

Excerpt 1:

EXECUTIVE COMMITTEE MINUTES	
Wednesday, 11 March 2021	
Boardroom	
9:00am – 10:00am	
Present	P. Mathew (Chair); W. Swain; B. Davies; C. Elliffe; G. Hema; A. Marama; M. Roberts; R. Southall
In Attendance	In Attendance Y. Philander (Minute Taker)
Apologies	G. Paterson

Ref	Topic	Action/Decision	Status/Responsibility
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4.	AD AND DFO REPORTS		
	TEACHING AND LEARNING (M. ROBERTS)	<p>ADTL noted all exams in semester two would be online and by default run through Inspira and not Canvas. There would be an opt-out program that would allow an opt-out to be raised with the ADTL or Head of Department. From semester two everyone will be required to use Inspira.</p> <p>Nine of the thirteen courses are already on Inspira. ADTL was going to send out communications to staff to advise on the process. Lecturers would need to make time to take students through Inspira before exams and central services would also provide a tutorial</p> <p>DD questioned what training would be provided to staff. He also noted that the training should not be optional but compulsory to all staff.</p> <p>ADTL noted that staff would not be uploading their exams and that exams would be uploaded by the academic services team and therefore staff would not need to learn the system in that regard but that he would look into providing training for marking and saving marks. ADTL would investigate tutorials from Inspira and enquire whether Academic Services could assist in providing in-person training.</p> <p>...</p>	NOTED

Excerpt 2:

<p>FINAL Academic and Teaching & Learning Committee Minutes 12:00 pm – 2:00 pm Thursday 18 March 2021 Boardroom and via Zoom</p>		
<p>PRESENT:</p>	<p>Marcus Roberts (MAR, co-convenor) Bronwyn Davies (BLD, co-convenor) Warren Swain (WMS) John Ip (JCI) Louise Allan (LHA) Karen Fairweather (KF) Katherine Sanders (KAS) Jayden Houghton (JJH) Oriell Kelly (OK) Anna Yu (AY, AULSS EVP Representative) Olivia Thomas (OT, AULSS EVP Representative)</p>	
<p>IN ATTENDANCE:</p>	<p>Serena Liang (SL) – minute taking</p>	
<p>1. APOLOGIES & WELCOME</p>	<p>Apologies from BLD and OT.</p>	

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<p>7. Online exams in Semester 1 and Semester 2 (for noting)</p>	<p>Messages to students via Canvas and University website: All Law exams taking place at the end of semester One and Two will be held online. These will be time limited, non-invigilated exams. There will not be a 24-hour window to answer these exams. This will be the case regardless of alert level. All law exams will necessarily have to be open book.</p> <p>MAR and LHA stated that the New Zealand Council of Legal Education (CLE) has waived the invigilated requirement and is aware of the new exam condition (online, non-invigilated and time-limited) this year.</p> <p>[scope]</p>	
<p>8. Use of Inspera for online exams (for discussion)</p>	<p>MAR noted that Inspera would be used for online exams in Semester One and Two. Inspera offers several benefits over Canvas for delivering online exams for staff and students, including improved exam experience, consistency of online delivery, additional automated and shared marking capability and grading workflow. WMS commented that the University has</p>	

	<p>committed to a long-term transition to digital assessments through Inspira online and this experience will provide the basis for online assessments in the future, including invigilated computer-based assessments using Inspira. LHA mentioned that Inspira was designed for exam purpose and would be supported by Exams Office for technical issues. LHA noted that Scott and Nikki were both Inspira champions. MAR would check with them and gather feedback. AY asked the difference between Inspira and Canvas. MAR explained that Inspira works with unstable internet connections and provides consistent experience for on and offshore students. MAR noted that course directors would let students practise using Inspira prior to the exam. LHA indicated that the Inspira practice tests have been available on the University website.</p>	
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Excerpt 3:

EXECUTIVE COMMITTEE MINUTES	
Wednesday, 16 June 2021	
Boardroom/Zoom	
1:00 pm – 2:00pm	
Present	P. Mathew (Chair); W. Swain; V. Cogliati-Bantz; B. Davies; C. Elliffe; A. Marama; G. Patterson; M. Roberts; R. Southall
In Attendance	In Attendance Y. Philander (Minute Taker)
Apologies	None

Ref	Topic	Action/Decision	Status/Responsibility
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4.	BRONWYN DAVIES (ADA)	<ul style="list-style-type: none"> • Cheating [withheld under section 9(2)(g)(i) of the OIA] - DD noted that the Faculty needed to be clear on practices that are being used to avoid cheating should it be questioned. - The Chair questioned whether an exemption should be requested in Semester II for invigilated exams for LAW131 and LAW141 instead of sticking to the online policy. - The Committee agreed that the Faculty should apply for the ability to change the exam process. - The Chair noted there could not be closed book exams. 	
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Excerpt 4:

<p>DRAFT Academic and Teaching & Learning Committee Minutes 12:00 pm – 2:00 pm Thursday 5 August 2021 Boardroom and via Zoom</p>		
<p>PRESENT:</p>	<p>Marcus Roberts (MAR, co-convenor) John Ip (JCI, co-convenor) Warren Swain (WMS) Louise Allan (LHA) Karen Fairweather (KF) Katherine Sanders (KAS) Oriel Kelly (OK) Ed Willis (EMW) Anna Yu (AY, AULSS EVP Representative) Olivia Thomas (OT, AULSS EVP Representative)</p>	
<p>IN ATTENDANCE:</p>	<p>Serena Liang (SL) – minute taking</p>	
<p>1. APOLOGIES & WELCOME</p>	<p>Apologies from JJH.</p>	

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<p>5. In-person Exams in Semester Two (for noting)</p>	<p>MAR noted that the final policy document from the University about in-person exams had been confirmed. The exams for Law courses required by the CLE would be invigilated and on-campus in Semester Two. Students in those courses had been notified by email. MAR emailed course directors and encouraged them to clarify with students the reasons behind the proposed change.</p>	
<p>6. Use of Inspira for online exams for Semester Two (for noting)</p>	<p>1. MAR noted that the faculty would check with Exams Office whether it would be possible to have these exams invigilated and on campus but still have them typed in Inspira. Potentially, students would sit the exams in a designated location such as computer labs. MAR would notify course directors when there is an update.</p> <p>[scope]</p>	<p>[scope]</p>