

# Chief Executive Bulletin

April 2012



## CPIT March Council meeting

Minutes of this Council meeting will be available after their confirmation at the Council meeting on 24 April at the following link on the CPIT website

<http://www.cpit.ac.nz/about-us/governance-management/cpit-council/meetings>

Key points from the 27 March 2012 Council meeting are:

1. Correspondence received from the Tertiary Education Commission confirmed that the CPIT Financial Monitoring Framework risk rating has moved from Low to Moderate and the resulting requirements for a formal reporting schedule.  
  
Please note, however, that this means that CPIT has maintained a Low risk status but was moved to Moderate as a result of the uncertainty of the post-earthquake environment.
2. The Chair, Jenn Bestwick, reported on the following:
  - 2.1. The Minister of Education Hon Hekia Parata attended a meeting to discuss the Canterbury Tertiary College (CTC) and the key points from meeting were:
    - a. Encouragement of ongoing development and future expansion opportunities of the CTC model.
    - b. Understanding and learning from challenges faced.
    - c. Partnership of ITP sector opportunities.
    - d. Interest in the CTC model has been expressed from the Principal of Lincoln High School.
  - 2.2. CPIT Strategic Plan 2011-2013 Launch at both the Madras Street Campus (22 March 2012) and Sullivan Avenue Campus (26 March 2012). Both well attended by staff and positive feedback was received.
  - 2.3. Canterbury Tertiary Alliance – An overseas marketing strategy is being developed and the report on alliance opportunities requested by the Minister is being prepared.
  - 2.4. Healthy Christchurch - Following discussion with the General Manager of Community and Public Health work is being undertaken with a focus on trades in the Canterbury rebuild.
  - 2.5. In response to a question regarding staff retention it was noted that generally CPIT cannot compete with industry rates and that an HR Strategy is being developed which will include a retention strategy.
3. The Chief Executive, Kay Giles reported that:
  - 3.1. Enrolments continue to trend towards successfully achieving the annual target. An exercise is currently underway to reallocate EFTS across CPIT in order to manage the mix of provision.
  - 3.2. Youth Initiatives are a focus of TEC/MOE and secondary schools with emphasis on:
    - a. Student Achievement Component data available early March.
    - b. Flexibility in secondary school culture and practices to meet the market.
    - c. TEC considers CPIT is at the forefront of youth initiatives and is encouraging expansion of pathways and opportunities to explore the co-design of programmes.
  - 3.3. Work is underway with Hagley Community College to expand pathways and co-design programmes.

- 3.4. CPIT has entered into an arrangement brokered by the Metros Group and referred to as the Mosaic Initiative. The initiative is a partnership between the Future Cities Group, Microsoft, the Ministry of Science and Innovation and the Economic and Development Agencies of NZ. They are being supported by the Canterbury Employers Chamber of Commerce to more effectively link business with productivity through technology.
4. Auditors are currently reviewing CPIT's 2011 accounts and discussion is continuing over recognising income in 2011 for insurance payments to be received in the future.
5. The 2011 Annual Report draft is well advanced and on track for sign off at the April Council meeting.
6. The Council approved the Common Seal and Bank Authorities and Signatories policy with some minor changes to reflect the current structure. Following discussion of the principles in the Disclosure and Management of Conflicts of Interest policy it was agreed to soften the clause around participation to be at the discretion of the Chair on a case by case basis and to take the amended policy to the April Council meeting for approval.
7. The Council Work Programme for the next meeting on 24 April includes
- 7.1. Maori Educational Issues – Information paper from management
  - 7.2. Final approval of 2011 Annual Report
  - 7.3. Report on Affixing of Common Seal
  - 7.4. Graduate Outcomes Survey
  - 7.5. Auditors presentation
  - 7.6. Development of the Investment Plan – TEC priorities and timelines
  - 7.7. Workshop: Master Plan
8. Following the meeting Council participated in a continuation of its workshops in preparation for EER similar in content to those conducted with staff by Deborah Young and Shirley Wilson.

## **Te Kāhui Manukura**

### **1. Reallocation of EFTS**

The first semester enrolments and likely further intakes are being analysed with a view to reallocation of internal targets to ensure that CPIT achieves its goals for 2012. Marketing and business development activities, together with reallocation of resources to align with enrolments will be undertaken as part of the reallocation process.

