

Minutes of TESOLANZ Executive Meeting: 15 October 2024 6.45 – 8.30pm

Present: Gwenna Finikin (President), Christine Hanley (Secretary), Margi Memory (Treasurer), Julie Luxton (Branch Liaison), Mark Dawson-Smith (Publications)

1. Standing Items

- a. **Apologies** – Lucy Macnaught, Juliet Fry
- b. **Minutes of the Previous Meeting**
 - i. Appendix A – Accepted as tabled
 - ii. Moved: Margi Memory / Seconded Gwenna Finikin Carried
- c. **Matters Arising**
 1. AGM review
 - a. For future AGMs, there is a need for a countdown framework to check off required actions pre-AGM
 - b. **ACTION:** Gwenna and Julie will convene a training meeting with branch chairs
 - c. **2025 AGM event:** To be discussed at the December meeting
 - d. Plan for middle weekend of October midterm break
 - i. **ACTION:** All Executive members to bring ideas / themes/ suggested speakers to December meeting
 2. Microsoft – Margi and PLD – Lucy
 - a. Not opened as yet.
 - b. **ACTION:** Gwenna to write an email to Microsoft authorising the opening of a new account. Email to include that the Executive met on 15 October and approved that an additional TESOLANZ account be opened.
 3. Google account – the decision was made at the August meeting to proceed with a Microsoft account.
 4. Copyright NZ – Mark: Margi issued an invoice as requested by Mark and payment has now been received. This was not a significant amount but still represents an additional income stream.
 5. TESOLANZ Journal – Mark: The TESOLANZ Journal is a valuable avenue to provide value to TESOLANZ members (and beyond as evidenced by the Copyright NZ income). For the Journal to remain viable, members need to submit articles. Mark has been in communication with the Journal editor, Olly Balance, who is experiencing considerable difficulty in sourcing content for the Journal – to date only one article has been confirmed for the next edition due in late November/early December. Likely factors influencing this are the strain currently being experienced in the tertiary sector and an inactive Tertiary SIG.

Olly has suggested publishing in April 2025 with a refreshed Call for Articles with submission in February 2025. For further discussion is whether this means two Journals to be published in 2025. This will depend on whether there is an increase in the number of submissions.

- a. **ACTION:** Mark to ask Olly to provide a notice with the new submission date for publication in the upcoming TESOLANZ newsletter.
 6. IATEFL membership – Gwenna reported that this has now been renewed.
 7. BOPTESOL account – Julie: still a work in progress.
 8. SIG leader succession – Juliet: deferred to next meeting.
- d. **Executive Reports**
- a. Appendix B: President’s report – as tabled.
 - i. Noted that no other reports were tabled as all other portfolio holders provided a report at the AGM held on 12 October.
 - b. Reports accepted as tabled:
Moved: Mark Dawson-Smith Seconded: Julie Luxton Carried

2. Agenda Items

1. NZQA English language micro-credentials design and development subject expert panel – email from Nigel Evans, NZQA: Appendix C
 - i. **ACTION:** Mark will invite Sally Conway at Unitec to be the third person.
 - ii. **ACTION:** Gwenna will let Nigel know that the Executive has identified a candidate and will confirm asap.
2. Feedback from Tertiary/Secondary discussion 12 October – Appendix D
 - i. Mark agreed that his powerpoint from the meeting can be made available on the TESOLANZ website.
 - ii. **ACTION:** Gwenna to ask Marty to post the powerpoint presentation in the Members section of the website.
3. Tertiary SIG leadership and steering group
 - i. **ACTION:** Gwenna to communicate the Executive’s appreciation to George Horvath for his contribution to the Tertiary SIG in 2024.
 - ii. **ACTION:** Juliet, Gwenna, and Mark to draft a call for expressions of interest in joining the Tertiary SIG steering group
 - iii. **ACTION:** Gwenna to distribute the call for EOIs to all members
 - iv. **ACTION:** Juliet, Gwenna, and Mark to draft a notice for EOIs to be published in the upcoming TESOLANZ newsletter.
4. TESOLANZ newsletter print-friendly version
 - i. After some discussion, it was agreed that Mark will write a letter to the editor to be published in the upcoming TESOLANZ newsletter with directions on how members can print a copy with dark text on a light background if they wish.
5. Secondary membership survey and letter – Juliet: deferred to next meeting.
6. Name change for TESOLANZ – deferred for discussion at the February 2025 meeting.

