



minutes

Te Komiti Whakamana Hotaka Hou Academic Approvals Committee

12 February 2020 at 8.30am

Building 180, Room 2043

Committee Members in Attendance

Simon Tries (Chair)	Chris Carson	Rakesh Patel
Kimoro Taiepa	Quentin Williams	Jackie Tims
Falaniko Tominiko (Late arrival)	Pedro Ilgenfritz (Late arrival)	Tracy Chapman

Present

Karen Miller (Secretary)

Absent

Niranjan Singh

Welcome from the Chair

The Chair welcomed members and new members Pedro Ilgenfritz (Senior Lecturer, Theatre Studies, School of Creative Industries), Kimoro Taiepa (Kaihautu, Maia Maori Centre) and Quentin Williams (Academic Advisor - Work Based Learning and Assessment of Prior Learning, Te Puna Ako) to the first 2020 meeting.

The meeting was inquorate upon commencement and the Chair advised that an electronic meeting would be held later to action any recommendations that could not be finalised because of this.

SECTION 1 MEMBERSHIP

That Rōpu Whakaae Mātauranga | Academic Approvals Committee approves the addition of new members Pedro Ilgenfritz (Senior Lecturer, Theatre Studies, School of Creative Industries) Kimoro Taiepa (Kaihautū, Maia Māori Centre) and Quentin Williams (Academic Advisor - Work Based Learning and Assessment of Prior Learning, Te Puna Ako) and notes the resignation of Sue Wake (Senior Lecturer, School of Architecture).

MOTION DEFERRED TO ELECTRONIC MEETING

SECTION 2 STANDING ITEMS

2.1 Attendance, Apologies and Quorate Status

The meeting was inquorate from 8.30am-9.05am and remained quorate until it closed.

Apologies

That the Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee accepts the apologies for the meeting:

Dila Beisembayeva	Sarah Sommerville	Rae Trewartha
Hamid Sharifzadeh	Kate Barry	Steve Marshall
Prabhat Chand	Tracy Chapman (for early departure)	

MOTION DEFERRED TO ELECTRONIC MEETING

2.2 Minutes of Previous Meetings

That the Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee approves the Minutes of the meetings of 20 November and 4 December, 2019.

MOTION DEFERRED TO ELECTRONIC MEETING

2.3 Matters Arising

Nil.

2.4 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.	

DEFERRED TO NEXT MEETING

This agenda item was deferred to the next meeting due to time constraints.

SECTION 3 **ITEMS TO APPROVE**

Applications for Programme/Training Scheme Approval and/or Accreditation

3.1 Master of Professional Accounting (Level 9, 180 credits)

That the Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee endorses the Master of Professional Accounting (Level 9, 180 credits) programme effective from Semester 2 2020, and recommends approval by Academic Board for submission to NZQA, subject to the provision of the following:

- a) Evidence of consultation with priority groups***
- b) Evidence that Te Noho Kotahitanga has been embedded in the programme***
- c) Clarification of industry placement options/ conditions/criteria.***

Moved: Chris Carson
Seconded: Pedro Ilgenfritz

MOTION CARRIED

The meeting became quorate and this motion could therefore be put.

3.2 Master of Applied Business (Level 9, 180 credits)

That the Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee endorses the Master of Applied Business (Level 9, 180 credits) programme effective from Semester 2 2020, and recommends approval by Academic Board for submission to NZQA.

The original motion above was not put to the Committee as Members reviewed the feedback from the School of Applied Business and after robust discussion agreed not to endorse the programme because a substantial amount of information was missing from the proposal. The development team will now be tasked with updating the proposal to include all required information so it can be evaluated properly.

That the Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee does not endorse the Master of Applied Business (Level 9, 180 credits) programme application.

Moved: Simon Tries
Seconded: Quentin Williams

MOTION CARRIED

The meeting became quorate and this motion could therefore be put.

3.3 Applications for Short Course Approval

None

3.4 Applications for Type 2 Changes

No new Type 2 Changes

Applications for Type 1 Changes

3.5 Bachelor of Teaching (Early Childhood Education)

3.6 Bachelor of Social Practice

These Type 1 changes will be notified to the next meeting.

SECTION 4 WHAKAWHITI KŌRERO/ ITEMS TO DISCUSS

4.1 AAC Terms of Reference

4.2 AAC Membership

The Chair advised that four membership positions were still unfilled (Senior Academics from the Schools of Applied Business, Architecture, Community Studies and Environmental and Animal Sciences) and he emphasised that these positions needed to be filled as soon as possible. He said full membership was essential, not merely to reduce the incidences where meetings were inquorate, but so that all schools were represented and can, therefore, contribute to ensure robust evaluation of proposals submitted to the Committee.

4.3 Attendance at Academic Governance Committees (2019)

The Chair reiterated that it was very important that committee members commit to regular meeting attendance and to contribute fully to committee work to ensure that governance requirements are met.

4.4 Course Duration Report

The Committee received the Course Duration Report.

SECTION 5 ITEMS TO RECEIVE

5.1 Programme Development Update

This agenda item was not addressed due to time constraints.

5.2 Timeframes for applications to NZQA (Verbal Update)

The verbal update for this agenda item was not given due to time constraints.

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

6.1 Academic Approvals Committee Self-Assessment

The Chair asked members for feedback on current committee processes and members commented as follows:

- Proposal documents for new programmes should be screened before they come to the Committee to ensure they contain all the relevant information needed for evaluation by committee members.
- Factual Summary Sheets must be checked to ensure the information they contain is consistent with the information throughout the programme document.

6.2 Details of Next Meeting – Wednesday 11 March 2020 in Building 115-1008

6.3 Closing Karakia

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

The meeting closed at 10.35am.