TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Date: **2020-08-18**
(Delayed from 2020-08-12)

Location: **Zoom Videoconference**
Chair: **Simon Tries**

<u>Scheduled</u>
Start: 0830h
End: 1030h

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1.   Whakatuwheratanga | Opening

1.1.   Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*Join it, gather it, it is done!*

Te Whare Wānanga o Wairaka | Unitec Institute of Technology
Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee

Meeting Minutes

2020-08-18

1.2.   Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

No planned topic.

1.2.2. Important Target Dates

The Committee noted the milestones and dates for the next round of business toward the meeting in September.

1.2.3. Chair Report, Te Poari Mātauranga

Presenter/s: Simon Nash

MOTION
That Te Komiti Whakamana Hotaka Hou receive:
• Chair Report, Te Poari Mātauranga (July 2020).
Moved: S Tries   Seconded: S Crossan   **MOTION CARRIED**

1.2.4. Chair Report, Te Komiti Whakamana Hotaka Hou

Presenter/s: Simon Tries

MOTION
That Te Komiti Whakamana Hotaka Hou receive:
• Chair Report, Te Komiti Whakamana Hotaka Hou (July 2020).
Moved: S Tries   Seconded: Q Williams   **MOTION CARRIED**

1.2.5. Member/s Incoming

The Committee noted Susan Bennett as a new member filling the role of Senior Academic from the School of Computing, Engineering and Applied Technology.

1.2.6. Member/s Outgoing

The Committee noted the intention of Pedro Ilgenfritz to resign, pending approval from the appropriate Head of School.

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2020-08-18

1.3.   Tae Ā-Tinana | Attendance

Present	**Not Present**
Mema | Members	**Ngā whakapāha** | Apologies
1. **(Chair)** Simon Tries 2. Bashar Barmada 3. Chris Carson 4. Chris Murphy 5. Dila Beisembayeva 6. Ioane Aleke Faavae 7. Jackie Tims 8. Kate Barry 9. Kimoro Taiepa 10. Niranjan Singh 11. Sarah Sommerville 12. Steve Marshall 13. Steve Varley 14. Susan Bennett 15. Tracy Chapman	1. Jayne Mercier 2. Malama Saifoloi 3. Prabhat Chand 4. Rakesh Patel
Kairīwhi | Proxies	**Kore i tae ā-tīnana** | Absent
(None)	(None)
Akutō | Late	
(None)	
Early Departure (Apologies)	
1. Quentin Williams – Dep. 1000h	

Kōrama | Quorum

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

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz

The Committee acknowledged the contributions and departure of Tracy Chapman from the Committee and from Unitec, with this being her final meeting.

The Committee noted the Apologies listed above.

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.

- 2020-07-08 Regular meeting

Moved: D Beisembayeva   Seconded: S Varley   **MOTION CARRIED**

MOTION

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

- 2020-07-22 Extraordinary meeting

Moved: S Varley   Seconded: K Barry   **MOTION CARRIED**

1.5.   Mahia Atu | Matters Arising

(None)

1.6.   Committee Management

1.6.1. Work Plan

The Committee noted current and upcoming work items.

1.6.2. Attendance Tracker

The Committee noted the ongoing lack of a Senior Academic member from the School of Environmental & Animal Science & Research

ACTION → Chair to request support from Te Poari Mātauranga regarding the continued missing appointment of Senior Academic member from Environmental & Animal Science & Research.

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.

Reference: Action-001

Presenter/s: Quentin Williams

Description: 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.

Updates: 2020-06-12: Work is in progress. Update requested for meetings of July, September and November (bi-monthly).
2020-07-08: Discussions held with Antoinette Wessels and no significant concerns raised. Next update expected 2020-09-09.

Status: ACTIVE

1.6.3.2.   Programme Documents and Priority Group Strategies

Source: AAC 2020-06-12, Item 1.5.1.

Reference: Action-003

Presenter/s: (Priority Group Representatives)
Ioane Faavae; Kimoro Taiepa; Sarah Somerville

Description: Discuss whether Priority Group strategies should be represented within programme documents, and if so then what could be the best way to implement this representation.

Updates: 2020-08-18: Simon Tries to follow up with responsible members to continue progress.

Status: ACTIVE

1.6.3.3.   Programme Development Process Description

Source: AAC 2020-07-08, Item 1.6.3.4.

Reference: Action-004

Presenter/s: Jackie Tims

Description: Present the full programme development process and the key document templates which support that process.

Updates: 2020-08-18: Delayed to next meeting.

Status: ACTIVE

1.6.3.4.   Confirmation of "Face to Face" Delivery

Source: AAC 2020-07-08, Item 3.4.

Reference: Action-005

Presenter/s: Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou)

Description: Confirm anything marked as "Face to Face" on the Programme Modes of Delivery spreadsheet with the relevant School and to clarify any confusion they may have had regarding how to indicate their mode/s of delivery.

Updates: 2020-08-12: Refer to **Item 3.1.**

Status: COMPLETE

Te Whare Wānanga o Wairaka | Unitec Institute of Technology
Te Komiti Whakamana Hotaka Hou | Academic Approvals
Committee

Meeting Minutes

2020-08-18

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

2.1.   Applications for Programme Approval and / or Accreditation

(None)

2.2.   Type 2 Development and Improvement Consolidated Requests

1.   Bachelor of Social Practice – BSP

PAQC Approval Date: 2020-06-24
Level: 7
Credits: 480
NZQA Programme: CA2404

The Committee agreed that the contents of this request were not yet ready for approval. The work was delegated to Te Komiti Matua o te Komiti Whakamana Hotaka Hou (AACSC; refer to Item 2.3.1.) to follow up and approve.

