



# minutes

## TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Meeting Opened: **0832h**  
Meeting Closed: **1028h**

Date: **2020-03-11**  
Scheduled Start: **0830h**  
Scheduled End: **1030h**  
Location: **Building 115-1008**

### 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**

Topic: (Announced in Item 5.2.)

### **1.2.2. Important Dates**

- Submissions
  - COB Monday, 2020-03-30
- Agenda release & Work allocation – Chair & Secretary
  - COB Friday, 2020-04-03
- Provide feedback on the Evaluation Form (OneDrive) – AAC Members
  - COB Monday, 2020-04-13
- Send to AAC Feedback to Programme Representatives – Chair & Secretary
  - Early Tuesday, 2020-04-14
- Meeting
  - Wednesday, 2020-04-15, 0830h-1030h

### **1.2.3. Members – Incoming; Outgoing**

The Chair welcomed incoming members.

1. Chris Murphy
2. Ioane Aleke Faavae
3. Malama Saifoloi
4. Steve Varley

The Chair acknowledged outgoing members.

1. Hamid Sharifzadeh

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

1. **(Chair)** Simon Tries
2. Chris Murphy
3. Christopher Carson
4. Ioane Aleke Faavae
5. Jackie Tims
6. Niranjan Singh
7. Prabhat Chand
8. Quentin Williams
9. Sarah Sommerville
10. Steve Marshall
11. Tracy Chapman – Dep. 0957h

**Akutō | Late**

(None)

**Kairiwhi | Proxies**

(None)

**Ngā whakapāha | Apologies**

1. Kate Barry  
(Proxy: None)
2. Malama Saifoloi  
(Proxy: None)
3. Steve Varley  
(Proxy: None)

**MOTION**

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

Moved: S Marshall

Seconded: N Singh

**MOTION CARRIED****Kōrama | Quorum**

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

**Kore i tae ā-tinana | Absent**

1. Pedro Ilgenfritz
2. Kimoro Taiepa
3. Rakesh Patel
4. Dila Beisembayeva

**Hunga mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz
2. Kerry Kirkland  
Arr. 0948h; Dep. 1015h
3. Liz Rainsbury  
Arr. 0948h; Dep. 1015h
4. Manpreet Malhotra  
Arr. 0948h; Dep. 1015h

**1.4. Mahia Atu | Matters Arising**

(None)

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

The meeting of 2020-02-12 was inquorate. Attendance needs to improve.

#### MOTION

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

- 2020-02-12 Regular
- 2020-02-14 Online

Moved: T Chapman

Seconded: C Carson

**MOTION CARRIED**

### 1.6. Committee Management

The Chair discussed the importance of all committee members providing feedback on the applications assigned to them to ensure that a robust evaluation could be undertaken. The Chair emphasised the importance of the many different perspectives members bring to the work of the committee and implications for development teams and Unitec if applications were not robustly evaluated.

#### 1.6.1. Attendance Tracker

Membership still contains no representation from the following Schools.

- Community Studies
- Environmental & Animal Science & Research

#### 1.6.2. Work Plan

The nature of work undertaken by Te Komiti Whakamana Hotaka Hou is responsive rather than scheduled / planned, with some exceptions.

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

Date Created	Action Item Description	Responsibility	Target Delivery Date	Status	Date Completed
2019-07-17	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	Steve Marshall reported completion with information and templates having been published.	<b>2020-03-11</b>

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

[The Programme Team represented by Kerry Kirkland, Liz Rainsbury and Manpreet Malhotra arrived at 0948h and departed at 1015h.]

### **2.1. Master of Professional Accounting (MPA)**

0845h – 0921h: Members discussed the evaluation of the application. Full details of the evaluation are contained within the evaluation feedback form.

0957h – 1015h: The Programme Team responded to the issues raised. Points raised included the following.

- Assessment descriptions needed to be made more generic to allow for future flexibility.
- A more thorough mapping of Graduate Profile Outcomes against Courses AND learning outcomes was required.
- The extent to which Flipped Learning is used as a delivery method was not consistent within the document.
- A completed External Moderation plan was required.

#### **MOTION**

That Te Komiti Whakamana Hotaka Hou endorse the application for approval and accreditation of the:

- Master of Professional Accounting (MPA)

Subject to:

- Mapping of Graduate Profile Outcomes against Learning Outcomes.
- Removal of detail from the Course Descriptors related to Assessment Methodologies.
- Updating the Programme Document to reflect the level of Flipped Learning in the delivery of the programme.
- Completion in full of the External Moderation Plan, including dates that mirror the delivery schedule.

Moved: C Carson

Seconded: Q Williams

**MOTION CARRIED**

## 2.2. Master of Applied Business (MAB)

0921h – 0946h: Members discuss and evaluated the Programme Document.

0948h – 0957h: The Programme Team responded to issues raised. Points raised included the following.

- The Programme Document has been developed by a very small team of people.
- “Specialization” versus “Major” – The team had been initially advised to use “Specialization”, but “Major” may be better to ensure alignment with existing Unitec nomenclature. Clarity was also required around what was to appear on the Qualification certificate and to ensure the Qualification Title and regulations allow for this.
- The extent of support to be provided to International students given the comments regarding challenges International students have in the existing MBus
- The differences between the Postgraduate Certificate, Postgraduate Diploma and Masters is most apparent in the delivery modes, with nuanced differences in the Graduate Profile Outcomes.
- The need for the mapping of Graduate Profile Outcomes against Learning Outcomes for each of the three programmes.

### MOTION

That Te Komiti Whakamana Hotaka Hou endorse the application for approval and accreditation of the:

- Master of Applied Business (MAB), with the Specialisations in:
  - Business Analytics
  - Digital Marketing
  - Advanced HR
  - Leadership
  - Supply Chain & Logistics
- Postgraduate Diploma in Applied Business (PGDAB)
- Postgraduate Certificate in Applied Business (PGCAB)

Subject to:

- Mapping of Graduate Profile Outcomes against Learning Outcomes, for each programme and each specialisation.
- Removal of detail from the Course Descriptors related to Assessment Methods.
- Completion in full of the External Moderation Plan, including dates that mirror the delivery schedule.
- Work being undertaken between the Programme Team and Te Korowai Kahurangi to ensure consistency in the language used for specialisations / majors with the Unitec institutional approach.
- Ensuring that the Programme Regulations are updated to allow for learner progression from one programme to another and for students to exit with a lower level qualification if they are enrolled in a higher level qualification within the suite.

Moved: S Sommerville

Seconded: N Singh

**MOTION CARRIED**

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

(None)

### **4. Ngā Tukunga | Items to Receive**

#### **4.1. Programme Development**

Presenter: Simon Tries

A more evaluative approach to reporting Programme Development is in progress.

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

No report.

#### **MOTION**

That Te Komiti Whakamana Hotaka Hou receive the following items:

- Programme Development Report
- Portfolio Rōpu Chair's Report – *No report*

Moved: J Tims

Seconded: S Sommerville

**MOTION CARRIED**

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

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

(None)

#### **5.2. Committee Self-Assessment**

Topic: *How well did we evaluate the Programme Documents for MPA and MAB?*

Response:

- Tracking the outcomes from our applications to NZQA and what we could learn from them would be useful. Jackie Tims is drafting such a report.
- A mechanism needs to be developed whereby feedback from NZQA can inform the committee and a set of guidelines or check sheet for evaluating documents or changes.

#### **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!*