



minutes

ACADEMIC RECOVERY COMMITTEE SPECIAL HUI SUB-COMMITTEE OF ACADEMIC BOARD

Date:	23 April 2020	Time:	12pm
Location:	Skype		

Mema Poāri Tae Ā-Tinana | Present

Simon Nash (Chair) – Director, Ako
 Glenn McKay – Tumu / Executive Director Student Success
 Chris King – Head of School - Bridgepoint
 Nick Sheppard – Executive Director – Schools & Performance
 Annette Pitovao – Director, Student Success
 Sue Emerson – Academic Programme Manager – Team Leader
 Trude Cameron - Operations Manager – Schools

Hunga Mahi | In Attendance:

Cathy Tyler – Executive Assistant (Minutes)
 Dan Brady – Director – Enrolments & Academic Operations
 Mary Johnston – Executive Director – People & Infrastructure
 James Oldfield – Digital Learning Lead

Ngā Whakapāha | Apologies

1. Committee Business / Admin

a. Attendance and apologies

All members were present.

2. Planning for Delivery at Alert Level 3

a. Course Delivery Decisions

The spreadsheet with course details was shared prior to the hui.

The ARC made decisions on courses for delivery on campus with ratings 3C or 4.
 The IMT are to discuss the practical issues of the decisions at the following hui.

Further clarification on requirements is needed on BCE courses and EAS.

Lee joined the hui at 12.50pm to discuss the Trades courses; it was noted that students who are scheduled to finish this semester are being prioritised for practical courses on campus; if they do not complete this semester we will run into issues if delivery needs to be rescheduled in SEM2. The complexities of course delivery were noted. Lee also advised that PPE will need to be purchased for some courses such as welding as students will have to have their own helmet. Mary advised that the UPC wood workshop is available and another space in 108. Lee noted that contractors may need to be employed to finish the house builds in order for them to be sold in time for new foundations to be laid for SEM 2. Lee is to work with the IMT on logistics for delivery; input from timetabling is also required.

It was noted the second tab on the spreadsheet with details of courses with practicums and placements will be discussed and a future hui.

James advised that work is underway on student software requirements; we have student licenses until the end of May for Adobe software. Sue to follow up with James and advise the APMs.

There was discussion on the learner contract and students who are not able to come to campus to use the specialised software; we are legally obliged to offer an off campus solution but in some cases this may not be possible; Simon to follow up with Sinead.

Mary advised that we can arrange to open the Copy Centre if required.

Sue advised that the APMs would like protocols/advice for using amenities whilst on campus such as toilets and kitchen facilities.

It was noted that staff require further clarification on withdrawals and deferrals.

MEETING CLOSED: 1pm

School	Programme	Resources needed	Purpose	Students / Staff	Day/Date	Times	Decision Summary	Comments	Additional Notes	
Applied Business	NZCRE	Face to face access with industry assessor	Assessment for Unit standard 23137 - role play	Students	ASAP		resolved, no students on campus.	12 week programme. Students need to complete assessments. Can delay until Covid level 1/2 takes effect not a priority. RESOLVED		

Architecture Level 3		Need 2 spaces for Post Grad students - 048-1072 (Maori and Pacific space) and 048-2005	1. ARCH9111, ARCH9000 and LAND9000 need access to computers and specialist software to complete their final written document and architecture/landscape architecture design project. The students can remain in a single space for a long duration of time with no need for contact with anyone else. Priority Group students in particular require access to suitable space and specialist resources.	6 x Students in 048-1072 8 x students in 048-2005	7 days a week	7am-11pm	approved, 2 x student bubbles.	Access required up until 15 July Not clear how this would work with bubbles?? Very long hours - limit them. Supervision needed? Extended use of Adobe and how to access this? not available for a month probably, but might be in place for after free licence expires. IMT - teacher or technician needed the whole time. clear rules about use of space, kitchen, etc. Supervision all the time. limited hours on campus. Weekdays only. IMT further comment Building controls will be very tight - one lab, designated toilet and kitchen. 5 days per week, hours specified within 9-4, must be supervised by same person for whole time. Need acceptance of that from Peter's team. will change under Alert L2. PETER CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 2 x student bubbles	Peter 2 student bubbles	
		Access to 048-2011	2. Access to printing and scanning facilities for A3 documentation for CIAR6504, CIAR6501, LAND6224	Staff x 3- Karl Newby, Sue Hudson and Julian Rennie	Not specified		approved, 1 x staff bubble only.	seems fine, as above. IMT - Is this the special printer in B48? If so, need staff. - If Copy Centre is already sorted in controlled way - one in, one out. This is more Level 2 matter. IMT further notes: Need Peter's advice on which printer this is. Approved. controlled hours only. b48, same deal with 9-4 hours. PETER CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 1 x staff only bubble.	peter 1 x staff bubble	
		Access to 048-2011	3. Courses have large format visual submissions that need marking up for formative feedback	Staff x 3 - Karl Newby, Sue Hudson and Julian Rennie	Not specified		approved, 1 x staff bubble only.	seems fine, as above. IMT - assessment as a team of teachers. Use old project room on ground floor. IMT further notes: Staff only - approved. Controlled hours, 9-4. PETER CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 1 x staff only bubble.	peter 1 x staff bubble	

