittee 5 October and 2 November 2017

8.3.2 Academic Board 14 November and 6 December 2017

COUNCIL CALENDAR 2018 - 19

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb
Audit Process												
Interim												
Signoff		13 April										
Forecast				1 June								
Budget												
Council Meeting Fridays	2 Mar	13 April OPAIC	4 May Placeholder	1 June	6 July	3 Aug Moeraki	7 Sept Placeholder	5 Oct	2 Nov	7 Dec Placeholder		1 Feb
Departmental Visits			4 May A Block Trades				7 Sept Food Design/ Manaaki					
Evaluation - Review - Report												
Function										14 Dec		
Photo			4 May									
Fees Set												
International				1 June								
Domestic								5 Oct				
Finance and Audit Ctee	1 Mar	12 April OPAIC 2pm	4 May 8am 31 May		6 July 8am	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb
Graduation	9 Mar									14 Dec		
Maori Pre-Grad	8 Mar									13 Dec		
Komiti Kawanataka Thurs at 8am	15 Mar	19 April	3 May 31 May		5 July	2 Aug	6 Sept	4 Oct	1 Nov	TBA	31 Jan	28 Feb
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy								4 Oct				
Strategy Workshop Approval												
OP Events			11 May Disting. Alumni Awards				3 Sept Spring Breakfast			7 Dec OP Staff Christmas Party		



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – STRATEGIC LEADERSHIP TEAM

Register to be maintained for the Strategic 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
31 January 2017	Jo Brady	Board Member, Te Au Turoa Dunedin Wildlife Hospital	None		
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	OP is 1/3 shareholder Potential only		
2 February 2018	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki (whānau) Matt Blair, Lecturer, OISA (spouse)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity Confidential information remains confidential

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
26 February 2018	Phil Ker	Board Member: <ul style="list-style-type: none"> – Malcam Trust – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics OPAIC Limited Partnership (Chief Executive of OP as Partner) Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	Possible subcontractor Possible competitor Possible bias Personal interests	Pecuniary Non-pecuniary Both	Transparency Non participation re OP candidates OP Policy
13 June 2017	Oonagh McGirr	None			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy

Staff Subcommittee of Council

Thursday 5 October 2017

8.30am – 9.30am

F 215, Mason Centre, Forth Street, Dunedin

Present: Jono Aldridge (Chair) Michelle Watt
Ian Barker Stuart Terry
Philip Ballard Sheena Roy
Mary Butler (via Skype for part
of meeting)

Apologies: Karole Hogarth Kay Lion
Mary Butler Kim Reay
Phil Edwards

In Attendance Steven Turnbull (for part of the meeting)

Minutes Paula Petley

1. Apologies	Accepted.
2. Minutes of Previous Meeting	Moved that the Minutes be accepted as a true and correct record: Philip Ballard / seconded Ian Barker.
3. Matters Arising	<p><u>Car parking</u></p> <ul style="list-style-type: none">– Jono has added SSCC as stakeholders for discussion on parking in upcoming campus developments.- Still waiting to hear back regarding ratio of staff to carparks- New university carpark in Albany Street has removed many cars from the streets but more spaces will be lost on the one-way when proposed Cycleway is built.- OP will lose parks when we vacate L Block and when A Block is redeveloped. There are options available at the Stadium and OP intends to get more there. <p>Steven Turnbull joined the meeting for discussion on carparking and systems at Agenda Item 7.</p> <p>Steven advised that if a staff member has a designated park they pay for it. Students have been issued with 'licence to hunt' tickets - first in first served.</p> <ul style="list-style-type: none">- University Park and Ride scheme has just started – we need to find out details.- Carparks at student village prioritised for students and staff running the complex. Any unused go back into the 'pool'.- Enquiries regarding carparks to Campus Services. <p><u>Student Food File</u></p> <ul style="list-style-type: none">– Needs of distance students or students outside of Dunedin campus not mentioned to date.

