# minutes

## Rōpū Whakaae Mātauranga
## Academic Approvals Committee

17th June at 1.00pm Building
110, Room 2019

## Committee Members in Attendance

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|---|---|---|
| Simon Tries (Chair) | Jackie Tims | Christopher Carson |
| Kate Barry | Nikki Hurst | Niranjan Singh |
| Patrick Dodd | Prabhat Chand | Rakesh Patel |
| Steve Marshall | Sue Wake | Tracy Chapman |
| Veraneeca Taiepa | Maureen Perkins (proxy for Maura Kempin) | |

### Present
Luan Rose (Secretary)

## Welcome from the Chair

The Chair welcomed members, and the meeting was opened with a karakia.

## Apologies

*That Rōpu Whakaae Mātauranga | Academic Approvals Committee notes the apologies for the meeting:*

| | | |
|---|---|---|
| Dila Beisembayeva | Hamid Sharifzadeh | John Davies |
| Sue Wake | | |

> **Motion**
>
> **That the Committee accept the apologies for the meeting.**
> Moved:       Jackie Tims
> Seconded:  Christopher Carson

## 1. Minutes of Previous Meetings

***That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the Minutes of the meeting of 17th April, 2019.***

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**Motion**

**That the Committee accept the Minutes of the meeting of 17th April 2019.**

Moved:     Maureen Perkins
Seconded:  Patrick Dodd

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## 2. Matters Arising

No matters arising

## 3. Actions for Review

- 2019-11-004 to be discussed
- 2019-04-005 to be discussed
- 2019-04-006 to be discussed

## 4. Revised Academic Approvals Committee approval process

The approval process was discussed. Members were requested to provide their feedback with an updated process to be considered at the next meeting.

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**Action**

Luan Rose to update document and submit for next meeting.  Add as standard agenda item.

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## 5. Update on *Short Course, Training Scheme, and Vocational Pathway Procedure AC 1.3*

- Some committee members did not get a chance to review the document
- Micro-credentials have been added
- The need to include the requirements for a business case was noted.

Procedure to be reviewed by members and any recommended changes to be considered at the meeting.

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**Action**

Committee members to review procedure and provide feedback to Jackie Tims in time for the next meeting.

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## 6. Updated *Change and Improvement Procedure* (AC1.4)

- The Change and Improvement Procedure was submitted to Academic Board and approved.
- Changes are required to go to the PAQC and then to the AAC
- It was noted that any changes to the aim of a course or its learning outcomes is considered by NZQA to be a Type 2 change.

## 7. Programme Development update

- Five year reviews are being conducted for a number of programmes which may result in applications for new or changed programmes which may result in more work coming through the committee. The NZQA deadline is 11 October for sub-degree and 12 August for degree level programmes.
- Timeframes to be added to the Programme Development update

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**Action**

Luan Rose to add timeframes to the programme development update

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## 8. Training Schemes

a) Celebrating Diversity in Language Teaching

b) Introduction to Materials Design in Language Teaching

c) Designing language teaching materials for diversity of learners and contexts

d) Grammar Awareness in Language Teaching

e) Grammar focused micro-teaching

f) Introduction to designing language assessment

General points discussed:

- Some Learning Outcomes were low for level 5
- The Learning Outcomes were not expressed in the assessments
- Training Schemes D, E, F - grammar and spelling require work
- Naming of staff on course descriptors could be problematic as the descriptors would need to change when there is a change of teachers
- 100% attendance is required. This could be problematic and would be hard to measure once it goes online.
- Lack of consistency throughout the document. For instance, the document advises that the student should attempt all assessment and then in another area of the document advises that the student should attempt all compulsory assessments.
- Funding has been listed as TEC funding – we would have to lodge a case with TEC about whether this could be SAC funded.
- Training Scheme E – one of the Learning Outcomes is a task.

*For criteria discussion please see Training Scheme Evaluation sheet: -*

*https://unitecnz-my.sharepoint.com/:w:/g/personal/lrose_unitec_ac_nz/EfSW7NbJJyNGoOc3lMDfORsBDtiLJ4SNlFvk-EU7tnGlow?e=5q7toB*

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**Action**

Nikki Hurst, Jackie Tims and Prabhat Chand to review documents after changes have been made and report back to the next committee.

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**Motion**

**That the Committee endorse the Training Schemes subject to the recommended changes being made.  Confirmation that changes have been made to be notified back through the committee.**
Moved:        Christopher Carson
Seconded:   Prabhat Chand

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## 9.  Programme Changes

a)  Bachelor of Teaching (Early Childhood Education)

Proposed change to entry requirements in response to the Teaching Council requirements.

General points discussed:

- Complicated regulations for students to understand

- Two days a week the student is required to do work experience.  If the student is 16 they will have to work as volunteers.  This needs to be clear to the student.

- Early release exemption to be removed.

- The Chair asked for clarity around the "specified achievement standards".  The committee discussed a change to the text to say the student needs to meet university entrance requirements.

- Move the children's act into a section which is a specific requirement.

- We need to have a revised Key Information Set equivalent for STEO

*Please refer to 11a BTECE programme regulation change 2019 for specific feedback: -*

*https://unitecnz-my.sharepoint.com/:w:/g/personal/lrose_unitec_ac_nz/EVGG8kEWvgVOmo5HuudU9h0BckmuzeFPd6qHQoIhaZbn4A?e=KV62qt*

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**Action**

Steve Marshall and Jackie Tims to work with the programme development team to get the changes made.

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b)  New Zealand Certificate in Automotive Electrical Engineering (Level 4)

The programme was approved for version 1 of the above qualification but this hasn't been delivered.  The qualification has now been updated (now version 2) which has resulted in a drop in credits from 210 to 190.  The Graduate Profile outcomes have also been slightly amended.  This is a Type 2 change and is required to be submitted to NZQA for approval.

The following matters were discussed by the committee:

- Inconsistency in the document – some references to the version 1 qualification haven't been updated (i.e., credit values)

- Course descriptors – credit values for a number of course descriptors have changed but the Learning Outcomes have not.

- Some of the information in the document is not applicable for this version of the qualification.

- All the changes to the courses and the alignment to the Graduate Profile Outcomes to the Learning Outcomes have already been approved by NZQA (the core programme document has been developed/updated by a consortium of providers).

- It is not clear from the application that the programme has been revised and is not a new programme. The committee recommend putting an additional paragraph at the beginning of the document making it clear that this is not a new programme.

- Delivery methods – the document talks about campus based delivery and very little about Managed/Modern Apprenticeship (MA) delivery.  It was not clear how the programme would be delivered within an MA context given the course structure. The Chair was concerned that this could have a negative impact on course completion and that it was not a true reflection of what was intended.

- Intended start date for delivery was July 2019. This was considered unrealistic.

- The deadline for submitting to NZQA is October and the Chair suggested that the application be withdrawn so that the delivery intentions could be clearly articulated.

**Motion**

Move to withdraw the application for further consideration about the delivery of the modern apprenticeship approach.

Moved:      Prabhat Chand
Seconded:  Jackie Tims

### 10. Review of BVN approval process debrief

Not discussed

There being no other business the meeting closed at 2.55pm