TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Location: Zoom Video-Conference

Scheduled   Actual

    Date: 2020-06-10   Date: **2020-06-12**

    Start: 0830h   Start: **0834h**

    End: 1000h   End: **1003h**

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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!*

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1.2. **Mihi Whakatau** | Welcome Speech

1.2.1. Committee Self-Assessment

Noted that:

- Meeting date was changed at late notice from the scheduled date of Wed. 2020-06-10 to this date of Fri. 2020-06-12 due to the priority of commitments by members to IER.
- Subsequently, a number of members were unable to attend due to teaching and other commitments.

1.2.2. Important Dates

Progress toward the July meeting of AAC.

- **2020-06-22   Monday, COB**
  - Submissions due to: AAC@unitec.ac.nz
- **2020-06-26   Friday, COB**
  - Agenda release – *Secretary*
  - Work allocation – *Secretariat*
- **2020-07-06   Monday, Noon**
  - Evaluative Form feedback closes – *AAC Members*
- **2020-07-06   Monday, COB**
  - Provide feedback from Evaluation Form to Programme Team/s - *Secretariat*
- **2020-07-08   Wednesday, 0830h-1030h**
  - Scheduled AAC Meeting

1.2.3. AAC Subcommittee Report to Academic Board

Noted. Further discussion to schedule for AAC 2020-07-08.

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1.3.   Tae Ā-Tinana | Attendance

Tae ā-tinana | Members Present

1. **(Chair)** Simon Tries
2. Chris Murphy
3. Ioane Aleke Faavae
4. Jackie Tims
5. Jayne Mercier
6. Kate Barry
7. Kimoro Taiepa – Dep. 1000h
8. Quentin Williams
9. Rakesh Patel
10. Sarah Sommerville
11. Steve Marshall
12. Tracy Chapman

Kairīwhi | Proxies

(None)

Akutō | Late

(None)

Ngā whakapāha | Apologies

1. * Dila Beisembayeva
2. * Niranjan Singh
3. * Prabhat Chand
4. * Steve Varley
5. Chris Carson – No Proxy // Teaching duties until either June or July due to impact of Lockdown on workload.
6. Malama Saifoloi

* Unable to attend due to change of date.

Kore i tae ā-tīnana | Absent

1. Pedro Ilgenfritz

MOTION

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

Moved: K Barry
Seconded: C Murphy

MOTION CARRIED

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.

• 2020-05-13 Regular meeting

Moved: J Mercier
Seconded: T Chapman

MOTION CARRIED

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1.5.   **Mahia Atu** | Matters Arising

1.5.1. **Missing multicultural elements**

Concern was raised that within a single programme application, one course gave consideration to "multicultural" perspectives but another limited it to "bicultural". NZQA has asked in previous programme approval applications for considerations from a multicultural perspective. The different courses may have reasons for these two different approaches.

The committee had a broader discussion on the extent to which Unitec Strategic initiatives should be embedded in programme documentation. It was agreed that this needed greater consideration,

ACTION: Priority Group representatives to discuss the best way to ensure that our strategies are represented within the programme documentation and report to next meeting.

1.5.2. **Conflicts of interest in stakeholder engagement**

When programmes are developed at Unitec, it is known that, at least once, a particular person was listed as a consulted stakeholder while they work as an employee of Unitec. The committee determined that, while this may not necessarily be an issue, consideration should be given to clearly documenting any possible conflicts of interest. One approach will be to more clearly define stakeholders that are internal versus external.

Similarly, AAC Members who contribute to the approval of an application may also have contributed during the programme development process. In such circumstances, it is expected that such members accept the two roles and settings, and act accordingly without partiality.

1.5.3. **Absence of programme teams from previous meeting**

Noted that the programme teams responsible for the applications to the previous AAC were not present to respond to questions at the meeting.

1.6.   **Committee Management**

1.6.1. **Work Plan**

- Annual Report should be due in March of the following year. ACTION: Assign work to Jackie Tims.
- Discussion within AAC of the contents for the Annual Report should begin in October 2019. ACTION: Create a new line item for this work.
- Programme Application Report. ACTION: Assign to Jackie Tims.