	<ul style="list-style-type: none"> - A Food File has been set up at L Block and at Poho. - Update from Ian Barker at Agenda item 6.
4. Council Minutes/Agenda Points to Note	Will not be a Council meeting 6 October due to staff on the Study Tour.
5. Leadership Council Updates	Senior Leadership Team working on strategy updates.
6 Student Hardship Update (Ian Barker)	<p>Ian reported on his meeting with OPSA. There has been an increase in demand for mental health/counselling as well as financial/food assistance – OPSA emergency fund has been well used this year.</p> <p>The issue of students ill prepared for tertiary study has been discussed previously – this is a big cause of workload issues for staff due to increased demand for pastoral care. Other difficulties faced by students include overcoming shyness, stigma, cultural differences. There is a need for psychologists and trained mental health practitioners. Anecdotally there is feedback from Living Campus staff of students using the gardens for stress relief (needs to be followed up).</p> <p>Student Success will pick up on students who self-identify in EBS if they have a medical condition.</p> <p>Organisational Research and Richard Humphrey from OISA conducted a survey into student health and wellbeing, receiving over 700 replies from Dunedin campus. One issue that came to light is the number of struggling international students. Many do not have enough for basic living after paying fees.</p> <p><u>Student Housing</u></p> <p>Anecdotal reports of some students having housing problems or sleeping in their car. It was suggested one dorm room be reserved in the Student Village for emergency accommodation – would need data on the level of actual demand.</p> <p>Actions</p> <ul style="list-style-type: none"> - Follow up with Student Sub-committee of Council whether students have raised accommodation concerns - Contact Campus Services / Tracey Howell re feasibility of reserving a room for emergency accommodation. - Follow up with a memo to Philip Cullen and Tracey Howell if there is a need and it is a viable idea.
7. OP Systems (Ian Barker)	<p>Ian raised the topic of staff having difficulty with the new 'log a job' system.</p> <p>Steven Turnbull explained the Service Project – (replaces previous log a job via Insite).</p> <p>Expected completion 21 December. Six or seven service areas will be in the system.</p>

	<p>ISS and Campus Services are currently 'live' – rest are in the self-discovery phase – these are areas that haven't previously had a case or job management system, such as Finance, Communications and the Design Hub. Customer Services about 75% complete and on target to be done by 21 Dec.</p> <p>The new system is a customer portal, staff no longer need to use INSITE. If a staff member is already logged into their browser they don't need to log in again to Service. The current 'landing' screen will be removed.</p> <p>The idea behind 'Service' is that a knowledge base is built up and people help themselves. If a job is logged service desk will assign to the appropriate area to resolve as much as possible and avoid ongoing email dialogue.</p> <p>The system is 'learning' and gathering a library of information. As it is 'out of the box' it can't be customised. It is acknowledged that some titles on the 'open a new case' screen are not intuitive. Steven explained that the reason for the 'how are you feeling' question is that the record of logged jobs will give an idea of whether a problem is ongoing and needs further investigation.</p> <p><u>Workload Issues</u></p> <ul style="list-style-type: none"> - Many of the stress points are around systems. Issues with staff not knowing how to use things properly. - It was suggested a mini-WES or Pulse Check survey around systems is held to get an idea of which systems people have the most issues with. - Suggested a video clip be produced to show how to use the system. <p>Communication to staff is needed on the new system – could be done when all the areas go 'live'.</p>
8. Any Other Business	Nil.
9. Next Meeting and Agenda Items	2 November 2017.
Meeting Closed	9.43 am.

