



minutes

Rōpū Whakaae Mātauranga Academic Approvals Committee

2nd October at 1.00pm

Building 110, Room 2019

Committee Members in Attendance

Simon Tries (Chair)	Jackie Tims	Dila Beisembayeva
Kate Barry	Veraneeca Taiepa (Proxy for Toni Rewiri)	Rakesh Patel
Steve Marshall	Quentin Williams (proxy for Maura Kempin)	Sue Wake
Rae Trewartha	Prabhat Chand (Late arrival)	Sarah Sommerville

Present

Karen Miller (Secretary) Clare Goodwin

Absent

Niranjan Singh John Davies

Welcome from the Chair

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

1. Membership (2019)

That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the addition of the following staff to its membership:

- ***Rae Trewartha (Senior Lecturer, Bridgepoint)***
- ***Sarah Sommerville (Operations Coordinator, Unitec Pathways College, School Recruitment)***
- ***Falaniko Tominiko (Director, Pacific Success).***

Moved: Dila Beisembayeva

Seconded: Kate Barry

MOTION CARRIED

2. Apologies

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

Hamid Sharifzadeh
Chris Carson

Nikki Hurst
Maura Kempin

Falaniko Tominiko
Tracy Chapman

Moved: Dila Beisembayeva

Seconded: Kate Barry

MOTION CARRIED

3. Minutes of Previous Meetings

That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the Minutes of the meeting of 19 July, 2019.

Moved: Sue Wake
Seconded: Steve Marshall

MOTION CARRIED

4. Matters Arising

4.1 Review of Short Courses

The Chair advised that the proposed audit of short courses had been approved by Academic Board and he called for volunteers to complete the review. Dila Beisembayeva, Rakesh Patel and Steve Marshall volunteered and it was agreed that they provide a report at the next meeting.

5. Actions for Review

Action item: 2019-07-012 – Programme Development

Completed – Jackie Tims added an Action column to the Programme Development schedule and has corrected the school noted against the Bachelor of Performing and Screen Arts programme.

Action item: 2019-07-013 – Short Course, Training Scheme and Vocational Pathway Procedure AC1.3

In Progress – Steve Marshall and Rakesh Patel are working on the new application form to ensure that it includes adequate information.

Action item: 2019-07-014 – Short Course, Training Scheme and Vocational Pathway Procedure AC1.3

Completed - It has been determined that the Head of School will sign off the Short Course, Training Scheme and Vocational Pathway application form which will then go to the relevant Programme Academic Quality Committee.

Action item: 2019-07-015 – Revised Academic Approvals Committee process

Completed – Luan Rose has changed the reference to Head of Practice Pathway to Head of School in the process document.

Action item: 2019-07-016 – Inclusion of Pacific perspective in evaluation criteria

Completed – Jackie Tims has invited Falaniko Tominiko and Andrea Thumath to be members of the Academic Approvals Committee (AAC) to meet this requirement.

Applications for Programme Approval and/or Accreditation

6. NZ Diploma in Cybersecurity (120 credits, Level 6) (NZDCS)

That Rōpu Whakaae Mātauranga | Academic Approvals Committee endorses the New Zealand Diploma in Cybersecurity (120 credits, Level 6) programme effective from Semester 1 2020, and recommends approval by Academic Board for submission to NZQA, subject to clarification of the following:

- ***the two year maximum extension timeframe***
- ***how Te Noho Kotahitanga and mātauranga Māori is embedded within***

assessment philosophies and methods, and how the objectives of Unitec's Māori Success Strategy have been realised in developing assessment strategies.

Moved: Prabhat Chand
Seconded: Rakesh Patel

MOTION CARRIED

Dila Beisembayeva (Academic Programme Manager) responded to comments and queries raised by committee members. Although members were satisfied with the overall proposal and agreed to endorse it, clarification was sought about the following and the recommendation was updated accordingly to include these conditions:

- The maximum extension timeframe of two years was raised and a suggestion made for it to be reduced to a shorter timeframe to ensure that the learning in this fast changing discipline was still current when the student came back to study. A timeframe of six months was suggested but it was noted that this timeframe may impact negatively on students who had taken an extension due to pregnancy. Simon Tries and Steve Marshall will investigate the issue and report back at the next meeting.
- Clarity around how Te Noho Kotahitanga and mātauranga Māori is embedded within assessment philosophies and methods, and how the objectives of Unitec's Māori Success Strategy have been realised in developing assessment strategies. It was agreed that Veraneeca Taiepa and/or the Kaihautu would work relevant with programme staff in these areas.

Applications for Type 2 Changes

7. New Zealand Certificate in Study & Career Preparation (60 credits, Level 4) (NZCSP) (NZ2860)

That the Academic Approvals Committee endorses the Type 2 change(s) in the New Zealand Certificate in Study and Career Preparation (60 credits, Level 4) (NZCSP) (NZ2860) programme effective from Semester 1 2020 and recommends approval by Academic Board for submission to NZQA, subject to the following conditions:

- a) Clarification of pathways, particularly Education***
- b) Receipt of endorsement from destination programmes***
- c) Evidence of positive stakeholder consultation (external and internal).***

Moved: Sue Wake
Seconded: Steve Marshall

MOTION CARRIED

Clare Goodwin (Lecturer, School of Bridgepoint) was in attendance to respond to queries and comments from committee members and although members were satisfied with the overall proposal and agreed to endorse it, clarification about pathways (particularly Education), endorsement from destination programmes and evidence of positive stakeholder consultation (external and internal) was requested. The recommendation was updated accordingly to include these conditions.

