minutes

Rōpū Whakaae Mātauranga
Academic Approvals Committee

20 November at 1.00pm
Building 110, Room 2019

Committee Members in Attendance

Simon Tries (Chair)   Rae Trewartha   Rakesh Patel
Kate Barry   Quentin Williams (Proxy for   Jackie Tims
Steve Marshall   Maura Kempin)   Sarah Sommerville
Hamid Sharifzadeh

Present
Luan Rose (Secretary)

Absent
John Davis   Niranjan Singh   Prabhat Chand
Tracy Chapman

Welcome from the Chair

The Chair welcomed members to the meeting and advised that this meeting would likely be the last of the year.

1. Attendance, Apologies and Quorate Status

Apologies

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

Sue Wake   *Nikki Hurst*   *Maura Kempin*
Dila Beisembayeva   *Chris Carson*   *Niko Falaniko*
Veraneeca Taiepa

Moved: Rakesh Patel
Seconded: Hamid Sharifzadeh

MOTION CARRIED

2. Minutes of Previous Meetings

That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the Minutes of the meeting of 2 October, 2019.

Moved: Kate Barry

Seconded: Sarah Sommerville

MOTION CARRIED

3. Matters Arising

3.1 Review of Short Courses – Update

Steve Marshall gave an update about the short course review and made the following points:

- After reviewing in PeopleSoft there are approximately 60 short courses to be retained, down from approximately 440.

- The short courses need to be reviewed to assess whether they are training schemes or short courses. The documentation will also need to be reviewed to ensure that it is up to date.

The chair advised that the difference between short courses and training schemes are that short courses are not assessed and there is no certification whereas a training scheme is similar to a small programme.

4. Actions for Review

Date Created	Agenda Item Identifier	Action Item Description	Responsibility	Target Delivery Date	Status	Date Completed
2019-07-17	2019-07-013	Short Course, Training Scheme and Vocational Pathway Procedure AC1.3 - work on the new application form to ensure that it has adequate information on it	Steve Marshall & Rakesh Patel	20/11/19	In progress – Steve has been waiting for the definitions.	
2019-10-02	Agenda Item 6	New programme NZ Diploma in Cybersecurity - Investigate maximum extension timeframe	Steve Marshall & Simon Tries	20/11/19	Completed – amended and sent off to NZQA	20/11/19

Applications for Programme/Training Scheme Approval and/or Accreditation

5. Introduction to Police Studies Aotearoa New Zealand (Training Scheme)

The committee discussed the application and noted the key points of the discussion were:

- There was a lack of specificity around the purpose statement. The purpose statement is very broad when it seems like the purpose of the Training Scheme, is quite specific (i.e., to allow entry into Police College).
- Also noted was a misalignment between the purpose statement and, in particular, the third learning outcome which appears to be inordinately large and, at a higher level than would be expected of a Level 4 course, especially when it is stated that the intent is to deliver 'foundational' knowledge.
- There needs to be clarity around the use of the term "face-to-face" as this is an online course

- Lack of clarity around consultation in so far as there was no evidence of support from the key stakeholders to inform the change.
- There was concern around the learner profile (i.e., target market) which was absent in the document.
- Questions relating to capability of resources given that legislation, case law and application were being taught.

A more detailed description of the above points have been captured on the evaluation form.

Upon further discussion, the committee agreed to invite the programme development team to discuss the above points. Katie Bruffy and Darren Tolmie arrived at 2.10pm.

Following discussions with the programme development team it also became apparent that there was no structural change to the course.

The committee members agreed that the document could not be approved in its current state.

That the Academic Approvals Committee do not approve the revised Police Studies Preparation Training Scheme.

Moved: Simon Tries
Seconded: Rae Trewartha

MOTION CARRIED

6. **Focus on English Training Scheme – Changes to Course Descriptors**

That the Academic Approvals Committee endorses the Type 2 change(s) in the Focus on English Training Scheme effective from Semester 1 2020 and recommends approval by Academic Board for submission to NZQA subject to a reconsideration of the English Language entry requirements.

Moved: Rakesh Patel
Seconded: Kate Barry

MOTION CARRIED

Applications for Short Course Approval

7. **Project Management Methodologies (HTCS S001) (25 Hours)**

That the Academic Approvals Committee approves the short course Project Management Methodologies (HTCS S001)(25 Hours) effective from Semester 1 2020.

Moved: Jackie Tims
Seconded: Kate Barry

MOTION CARRIED

Applications for Type 2 Changes

No new Type 2 Changes

SECTION 4   WHAKAWHITI KŌRERO/ ITEMS TO DISCUSS

8. AAC Terms of Reference

The Committee ran out of time to enable them to have a full discussion. The Chair advised that he will seek feedback from members via email regarding the Terms of Reference and membership.

9. AAC Membership

As above

SECTION 5   ITEMS TO RECEIVE

10. Programme Development Update

No comments from the Committee

11. Bachelor of Engineering Technology (Level 7) – Additional Courses

That the Academic Approvals Committee receives notification from the New Zealand Bachelor of Engineering Technology Management Group of minor changes made to the Bachelor of Engineering Technology (Level 7, 360 credits) as approved by NZQA via the Ara Academic Board on behalf of the programme group.

12. Type 1 Changes to:

12(a) Bachelor of Applied Science (Human Biology)

That the Academic Approvals Committee approves the Type 1 change(s) to the Bachelor of Applied Science (Human Biology) programme, effective from Semester 1, 2020.

Deferred

12(b) New Zealand Certificate in Animal Management

That the Academic Approvals Committee approves the Type 1 change(s) to the New Zealand Certificate in Animal Management programme, effective from Semester 1, 2020.

Deferred

12(c) New Zealand Diploma in Veterinary Nursing

That the Academic Approvals Committee approves the Type 1 change(s) to the New Zealand Certificate in Veterinary Nursing programme, effective from Semester 1, 2020.

Deferred

12(d) Bachelor of Teaching (Early Childhood Education)

That the Academic Approvals Committee approves the Type 1 change(s) to the Bachelor of Teaching (Early Childhood Education) programme, effective from Semester 1, 2020.

Deferred

12(e) Bachelor of Business

That the Academic Approvals Committee approves the Type 1 change(s) to the Bachelor of Business programme, effective from Semester 1, 2020.

Deferred

SECTION 6   ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

13. **Progress Report from NZQA on Programme Development**

    A brief update on applications currently with NZQA was provided.

14. **Details of Next Meeting – to be confirmed.** Venue to be confirmed.

15. **Closing Karakia**

    Ka wehe atu tātou
    I raro i te rangimārie,
    Te harikoa, me te manawanui
    Haumi ē! Hui ē! Taiki ē!