### **2. Report on the Canterbury Tertiary Alliance**

The three Canterbury tertiary providers have produced a report for the Minister for Tertiary Education which identifies potential areas for collaboration in marketing (especially international marketing), educational pathways and experience and capital assets.

### **3. Policy and Procedures**

Te Kāhui Manukura approved three reviewed policies. Information on CPIT Policies and Procedures can be found on the Infoweb.

### **4. Forward Work Programme for Te Kāhui Manukura**

4.1. Te Kāhui Manukura agreed to the following Work Programme:

- a. Oversight of "Outcomes of Organisational Change" implementation
  - i. Education and Applied Research Administrative Alignment
  - ii. Performance Reporting Framework and Functional Plan monitoring
  - iii. Policy and Procedures review and approval
  - iv. Workforce Capability Framework approval and implementation
  - v. Trades, Architecture and Engineering further development activities

- b. Key organisational activities
  - i. EER
  - ii. Investment Plan Development
  - iii. Portfolio Mix
- c. Oversight of Projects
  - i. Master Planning
  - ii. Knowledge Transfer Strategy
  - iii. SMS Implementation
  - iv. Stakeholder Engagement Framework
  - v. Canterbury Tertiary Alliance

## **5. Investment Plan 2013-15**

- 5.1. The TEC have release the Initial Plan Guidance for Investment Plans 2013-15. TEC priorities for this investment period are:
- a. A bigger and clearer economic contribution to society
  - b. More learners engaged in study toward STEM qualification
  - c. Managing for performance
  - d. Better outcomes for Māori and Pacific learners
  - e. Information for learners
  - f. Pathways and transitions
  - g. Literacy, language and numeracy
  - h. International education
- 5.2. Te Kāhui Manukura will oversee the investment planning process with plans due for submission to TEC by the end of August 2012.

## **6. Smoke Free Policy**

This policy was approved and a group will be established to plan implementation for September 2012.

## **7. Māori Exemplar Project**

Te Kāhui Manukura was advised of arrangements for professional development in the Māori exemplar tool for 2012.

## **EER Scoping Visit**

The NZQA External Evaluation and Review (EER) scoping visit took place on Friday 16 March 2012 with Judith Brown, Syd King and Peter Hodder (Lead evaluator) all representing NZQA attending the meeting. Senior managers gave an overview of strategic direction, and self-assessment and evaluation at CPIT, followed by a detailed discussion to choose the focus areas for the EER visit at the end of April. Governance and Management and International are both mandatory focus areas. Thirteen programmes have been chosen covering the breadth of CPIT's offerings.

NZQA is also keen to learn more from our response to the earthquake, so this will be a theme through all focus areas. We will now concentrate on ensuring staff are able to articulate and provide appropriate evidence around self-assessment and continuous improvement.

[Programmes to be reviewed](#) during the EER visit.

As we move towards the EER Visit (30 April – 4 May) we will be adding further information on the Infoweb in the [Academic Quality](#) section.

## Academic Board – Report from meeting held on 29 March 2012

### 1. Policy Framework for Teaching and Learning

The purpose of the framework and its relationship to the Design, Development and Approval of Programmes policy was discussed. A one page summary will accompany the framework and will be distributed on the Infoweb for everyone to become familiar with.

### 2. Board of Studies Terms of Reference

The terms of reference were approved for the establishment of the Department Board of Studies under the new structure. All delegations have been aligned alongside this document. Academic delegations formerly to the Dean of Faculty or Head of School are now to the Head of Department. The Department Board of Studies will report to the Academic Board twice a year.

### 3. Policy Updates

3.1. Programme Consultation networks – re-approved

3.2. Continuous Improvement and Self-Evaluation at CPIT – Working party formed to finalise

3.3. Research and Knowledge Transfer – working party formed to finalise

### 4. NZQA Draft Rules for Training Schemes

Training Schemes are fewer than 40 credits (with no minimums). As new Training Schemes are approved within CPIT each will be looked at on a case by case basis to decide the outcome title given to them. Further clarification is being sought to ascertain whether a number of completed Training Schemes can lead to a qualification.

### 5. CAPL

It was agreed

- that in future CAPL representation on Degree Assessment Panels be extended to include SASMs who are active in research.
- the Tertiary Education Qualification statement be used for CAPL and to encourage wider application of the statement.