Bridgepoint	NZCSL	2 classrooms - 117-1002/1001 with Projector and Computer	BPED1210 Work Based Learning - These students have a disability and require social skills, emotional skills and skills such as reading eye contact, body language and basically how to get along with each other that can NOT be replicated online.	29 x students in 4 separate classes 6 lecturers available over the course of the week	1/week per class		resolved, no students on-campus	Staffing is adequate, with a bit of rejig of numbers of staff. Safety issues with social distancing for these students? These are big classrooms - scope to work with protocols. Do risks outweigh benefits at Covid L3? Wait for Covid L2? Decision - NO, review in 2 weeks if still in L3. RESOLVED		
	NZCSL	2 classrooms - 117-1002/1001 with Projector and Computer	BPED1205 Responsible Citizenship - These students have a disability and require social skills, emotional skills and skills such as reading eye contact, body language and basically how to get along with each other that can NOT be replicated online.	30 x students in 4 separate classes 6 lecturers available over the course of the week	1/week per class		resolved, no students on-campus	as above. RESOLVED		

School	Programme	Resources needed	Purpose	Students / Staff	Day/Date	Times	Decision Summary	Comments	Additional Notes	
Building Construction	BET	Computer lab with specialist software	ENGGMG 6005 - CE Detailing and Modelling - assessment requires use of 12D software which is only available on Unitec computers	26 students	2 x 4 hour sessions/ week (per bubble we think - same all the way down)		No courses yet finalised for on-campus for any Civil or surveying courses (lines 11-20) Staffing to sort out. Likely none until 4 May.	Level 4 impact Same question for all engineering ones - are the bubbles exclusive and adequately staffed? If scale makes this difficult, are there any other technical solutions? Students without staff members requests?? Need to prove staffing / technicians will be accommodated here. we read this as meaning each bubble requires 2 x 4 hour sessions each. is this feasible?? also, need to count each student in just one bubble - need to check this or being double-counted. IMT - We don't have VDI available for this yet. Hamish indicates it's likely to be a month. same issues below for all these courses. Nick/IMT to check - Also question about which lab or labs are required, depending on the particular project being completed. Hung has the info on what computer/software specs in each lab. Additional notes for IMT from School APMs (see next two columns)	1. Staff member in the bubble will be exclusive to that group. Most have the staff member outside of the bubble using Zoom. One staff member will be teaching to one bubble with the other bubbles watching the lecture on Zoom. Possibility of a PASS tutor exclusively allocated to each bubble or remote staff helping students using Zoom. 2. Some classes have several sessions each week and we propose to run them at close to scheduled times. We are reluctant to try to combine classes as that drops too much content on the student at any one time. Much of the time required is self-directed learning to do projects so students will need multiple sessions each week to be able to complete the project. We will try to minimise the number of active days each week. 3. The classes we need access for use software that is quite expensive and often requires high spec computers that most students do not have. The tutorial classes are for students whose computers are not high enough specifications to run the CAD software we gave them. These students have fallen behind and will fail without access to the Unitec computers Further response from Hugh Wilson regarding staff supervising all students on campus: What about students doing self-directed learning as required for the capstone projects? If they need supervision then can we get someone from Support and reduce the students in class to 9 (and increase number of bubbles)? Alternatively we could get someone to supervise the active rooms from Zoom or some other monitoring method. We also have tutorials that we were delivering via Zoom. Does that count as supervision? If not then we need support people to do face to face supervision. We do not have engineering staff available to supervise every bubble.	Further IMT input: Students need to be in bubbles, they need to be physically supervised by a staff member - 4 bubbles. The bubble will be doing multiple courses. If enough staff can be provided, this could go ahead. Hung is comfortable with the spacing availability. Hung and Clint work with Hugh on an actual plan and maybe James re Zoom. We would suggest that they don't start until next Thursday - they need to see protocol that Clint/H&S have put into place. The less movement the better. Need a staff member in bubbles at all times. There might be scope for staff who arent specialized in this area that can just supervise. HUGH/PAUL CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 FOR ALL COURSES BELOW LINES 11-20 unlikely to start until 4 May?
			ENGGMG 6046 - Structural Principles - Requires learning Multiframe design software that is only available on Unitec computers.	14 students	1 x 4 hour session per week			Level 4 impact as above IMT as above and rest of this set below down to Row 18 Additional IMT notes: complex, needs staff for each bubble. In principle, with staff is ok. Lab space is ok, but needs confirmation of timetabling and timings. Hung and Clint work with Hugh on a plan for this and approve. suggest thursday start and look at protocols.		
			ENGGMG 7101 - Engineering Development Project - Final year student projects. Some students require access to specialist software on Unitec computers	20 students	3 x 4 hour sessions per week			Level 3C impact as above, etc for rest of these courses.		
			ENGGMG 5003 - Engineering Communication - Some students with low spec computers who have fallen behind on CAD component and need proper computers to catch up and complete.	10 students	2 x 4 hour sessions/ week			Level 3C impact as above, etc for rest of these courses.		
	NZDE		ENGGDE 4103 - Technical Literacy - Some students with low spec computers who have fallen behind on CAD component and need proper computers to catch up and complete.	20 students	2 x 4 hour sessions/ week			Level 3C impact		
			ENGGDE 5202 - Civil and Structural Drawing - Some students with low spec computers who have fallen behind and need proper computers to catch up and complete.	10 students	2 x 4 hour sessions/ week			Level 3C impact		
			ENGGDE 6102 - Engineering Project - Final year students project requires extensive use of CAD. Students with low performance computers experience significant lag and cannot practically produce drawings. Need access to Unitec computers.	10 students	3 x 4 hour sessions/p er week					

