

To Te Poari Mātauranga | Academic Board **From** Simon Tries, Chair,
Te Komiti Whakamana Hotaka Hou

Title Chair's Report: Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee **Date** 24 July 2020

Recommendation/s

That Te Poari Mātauranga:

- approve the revised Terms of Reference for Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee
- note the disestablishment of the Programme Improvement Committee
- note the formation of the Academic Approvals Committee Standing Committee

Purpose

To rectify an inconsistency identified between a delegation within the *Academic Development and Approval Policy* (AC1.0) and Te Komiti Whakamana Hotaka Hou Terms of Reference and to provide a mechanism for the more timely approval of [short courses](#).

Commentary

The current Terms of Reference for Te Komiti Whakamana Hotaka Hou give authority to the committee to consider and endorse all applications for external approval (final internal approval is by Te Poari Mātauranga). The current Terms of Reference are silent on the approval of any academic provision which does not require external approval. However, the [Academic Development and Approval Policy \(AC1.0\)](#) delegates the following authority to the Programme Improvement Committee.

Authority	Delegation	Required Endorsements
Approving applications for academic provision which do not require external approval	Programme Improvement Committee	Programme Action and Quality Committee ¹
Approving Type 1 changes to programmes	Programme Improvement Committee	Programme Action and Quality Committee

At an earlier Academic Approvals Committee meeting, it was determined that the Programme Improvement Committee did not have a clear or current terms of reference (noted in the Chairs report to the June meeting of Academic Board). Following discussion at a subsequent Academic Approvals Committee (8 July) it was determined that the most appropriate approach to the effective management and oversight of academic approvals was to dissolve the Programme Improvement Committee, given its limited mandate, and to replace it with a Standing Committee of the Academic Approvals Committee. The Academic Approvals Committee determined that, in addition to providing

¹ Now *Programme Academic Quality Committee (PAQC)*

the clarity around roles and responsibilities, it would also allow for a more responsive approval process. The Academic Approvals Committee Standing Committee is proposed to undertake the approval of minor changes (previously delegated to the Programme Improvement Committee (see above)) as well as be available to undertake urgent approvals as determined by the Chair of the Academic Approvals Committee.

Next Steps

Upon approval of the revised Terms of Reference for the Academic Approvals Committee:

- the changes to the *Academic Development and Approval Policy* (AC1.0) will be proposed, along with other identified changes, and progressed through the approval process as per the [Policy Procedures and Guidelines](#); and
- the finalised Terms of Reference for the Academic Approvals Committee Standing Committee will be adopted by the Academic Approvals Committee; and
- the Programme Improvement Committee will be dissolved.

Consultation:

- Academic Approvals Committee

Appended

For approval: *Terms-of-Reference-2019-RWM-AAC - PROPOSED tracked changes*

For information: *ToR AAC-SC - DRAFT v0.1 20200728*