



minutes

RŌPŪ WHAKAAE MĀTAURANGA | ACADEMIC APPROVALS COMMITTEE

Date:	Wednesday, 17 April, 2019
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Building 110-2019

MEETING OPENED: 13.00hrs

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

Welcome from the Chair

The Chair welcomed the Committee Members and opened with a karakia.

Item 1 Terms of Reference (2019)

The purpose of the committee and its Terms of Reference were discussed.

Item 2 Committee Membership (2019 in progress)

The Chair highlighted that we were waiting on the confirmation of members from some Schools.

SECTION 2 STANDING ITEMS

Item 3 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Mema Poāri Tae Ā-Tinana | Board Members (2019) Present or Late

1. Simon Tries (Chair)
2. Jackie Tims
3. Maura Kempin
4. Veraneeca Taiepe

5. Rakesh Patel
6. Patrick Dodd
7. Chris Carson
8. Hamid Sharifzadeh
9. Prabhat Chand

Total members present: 9 member/s

Apologies

1. Sue Wake
2. Tracy Chapman
3. Nikki Hurst

Total apologies: 3 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Prabhat Chand
Seconded: Patrick Dodd

MOTION CARRIED

Absences

1. John Davis

Total absences: 1 member/s

Hunga Mahi | Staff in Attendance

1. Luan Rose (Secretary)
2. Steve Marshall
3. Debra Robertson-Welsh (arrived at 2.30pm)

Item 4. Mahia Atū | Matters Arising

No matters arising

Item 5. Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

The Chair opened the floor for members to speak. No items were raised.

MOTION

That the Committee approve the Meeting Minutes of 2018/11/28.

Moved: Jackie Tims
Seconded: Rakesh Patel

MOTION CARRIED

Item 6. Ngā Tautapu Arotake | Actions For Review

- Item 2018-11-004: Review and update Academic Approvals Committee approval process – in progress
- Item 2018-11-003: Review of Programme Document templates - closed

SECTION 3 ITEMS TO RECEIVE

Nothing to receive

SECTION 4 ITEMS TO APPROVE

Nothing to approve

SECTION 5 WHAKAWHITI KŌRERO | ITEMS TO DISCUSS**Item 7. Review of academic policy: AC 1.3 Short Course, Training Scheme, and Vocational Pathway Procedure**

Policy to be updated to include micro-credentials and submitted to next AAC meeting.

Action Item:	2019-04-005
Action:	Update policy – Jackie Tims

Item 8. Review of academic policy: AC 1.4 Change and Improvement Procedure

The Chair opened the floor for members to speak regarding the changes to the Change and Improvement Procedure.

Discussion noted:

- Add role of TEC and associated responsibilities to section 4

Action Item:	2019-04-006
Action:	Update policy - Jackie Tims

MOTION

That the Committee: endorse AC 1.4 Change and Improvement Procedures for approval to Academic Board subject to the recommended changes being made

Moved: Simon Tries
Seconded: Chris Carson

MOTION CARRIED

Item 9. MAP specialisation in Police Practice

Debra Robertson-Walsh attended to present at 2.30pm.

Debra Robertson-Walsh discussed the background history of the above development and invited members to feedback on whether the MAP would be a good fit with the police development.

- Members agreed with the suggested approach to the Police development being a MAP specialisation.

Item 10. Revised Academic Approvals Committee approval process

The Chair opened the floor for members to speak about the revised Academic Approvals Committee approval process.

Discussion noted: -

- The Committee agreed to review the feedback from programme development teams before meeting with them to discuss.
- The Chair confirmed that developments are supported by TKK and TPA to get the documents at a level to ensure endorsement at the AAC.
- The Chair intends for the PAQC to be using the same evaluative document as the AAC so that they can evaluate whether it should be submitted to AAC.
- Applications cannot be approved until they have approval from both NZQA and TEC.
- Cut off dates for applications to be submitted to NZQA are August for new degree programmes and October for new sub-degree programmes.
- NZQA are not taking any applications for new developments but if a programme review results in a new development it would be discussed with NZQA.
- Secretary to provide a list of developments and timeframes for the next AAC

Action Item:	2019-04-007
Action:	Process to be adjusted to include the above agreed actions. Updated process to be presented at the next AAC – Jackie Tims/Luan Rose

Action Item:	2019-04-008
Action:	Provide a list of any new developments and timeframes to next AAC - Luan Rose

Item 11. Template and feedback process

The Chair opened the floor for feedback on the programme document evaluation template.

Discussion noted:

Programme Approval Criteria

- Criteria 1: To have a link to the relevant area in the NZQA document.

- Criteria 2: It was suggested that an exemplar of a programme aim would be useful to the development team. The Chair suggested a separate document with a set of guidelines for each criterion.
- Key Information for Students info to be added to the evaluation document: To say “A new development must come with a fresh KIS data set”
- Criteria 4: Discussion around consultation and the importance of the consultation being authentic. The Committee can advise development teams whether proper consultation has taken place.
- Criteria 5: Regulations are definitive requirements and there must not be a “should” in the regulations.
- Criteria 6: The Chair advised that development teams will need to state assessment methods and which learning outcomes they link to.

Action Item:	2019-04-009
Action:	Add NZQA link to criteria 1- Jackie Tims/Luan Rose

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 12 Details of Next Meeting

The Chair announced the details of the next meeting.

Time: 1:00pm – 3:00pm, Wednesday, 15 May, 2019
 Location: Building 110-2019
 Chair: Simon Tries
 Submissions by: COB Wednesday, 8 May, 2019

. Item 13 Closing Karakia

MEETING CLOSED: 15.06

READ & CONFIRMED

Chair:

Date: ____ / ____ / ____