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	NZDip Surveying	Access to surveying equipment, Unitec fields and specialist software (12D)	ENGGDE 5205 - Engineering Surveying - Field sessions and computer room access. Computer work requires use of 12D software which is only available on Unitec computers	14 students	2 x 4 hour sessions/ week			<p>Are the bubbles exclusive and adequately staffed? Software access needed.</p> <p>Fieldwork required with high viz, etc.</p> <p>If scale makes this difficult, are there any other technical solutions?</p> <p>Same questions about numbers of sessions and exclusivity of bubbles need to be clarified.</p> <p>IMT - same labs as for Civil Engineering - allocation to sort out.</p> <p>Special safety for camera, theodolite, gloves, widenedown between sessions, particular sanitising solution.</p> <p>Can they delay the fieldwork bits? It MAY be the same at Level 2. need to clarify this.</p> <p>Additional notes from School and APMs (see notes to right)</p>	<p>Most of the classes are self-directed learning which do not require a tutor. We may also have bubbles where the tutor comes in via Zoom.</p> <p>For field classes we may also have the tutor setting everything up then leaving the students to do it so they do not come into the bubble. We may use ipads (does Unitec have any?) with Zoom connections to allow remote staff to supervise field work. We have done this before</p> <p>ARC additional notes</p> <p>need staffing for fieldtrips - same requirement as any other bubbles.</p> <p>Needs to be discussed with Hugh also. particular issues with safety for cameras, etc. OPTION of some non-specialised staff to deal with this, and teachers Zooming in.</p> <p>Most of the classes are self-directed learning which do not require a tutor. We may also have bubbles where the tutor comes in via Zoom.</p> <p>For field classes we may also have the tutor setting everything up then leaving the students to do it so they do not come into the bubble. We may use ipads (does Unitec have any?) with Zoom connections to allow remote staff to supervise field work.</p> <p>ARC additional notes</p> <p>need staffing for fieldtrips - same requirement as any other bubbles.</p>	
			ENGGDE 6207 - Land Surveying 2 - Field sessions and computer room access. Computer work requires use of 12D software which is only available on Unitec computers	13 Students	2 x 4 hour sessions/ week			IMT same as above, and below row		
			ENCE 6213 - Land Development 1 - Course teaches use of 12D software which is only available on Unitec computers. Students have assessment that requires use of 12D	11 students	2 x 4 hour sessions/ week					
Computing, Electrical and Applied Technology	ISCG7431 - final course in BCS degree	Computer Lab 183-2006	To complete Network Management Project	3 x students - Kumar,Vivek Murray,Tyron e Heremia Thomas Alomirah,Yasser Abdulrahman	29/4 & 6/5	9am-4pm		<p>very small numbers. Makes sense.</p> <p>Will all have staff supervision. Need IMT advice on what level of supervision is required - whole time or otherwise?</p> <p>Kitchen, toilet, arrangements?</p> <p>Where students can't attend, what options? Webcams?</p> <p>No final decisions yet, pending staffing decisions max 3 x student bubbles for lines 22-24.</p> <p>IMT - Sanitising required, induction for toilets, etc.</p> <p>IMT further advice:</p> <p>own computer per student, bubbles, senior students.</p> <p>They each use their own designated computer. Well-controlled area.</p> <p>There is a kitchen. As long as we get a schedule of who is supervising where and how. Parking - there is parking outside of B117 there is a whole row of parking there.</p> <p>MAY REMOVE REQUEST - ON HOLD FOR NOW - NEXT 3 ROWS</p> <p>Clint to think about potentially a sports centre staff member supervising.</p> <p>Jacky has list of people who currently don't have work.</p> <p>3 x bubbles max if it goes ahead for lines 22-24.</p>	computing 3 student bubbles max if confirmed	
	ISCG7431 - final course in BCS degree	Computer Lab 183-2006	To complete Network Management Project	3 x students - Chavez, Miguel Foroughi, Tabesh Ahmadzai, Aftekhar	30/4 & 7/5	9am-4pm		<p>IMT as above</p> <p>Nick - note issues with plug in and unplug, how to sanitise? Can they have single identifiable sets per bubble that don't need so much cleaning, or not? Resolved.</p> <p>Same staffing issues as above.</p>		
	ISCG7431 - final course in BCS degree	Computer Lab 183-2006	To complete Network Management Project	3 x students - Gurung,Rohan Singh, Gurjeet Morgan,Kyeron	1/5 & 8/5	9am-4pm		<p>IMT as above</p> <p>Nick - same issue as Row 23.</p> <p>Same staffing issue as above.</p>		

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Creative Industries	BCE	Ceramics course that requires access to ceramics workshop and materials	DACA6941 - Emreging Materials -	8 students/1 Teacher	Thursdays	1-4pm	approved, 1 x student bubble	Level 4 impact - Extend semester by 1 week for final summative assessment submission makes sense. But would delivery of materials address this? IMT - can we delivery equipment/materials. Vanessa - is this the kiln? Or the workshop using wheels, moulds, etc. Need clarification. any impact on extension? does this mean extend the teaching weeks or final date of semester? makes a difference. are any of them potential graduates? Additional notes from the School APMs: Students need access to onsite equipment for pottery-making (not kiln), But then a staff member needs to run the kiln in last week to fire the pottery that the students have produced in previous weeks. ARC recommend YES. ARC notes: How to manage them so that they can't roam the barn? Recommend defer while ceramics workshop is set up. will be ready for 7th May or thereabouts. Confirm with school. VANESSA VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 1 x student bubble.	vanessa 1 x student bubble	
		006-B003	DACA6912 -Life Drawing	10 students/2 Teachers	Mondays	9-11am, 11-1pm	approved, 2 x student bubbles	Level 3C impact - Redistribution of learning hours likely to be required What does 'redistribution' mean? Need rationale. Why not do life drawing online? IMT - need to consider International students if there are any extensions. Additional notes for IMT from School APMs Life drawing can't be done online. Requirement sounds reasonable from ARC perspective - recommend YES. Will also need to extend semester by 3 weeks. ARC further notes: need warm room - approved. need two models - one per bubble. VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 2 x student bubbles.	vanessa 2 x student bubbles	
	MCP	Access to photography printers in building 76 and support required from Karen Crisp, technician.	ICIB9003ENR - Research Project Extended - ENR	4 students due to complete in Semester one. 1 student urgent access needed			approved, 1 student only.	Level 3C impact for one student - Sheryl Campbell, is completing at the end of semester and requires limited access to the photography printers in building 76. Could a staff member/technician does this for her? Or be accommodated on a certain day and time. IMT - different buildign, quite remote from central campus. SEcurity might be able to do this for one student, with contact tracing form filling, etc. a 'shopping list' required. Additional info after asking School APM yes, a single student can come in at an agreed time for this with a technician. ARC approve. need to book this. check the building is correct. need a booking system for these one-offs. (Malcolm?). VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20 Details to be sorted with Clint/Malcolm 1 x student only.	vanessa 1 student bubble	

