

# Te Komiti Ako | Learning and Teaching Committee



## NGĀ ĀMIKI/MINUTES

**Rā Date:** Friday, 31 March 2023  
**Wā Time:** 10.00 am  
**Wāhi Venue:** Council Chamber Level 6 Matariki and via Zoom

**Tangata i tae mai Present:** Professor C Moran (Chair), S 9(2)(a) OIA  
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**Tangata i tae mai In Attendance:** S 9(2)(a) OIA

**Whakapāha Apologies:** S 9(2)(a) OIA

**Welcome:** The Chair said that as this was S 9(2)(a) final meeting, she would like to acknowledge S brilliant contributions to the committee and wish S well in his new role at the S 9(2)(a) OIA. She also noted that S 9(2)(a) OIA e was leaving UC today and wished to record her appreciation for all S mahi to the LTC. S 9(2)(a) was moving to pursue her research passion in the S 9(2)(a) OIA.

### 1. Minutes of the previous meeting

**Moved by the Chair:**

That the minutes of the LTC meeting held on 24 February were a true and accurate record.

*Carried*

### 2. Matters Arising

At the previous meeting, a member had asked the TQM group to consider ways that staff can be incentivised to engage with the Teaching Quality framework. The group had responded that they think the new promotions framework is sufficient incentive but that as with any new endeavour, there would be a watching brief on how it settles in.

### 3. Chair's Report

Congratulations to S 9(2)(a) from the S 9(2)(a) OIA who has achieved her S 9(2)(a) Fellowship.

### 4. Faculty Learning and Teaching Plans

The Chair reminded members that the UC Learning and Teaching Framework was approved at the end of 2022, so now each faculty had been asked to think about how it might connect faculty work with the institutional strategy and the Framework. The previous meeting had received information from Business and Education.

- S 9(2) reported tha S had sent out two calls to colleagues in Arts to contribute. Several themes were emerging from departmental feedback, and S was hopeful that an initial strategy would be drafted by mid-year.

- S █████ said that the Science LTC was meeting later in the day and that priority areas would be circulated to School LTCs for their input alongside views of the Faculty leadership team.
- S █████ noted that the topic had been raised at the Engineering LTC, but it was still at an early stage of discussion.

This would continue as a regular agenda item over the coming months with short updates from each faculty.

## 5. UC Teaching Medal and Teaching Awards 2023

Council had requested information on the awarding process for each of the University medals and a description of the process was included in the agenda papers. The papers also included some minor updates to the teaching awards process for 2023. It was intended that the teaching medal and awards would open at the end of April with a closing date of the end of July.

S 9(2) suggested that the term ‘outstanding’ was best replaced by ‘teaching transformation’ however he felt that over the last few years there had been a few changes to requirements so suggested that a period of relative stability without changes would be beneficial. S █████ confirmed that he anticipated that nominations would mainly arise from the Faculty LTCs but the call for nominations would be open to all.

## 6. Universal Lecture Capture – Implementing a UC Policy

The Chair reminded members about the discussions which had taken place in 2020 around universal lecture capture but had been paused due to the disruptions of covid. Now that teaching was returning to a steadier state, it was time to revisit the policy and ensure that the lessons learnt during teaching in lockdowns were incorporated. At the time that the Academic Board endorsed the proposal to develop a policy, it also endorsed further work around IP, copyright and technical improvements to recording lectures. There were also clear statements about what would not be recorded including workshops, tutorials and labs.

The University of Auckland policy was circulated. The Chair thanked S 9(2) for recommending it as it clearly outlined expectations, legal and practical issues S 9(2) suggested that as the discussion moves forward, privacy experts should be consulted. He cited the case of an MBA guest lecturer whose interactions with students had also been recorded – but they had not explicitly given their permission for their recording to be shared. S 9(2) commented that in a passive discussion with no students identified, this was unlikely to cause difficulties. S 9(2) added that Echo recordings contained a message saying that the contents could only be used for learning. S 9(2) said that she was trying to engage students more, for example by learning and using their names, so this might inadvertently be used to identify them. There were also concerns expressed that staff might begin to label all of their content as ‘workshops’ to try and avoid lecture capture, but if this meant that they were also increasing the engagement with students and learning in their teaching, this was probably the most important element. The Chair noted that good lecture recordings take time, and that this is not always reflected in the current workload model.

Members agreed that the technical support for lecture capture would need to be addressed – some students could not access sufficient bandwidth to stream videos. It was currently time consuming to edit videos if material needed to be removed, and there was now very little delay in videos being made available in which to do any editing. Lecture recordings did not always pick up student interaction in the room – but S 9(2) suggested that students would need to accept that for the convenience of having their lecturer recorded and that the ideal learning experience would be to attend lectures in person where possible. Members were happy to report that generally attendance at lectures had improved in 2023 – the Chair said that timetabling information confirmed that attendance has been higher in 2023 than pre-covid in 2019. She said that some

data was available to share but this was not consistent across all spaces. S 9(2) said that attendance had been S 9(2)(b)(ii) OIA. S had been promoting a number of initiatives to improve engagement include an attendance cake challenge, building a sense of a student cohort and more regular meetings. S was also encouraging more meetings with student reps to explain the importance of course evaluation and feeding back what was implemented from previous student comments. S hoped to build up more of a partnership with second, third- and fourth-year students to understand what was working well for them. Lecture recording is here to say so staff are making the best of it, building on their recent experiences.

The Chair said that she was intending to extend her team’s symposia with staff during the year – they had started with work on ChatGPT, and she hoped that the next quarter there would be sessions around engagement coordinated by S 9(2)(a). There was shared discussion around why some students were not attending in person as they lacked sufficient study skills to keep up with the work and were reluctant to attend in person and so got further behind. She said that she would like Academic Skills Centre and study skills to be an item for discussion at a future meeting.

Members agreed that work should begin on a comprehensive policy immediately, informed by the University of Auckland policy. This could be followed by work on specific issues such as finding a technical solution to a ‘pause’ button for lecturers to hit during recordings and making clear that there is a distinction between livestreaming and lecture capture.

**7. General Business – S 9(2)(g)(i) OIA**

S 9(2) [REDACTED]  
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The report in Section B was received.

The meeting closed at 11.10 am.

Professor C Moran (Chair).....

Date.....