



minutes

Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee

Date: **2020-10-14**
Location: **180-2043**
Chair: **Simon Tries**

Scheduled

Start: 0830h
End: 1030h

Actual

Start: **0835h**
End: **1029h**

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: How well does the way Te Komiti Whakamana Hotaka Hou evaluate applications align with the objectives of the Learning and Teaching Strategy?

Responses: Refer to Item 5.2.

1.2.2. Key Dates toward the November Meeting

The Committee noted the key dates for the next round of business.

ACTION → Steve Marshall to present the Key Dates for programme applications to the next meeting, and for the Committee to discuss how the meeting schedule aligns with those dates.

1.2.3. Chair Reporting, Te Komiti Mātauranga

The Committee reviewed and noted the Chair's Report for September.

1.2.4. Chair Reporting, Te Komiti Whakamana Hotaka Hou

The Committee reviewed and noted the Chair's Report for September.

1.3. Tae Ā-Tinana | Attendance

Mema | Members Present

- | | | |
|-------------------------------|--------------------|-----------------------|
| 1. (Chair) Simon Tries | 5. Jackie Tims | 10. Maureen Perkins |
| 2. Chris Murphy | 6. Jayne Mercier | 11. Rakesh Patel |
| Dep. 1005h | 7. Kate Barry | 12. Sarah Sommerville |
| 3. Dila Beisembayeva | 8. Kimoro Taiepa | 13. Steve Marshall |
| 4. Ioane Aleke Faavae | Arr. 0843h | 14. Susan Bennett |
| Arr. 0841 | 9. Malama Saifoloi | |

Kairiwhi | Proxies

(None)

Akutō | Late

(None)

Ngā whakapāha |

Apologies

1. Pedro Ilgenfritz
2. Prabhat Chand
3. Steve Varley

Kore i tae ā-tinana |

Absent

1. Chris Carson
2. Niranjana Singh

Kōrama | Quorum

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

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Sue Tulett
Dep. 0954h
3. Sue Wake
Dep. 0904h
4. Hiroko Hodge

MOTION

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

Moved: S Sommerville

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.

- 2020-09-09 Regular meeting

Moved: M Perkins

Seconded: D Beisembayeva

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

(None)

1.6. Committee Management

1.6.1. Attendance Tracker

Te Komiti noted that Simon Tries will follow this up with Simon Nash and Nick Sheppard regarding engagement of School reps in the committee in preparation for 2021.

1.6.2. Work Plan Tracker

Te Komiti noted that various events throughout 2020 have impacted completion of Work Plan items which delay them to 2021.

- OCTOBER
 - Planning for AAC Annual Report 2020

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: Original - Quentin Williams; Current – Maureen Perkins

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.

2020-09-09: 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.

2020-10-14: Work in progress. Maureen to provide an update to the next hui.

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.

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

2020-10-14: Further discussions have been held around the structures of the Programme Documents and Evaluation Forms. Agreed that this work needs to integrate with the consideration of the implementation of the Learning and Teaching Strategy

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.

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

2020-10-14: Members were invited to continue to give feedback in the document.

Status: *COMPLETE*

1.6.3.4. *Te Noho Kotahitanga and Programme Documentation*

Source: AAC 2020-09-09, Item 2.2.1.

Reference: Action-006

Presenter/s: Jackie Tims

Description: 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.

Next update: Early 2021

Status: *ACTIVE*

1.6.3.5. *Learning and Teaching Strategy*

Source: AAC 2020-09-09, Item 2.2.1.

Reference: Action-007

Presenter/s: Simon Tries

Description: 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.

2020-10-14: Refer to Item 3.3.

Status: *COMPLETE*

(Next Action Reference) *Action-008*

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

2.2.1. New Zealand Certificate in Study and Career Preparation [NZCSC]

Level 3 // Credits 60 // Programme 121182-3 // Qualification 2863-1

Te Komiti evaluated the application and discussed it with the Programme Team representative, Sue Tulett.