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	General info on need for materials across Creative Enterprises school						approved, details to sort with Clint/Malcolm.	<p>Technicians and materials to Students</p> <p>Students are running out of materials. A small number rely on the class materials to be able to do the course and will be unable to go online and buy more. They will be severely disadvantaged.</p> <p>Some work relies on resources such as digital cameras which students sign out. This could be continued by technicians with a pick up and drop off process and a cleaning process.</p> <p>We suggest our two usual technicians Danny and Karen are rostered for one morning each week for each technician, to provide the option for contactless resources for students. Suggest a Tuesday morning for one and a Thursday morning for the other</p> <p>Students could sign into campus and go to the door of Building 76 at a given time where the technician would open the door and put the parcel on the doorstep.</p> <p>For some students this will make the difference in whether they can continue. We would be clear about what was part of class materials and what was not.</p> <p>VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20</p> <p>Details to be sorted with Clint/Malcolm.</p>	<p>ARC feedback</p> <p>Karen and Danny are used elsewhere so need to sort how to avoid mixing bubbles or being in more than one bubble.</p> <p>Can we get info on packages? Size? Etc.</p>	
	MDES	Access to studio in basement of building 6 - preferably on a flexible basis	DESN9000ENR - Design Research Project	1 student due to complete at end of Semester one			approved, 1 x student only. Details to sort with Clint/Malcolm.	<p>Level 3C impact for one student - Brendon Leung, is completing and will be examined in June. Requires individual access to studio in basement of building 6, preferably on a flexible basis. No lecturer support required.</p> <p>Needs rationale for flexible access e.g. for 1 hour?</p> <p>Supervision for student question to consider.</p> <p>IMT - can one student get access via Security?</p> <p>Additional info after asking School APM</p> <p>as above - yes, a single student can come in at an agreed time for this with a technician.</p> <p>ARC approve in principle, but need details of how to do this. No flexibility. supervision? or come and get material they need and take it home.</p> <p>VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20</p> <p>Details to be sorted with Clint/Malcolm.</p> <p>1 x student only</p>	vanessa 1 student only	
		Access to editing suite in B12	PASA5301 Film and Television - Students need laptops that enable Adobe Premiere to be used. If IMS still have mac laptops available then 3 student's won't need to come on campus. Student Success could not provide them.	2 groups of students. One bubble could be eliminated if IMS can provide Mac laptops for Adobe Premier 3 students	Week of 4 May	3 hours only	approved, 1 or 2 student bubbles.	<p>Will need supervision - Samatha Sperlich will do this.</p> <p>Some work relies on material resources such as digital cameras which students sign out in normal conditions. This could be continued by technicians with a pick up and drop off process and a cleaning process.</p> <p>ARC comments</p> <p>VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20</p> <p>Will follow up with Hamish.</p> <p>1 or 2 bubbles of students</p>	<p>From TKK, Trude, others:</p> <p>The consensus is to defer assessments for these courses either into early Sem 2 or end of Sem2. The only impact will be on student workload, which will be managed by the School and by the fact that there is a staggered approach to the assessments over several weeks, with not all students involved for each week. Example: Week one - pre-production set up, week two - production, week three - post production editing. This will mean that grades will be published later for these courses. No negative impact on any students needing to graduate and is the option requested by students rather than returning for Summer Semester.</p>	<ul style="list-style-type: none">Some work relies on material resources such as digital cameras which students sign out in normal conditions. This could be continued by technicians with a pick up and drop off process and a cleaning process.
		Access to B12 - editing equipment	PASA7331 - Camera and Sound 3 - need a 3 week extension				approved, no students on-campus for Lines 32-41.	<p>Need a 3 week extension to enable Acting and Screen students to shoot together on the same project on.</p> <p>We suggest that our two usual technicians Danny and Karen are rostered for one morning each week for each technician, to provide the option for contactless resources for students and for the above type activities. Danny is a general technician and Karen is a photography technician. Suggest a Tuesday morning for one and a Thursday morning for the other.</p> <p>ARC comments</p> <p>VANESSA CONFIRMED/APPROVED (NS/SN/SE) 24/4/20</p> <p>same for lines 32-41</p>		<ul style="list-style-type: none">We suggest that our two usual technicians Danny and Karen are rostered for one morning each week for each technician, to provide the option for contactless resources for students and for the above type activities. Danny is a general technician and Karen is a photography technician. Suggest a Tuesday morning for one and a Thursday morning for the other
		Extension of time	PASA 7721 - Production Stage Management - defer course til end of Sem 2		Sem 2			<p>Elements for learning and assessment have interdependence with theatrical production projects which have shifted to later in the year. BPSA PDM courses need to be in sync with these production timelines. Scheduled as follows: Term 3 2nd Year Plays, Term 4 Actors Grad Show, Term 4 Costume Y3 Showcase.</p> <p>Students could sign into campus and go to the door of Building 76 at a given time where the technician would open the door and put the parcel on the doorstep</p> <p>ARC comments</p>		<ul style="list-style-type: none">Students could sign into campus and go to the door of Building 76 at a given time where the technician would open the door and put the parcel on the doorstep.