7. **ACTION**: All Executive members to research best practice in this endeavour and come prepared to discuss.

3. Any other business

1. Gwenna noted that now the revised Constitution has been accepted at the AGM on 12 October, she will submit it to Companies Office,

Meeting closed: 8.30pm

Appendix B

President's report

15.8 Language Alliances meeting

23.8 Meeting of the Curriculum Voices Group - Maths

26.8 Sat in on the SIG meeting in preparation for the meeting with the ministry people

2.9 Received the article by Daniel Xerri on mentoring presidents that I was interviewed for.

4.9 Attended a local NZEI meeting where I promoted TESOLANZ to Tangi Utikere, Rt Hon Adrian Rurawhe, Mark Potter, and Warwick Smith - the journalist who got me on the front page two years ago.

10.9 Meeting of the Curriculum Voices Group - English

11.9 Received a reply from Erica Stanford encouraging us to fill in the survey for the English curriculum rewrite (hosted a Primary SIG event about this)

31.9 Met with AEMS Australia

8.10 Met with local MP Tangi Utikere as TESOLANZ rep to present the Languages Alliances book.

Appendix C

From: Nigel Evans <Nigel.Evans@nzqa.govt.nz>
Sent: Friday, 11 October 2024 10:44 am
To: TESOLANZ President <president@tesolanz.org.nz>
Cc: Mark Dawson-Smith <mark.dawson-smith@wintec.ac.nz>; Hanna Svensson <hanna@etc.ac.nz>
Subject: RE: Requesting TESOLANZ endorsements for NZQA English language micro-credentials design and development expert panel

TO: Gwenna Finikin

President – [TESOLANZ](#)

Kia ora Gwenna,

NZQA English language micro-credentials design and development subject expert panel

NZQA is seeking TESOLANZ Executive endorsement of three tertiary sector members involved in the marketing and teaching of short-term English language programmes of study to international learners, who will be available to contribute their knowledge and expertise to the design and development of a common suite of micro-credentials that can be used nationally by tertiary providers.

TESOLANZ Executive has already endorsed Hanna Svensson and Mark Dawson-Smith to engage with this project and consult with members. Please endorse one other. We can then begin to set a time for an initial conversation to consider next steps and confirm when panel members will be available to start working .

The purpose of the expert panel will be to initially scope the purpose and high-level outcomes of a suite of micro-credentials related to the target learner group - international English language learners . Terms of Reference (TOR) will be developed shortly.

Over the next two years all short-term English language programmes that are currently considered to be training schemes will need to transition to micro-credentials. Micro-credentials were introduced by NZQA in 2018 through changes to the Training Scheme Rules. Please note attached *Guidelines*.

Thank you and the Executive for your continued support and guidance.

Ngā mihi,

Nigel

Nigel Evans

Qualifications Development Facilitator | Kaitakawaenga Whakawhanake Tohu Mātauranga

National Qualifications Services

Assessment & Moderation | Aromatawai me te Aromātairua

Assessment Division | Wāhanga Aromatawai

125 The Terrace | PO Box 160 | Wellington Pōneke 6011

New Zealand Qualifications Authority | Mana Tohu Mātauranga o **Aotearoa**

Appendix D

Notes and questions from discussion 12 October 2024 – noted by Christine Hanley

- Can attendees have a copy of Mark Dawson-Smith's ppt as presented by Lucy Macnaught at the meeting?
- Athlyn Watt noted that the inclusion of 'English Language' in the names doesn't apply to EAP.
- Why are the CEFR levels not included anymore?

Notes taken at secondary teacher discussion 12 October 2024 by Gwenna Finikin

- Teachers need more support for assessment.
- How many teachers actually use CEFR levels? Most use ELLP
- CAA - can there be a different pathway for our students?
- The assessments are in excess of where they should be.
- The alternative pathway for ELLs has been removed.
- The 10 credits obtained from the pathway can't be used towards the 60 credits.
- CAA: Students sit when they are ready, which is often a year later than their peers.
- CAA Vs alt pathway
- More feedback from the CAA markers would be useful
- A rubric would be useful, especially for the reading.
- The writing marking will be done on-line and students don't get their scripts back.
- The main issue with the Level 1 standards is that the Ministry workers move on so what was promised gets side-lined. For example, now the students are assessed against the bell curve.