TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Date: **2020-07-08**
Location: **180-2043**
Chair: **Simon Tries**

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

<u>Actual</u>
Start: **0832h**
End: **1031h**

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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!*

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Chair announced that if there was time, feedback on evaluation of training schemes would be discussed.

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1.2.2. Important Dates

July – Extraordinary Meeting

- **Agenda**
  - o COB Friday, 2020-07-10
  - o Daniel Weinholz (Secretary)
- **Evaluation Form Feedback** (OneDrive)
  - o Noon Monday, 2020-07-20
  - o AAC Members – Refer to Work Allocation email
- **Response to Programme Teams**
  - o COB Monday, 2020-07-20
  - o Jackie Tims (Secretariat)
- **Meeting**
  - o 1200h-1300h, Wednesday, 2020-07-22

August

- **Submissions Due** (as per communications to Schools and PAQCs)
  - o COB Friday, 2020-07-31 (Reviewed from COB Thursday, 2020-07-30)
  - o Submission recipients must include AAC@unitec.ac.nz
- **Review of Application Completeness**
  - o COB Monday, 2020-08-03
  - o Jackie Tims (Secretariat)
    - ▪ Applications must have evidence of PAQC review and approval recorded on the front page of the form. AAC cannot process applications which have no evidence of PAQC approval.
- **Agenda**
  - o COB Tuesday, 2020-08-04 (Reviewed from COB Friday, 2020-07-31)
  - o Daniel Weinholz (Secretary)
- **Evaluation Form Feedback** (OneDrive)
  - o Noon Monday, 2020-08-10
  - o AAC Members – Refer to Work Allocation email.
- **Response to Programme Teams**
  - o COB Monday, 2020-08-10
  - o Jackie Tims (Secretariat)
- **Meeting**
  - o 0830h-1030h, Wednesday, 2020-08-12

1.2.3. AAC Chair Report to Academic Board

Report and Work Plan noted.

ACTION → Secretary to include AB Chair Report in each Agenda.

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1.3.   Tae Ā-Tinana | Attendance

Present	Not Present
Mema | Members	**Ngā whakapāha** | Apologies
1. **(Chair)** Simon Tries 2. Dila Beisembayeva 3. Ioane Aleke Faavae 4. Jackie Tims 5. Jayne Mercier 6. Kate Barry – Dep. 1030h 7. Malama Saifoloi 8. Quentin Williams – Dep. 1030h 9. Rakesh Patel 10. Sarah Sommerville 11. Steve Marshall 12. Steve Varley	1. Chris Carson 2. Chris Murphy 3. Kimoro Taiepa
	Kore i tae ā-tīnana | Absent
Kairīwhi | Proxies	1. Niranjan Singh 2. Pedro Ilgenfritz 3. Prabhat Chand 4. Tracy Chapman
(None)	
Akutō | Late	
(None)	

Kōrama | Quorum

The Chair noted that a quorum of 10 members was present and declared the meeting open.

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz

MOTION

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

Moved: D Beisembayeva
Seconded: K Barry

MOTION CARRIED

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.

• 2020-06-12 Regular meeting

Moved: K Barry
Seconded: S Sommerville

MOTION CARRIED

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1.5.   **Mahia Atu** | Matters Arising

(None)

1.6.   **Committee Management**

1.6.1. **Work Plan**

July

- Review of Policies and Procedures
    - Academic Development and Approval Policy (AC1.0)

August

- Review of Policies and Procedures
    - Qualification and Programme Development and Approval Procedure (AC1.1)
    - Programme Change and Improvement Procedure (AC1.4)

1.6.2. **Attendance Tracker**

Unfilled Membership

Membership still contains no representation from the School of Environmental & Animal Science & Research. The Chair has raised it to Academic Board through the AAC Chair Report, and the matter now sits with Nick Sheppard to resolve.

Continued Absence

Pedro Ilgenfritz has been Absent for three meetings.

ACTION → Secretary to request Pedro Ilgenfritz for confirmation of capacity to attend.

Membership Adjustment

Dila Beisembayeva has changed roles and now works as the *Lead – Short Course Development* and collaborates with the newly established Portfolio Leadership Group. She no longer is able to represent the School of Computing, Engineering & Applied Technology. However, members agreed that she should remain due to her work with Short Courses.

ACTION → Secretary to request Nick Sheppard for a replacement appointment.

MOTION

That Te Komiti Whakamana Hotaka Hou appoint Dila Beisembayeva to co-opted membership until the end of 2020.

Moved: S Tries
Seconded: K Barry

MOTION CARRIED

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1.6.3. Ngā Tautapu Arotake | Actions Tracker

1.6.3.1.   Implementation of MIT HyFlex Model

Background: AAC 2020-05-13, Item 2.1.1.

Responsible: Quentin Williams

ACTION → 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.