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		Extension of time	PASA6731 - Performance and Event Tech 1 - defer course til end of Sem 2		Sem 2			<p>If lockdown continues past 1 June - will have to happen in Sem 2 for Lighting and Audio. Interdependencies of technical skill developments in design, implimentation and execution of theatrical production projects. These projects have shifted to later in the year to accommodate Creative Practice and workflow timelines required to take the projects from concept to implementation and presentation. Please allow BPSA PDM courses to be in sync with these production timelines in Semester 2, allowing for workflows, assessment and grading to happen at this time. Partial Completion (50%) end of Term 3 is possible as some compnents can be down by then (This course is dependent on Y2 plays by Acting Discipline)) Full completion (the other 50%)by end of Term 4 (Y3 Grad Show and Y3 Costume Showcase).</p> <p>For some students this will make the difference in whether they can continue. We would be clear about what was part of class materials and what was not.</p> <p>ARC comments</p>		<ul style="list-style-type: none"> For some students this will make the difference in whether they can continue. We would be clear about what was part of class materials and what was not.
		Extension of time	PASA7731 - Entertainment Lighting defer course til end of Sem 2		Sem 2			<p>Interdependencies on theatrical production projects of the School of Creative Industries. These projects [schedule of] have shifted to later in the year to accommodate Creative Practice and workflow timelines required to take the projects from concept to implementation and presentation. Please allow BPSA PDM courses to be in sync with these production timelines in Semester 2, allowing for assessment and grading to happen at this time.</p> <p>ARC comments</p>		
		Extension of time - 3 weeks	PASA7231 - Acting Studio 3A - assignment and delivery modality - structure and timing adjusted for online - One element (shoot) delayed until return to campus- prob sem break 1 week shoot		Semester Break			<p>Will require an extension on a major project (50%) to take place after 28 June in the semester break for 3 weeks. They will need access to facilities on campus then to shoot a web series wiht the Screen Students .</p> <p>ARC comments</p>		
		Extension of time - 4-6 weeks	PASA6211 - Acting Studio 2A - assignment and delivery modality, structure and timing adjusted for online platform (live presentation / perf moved to zoom or pre recorded). One element of Ass 1 (shoot) delayed until return to campus- prob Sem 2 pick up 1 week shoot		Sem 2			<p>Relates to LO 2 and 3</p> <p>2. Demonstrate the ability to apply personal preparation routines and effective rehearsal and performance practice through a variety of processes in live performance and screen projects.</p> <p>3. Apply appropriate acting techniques, including vocal, physical and psychological choices for a given character, in a wide range of theatre and screen settings.</p> <p>The Studio 2 shoot will just require a delayed shoot to complete the process and will be completed as soon as possible with distancing and other measures in place as required , Screen is holding the planning of this and we will make sure actors prepped and available. An extension of not more that 6 weeks into the beginning of Sem 2 is required in order to schedule a weeklong shoot.</p> <p>ARC comments</p>		
		Access to editing studio in B12 Extension of time - 7 weeks	PASA 6343 - need software access	5 students	4-May	1 x 3 hour session		<p>We require a 7 week extension that will enable the acting and screen students to shoot together on the same project (on campus) during the first few weeks of semester 2. We also need to editing equipment studios in B12 for 5 students from 4 May. They can be supervised by Sai Yin (Technician). They would be in the editing suites for 1 x 3 hour session per week. This software is not accessible at a remote distance.</p> <p>ARC comments</p>		
		Access to screen gear and extension of time -7 weeks	PASA6253, 6333, 6355 - need access to screen gear to prepare for shoot with acting students		29-May			<p>We require a 7 week extension that will enable the acting and screen students to shoot together on the same project (on campus) during the first few weeks of semester 2. No access to equipment or facilities will be required until 29 May when we rely on practical teaching and Screen gear to prep for this</p> <p>ARC comments</p>		
		Access to equipment and extension of time - 6 weeks	PASA7341 - Editing Sound Post-Production 3 - preparation for project shoot		29-May			<p>To enable the acting and screen students to shoot together on the same project (on campus) during the term break from 28 June. No access to equipment or facilities will be required until 29 May when we rely on practical teaching to set this project up</p> <p>ARC comments</p>		