ACTIONS SUMMARY

Action	Person	Completion
Student emergency accommodation – memo to Philip Cullen and Tracey Howell regarding possible reservation of dorm room	Jono/all	December
Student emergency accommodation – Jono check with Student Subcommittee if students are having issues	Jono	December
Systems – suggest Pulse Check be carried out – discuss with Stuart T	Jono	December
Systems – video clip – suggest to ISS	Jono	November

Staff Subcommittee of Council

Thursday 2 November 2017

8.30am – 9.30am

F 215, Mason Centre, Forth Street, Dunedin

Present:

Jono Aldridge (Chair)	Michelle Watt
Ian Barker	Sheena Roy
Philip Ballard	Jacquie Hayes
Mary Butler (via Skype)	Karole Hogarth
Barbara Dunn	

Apologies:

Kay Lion	Stuart Terry
Kim Reay	Phil Edwards

Minutes Paula Petley

1. Apologies	Accepted.
2. Minutes of Previous Meeting	Accepted.
3. Matters Arising	<p>Student Food File – one has been set up at L Block. Philip B to check location.</p> <p>Student Wellbeing – Mary advised that SSS and the chaplaincy team are dealing with student mental health issues. A locum has been appointed to replace Mike Wright while the position of Chaplain is advertised.</p>
4. Council Minutes/Agenda Points to Note	No Council meeting last month; nothing to update.
5. Leadership Council Updates	Learning and Teaching LC, staff reps and Leadership Council currently discussing strategic actions/goals.
6. Service – ‘How to log a case’ Video	Service Project – at the last meeting Steven Turnbull gave an informative overview of the support services. A video has been produced on the new process to log a job case. (Demonstrated). Available on Insite under the Resource tab.
7. Student Hardship Update	<p>Jono checked with convenor of Student Subcommittee of Council who support the idea of providing emergency accommodation. As discussed we feel it would be useful to have data to inform the proposed memo to Philip Cullen and Tracey Howell.</p> <p>Sheena will ask OPSA if there is a storage facility for linen, bedding, toiletries for students.</p> <p>Showers – known locations include Z Block, G Block, A Block.</p> <p>Action: > Paula check with Campus Services and advise OPSA.</p>
8. WES Preliminary data	Apology from Stuart Terry. Item will defer to future meeting.

9. Any Other Business	<p><u>Director of People and Culture</u> Ross Funnell has been appointed as Director: People and Culture, to replace Jan Hudson acting in the role. Ross will start 20 November.</p> <p><u>Replacement for Becca Black</u> Ray O'Brien, OP Online Learning Adviser, will replace Becca on this committee.</p> <p><u>Plinths in quad</u> SSCC is not aware of the purpose. It is believed the plinths are for artworks. We support the idea of art being incorporated into the garden.</p> <p>SSCC would like to know if there is a plan for installations and if this is being communicated to staff for input.</p> <p><u>Staff leave bank</u> This has been in the news lately where another organisation has implemented it. SSCC understands the Policy is with HR. However the idea of 'gifting' sick leave operates informally. SSCC would like to see the policy finalised, approved and rolled out.</p> <p>Action: ➤ Jono to follow up on Plinths and Staff leave bank.</p> <p><u>Flexible hours</u> SSCC supports the idea of the 4-day week and encourages staff to trial it over the proposed period in January.</p>
10. Next Meeting and Agenda Items	<p>The next meeting date 30 November 2017 clashes with the Assessment Conference. Next meeting tba.</p>
Meeting Closed	<p>9.06 am.</p>

ACTIONS SUMMARY

Action	Person	Completion
Showers – check with Campus Services re locations	Paula	Next meeting
Storage for student items – check if available	Sheena	Next meeting
Plinths and artwork - follow up with CS and Rebecca Hamid	Jono	Next meeting
Staff leave bank - follow up	Jono	Next meeting



