



minutes

Rōpū Whakaae Mātauranga Academic Approvals Committee

17th July at 1.00pm Building
110, Room 2019

Committee Members in Attendance

Jackie Tims (Chair)
Kate Barry
Steve Marshall
Hamid Sharifzadeh

Nikki Hurst
Sue Wake
Maureen Perkins (proxy for
Maura Kempin)

Niranjan Singh
Rakesh Patel
Dila Beisembayeva

Present

Luan Rose (Secretary)
Karen Miller

Te Hau Hona

Kimoro Taiapa

Absent

John Davis

Hamid Sharifzadeh

Tracy Chapman

Welcome from the Chair

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

1. Membership (2019)

1.1 Co-opted Membership of Steve Marshall, Lead Quality Partnering, Te Korowai Kahurangi

Motion

That the Committee approves Steve Marshall, Lead Quality Partnering to be co-opted as a member.

Moved: Kate Barry

Seconded: Niranjan Singh

2. Apologies

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

Simon Tries
Chris Carson

Prabhat Chand
Veraneeca Taiepa

Patrick Dodd

Motion

That the Committee accept the apologies for the meeting.

Moved: Steve Marshall

Seconded: Nikki Hurst

3. Minutes of Previous Meetings

That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the Minutes of the meeting of 19th June, 2019 with the following correction; Agenda item no.8 action: Change responsibility from Prabhat Chand to Niranjana Singh.

Motion

That the Committee accept the Minutes of the meeting of 19th July 2019 subject to the above changes.

Moved: Maureen Perkins

Seconded: Niranjana Singh

4. Matters Arising

No matters arising

5. Actions for Review

Action item: 2019-06-012 – Training Schemes

Training schemes have been reviewed. Steve Varley will make the recommended changes and the schemes will then be submitted to NZQA.

Action item: 2019-06-013 - Bachelor of Teaching (Early Childhood Education)

The regulations have been updated and aligned.

6. Programme Development update

The members reviewed the development update. The Chair advised the committee members to be aware of the information contained in the tracker highlighting developments that Heads of Schools have indicated may come through the Academic Approvals Committee. It was suggested that an 'update' column be added to the tracker.

NB: The Bachelor of Performing and Screen Arts has the incorrect school attached. The Chair to update.

Action

Jackie Tims to add update column to tracker and correct school for Bachelor of Performing and Screen Arts

7. Update on Short Course, Training Scheme, and Vocational Pathway Procedure AC 1.3

The chair opened the floor to discussion surrounding the above mentioned procedure. The chair gave an overview of the types of courses and schemes Unitec offered across the spectrum.

Discussion focused on whether the AC 1.3 procedure and associated Short Course/Training Scheme/Vocational Pathway proposal form required any additions, deletions or changes and, were the definitions of these offerings widely known?

Steve Marshall and Rakesh Patel will work together to ensure that the new application form has information that encompasses all requirements for NZQA.

The chair will investigate who approves proposals for short courses, training schemes prior to the application being submitted. In essence, what is meant by "Endorsed by Senior Leadership".

Te Korowai Kahurangi informed the committee that the majority of short courses cannot demonstrate that they have met the requirements outlined in the policy and procedure and have very little or no paperwork associated with them (i.e. course descriptors). Training schemes were regarded as being fully compliant.

It was agreed that the committee would advise Academic Board to commission an urgent review of short courses to establish the following:

- All short courses that are currently active in the system are still being offered, are fit for purpose and therefore should remain active;
- All short courses that are currently active are aligned to the correct category;
- All short courses on offer are compliant with regard to required paperwork;
- All short courses on offer are compliant with Unitec policy and procedure with a focus on quality assurance.

The committee offered to establish a working party to undertake any commissioned review on behalf of Academic Board.

Dila Beisembayeva requested a list of all the short courses be sent to the Academic Programme Managers so that this reconciliation can occur, following approval of a review by Academic Board.

Action

Steve Marshall and Rakesh Patel to work together to ensure that application form has adequate information.

Jackie Tims to investigate who signs off on application form.

Motion

That the Committee recommends to AB a review of provision of short courses.

Moved: Steve Marshall

Seconded: Kate Barry

8. Revised Academic Approvals Committee process

Update first column to say Head of School instead of Head of Pathway Practice

9. Inclusion of Pacific perspective in evaluation criteria

No response from the committee with regards to names, however it was agreed that Falaniko Tominiko and Andrea Thumath under25 representative from Unitec Pathways College be invited to the next AAC.

The Chair would like the Committee to think about the inclusion of checkpoints in the evaluation template to include all priority groups.

Action

The chair to invite Falaniko Tominiko and Andrea Thumath to the Academic Approvals Committee

There being no other business the meeting closed at 2.02pm