Due for update: 2020-07-08; 2020-09-09; 2020-11-11

2020-06-12:   Work is in progress. Updates requested for July, September and November.
2020-07-08:   Discussions held with Antoinette Wessels and no significant concerns raised.

Status: ACTIVE

1.6.3.2.   Validity of Actions taken by PAQC Trades and Services

Background: AAC 2020-05-13, Item 4.3.

Responsible: Steve Marshall

ACTION → Follow up with the PAQC / School of Trades and Services to gain clarity on the validity of actions undertaken by the PAQC Trades.

2020-06-12:   No update.
2020-07-08:   Investigation found no real cause for concern or breach of process, merely that the PAQC had not clearly understood their role and responsibility.

Status: CLOSED

1.6.3.3.   Programme Documents and Priority Group Strategies

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

Responsible: Kimoro Taiepa; Ioane Aleke Faavae; Tracy Chapman; Sarah Sommerville

ACTION → Priority Group representatives to 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.

Due for submission: 2020-07-29 AAC@unitec.ac.nz
Due for presentation: 2020-08-12

2020-07-08:   Conversations have been held. No substantial update yet.

Status: ACTIVE

1.6.3.4. **Programme Development Process Description**

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

Responsible: Jackie Tims

ACTION → Present the full programme development process and the key document templates which support that process

Due for submission:: 2020-07-29 AAC@unitec.ac.nz (Memo for information)
Due for presentation: 2020-08-12

Status: NEW

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

2.1.   Applications for Programme Approval and / or Accreditation

(None)

2.2.   Applications for Type 2 Changes

(None)

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

3.1.   Review of Terms of Reference for the Portfolio Rōpū | Programme Improvement Committee (PIC)

Presenter/s: Simon Tries

Recommendation:
That Te Komiti Whakamana Hotaka Hou discuss the Terms of Reference and Membership of Te Rōpū Hōtaka Whakawhanake | Programme Improvement Committee, then determine and approve any required changes

Currently, AAC approves anything which requires external approval, after which it goes to Academic Board. PIC approves anything not requiring external approval. However, it was established under a different institutional setting and thus its purpose, TOR and Membership needs review. The basic purpose of PIC (i.e. to operate in a responsive and agile manner to specific items requiring approval) needs to remain.

Discussion

Members reviewed the draft TOR and included membership.

Members proposed to reform PIC as a Standing Committee. All programme development and change approval applications would come to AAC. Generally, items requiring external

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approval would enter the business of a regular AAC meeting, and items not requiring external approval would go to the AAC Standing Committee. Exceptions would be made at the discretion of the Chair, AAC. The Chair would also decide on when Standing Committee meetings would be called.

Proposed membership was as follows.

1. (Secretary) Specialist, Academic Quality Partnerships
    a. Hiroko Hodge
2. Lead – Programme Development and Management, Te Korowai Kahurangi
    a. Jackie Tims
3. Manager, Te Korowai Kahurangi (or delegate)
    a. Simon Tries
4. Manager, Te Puna Ako (or delegate)
    a. Quentin Williams, for Maura Kempin
5. One Senior Academic member of AAC
    a. (to be confirmed)

It was also agreed to co-opt one member as follows, with the appointment to be review at the end of 2020, bearing in mind a possible conflict of interest between the member's role in guiding the development of applications which would then come to the Standing Committee for approval.

6. Lead – Short Course Development
    a. Dila Beisembayeva

MOTION

That Te Komiti Whakamana Hotaka Hou approve the formation of a standing committee to approve applications which do not require external approval.

Moved: S Tries
Seconded: Q Williams

MOTION CARRIED

ACTION → Chair and Secretary to collaborate and amend AAC TOR for approval from Academic Board and develop AAC Standing Committee TOR.

Due for submission: 2020-07-22 AB@unitec.ac.nz
Due for presentation: 2020-08-05 Academic Board

3.2.   Review of *AC1.0 Academic Development and Approval Policy*

Presenter/s: Simon Tries

Recommendation:
That Te Komiti Whakamana Hotaka Hou review the current *AC1.0 Academic Development and Approval Policy* and determine the extent to which the policy requires further review.

Discussion

It was noted that, although named as a "policy", many of the "policy" statements are not written in such a manner. Under normal circumstances, this would mean the document

should be thoroughly reviewed; however, under the current transition into the new world of NZIST and the expected upcoming changes and standardisations of policies, it isn't deemed appropriate to invest in this mahi at this juncture. The aim of this review was to determine the extent of any review required, and continue working with it pragmatically until future direction is received from NZIST.

Members reviewed each section of the policy, as follows.

1. *Purpose*
   No changes suggested.

2. *Scope*
   a. Needs extension to include Microcredentials and multiple other forms of academic provision which do not directly lead to a qualification.
   b. "ITO block courses" should change to "Contracted delivery".