Academic Board

Minutes of the **electronic** Academic Board meeting held on 14 November 2017

Responses from

1. Phil Ker (move)	Approve	14/11/2017	8.57am
2. Linda Kinniburgh (second)	Approve	14/11/2017	9.19am
3. Sue Thompson	Approve	14/11/2017	10.39am
4. Sally Baddock	Approve*	14/11/2017	8.57am (*except minutes - not in attendance)
5. Chris Morland	Approve	14/11/2017	11.41am
6. Marc Doesburg	Approve	14/11/2017	4.51pm
7. Janine Kapa	Approve	14/11/2017	5.04pm
8. Lesley Smith	Approve	14/11/2017	7.43pm
9. David McMaster	Approve	15/11/2017	9.49am
10. Leoni Schmidt	Approve	15/11/2017	11.41am
11. Brayden Murray	Approve	15/11/2017	3.21pm

Quorum (9) achieved 15/11/2017

1. Previous minutes from 18 September 2017 and 10 October 2017

A91.17 eAB minutes 18 September 2017, matters arising – none

Recommendation A91.17: That Academic Board approves the minutes of 18 September electronic meeting as a true and correct record.

Agreed: Phil Ker/Linda Kinniburgh

A102.17 AB minutes 10 October 2017, matters/actions arising:

Action summary:

- **Sue T** - Collate feedback on NZQA guidelines and feedback to NZQA, completed 1 November.
- **Pam T** - Circulate final tracked change version of Rights and Responsibilities for AcBd approval as per policy, (refer 14 November agenda item 2)
- **Pam T** - EduBit schedules, provide link to pathway when schedule being presented.
- **All members** - email name of alternate to attend Academic Board to Pam T by end of October - ongoing.

Recommendation A102.17: That Academic Board approves the minutes of the 10 October meeting and note the actions/matters arising.

Agreed: Phil Ker/Linda Kinniburgh

2. **A103.17 Students Rights and Responsibilities** – annual amendment to website published information, edited text attached for approval.

Reference actions from minutes A102.17 (papers for noting A99.17 re policy AP0508 Student Rights and Responsibilities) and subsequent Academic Board approval of the web published Student Rights and Responsibilities information.

Please approve the changes to the Students Rights and Responsibilities to be updated on the website. Ignore any additional character and line spaces in this pdf copy as it has been extracted from the website then manually edited. The tracked changes will be made to the website directly once approval has been granted.

Action: Pam - make some additional minor changes to text, reorder Māori Learner Support section, and include macrons throughout.

Recommendation A103.17: That Academic Board approve the amendments to the Students Rights and Responsibilities for publication on the Otago Polytechnic website.

Agreed: Phil Ker/Linda Kinniburgh

3. **A104.17 Edubit Schedule November 2017** – scheduled circulated

Pathway to documents <J:\Shared\Programme Development\EduBits - OERu - Microcredentials\EduBits>

Recommendation A104.17: That Academic Board approves the Edubit schedule as listed.

Agreed: Phil Ker/Linda Kinniburgh

4. **A105.17 Type 1 changes and Certificate of Proficiency enrolments** – tables circulated

Recommendation A105.17a: That Academic Board approves the Type 1 Changes as listed.

Agreed: Phil Ker/Linda Kinniburgh

Recommendation A105.17b: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments for students as listed.

Agreed: Phil Ker/Linda Kinniburgh

5. **A106.17 Type 2 change - NZ3030 NZ Diploma in Building Surveying (Level 6)**

Background: Otago Polytechnic currently holds accreditation to deliver the above programme of study (FutureSkills' programme). FutureSkills have submitted a type 2 change application, but we have been advised by NZQA that Otago Polytechnic cannot be included in the application due to NZQA's system issues. Therefore, we have to file our own type 2 change application once FutureSkills has received approval from NZQA. This timing is likely to occur outside of a normal Academic Board cycle and during a holiday period and therefore, in the interest of time, an approval is sought now.

Recommendation A106.17: That Academic Board approves the Type 2 changes to NZ3030 New Zealand Diploma in Building Surveying (Level 6).