MOTION

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

- New Zealand Certificate in Study and Career Preparation [NZCSC]

Moved: M Saifoloi

Seconded: K Barry

MOTION CARRIED

2.2.2. New Zealand Certificate in Study and Career Preparation (Level 4) [NZCSP4]

Level 4 // Credits 60 // Programme 122816-2 // Qualification NZ2860-1

Te Komiti evaluated the application and discussed it with the Programme Team representative, Sue Tulett. Te Komiti acknowledged the value of the contextualisation, but acknowledged concern by some members that the contextualisation was being specified in the structure rather than flexibly accommodated for in the course delivery.

MOTION

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

- New Zealand Certificate in Study and Career Preparation (Level 4) [NZCSP4]

Subject to:

1. The provision of a summary of the consultation to support the proposed changes which confirms there is clear support from key stakeholders including all the programme destinations impacted by the changes.
2. That the Course Descriptors for ECE4001 and ECE 4002 be updated to include Assessment Weightings.
3. That reconsideration be made whether the wording of Learning Outcome 4 of BEAR4002 is appropriate for a Level 4 Qualification.
4. That the wording in the application be amended to clarify that the achievement of the ECE pathway can lead to a Diploma at any institute and that careful consideration be

given to the Marketing of that pathway when Unitec does not yet have a mapped progression pathway for such.

Moved: S Bennett

Seconded: M Saifoloi

MOTION CARRIED

2.2.3. New Zealand Diploma in Landscape (Design) [NZDL]

Level 5 // Credits 120 // Programme 121642-2 // Qualification NZ2888-1

Te Komiti evaluated the application and discussed it with the Programme Team representative, Sue Wake.

MOTION

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

- New Zealand Diploma in Landscaping (Design) [NZDL]

Moved: S Marshall

Seconded: C Murphy

MOTION CARRIED

2.3. Other Approvals

2.3.1. Site Approval for New Zealand Diploma in Cybersecurity – NZDCS

Presenter/s: Dila Beisembayeva

Te Komiti discussed the application, particularly:

- Assurance of the quality and consistency of Student Support
- The benefits that NMIT will receive from the arrangement
- How any Programme Changes may be handled if they occur in the future

MOTION

That Te Komiti Whakamana Hotaka Hou approves the delivery of the New Zealand Diploma in Cybersecurity at Nelson Marlborough Institute of Technology, Nelson.

Moved: S Marshall

Seconded: J Mercier

MOTION CARRIED

3. Mea Hei Kōrero | Items to Discuss

3.1. NZQA Application Outcomes

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

Te Komiti noted:

- the number of applications in progress with NZQA

- the different types of applications
- a need for clarity around the timeframes related to the application tracker reporting
- the importance of Schools understanding and completing work according to NZQA timeframes

3.2. Programme Development Process Description

Presenter/s: Jackie Tims

Members were directed to review the Process (located on OneDrive) and bring feedback to the next meeting.

3.3. Learning and Teaching Strategy

Presenter/s: Simon Tries

Te Komiti noted the need to fully discuss the impact of the strategy on the business of this committee.

ACTION → Plan discussion for this into early 2021.

4. Ngā Tukunga | Items to Receive

4.1. Regular Reports

4.1.1. Programme Developments

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

Te Komiti noted the progress reported on the Tracker.

4.2. Other Reports

4.2.1. Commercial Water Heating Short Course

Presenter/s: Jackie Tims

Te Komiti noted that this type of item will be reported through a different mechanism in future.

4.2.2. Approval Responses: Graduate Diploma in Construction Project Management (GDPCM) and New Zealand Certificate in Automotive Engineering (NZCAE)

Presenter/s: Jackie Tims

Te Komiti noted that this type of item will be reported through a different mechanism in future.

5. Kupu Whakamutunga | Closing

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

(None)

5.2. Committee Self-Assessment

Topic: How well does the way Te Komiti Whakamana Hotaka Hou evaluate applications align with the objectives of the Learning and Teaching Strategy?

Committee Response

- Programme Teams should be excused from the meeting proceedings while the Members discuss the application.
- Evaluative feedback with more clarity and specification would improve meeting evaluative performance.

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!