



# minutes

## TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Meeting Opened: **0832h**

Meeting Closed: **1037h**

Date: **2020-05-13**

Scheduled Start: **0830h**

Scheduled End: **1030h**

Location:

<https://zoom.us/j/98674939136?pwd=S1N0TExzMGJsdW8wSTB4dTZZSndwZz09>

### 1. Whakatuwheratanga | Opening

#### 1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!

*Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
Join it, gather it, it is done!*

## **1.2. Mihi Whakatau | Welcome Speech**

### **1.2.1. Committee Self-Assessment**

(None)

### **1.2.2. Important Dates**

- Submissions
  - COB Monday, 2020-05-25
- Agenda release & Work allocation – Chair, Secretary & Secretariat
  - COB Friday, 2020-05-28
- Provide AAC Feedback on the Evaluation Form (OneDrive) – AAC Members
  - **Corrected date** – Noon Monday, 2020-06-08
- Send to AAC Feedback to Programme Teams – Secretariat
  - **Corrected date** – COB Monday, 2020-06-08
- Meeting
  - Wednesday, 2020-06-10, 0830h-1030h

### **1.2.3. AAC Chair's Report to Academic Board**

Noted.

Discussion included:

- Consideration should be given to how much NZQA may or may not wish to see Priority Group strategies reflected inside the applications.
- The degree to which the application of Te Noho Kotahitanga should be prescribed in the programme document given it is primarily an aspect of delivery. Members noted that the programme document is more of a “document of intent” until such time as delivery actually occurs.

### **1.2.4. New Member**

The Chair welcomed incoming members.

1. Jayne Mercier
2. Steve Varley

**1.3. Tae Ā-Tinana | Attendance****Tae ā-tinana | Members Present**

1. **(Chair)** Simon Tries
2. Chris Murphy
3. Dila Beisembayeva
4. Ioane Aleke Faavae
5. Jackie Tims
6. Jayne Mercier – Dep. 1035h
7. Kate Barry – Dep. 1036h
8. Kimoro Taiepa
9. Malama Saifoloi
10. Niranjana Singh
11. Prabhat Chand
12. Quentin Williams
13. Rakesh Patel
14. Sarah Sommerville
15. Steve Marshall
16. Steve Varley
17. Tracy Chapman

**Akutō | Late**

(None)

**Kairiwhi | Proxies**

(None)

**Ngā whakapāha | Apologies**

1. Chris Carson – No Proxy // Teaching duties until either June or July due to teaching workload and Lockdown.

**MOTION**

That Te Komiti Whakamana Hotaka Hou accept the apologies for the meeting.

Moved: T Chapman

Seconded: K Barry

**MOTION CARRIED****Kore i tae ā-tinana | Absent**

1. Pedro Ilgenfritz

**Kōrama | Quorum**

A minimum of 10 members was required. Quorum was achieved and held.

**Hunga mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz

#### 1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

##### MOTION

That Te Komiti Whakamana Hotaka Hou approve the Minutes of the following meeting/s.

- 2020-03-11 Regular
- 2020-04-15 → *Cancelled*

Moved: S Sommerville

Seconded: I A Faavae

**MOTION CARRIED**

#### 1.5. Mahia Atu | Matters Arising

(None)

#### 1.6. Committee Management

##### 1.6.1. Attendance Tracker

Membership still contains no representation from the following Schools.

- Environmental & Animal Science & Research

Members noted that synchronisation and acceptance of the scheduled meetings in Outlook had issues with Apple Mac users.

##### 1.6.2. Ngā Tautapu Arotake | Actions Table

No actions to track.

##### 1.6.3. Work Plan

Nothing to note.

## **2. Mea Hei Whakaae | Items to Approve**

### **2.1. Applications for Programme Approval and / or Accreditation**

Members noted a technical issue with Apple Mac users accessing the application content on OneDrive.

#### **2.1.1. New Zealand Certificate in Business (Accounting Support Services) – NZACC**

Level 4; 50 Credits

NZQA Reference Number: NZ2455

Members noted that:

- Version 2 of the outcomes should be used instead of Version 1, when the revised qualification has been published.
- Unitec has an entry requirement policy which differs from the MIT policy of “no admission requirements for domestic applicants”. School of Applied Business had agreed to go with the MIT policy, however further consideration was needed at an institutional level.
- If Unitec adopts “no requirements”, then we would need to build support to assure success for all applicants regardless of education level.
- The *Key Information for Students* entry requirements are a summary of the actual Entry Requirements. Further discussion shall be had between Rakesh Patel, Steve Marshall and Jackie Tims.
- Concerns exist as to whether Unitec can actually deliver on the HyFlex model from MIT. However, the School believes they can, so the members accept this.
- HyFlex Model and Work-Based Learning – Intentions of the School and the obligations of students, workplace and Unitec were unclear. **ACTION (to be tracked)**  
**→ Quentin Williams (Te Puna Ako) to engage with the School on the implementation of the MIT HyFlex Model within Unitec to support as well as to capture any lessons learned for Unitec.**
- Version checking and recent update of materials to be checked. **ACTION → Jackie Tims is to follow up with Antoinette Wessels to ensure materials are up to date.**

The committee was interested to see the School and Te Puna Ako Advisors work closely to ensure that “learnings” from the delivery of the MIT model/s are spread across the institute. In theory, the model/s sounds interesting, but needs to be successfully realised through effective collaboration.

From the discussion, a number of conditions were placed on the approval Motion. These are recorded in the Motion below.

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse the application for approval and accreditation of the following programme/s, subject to the conditions listed.