3. *Policy Statement(s)*
   Unless noted below, the statement/s were accepted.
   In general, all reference to specific guidelines should be removed from Policy Statements.
   a. *Statement 2* – Within 2020, the *Living Curriculum* is expected to be replaced by the *Learning and Teaching Strategy.*
   b. *Statement 5*
      ACTION → Chair to confirm the currency of the *Iwi Māori Consultation Guidelines* with Toni Rewiri (Director, Māori Success).
   c. *Statement 6* – Should be entirely removed.
   d. *Statement 13* – The work mentioned would be more appropriate to AAC rather than Quality Alignment Board because it was assigned to that Board when it existed as the Qualification Alignment Board with a different purpose and function. However, to make the Statement more robust, it should be changed to "as determined by Academic Board" rather than naming any specific subcommittee.

4. *Associated Procedures*
   No changes suggested.

5. *Evaluation/Outcomes*
   As per feedback on Policy Statement 13.

6. *Delegations/Responsibilities*
   a. (General) "Executive Dean" should change to "Executive Leadership Team"
   b. (General) "Programme Action and Quality Committee" should change to "Programme Academic Quality Committee".
   c. (Line 1 and Line 2) "Approving proposals for the development of academic provision" should all delegate to ELT, regardless of whether it is above 40CP or below. ELT should be consulted prior to making this change.
   d. (Line 6) "Approving applications for academic provision that do not require external approval" should delegate to AAC, not PIC.
   e. (General – Line 3 and below) Any approvals which require further approval by an external authority should delegate to Academic Board. Any approvals not

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requiring such should be considered internal matters and thus delegate to AAC.

f. (General) "Contracted Delivery" should be considered for addition to the delegations.

7. *Definitions*
No glossary has ever been known to exist. No changes suggested.

8. *Reference Documents*
No changes suggested.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the changes to the policy put forward by discussion under Academic Approvals Committee 2020-07-08, Item 3.2. Review of *AC1.0 Academic Development and Approval Policy*.

Moved: D Beisembayeva
Seconded: K Barry

MOTION CARRIED

3.3.   NZQA Consultation on Guidelines for Programme Changes

Presenter/s: Simon Tries

ACTION

→ Secretary to create and distribute a shared document to record feedback from Members.
→ Members to contribute feedback into the shared document.
→ Chair to pass on feedback from Members to NZQA.

Due: TBC by Chair via email

Initial Feedback / Notes

- Clarity needed on whether Programme Entry Requirements would fall within Type 1 or Type 2 changes.
- "Industry Qualification" means "a qualification maintained by the relevant WDC for the purposes of section 482(1)(c) of the Act". E.g. sub-degree programmes.
- "Impact on the programme as a whole" needs more detailed definition.
- Adding or removing an elective course would be considered Type 2.
- The general language and quality of the guidelines seems contradictory and vague.

3.4.   Programme Modes of Delivery

Presenter/s: Simon Tries

NZQA has provided an opportunity for Unitec to update the modes of delivery noted in NZQA's database for each programme to the mode actually used. The committee reviewed the modes identified by each School and queried the number which identified Face to Face.

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ACTION → Chair to confirm anything marked as "Face to Face" with the relevant School and to clarify any confusion they may have had regarding how to indicate their mode/s of delivery.

Due for submission: 2020-07-29 AAC@unitec.ac.nz
Due for presentation: 2020-08-12

MOTION deferred to Academic Approvals Committee 2020-08-12

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

3.5.   NZQA Application Outcomes and Self-Assessment

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

NZQA sent no RFIs and gave positive feedback on the quality of the applications.

1. **New Zealand Certificate in Business (Accounting Support Services) – NZCBA**
   Level: 4
   Credits: 50
   NZQA Case: C43221
   NZQA Programme: 126147-1

2. **New Zealand Certificate in Business (Administration and Technology) – NZCBT**
   Level: 4
   Credits: 60
   NZQA Case: C43234
   NZQA Programme: 126148-1

3. **New Zealand Certificate in Exercise – NZCEX**
   Level: 5
   Credits: 60
   NZQA Case: C43307
   NZQA Programme: 124005-2

ACTION → Secretary to keep this slot open under Discussion because it is intended to drive self-assessment and continuous improvement.

4.   Ngā Tukunga | Items to Receive

4.1.   Programme Development

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

Source: Academic Board, 2020-07-01, Item 4.3.1.1.

4.2.   Programme Application Report

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

4.2.   Portfolio Rōpu (PIC) Chair's Report

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

4.3.   Type 1 Programme Changes Report

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

Tracker format is undergoing review for improvement.

Committee Self-Assessment → Care should be taken to ensure that the reports of this section are received at each meeting with an official motion.

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!*

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