Te Komiti Whakamana Hotaka Hou |
Academic Approvals Committee

Date: **2020-11-11**
Location: **180-2043**
Chair: **Simon Tries**

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

<u>Actual</u>
Start: **8.30h**
End: **10.04h**

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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

This item was discussed under item 5.

1.2.2. Key Dates toward the November Meeting

The meeting dates for the next year will be advised once it is confirmed.

1.2.3. Chair Reporting, Te Komiti Mātauranga

The Committee noted the Chair's Report for October.

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1.2.4. Chair Reporting, Te Komiti Whakamana Hotaka Hou

The Committee noted the Chair's Report for October.

1.3. Tae Ā-Tinana | Attendance

Mema | Members Present

1. **(Chair)** Simon Tries
2. Dila Beisembayeva
3. Jackie Tims
4. Jayne Mercier
5. Kate Barry
6. Kimoro Taipera
7. Malama Saifoloi
8. Maureen Perkins
9. Rakesh Patel
10. Sarah Sommerville
11. Steve Varley

Kairīwhi | Proxies

12. Venusi Taumoepeau (for Iaone Aleke Faavae)

Akutō | Late and Leaving early

Rakesh Patel (departed at 9.52am)

Ngā whakapāha | Apologies

Ioane Aleke Faavae   Chris Murphy   Pedro Ilgenfritz   Steve Marshall

Kore i tae ā-tīnana | Absent

Chris Carson   Niranjan Singh   Prabhat Chand

Kōrama | Quorum

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

Hunga mahi | Staff in Attendance

1. **(Secretary)** Hiroko Hodge

The Committee noted the resignation of Susan Bennett from the Committee.

MOTION

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

Moved: Steve Varley

Seconded: Dila Beisembayeva

MOTION CARRIED

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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

- 2020-10-14 Regular meeting
- 2020-09-01 Standing meeting
- 2020-09-10 Standing meeting
- 2020-09-28 Standing meeting

Moved: Sarah Sommerville

Seconded: Malama Saifoloi

MOTION CARRIED

1.5.   **Mahia Atu** | Matters Arising

The Committee noted the following items:

- A concern was raised about the process for discussing application outcome. Conversation regarding this was deferred to Section 5 Committee Self-assessment.

1.6.   Committee Management

1.6.1. Attendance Tracker

The attendance tracker was reviewed

1.6.2. Work Plan Tracker

This item was discussed under item 5.0.

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: 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:   __

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2020-11-11   Work is on hold pending meeting with Programme team in December.

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:   __

2020-11-11   Consider alongside the feedback of self-assessment

Status: *ACTIVE*

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.

2020-11-11:   Due March 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.

2020-11-11:   Chair to respond to the Committee in February

(Next TBA)   *Action-008*

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

No item received

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

3.1. NZQA Application Outcomes

(None)

3.3. Learning and Teaching Strategy

This item was deferred to February 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)

A summary of Programme Developments report for the year was received by the Committee.

	5.	**Ngā Tukunga	Self - Assessment**

The Committee discussed its performance during the year, noting the following:

5.1 Review of Membership

The Committee reviewed the membership from the aspect of relevancy, level of contribution, the skill set of members towards the Committee. The following items were noted:

- It is important that there be a representative from each School. Not only did this ensure sufficient capacity for the committee to complete its work but it also provided a channel back to the school to inform development with the school, thereby sharing good practice.
- The membership term of two years was considered appropriate and should remain.

5.2 Review of Application Processes and Outcomes

The Chair provided a brief outline of the programme development process. The members made the following comments:

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- Terminology used in the application Programme Documents are not always consistent

- Several applications received by the Committee were below the expected standards. More guidance and clarity is required to be provided to Schools and Programme teams before the programme documents and the applications are prepared for approval.

- The Programme documents may require a structure review to simplify the document. The Programme related sections and Institutional wide strategic contents could be separated.

- Application feedback form needs a review to make it easier to record all feedback and responses clearly.

- The Committee felt that some of the applications didn't provide sufficient information for decision making. It was also commented that not all Programme teams are aware of requirements of regulatory agencies (e.g. NZQA/TEC).   It was suggested Schools be informed of the requirements and expectation of quality in their applications.

- The addition of a *summary of programme change* should be clearly indicated in the form.

- The Chair commented that the work allocation and distribution of workload is carefully considered by complexity of application and the number of applications assigned to members.

- The Priority group feedback system works well

- The Committee needs to consider:
  - Timeframes for members and applicants to provide feedback
  - Standardising the approach to inviting applicants to the meeting
  - Standardising and communicating the post-AAC endorsement actions and timeframes.

ACTION:
AAC Communicate with School of the expectation of application timeframe

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5.3 Consultation process in a meeting

- The committee/Chair need to more strictly adhere to the current process in which:
  - The Programme Team is invited to the meeting to respond to Members' queries

  - Members discuss the application and determine an outcome after the Programme Team leaves the meeting

  - Programme Team is informed of the outcome following the meeting

5.4 Application Outcomes

The Committee discussed application outcomes and noted that:

- The Committee should review the changes that were approved have subsequently been delivered successful - considered out of scope of the current TOR.

- The Committee should record RFIs (Requests for Information) and their response to NZQA at the next available meeting for future improvements.

- The Committee should clarify and define when to approve "subject to" conditions and when to decline an application

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ACTION:
Simon Tries (Chair, Te Komiti Whakamana Hotaka Hou) to raise above matters with Chair of Academic Committee

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5.5 Committee workload and meeting frequency

The Committee discussed and noted that:

- A suggestion was made to limit a number of applications that are considered per meeting. A booking system may allow the Committee to manage the number of applications to keep the quality and members' workload.

- It was recommended that the monthly meeting should be scheduled with additional ad-hoc meetings aligned with NZQA deadline and expected workload peaks.

- Face to face meetings are preferred to better facilitate conversation

- Meetings should be carefully timed to maximise availability of members to attend

5.6 Terms of Reference

The Committee reviewed the Terms of Reference in 2020. The members agreed that these should remain the same for 2021 subject to the following:

- Correction to item 3.4, last word to be ready external approval
- Updating of Academic Board to Academic Committee

9.52am Rakesh left

6. Kupu Whakamutunga | Closing

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

6.1.1 Extra meeting date in December

Five Micro Credential applications are nearly ready for submission. A meeting invite for December meeting will be sent to the members once the date is confirmed.

6.1.2 Appreciation for Excellent Services

The Committee thanked Simon Tries, Jackie Tim and Daniel Weinholz for their excellent service.

It was noted that the members appreciated a positive atmosphere created in the meeting space which allows members to enjoy the meeting sessions.

6.2 Committee Self – Assessment

Tabled under item 5

6.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou   I raro i te rangimārie

Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē! Hui ē! Taiki ē!	*We are united, progressing*
We are departing	*forward!*
Peacefully	

Finished at 10.04am