- New Zealand Certificate in Business (Accounting Support Services) – NZACC

On condition that:

- Programme documents be aligned with any possible updates from MIT.
- Standard Unitec entry requirements apply. If there is a wish to revisit 'open entry' then broader discussion will be required across institute.
- Factual Summary be aligned with MIT information, with an exception on the Entry Requirements noting that Unitec does *not* move to 'open entry' but that standard Unitec Entry Requirements apply.
- Factual Summary – Change delivery to Mt Albert and Waitākere.
- Work Experience Option – Work with Quentin Williams (Te Puna Ako) to clarify the support, oversight, intent, optional status, arrangements for online learners and delivery hours of work experience.
- "100% Portfolio" – Work with Quentin Williams (Te Puna Ako) to check that this adheres to the MIT protocol.
- Te Tipare; Poutama; Mātauranga Māori; Pacific – The School of Applied Business utilises and engages in the principle-based practice of these ensuring that they are fully incorporated in the teaching and learning aspect. It is an integral part of Unitec. Our professional development package (Badging System) is set up to ensure continued engagement.
- Confirmation from the School that the Letter of Intent notes that MIT supports the use of their materials until Unitec develops and receives NZQA approval and accreditation of its own materials. (For further details, contact Jackie Tims.)

Moved: S Varley

Seconded: T Chapman

**MOTION CARRIED**

### **2.1.2. New Zealand Certificate in Business (Administration and Technology) – NZBT4**

Level 4; 60 Credits

NZQA Reference Number: NZ2461

Members noted that most of the issues raised in discussion of 2.1.1. NZACC applies also to 2.1.2. NZBT4. Thus, the conditions of committee endorsement for Item 2.1.1. New Zealand Certificate in Business (Accounting Support Services) also apply to the committee endorsement of this item.

Members noted a technical issue with Apple Mac users accessing the content on OneDrive. To mitigate this problem, the Chair shared his screen with the meeting.

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse the application for approval and accreditation of the following programme/s, conditional on the same points as for Item 2.1.1. (above).

- New Zealand Certificate in Business (Administration and Technology) – NZBT4

Moved: Q Williams  
Seconded: D Beisembayeva

**MOTION CARRIED****2.2. Applications for Type 2 Changes****2.2.1. Bachelor of Architectural Studies – BAS**

Level 5; 15 credits

Members noted that this change is purely a clerical error, and that this course/s is only undertaken under very special circumstances. The 360 credits for the undergraduate degree still applies. In the past, some students have had to take an extra 15-credit course because these courses were set at the wrong value.

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse Type 2 Changes requested to the:

- Bachelor of Architectural Studies – BAS

Moved: C Murphy  
Seconded: S Varley

**MOTION CARRIED****2.2.2. New Zealand Certificate in Study and Career Preparation – NZCSC**

Level 3; 60 credits

Resulting from discussion, number of conditions were placed on the approval Motion. These are recorded in the Motion below.

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse Type 2 Changes requested to the following programme/s, subject to the conditions listed.

- New Zealand Certificate in Study and Career Preparation – NZCSC

On condition that:

- Pathway Projects be developed for each and every Pathway.
- Enrolment restrictions be put into the Programme Document and Regulations by the end of 2020 to ensure that students will achieve the Graduate Profile Outcomes with the courses they are enrolled into.

Moved: P Chand  
Seconded: C Murphy

**MOTION CARRIED**

### **2.2.3. New Zealand Diploma in Sport, Recreation and Exercise – NZDSR**

Level 5; 120 credits

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse Type 2 Changes requested to the:

- New Zealand Diploma in Sport, Recreation and Exercise – NZDSR

Moved: J Tims  
Seconded: S Sommerville  
Abstained: R Patel

**MOTION CARRIED**

### **2.2.4. New Zealand Diploma in Veterinary Nursing – NZDVN**

Level 6; 120 credits

**MOTION**

That Te Komiti Whakamana Hotaka Hou endorse Type 2 Changes requested to the:

- New Zealand Diploma in Veterinary Nursing – NZDVN

Moved: J Tims  
Seconded: Q Williams

**MOTION CARRIED**



### 2.2.5. Bachelor of Veterinary Nursing – BVN

Level 7; 120 credits

#### MOTION

That Te Komiti Whakamana Hotaka Hou endorse Type 2 Changes requested to the:

- Bachelor of Veterinary Nursing – BVN

Moved: Jackie Tims

Seconded: Sarah Sommerville

**MOTION CARRIED**

### 3. Mea Hei Kōrero | Items to Discuss

#### 3.1. NZIST and Academic Governance

Presenter/s: Simon Tries

Unitec has no information on when work from AAC will need to begin getting approval from the NZIST Academic Board which oversees both Unitec and MIT. Until clarity is received, Unitec shall continue under BAU.

### 4. Ngā Tukunga | Items to Receive

#### 4.1. Programme Development

Presenter: Jackie Tims

#### MOTION

That Te Komiti Whakamana Hotaka Hou receive the following item/s:

- Programme Development Report

Moved: J Tims

Seconded: S Varley

**MOTION CARRIED**

#### 4.2. Portfolio Rōpu (PIC) Chair's Report

No report.

### 4.3. PAQC Trades and Services

Presenter/s: Simon Tries

Members would like more clarity on the actions and validity of what was recorded in these Minutes.

**ACTION** → Steve Marshall to follow up with the School to gain clarity on the validity of actions undertaken by the PAQC Trades.

## **5. Kupu Whakamutunga | Closing**

### 5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

### 5.2. Committee Self-Assessment

(None)

### 5.3. Karakia Whakamutunga | Closing Prayer

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

*We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward!*