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		Access to equipment and extension of time - 3 weeks	PASA7371 - Screen Production 3 - preparation for project shoot		25 May					
Environmental and Animal Science	NSCI7731 - BASCI and BVN	Access to research spaces in B114 & B155 and the animal unit - one student in one place at a time	Research Project	5 students			approved, 1 x student bubble.	<p>Yes, pending confirmation of staff supervision required. Check the rationale from spreadsheet.</p> <p>IMT - two spaces quite a long way apart from each other, plus animal unit. Simultaneous use or different times? Have to track students from one building to another. Will need security or H&S to address this? Need clarification, and as per below Row 32.</p> <p>Response from APM A lab technician can come in for each session. Year three students working in labs and one post grad student working in animal unit. ARC approve. different students in the two spaces. Confirm enough staffing for this - one per student. DAN CONFIRMED/APPROVED (NS/SN) 24/4/20 FOR LINES 43-46 1 x student bubble</p>	dan 1 x student bubble	
	NSCI3795 - SA - the part time cohort of NZCAC	Access to Te Puna Kararehe (the animal unit).		35 students	28/4-15/5			<p>Yes, pending confirmation of staff supervision. Need info on cohorts and staffing. Check the rationale from spreadsheet.</p> <p>IMT - are there issues with transmission via animals? And what sanitising required between animals and in buildings? Need more info.</p> <p>Response from APM REMOVE THIS REQUEST - other arrangmenets have been made.</p>		
	NSCI6504 - BVN			35-40 students			approved, 1 x staff bubble.	<p>Yes, pending confirmation of staff supervision. Need info on cohorts and staffing. Check the rationale from spreadsheet.</p> <p>Response from APM Change approach to just bringing 2-3 staff in to make video for students. Information to come about a timteable for when staff can be in to make the videos.</p> <p>ARC approve. Dan iwll send a schedule fo rthis. DAN CONFIRMED/APPROVED (NS/SN) 24/4/20 1 x staff only bubble</p>	dan 1 x staff bubble	
	NSCI7105, NSCI6744, NSCI7810, NSCI3795 - SA (the distance cohort of NZCAC), NSCI4740, NSCI6101, NSCI5710.	Deferral of assessment, field trips or practical/clinical hours to semester 2					approved, no students on campus for these courses.	<p>Check with TKK about roll-on effects of deferrals for Sem 2. TKK and others confirm these are all ok or decisions to be deferred for another week or so. ARC will address then, but it should not delay other parts of school progressing with plans. DAN CONFIRMED/APPROVED (NS/SN) 24/4/20 no bubbles.</p>	NSCI7105 - 3 day field trip, collect data and do assessment - defer to Sem 2 - only issue is workload for Sem 2 - therefore allow more time to submit assessment 6744, 7810- work placements - defer assessment to Sem 2 7105 - delete 3795SA - 2 block courses - practical work experience - one on site in animal clinic - block 2 in first week of July - defer decision on Block course one to 11 May - Level 2 Covid? If block course 2 doesn't occur in July break then need to push to Sem 2 - on site face to face teaching and work in animal unit - RESERVE decision until May 11 - BVN courses 6101 and 5710 - Full year courses - Veterinary Hospital placement - may extend beyond end of Sem2 - all content is delivered by clinical placement 4740 - RESERVE DECISION - May need to extend course into Summer School - students go into Zoo for practical placements - 1/day week over the year - finishes in November - Zoos won't allow students back til Covid Level 1 - taught and assessed on site in the Zoo - can go into Dec/Jan - issue if time extends beyond Jan - as encroaches on 2021 student placements (could start 2021 students late) - also working in blocks may not work for students 6101, 5710 RESERVE DECISION pending Covid Level announcements - Practicums in Vet hospitals across 2 programmes - changes in how students are rostered - done in rotations so some students have not started yet - can negotiate with clinics about how students are rostered - full year programmes - risk may need to extend into Summer School - no other impact - implications for allowances? Any risk for progressing to Diploma?	

School	Programme	Resources needed	Purpose	Students / Staff	Day/Date	Times	Decision Summary	Comments	Additional Notes	
	NZCAE	Require Mataaho shop floor, consumables, specialist equipment, technical support, welding bays Extension of time into Semester break	APTE 3102 - Sem 2 intake 2019 - need practical work	30-35 students Require 5 staff, technical support			Decisions pending on ALL Trades courses, dependent on staffing, etc. Unlikely until 4 May? Applies to lines 48 - 75.	Students finish end of Sem 1 2020 - need to extend course into semester break. Grade reporting will be late.	<p><u>Programme Notes for ARC and IMT:</u></p> <p>1. NZCAE L3 FT Priority groups S1 leavers. Due to anticipated staffing issues, potential for learners to elect not to attend, strictly limited resources/learning equipment and space, sanitisation of all equipment, potential volume of learners, disruptive sanitation programme, no access to on site refreshments (potential of bubble breaking).</p> <p>2. NZCME L3 FT Priority groups S1 leavers <i>Recommendation, allow for on campus delivery S2 intake 2020. Naturally low numbers, relieves equipment and room requirements on mass return. Shop floor, welding bays and consumables. Technical support REQUIRED.</i></p> <p>3. NZCCT L3 FT Allied Trades Priority groups S1 leavers is that this class is allowed back on site from 4 May at level 3 to complete learning. Note; extant trainers have underlying health issues. Construction site, Mataaho, consumables, construction materials, technical support required.</p> <p>4. NZCCT CTB1/2 Priority groups S1 leavers class is allowed back on site from 4 May at level 3 to complete learning/house. This is dependent on staff availability, technical support and access to consumables and other construction materials. Long term financial impact, contractors will have to be employed to complete houses so that some of the cost of material is recuperated. Construction site, Mataaho, consumables, construction materials, technical support required. Delay in returning will require extension of semester, late input of grades. Extending semester will strictly limit the number of new learners recruited for S2 2020.</p> <p>5. NZCPDG L3 FT recommendation is that these 2 cohorts be allowed back on site at level 3 to complete learning. Requires Mataaho, consumables, technical support. Delay in returning will require extension of semester, late input of grades. Extending semester will strictly limit the number of new learners recruited for S2 2020. Note; extant trainers have underlying health issues</p>	
		Require Mataaho shop floor, consumables, specialist equipment, technical support, welding bays Extension of time into Semester break	APTE 3103 - Sem 2 intake 2019 - need practical work	2 groups - 28 students	1st June			Can complete if access to campus is provided at lockdown level 2 from 1st June <i>These are students who need to complete. Knock on effect for next cohort and its start date if they don't complete. Bunch of issues for IMT to address, particularly in Mataaho. NEED A SEPARATE SESSION WITH LEE, IMT, an ARC MEMBER. IMT - need info on equipment, quantity of consumables, technical support. ARC further notes: Nick's feedback: Happy with what Lee's proposing for ALL Trades courses listed here. Need to let him work with IMT and we are happy to support. APPROVE FOR REFERRAL TO IMT</i>		
		Require Mataaho shop floor, consumables, specialist equipment, technical support, welding bays Extension of time into Semester break	APTE 3104 - Sem 2 intake 2019	2 groups - 28 students	1st June					
		Require Mataaho shop floor, consumables, specialist equipment, technical support, Vehicle, rigs. Extension of time into Semester break	APTE 3105 - Sem 2 intake 2019	1 group of students - 15 Require 5 staff, technical support				Students finish end of Sem 1 2020 - need to extend course into semester break. Grade reporting will be late <i>as above, with Lee.</i>		
		Exact requirements not provided Extension of time into Semester break	APTE 3106 - Sem 2 Intake 2019	2 groups - 28 students	1st June					
		Require Mataaho shop floor, consumable, specialist equipment, technical support, Vehicle, rigs, Lucas Nuelle emulation	APTE - 3107 - Sem 2 intake 2019	1 group of students - 15 Require 5 staff, technical support	1st June					
		Onsite Mataaho	APTE 3108 - Sem 2 intake 2019	2 groups - 28 students	1st June					