Agreed: Phil Ker/Linda Kinniburgh

6. **A107.17 Type 2 Change - OT5081 Bachelor of Culinary Arts**

Entry Criteria – update UE requirements. This change was approved as a Head-of-School Authorisation in April 2014, and updated in the programme document, but the change was never processed at NZQA/TEC. We now need to make an application to both NZQA and TEC in order for the correct UE criteria to be reflected in the KIS data at STEO and on our own website.

Recommendation A107.17: That Academic Board approves the change to Entry Criteria for OT5081 Bachelor of Culinary Arts

Agreed: Phil Ker/Linda Kinniburgh



Academic Board

Minutes of the **electronic** Academic Board meeting held on 6 December 2017

Responses from

1. Sue Thompson (move)	Approve 6/12/2017 9.19am
2. Sam Mann (second)	Approve 6/12/2017 9.34am
3. Megan Gibbons	Approve 6/12/2017 9.46am
4. Linda Kinniburgh	Approve 6/12/2017 10.21am
5. Ron Bull	Approve 6/12/2017 3.10pm
6. Chris Morland	Approve 6/12/2017 3.43pm
7. David McMaster	Approve 6/12/2017 3.50pm
8. Oonagh McGirr	Approve 6/12/2017 3.50pm
9. Marc Doesburg	Approve 6/12/2017 4.21pm
10. Brayden Murray	Approve 7/12/2017 1.58pm

Quorum (9) achieved 6/12/2017

1. Type 1 Changes and Certificate of Proficiency Enrolments – [A109/17](#) paper circulated

Recommendation A109/17a: That Academic Board approves the Type 1 Changes as listed.

Agreed: Sue Thompson/Sam Mann

Recommendation A109/17b: That Academic Board approves the individual Paths of Study for Certificate of Proficiency students as listed.

Agreed: Sue Thompson/Sam Mann

2. Quality and Approvals Committee recommends to Academic Board the following programmes of study for NZQA Accreditation and Approval.

[A110/17](#) (QAC44/17) NZ3490 New Zealand Certificate in Avalanche Risk Management (Level 5)

Recommendation A110/17: That Academic Board the approves the programme of study for NZ3490 New Zealand Certificate in Avalanche Risk Management (Level 5) for NZQA accreditation and approval.

Agreed: Sue Thompson/Sam Mann

[A111/17](#) NZ3492 New Zealand Certificate in Introductory Snowschool Instruction (Applied) (Level 4) (Ski) or (Snowboard)

Recommendation A111/17: That Academic Board approves the programme of study for NZ3492 New Zealand Certificate in Introductory Snowschool Instruction (Applied) (Level 4) (Ski) or (Snowboard) for NZQA accreditation and approval.

Agreed: Sue Thompson/Sam Mann

3. EduBits approval - [A112/17](#) EBT600076 Electric vehicle drive systems diagnosis.

Recommendation A112/17: That Academic Board approves the Edubit for delivery as listed.

Agreed: Sue Thompson/Sam Mann

4. General business for noting – [A113/17](#) NZQA site accreditation Master of Professional Practice - Auckland International Campus

Recommendation A113/17: That Academic Board notes the NZQA site accreditation approval for the Master of Professional Practice at Auckland International Campus.

Agreed: Sue Thompson/Sam Mann

Council Closed Agenda



Meeting to be held: 9.15am 2 March 2018
(Council only at 9.00am)
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local government Official Information and Meetings Act 1987

Move that the public be excluded from the following parts of the proceedings of this meeting,
namely.-

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution
Minutes of the closed section of the Council meeting held on 3 November 2017 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j))	48 (a)
Matters arising (Reason (i))		
Reporting Timeframes (Reason (i))		
Chair's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Chief Executive's Report (Reason (i))		
Work Environment Report (Reason (i))		
OPAIC Quarterly Report (Reason (i))		
Finance and Audit Committee Report (Reason (i))		
Finance Reports (Reason (i))		
Executive Leadership Team Report (Reason (i))		
Safety and Wellbeing Report (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i))		
Additional Agenda Items (Reason (i))		