TE KOMITI WHAKAMANA HOTAKA HOU | ACADEMIC APPROVALS COMMITTEE

Date: **2020-09-09**   Scheduled
Location: **180-2043**   Start: 0830h
Chair: **Simon Tries**   End: 1030h

                                      Actual
                                               Start: **0832h**
                                               End: **1042h**

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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!*

1.2.   Mihi Whakatau | Welcome Speech

1.2.1.   Committee Self-Assessment

Topic: To what extent are we satisfied that we are providing robust evaluation of applications which meets internal and external requirements?

1.2.2.   Milestones and Target Dates toward the October Meeting

The Chair announced a change in the approach to setting the dates for 1.2.2.1. Submissions Due. Starting now, submission of application packages shall be due to the AAC account by COB of the 3rd Monday before an AAC meeting. Thus, the due dates for the remainder of 2020 shall be as follows.

- COB Monday, 2020-09-28 for the meeting of 2020-10-14

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- COB Friday, 2020-10-23 (moved forward due to 2020-10-26 being a Public Holiday) for the meeting of 2020-11-11

ACTION

- Daniel Weinholz to update the AAC page on The Nest.
- Hiroko Hodge to update Te Korowai Kahurangi pages on The Nest.
- Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou) to inform the Schools of the revised due dates and the general pattern of due dates being "by COB of the 3rd Monday before an AAC Meeting".

1.2.3. Chair Report, Te Poari Mātauranga

The Committee reviewed and noted the Chair Report for August.

1.2.4. Chair Report, Te Komiti Whakamana Hotaka Hou

The Committee reviewed and noted the Chair Report for August.

1.3. Tae Ā-Tinana | Attendance

Mema | Members Present

1. **(Chair)** Simon Tries
2. Chris Carson
3. Dila Beisembayeva – Dep. 1000h
4. Ioane Aleke Faavae
5. Jackie Tims
6. Jayne Mercier
7. Kate Barry – Dep. 0945h
8. Quentin Williams – Dep. 1029h
9. Rakesh Patel
10. Sarah Sommerville
11. Susan Bennett
12. Steve Marshall – Dep. 1031h
13. Steve Varley

Kairīwhi | Proxies

(None)

Akutō | Late

(None)

Ngā whakapāha | Apologies

1. Chris Murphy
   (Email 2020-09-08, 0942h)
2. Kimoro Taiepa
   (Email 2020-09-08, 1551h)
3. Malama Saifoloi
   (Email 2020-09-09, 0730h)
4. Prabhat Chand
   (Email 2020-09-07, 1330h)

Kōrama | Quorum

A quorum of 10 members was achieved. The Chair declared the meeting quorate. Quorum was held until 1031h.

Kore i tae ā-tīnana | Absent

1. Bashar Barmada
2. Niranjan Singh
3. Pedro Ilgenfritz

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Abha Chitalia – Dep. 1000h
3. Hiroko Hodge
4. Maureen Perkins

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The Chair acknowledged the contributions of Quentin Williams, noting this as his final meeting with replacement being covered by Maureen Perkins and Abha Chitalia (Standing Committee).

MOTION

That Te Komiti Whakamana Hotaka Hou receive 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.

- 2020-08-18 Regular meeting (delayed from 2020-08-12)

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

1.5.   **Mahia Atu** | Matters Arising

1.5.1. **Membership of Te Komiti Matua o te Komiti Whakamana Hotaka Hou**

MOTION

That Te Komiti Whakamana Hotaka Hou approve the appointment of Kate Barry as a Senior Academir to Te Komiti Matua o te Komiti Whakamana Hotaka Hou from now until end of the 2020 calendar year.

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

1.6.   **Committee Management**

1.6.1. **Attendance Tracker**

The School of Environmental and Animal Science and Research is yet to appoint a member. Progress is underway through Nick Sheppard.

1.6.2. **Work Plan Tracker**

Some pieces of work will need to be postponed due to resource constraints.

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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 to occur in July, September and November.

2020-07-08:   Discussions held with Antoinette Wessels and no significant concerns raised. Next update expected 2020-09-09.

2020-09-09:   A meeting with MIT is yet to be confirmed. This action shall be handed over to Maureen Perkins due to the departure of Quentin Williams.

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.

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

2020-09-09:   Discussions have been held. Work is still in 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.

2020-08-18:   Delayed to next meeting.

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2020-09-09:   Jackie Tims shall distribute some documentation for Members to review.

Status: *ACTIVE*

(Next reference number: Action-006)

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 Engineering Technology [BETMG]**
    Level: 7
    Credits: 360
    NZQA Programme: 112606

The Committee received a brief description on the broader description and circumstances of the BETMG programme, particularly that it is owned by an external stakeholder rather than Unitec. This ownership status is expected to change under NZIST. Substantial discussion was held on the responsibilities and accountabilities that Unitec has with this programme and similar ones.

ACTION → Jackie Tims to look at options for a pragmatic approach to how Unitec can ensure its culture, flavour and Te Noho Kotahitanga remains strong in programme documentation on the delivery of shared programmes through Unitec. Target completion by March 2021. [New: Action-006]

ACTION → Simon Tries to present the Learning and Teaching Strategy to Te Komiti Whakamana Hotaka Hou 2020-10-14 and facilitate a discussion on how it relates to the business of this committee. [New: Action-007]

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

• Bachelor of Engineering Technology [BETMG]

Subject to:

1. Confirmation from the Academic Programme Manager that the internal Unitec institutional strategies have been addressed and woven into their plans for learning and teaching.