8. New Zealand Certificate in Automotive Electrical Engineering (210 credits, Level 4) (NZCAU) (NZC3460)

That Rōpu Whakaae Mātauranga | Academic Approvals Committee endorses the Type 2 Changes for the New Zealand Certificate in Automotive Electrical

Engineering (210 credits, Level 4) (NZCAU) (NZC3460) programme for submission to NZQA.

Moved: Veraneeca Taiepa
Seconded: Sarah Sommerville

MOTION CARRIED

This programme had come back to the AAC following an earlier application and the issues raised then have now been addressed.

9. NZQA Type 2 Changes – Review

That Rōpu Whakaae Mātauranga | Academic Approvals Committee endorses the Type 2 Changes for the following programmes for submission to NZQA:

9.1 Bachelor of Architectural Studies (360 credits, Level 7) (BAS) (CA2357)

Moved: Dila Beisembayeva
Seconded: Prabhat Chand

9.2 Bachelor of Landscape Architecture (60 credits, Level 4) (BLA) (CA2190)

Moved: Dila Beisembayeva
Seconded: Steve Marshall

9.3 New Zealand Certificate in Horticulture Services (60 credits, Level 4) (NZCLD) (NZ2674)

Moved: Kate Barry
Seconded: Veraneeca Taiepa

9.4 New Zealand Diploma in Landscape Design (120 credits, Level 5) (NZDL) (NZ2888)

Moved: Dila Beisembayeva
Seconded: Steve Marshall

9.5 Bachelor of Nursing (360 credits, Level 7) (BNURS) (CA2412)

Moved: Rae Trewartha
Seconded: Sue Wake

9.6 Bachelor of Health Science (Medical Imaging) (360 credits, Level 7) (BHSMI) (CA2054) subject to the provision of evidence of external consultation.

Moved: Dila Beisembayeva
Seconded: Prabhat Chand

9.7 Bachelor of Social Practice (480 credits, Level 7) (BSP) (CA2404)

Moved: Dila Beisembayeva
Seconded: Sarah Sommerville

9.8 Master of Business (240 credits, Level 9) (MBUS) (CA2318)

Moved: Dila Beisembayeva
Seconded: Veraneeca Taiepa

9.9 Postgraduate Diploma in Business (120 credits, Level 8) (PGDBS) (CA2319)

Moved: Dila Beisembayeva
Seconded: Veraneeca Taiepa

9.10 New Zealand Diploma in Business (120 credits, Level 5) (NZDB5) (NZ2459)

Moved: Dila Beisembayeva
Seconded: Rae Trewartha

9.11 New Zealand Diploma in Sport, Recreation and Exercise (120 credits, Level 5) (NZDSR) (NZ3627)

Moved: Rae Trewartha
Seconded: Dila Beisembayeva

MOTIONS CARRIED

9.12 New Zealand Certificate in English Language (Academic) (60 credits, Level 4) (NZCE4) (NZ1883)

MOTION WITHDRAWN

Consideration of the changes for the New Zealand Certificate in English Language (Academic) (60 credits, Level 4) programme was postponed as a number of members were not clear on what was being proposed and the information in the document and the change proposal was, in some cases, contradictory. It was agreed that clarification be sought and the motion was withdrawn.

10. Programme Development Update

The Programme Development Update was deferred due to time constraints.

11. Academic Approvals Committee: Self-Assessment

The Chair thanked members for their contributions to date and he was confident that the standard of documentation coming to the AAC had improved. He noted that the role of the AAC was to ensure NZQA criteria for the delivery of programmes continued to be met. He advised that membership for the AAC reflects the contribution required from relevant areas at Unitec needed to meet the NZQA criteria: Representatives from Te Korowai Kahurangi (TKK) advise on process and higher programme development, representatives from Te Puna Ako (TPA) advise on learning and teaching pedagogy, the representative from Commercial Services advises on funding and TEC requirements and academic members provide expertise.

He asked members for feedback about how the AAC was performing and the following points were made:

- The frequency of AAC meetings needs to be scheduled around the NZQA Type 2 change submission dates
- The work needs to be spread across those with capability and training provided for those who need to increase their capability
- The quality of submissions needs to be triaged prior to coming to the AAC to ensure

all required documentation/information is of a high standard

- Knowing who was assigned to what proposal was very helpful
- More time is needed to read proposals
- The AAC is a good open forum and programme reading time has improved greatly from past processes
- Having owners of the proposals at the meeting was very productive.

12. Details of Next Meeting

Wednesday 20 November 2019 at 1-3pm in Building 110-2019

There being no other business the meeting closed with a karakia at 3.30pm.