School	Programme	Resources needed	Purpose	Students / Staff	Day/Date	Times	Decision Summary	Comments	Additional Notes	
Trades and Services	NZCME	Require Mataaho shop floor, welding bays and consumables, Technical support	APTE 3205 - Sem 2 intake 2019	1 lecturer/8 students	NZCME					
		Require Mataaho shop floor, welding bays and consumables, Technical support	APTE 3206 - Sem 2 intake 2019	1 lecturer/8 students						
		Require Mataaho shop floor, welding bays and consumables, Technical support	APTE 3207 - Sem 2 intake 2019	1 lecturer/8 students						
		Not specified - project work/extension of time into Semester break	APTE 3208 - Sem 2 intake 2019	1 lecturer/8 students						
		Not specified - project work/extension of time into Semester break	Carpentry FT L3 - 3513 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Not specified - project work/extension of time into Semester break	Carpentry FT L3 - 3514 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Not specified - project work/extension of time into Semester break	Carpentry FT L3 - 3515 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Not specified - project work/extension of time into Semester break	Carpentry FT L3 - 3516 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Not specified - project work/extension of time into Semester break	Carpentry FT L3 - 3517 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3518 Sem B Intake	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			Extending semester will strictly limit the number of new learners recruited for S2 2020.		

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	NZCCT	Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3519 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3513 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3514 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3515 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3516 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, construction site, consumables, equipment, technical support/extension of time into Semester break	Carpentry FT L3 - 3517 Sem B	<i>Note; extant trainers have underlying health issues</i>	Access from 4/5			<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		
		Mataaho, staff, technician availability, consumables/extension of time into Semester break	Plumbing L3 - CIBC 3101 - Sem 1 2020					<i>Extending semester will strictly limit the number of new learners recruited for S2 2020.</i>		

School	Programme	Resources needed	Purpose	Students / Staff	Day/Date	Times	Decision Summary	Comments	Additional Notes	
	NZCPDG	Mataaho, staff, technician availability, consumables/e xtension of time into Semester break	Plumbing L3 - CIBC 3102 - Sem 1 2020					Can complete as long as programme runs into semester break, reporting of grades will be late Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Mataaho, staff, technician availability, consumables/e xtension of time into Semester break	Plumbing L3 - CIBC 3121 - Sem 1 2020					Can complete as long as programme runs into semester break, reporting of grades will be late Extending semester will strictly limit the number of new learners recruited for S2 2020.		
		Mataaho, staff, technician availability, consumables/e xtension of time into Semester break	Plumbing L3 - CIBC 3151 - Sem 1 2020					Extending semester will strictly limit the number of new learners recruited for S2 2020. Extending semester will strictly limit the number of new learners recruited for S2 2020.		
			Plumbing L3 - CIBC 3181 - Sem 1 2020					Can complete as long as programme runs into semester break, reporting of grades will be late Extending semester will strictly limit the number of new learners recruited for S2 2020.		
UPC		Access to Te Katatai	1. Record on site lessons live to Facebook 2. Prepare projects to send out to students by courier	4 x Trades Staff, Ops Coordinator, Andrea Thumath	Tues/Thurs	9am-2pm	Approved, 1 x staff bubble.	Makes sense - a bubble, pending IMT approval. IMT - Yes RESOLVED ARC approve - same as DAN's team. APPROVED (NS/SN/SE) 24/4/20		