Moved: S Bennett   Seconded: J Mercier   **MOTION CARRIED**

2. **Bachelor of Social Practice [BSP]**
   Level: 7
   Credits: 480
   NZQA Programme: CA2404

The Committee discussed:

- The definition and calculation of Learning Hours, particularly in relation to Clinical Placements.
- Varying approaches to attendance requirements of different Courses within the Programme.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

- Bachelor of Social Practice [BSP]

Subject to:

1. Confirmation of all Learning Hours and weeks across the programme, especially in relation to the Work Placement CSTU7922
2. The Programme Team reconsidering the need for compulsory attendance within CSTU6242.
3. Consideration of a programme-wide approach to attendance requirements to ensure a consistent experience for learners.

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

3. **Graduate Diploma in Computing [GDCMP]**
   Level: 7
   Credits: 120
   NZQA Programme: CA2297

The Committee engaged in robust discussion regarding the relationship between Graduate Profile Outcomes for the programme and the courses within it, particularly given that large number of elective courses. Nonetheless, this programme sees high success rates of over ninety percent and the documentation presented reflects what is currently being delivered.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

- Graduate Diploma in Computing [GDCMP]

Moved: C Carson   Seconded: I A Faavae   **MOTION CARRIED**

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4. **Graduate Diploma in Construction Project Management [GDCPM]**
   Level: 7
   Credits: 120
   NZQA Programme: CA2380-2

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

• Graduate Diploma in Construction Project Management [GDCPM]

Subject to:

1. Confirmation of updates to the Key Information for Students (KIS)

And recommend that the Transition Arrangements are made more specific.

Moved: K Barry   Seconded: D Beisembayeva   **MOTION CARRIED**

The Committee raised concern that the need for the Graduate Certificate to align with these changes may not have been considered. The Committee questioned the need for the Graduate Certificate to continue to be offered as an Exit Qualification.

MOTION

That Te Komiti Whakamana Hotaka Hou require the School of Building and Construction to undertake one of the following options in relation to the Graduate Certificate in Construction Project Management, with a decision to be notified to Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou) by 2020-09-30.

1. Complete full programme documentation up to current standards and submit them for approval to Te Komiti Whakamana Hotaka Hou.
2. Formally close the programme.

Moved: S Tries   Seconded: C Carson   **MOTION CARRIED**

ACTION → Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou) to follow up the School of Building and Construction regarding cleanup or removal of the Graduate Certificate in Construction Project Management.

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5. **New Zealand Certificate in Automotive Engineering [NZCAE]**
   Level: 3
   Credits: 120
   NZQA Programme: 121640-1

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

- New Zealand Certificate in Automotive Engineering [NZCAE]

Subject to:

1. Response to the Evaluation Feedback raised by Committee Members, particularly the concern around Transition Plan and the assumption of SAC funding.

Moved: S Tries   Seconded: J Mercier   **MOTION CARRIED**

6. **New Zealand Certificate in Information Technology Essentials [NZCITE]**
   Level: 4
   Credits: 60
   NZQA Programme: 122990-1

The Committee held robust discussion on the equity of entry related to Admission Requirement Guidelines and their consistency across Unitec and the intent of NZQA statements. Discussion focused on ensuring the wellbeing and success of learners who wish to complete this qualification.

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

- New Zealand Certificate in Information Technology Essentials [NZCITE]

Moved: S Varley   Seconded: S Sommerville   **MOTION CARRIED**

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7. **New Zealand Diploma in Information Systems [NZDIS]**
   Level: 5
   Credits: 120
   NZQA Programme: 123677-2

MOTION

That Te Komiti Whakamana Hotaka Hou endorse the Type 2 Consolidated Change Request for:

- New Zealand Diploma in Information Systems [NZDIS]

Subject to:

1. Confirmation of holiday weeks across the programme.

Moved: S Bennett   Seconded: J Mercier   **MOTION CARRIED**

ACTION → Jackie Tims to confirm with the Programme Team the weighting of Learning Outcomes where they have a credit value attached.

2.3.   Other Approvals

(None)

3.   Mea Hei Kōrero | Items to Discuss

3.1.   NZQA Application Outcomes

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

The Committee ran out of time to address this item.

4.   Ngā Tukunga | Items to Receive

4.1.   Programme Developments and Improvements

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

Source: Academic Board, 2020-09-02

The Committee ran out of time to address this item.

4.2.   AAC Standing Committee Chair Report

* TBC

4.3.   Reporting of Type 1 Programme Changes

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

The Committee ran out of time to address this item.

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5.   Kupu Whakamutunga | Closing

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

(None)

5.2.   Committee Self-Assessment

Topic: To what extent are we satisfied that we are providing robust evaluation of applications which meets internal and external requirements?

The Committee noted that:

1. Members who are teaching staff have extreme workload increases which hold higher priority than the important business of AAC.
2. Given the circumstances, the Members commit an impressive amount of time into robust discussions.
3. If Members raised concerns in the Evaluation Feedback, then it is important that Programme Teams provide a response before the meeting.
4. Given the need for focus on learner success, consideration should be given to applications providing some kind of statements on how the application intends to improve outcomes for learners. This would enhance the quality of the applications.
5. Many Members are quite new to the Committee and still gaining fluency in the Evaluation process.
6. The use of OneDrive has recurring technical issues which obstructs engagement with the business of Committee.

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!*