ACTION: Members to familiarize themselves with the Academic Development and Approval policies on The Nest – https://thenest.unitec.ac.nz/TheNestWP/policies-and-forms/policies-and-procedures/academic-learning-teaching-and-research/

Members to send feedback to Simon Tries before COB 2020-06-18 regarding which policies and procedures should be prioritized for review.

Discussion of scheduling the reviews into the Work Plan shall be for AAC 2020-07-08.

- Portfolio Leadership Group (David Glover) – This groups consults with the Schools in order to develop Business Cases for programme development. The outcome of programme development later comes to AAC for approval.
- Programme Improvement Committee (PIC) – Lack of clarity exists around this subcommittee of AAC. ACTION: Jackie Tims and Steve Marshall to bring a report to next AAC about what PIC is and what it does.

1.6.2. Attendance Tracker

Membership still contains no representation from the following Schools.

- Environmental & Animal Science & Research

Simon Tries (Chair, AAC) has contacted the Head of School multiple times. The issue shall be escalated to Academic Board.

1.6.3. **Ngā Tautapu Arotake** | Actions Tracker

1.6.3.1.   **Implementation of MIT HyFlex Model**

Source: *AAC 2020-05-13, Item 2.1.1.*

Quentin Williams to engage with the School of Applied Business on the implementation of the MIT HyFlex Model within Unitec to support as well as to capture any lessons learned for Unitec.

2020-06-12:   Work is in progress. Update requested in July, Sept and Nov (bi-monthly).

1.6.3.2.   **Validity of Actions taken by PAQC Trades and Services**

Source: *AAC 2020-05-13, Item 4.3.*

Steve Marshall to follow up with the PAQC / School of Trades of Services to gain clarity on the validity of actions undertaken by the PAQC Trades.

2020-06-12:   No update.

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

2.1. Applications for Programme Approval and / or Accreditation

(None)

2.2. Applications for Type 2 Changes

2.2.1. Bachelor of Business (BBUS) – CA2109

Level 7

MOTION

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

- Bachelor of Business (BBUS) – CA2109

On condition that:

- Individual course descriptors be updated with the mode/s of delivery.

Moved: K Barry
Seconded: Q Williams

MOTION CARRIED

2.2.2. Graduate Certificate in Professional Accountancy (GDPA) – CA2387
Graduate Diploma in Professional Accountancy (GDPA) – CA2386

Level 7

MOTION

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

- Graduate Certificate in Professional Accountancy (GDPA) – CA2387
- Graduate Diploma in Professional Accountancy (GDPA) – CA2386

On condition that:

- Individual course descriptors be updated with the mode/s of delivery.

Moved: Q Williams
Seconded: C Murphy

MOTION CARRIED

2.2.3. Graduate Diploma in Business (GDBUS) – CA2383

Level 7

MOTION

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

- Graduate Diploma in Business (GDBUS) – CA2383

On condition that:

- Individual course descriptors be updated with the mode/s of delivery.

Moved: I A Faavae
Seconded: C Murphy

MOTION CARRIED

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3.   Mea Hei Kōrero | Items to Discuss

(None)

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4.   Ngā Tukunga | Items to Receive

4.1. Programme Development

Presenter/s: Jackie Tims

Noted – Memo with tracker

4.2. Portfolio Rōpu (PIC) Chair's Report

No report.

ACTION: Jackie Tims to draft / revise the Terms of Reference for PIC. These shall be presented for approval to AAC 2020-07-08.

4.3. Reporting of Type 1 Programme Changes

Presenter/s: Jackie Tims

Applications sometimes use incorrect forms or are without approval from their PAQC. These areas have been identified and work will occur to correct these processes with future applications.

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The difference between a Type 1 and a Type 2 Change is not always clear. If NZQA reviews a Type 1 Change and determines it to actually be a Type 2 Change, then they shall notify us and we shall make the appropriate changes.

MOTION

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

- Programme Development Report
- Type 1 Programme Change Approvals Report

Moved: S Sommerville
Seconded: J Tims

MOTION CARRIED

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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! |