School	Programme	Resources needed	Purpose	Students/ Staff	Day/Date	Times	Decisions	Comments	
Community Studies	BTECE	Early Childhood centre access	Practicum Placement - Year 3 (July) students		25/5 - 26/6		Approved, subject to ECE confirmation of compliance with Teaching Council Covid 19 requirements	26 June is within semester period (but runs almost to end of last exam week) so could be very disruptive to this semester, but not impact on Sem 2. All placements in ECE seem to be intending to finish before end of Sem 1, so unless this is too disruptive to those students' other assessments, it seems ok. Doesn't disrupt Sem 2 at all. Approve? ARC approve, subject to Teaching Council approval of Covid Alert Level, and IMT approval. TKK are happy.	
	BTECE	Early Childhood centre access	Practicum Placement - Year 3 (February) students		25/5 - 26/6		as above	as above	
	BTECE	Early Childhood centre access	Practicum Placement - Year 1 (July) students		25/5 - 19/6		as above	Currently Level 3c - would become level 4 if practicum had to be moved to Sem 2 as above	
	BTECE	Early Childhood centre access	Practicum Placement - Year 1 (February) students		15/6 - 26/6		as above	Currently Level 3c - would become level 4 if practicum had to be moved to Sem 2 as above	
Healthcare & Social Practice Level 4- Because all of our courses require placements in clinical, Hospitals or Social Services all courses have been impacted- With Health programmes we will know by Tuesday if our students can go out to the district health boards	MAP - CISC 9060 Research Dissertation, 9090 Research Thesis, 9120 Research Thesis	Extension of time/ no on campus requirements	Re-arrange timeline to work on proposals and/or ethics application. Students with tighter timeframe, in data collection part of the process, may need to rethink a) how they progress to complete data collection via online/ virtual interviews as opposed to face-to-face, b) may need extension of timeframe to accommodate the current changes. This will need to be made on a case by case. There are 2x students who were planning to complete by this S1,2020 that might be impacted by this	2 students			approved.	MAP seems straightforward. Are just extensions to individual study periods for thesis research. Approve?	
	Medical Imaging - BHSMI 87178-A	Clinical placement/extension of time	Clinical practice - 7 weeks				approved.	Need to extend the course end date Some time may be able to be made up over student breaks and also at the end of semester 2. This may require an extension to the course end date from 22/11/2020 to 20/12/20. · Make up time will be confirmed following liaison with clinical stakeholders and other MI UG providers in NZ to ensure the clinical experience is safe and also effective. Medical Imaging – doesn't run into 2021, which helps in terms of less to arrange and approve. As with ECE: does this disrupt any other study and assessment demands these students have, and which needs to be taken into account? If not an issue, approve?	

School	Programme	Resources needed	Purpose	Students/Staff	Day/Date	Times	Decisions	Comments	
For Social Practice – the Social Workers Registration Board has given us guidelines which I attached and the team has found alternatives to placements under these. The changes had been submitted to TKK and we just await their approval on this.	Nursing - HCBN 5106	Clinical access	1. Clinical Assessment 2. Clinical Portfolio	60 students	Weeks 24-27		approved.	Bring forward exam by 2 weeks and change timing for clinical - originally 28/4-22/5 seems reasonable and within semester timeframe, as long as students not disadvantaged by early exam?	
	Nursing - HCBN 6103	Clinical access	1. Clinical Assessment 2. Clinical Portfolio	25 students	6 weeks access in weeks 25-30		approved. Please advise ARC (Simon & Nick) of updates from DHB.	Plan: attempt to have some projects that focus on mental helth of the general populations. Ie.posters / health teaching. This may replace two days of clinical . Patients in the mental health areas are a vulnerable group and access is likely to be delayed. Best outcome: by the 15th June year two students will have access to previously negotiated placements. If not it is likely to become more difficult as with the collective principle of year three having access first our year twos will not be prioritized. This one is a wait & see for Tuesday news from the DHBs. Carries quite a bit of risk for yr 2 students, but need to prioritise final year students as they are doing. Approve?	
	Nursing - HCBN 6107, 6105	Clinical access	1. Clinical Assessment 2. Clinical Portfolio	66 students	8 weeks access in weeks 22-29		as above	The plan is to hold SIM Lab practical sessions for learning skills. There is a potential for some to be learnt online and then teaching of the clinical portfolio, for example, NCNZ Competencies and Head to Toe Comprehensive Assessment and Case Presentation 1. Where students are implicated in more than one placement course (e.g. year 2), is this do-able in terms of planning? i.e. being in two places at once? 2. And is it do-able in terms of “mixing bubbles”, e.g. year Two students could be out, in different groups, for different activities, and therefore crossing boundaries.	
	Nursing - HCBN 7104	Clinical access - Primary Health Care providers	1. Clinical Assessment 2. Pregnancy and neonatal workbook 2. Clinical Portfolio	25 Year three students	5 weeks access in weeks 24-28		as above	no further comments	
Applied Business	NZCRE	Placement in a Real Estate Office	Practical placement for Unit standard 23140		ASAP		approved	Real Estate – my understanding is that there are no further courses to follow this for these students, so sounds ok for me – approve?	
	IBL		Students are in 3 categories27/04/2020 1. Can complete in Sem 1 2. Can only partially complete in Sem 1 and will submit in Sem 2 3. Cannot undertake in Sem 1 and will transfer enrolment and fees to Sem 2.				approved		
	NZCHW HCSP4406 – Practicum A		Practical placements	45 students	Extend to 19th July finish		approved	There will be a challenge accommodating 45 placements due to Covid-19. Organisations who have promised practicum before lockdown are unable to commit with the uncertainty at the moment.	
	NZCHW HCSP4407 – Practicum B		practical placements	11 students	Extend to 19th July finish		approved	There will be a challenge accommodating 45 placements due to Covid-19. Organisations who have promised practicum before lockdown are unable to commit with the uncertainty at the moment	