2.   Bachelor of Veterinary Nursing – BVN

PAQC Approval Date: 2020-06-26
Level: 7
Credits: 360
NZQA Programme: 124284-2

The Committee commissioned Jackie Tims to advise the appropriate Programme Team of the need for them to submit an application for Type 1 changes to courses in the related programme NZDVN for the purpose of keeping the courses aligned between BVN and NZDVN.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the application for Type 2 Changes to the Bachelor of Veterinary Nursing, as approved by its Programme Academic Quality Committee on 2020-06-26.

Moved: K Barry   Seconded: C Carson   **MOTION CARRIED**

3.   Bachelor of Computing Systems – BCS

PAQC Approval Date: 2020-07-16
Level: 7
Credits: 360
NZQA Programme: CA2209
Consolidated with:

3.1.   Graduate Diploma in Computing – GDCMP
Level: 7
Credits: 120
NZQA Programme: CA2297

MOTION/s

1.   That Te Komiti Whakamana Hotaka Hou approve the application for Type 2 Changes to the Bachelor of Computing Systems, as approved by its Programme Academic Quality Committee on 2020-07-16, with the recommendation that the Programme Team:

- Consider whether the NZCIT should be a pathway into the degree
- Liaise with TPA on portfolio assessment

2.   That Te Komiti Whakamana Hotaka Hou delegate the evaluation of the application for the Graduate Diploma of Computing to Te Komiti Matua o te Komiti Whakamana Hotaka Hou (AACSC).

Moved: D Beisembayeva   Seconded: C Carson   **MOTION CARRIED**

4.   Bachelor of Construction – BCONS

The Committee agreed that the contents of this request were not yet ready for approval, particularly in relation to the wording of its Graduate Profile Outcomes. The work was delegated to Te Komiti Matua o te Komiti Whakamana Hotaka Hou (AACSC; refer to Item 2.3.1.) to follow up and approve.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the application for Type 2 Changes to the Bachelor of Veterinary Nursing, as approved by its Programme Academic Quality Committee on 2020-06-26.

Moved: D Beisembayeva   Seconded: T Chapman   **MOTION CARRIED**

2.3.   Other Approvals

2.3.1. Unitec Programme Delivery Modes

(Refer to Item 3.1.)

2.3.2. Terms of Reference for Academic Approvals Committee (AAC) and Academic Approvals Committee Standing Committee (AACSC)

Presenter/s: Simon Tries

MOTION

That Te Komiti Whakamana Hotaka Hou:

- Note its revised Terms of Reference.
- Approve the Terms of Reference for Te Komiti Matua o te Komiti Whakamana Hotaka Hou | Academic Approvals Committee Standing Committee.

Moved: S Tries   Seconded: D Beisembayeva   **MOTION CARRIED**

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

3.1.   **Programme Modes of Delivery**

Source: AAC 2020-07-08, Item 3.4.

Related: Action-005

Presenter/s: Simon Tries

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the programme delivery modes as per the appended spreadsheet dated 2020-08-06 for provision to NZQA so as to update the approved delivery mode of each Unitec programme.

Moved: S Tries   Seconded: S Bennett   **MOTION CARRIED**

3.2.   NZQA Application Outcomes

Presenter/s: Jackie Tims (Lead – Programme Development, Te Korowai Kahurangi)

The Committee noted the following outcomes from applications to NZQA.

1.   New Zealand Diploma in Veterinary Nursing – NZDVN

Date received at AAC: 2020-07-07, 0728h
Level: 6
Credits: 120
NZQA Programme: 118437
NZQA Case: C43243

2.   New Zealand Certificate in Sport Coaching

Date received at AAC: 2020-07-08, 1453h
Level: 5
Credits: 60
NZQA Programme: 124006-2
NZQA Case: C43308

3.   New Zealand Certificate in Study and Career Preparation – NZCSC

Date received at AAC: 2020-07-09, 1729h
Level: 3
Credits: 60
NZQA Programme: 121182
NZQA Case: C43239

4.   Bachelor of Veterinary Nursing – BVN

Date received at AAC: 2020-07-09, 1706h
Level: 7
Credits: 360
NZQA Programme: 124284
NZQA Case: C43288

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

4.1.   Programme Development

Source: Academic Board 2020-08-05, Item 4.3.1.1.

Presenter/s: Jackie Tims (Lead – Programme Development, Te Korowai Kahurangi)

4.2.   Programme Application Report

Presenter/s: Jackie Tims (Lead – Programme Development, Te Korowai Kahurangi)

4.3.   Portfolio Rōpu (PIC) Chair Report

Presenter/s: Steve Marshall (Chair, Programme Improvement Committee)

The Committee noted that PIC is being dissolved and the business of that committee generally moving to AACSC.

4.4.   Reporting of Type 1 Programme Changes

The Committee noted the tracker for Type 1 changes.

4.5.   New STAR Standards

Presenter/s: Sarah Sommerville

MOTION

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

1.   Programme Development Report
2.   Programme Application Report – *Verbal update*
3.   Portfolio Rōpū Chair's Report – *Verbal update*
4.   Type 1 Programme Changes Report

Moved: J Tims   Seconded: C Carson   **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	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē! Hui ē! Taiki ē!	*We are united, progressing forward!*