



# minutes

## Te Komiti Whakamana Hotaka Hou | Academic Approvals Committee

Type: **Regular Hui**  
 Date: **2021-04-20**  
 Location: **180-2044**  
 Chair: **Simon Tries**

Scheduled: 0830h – 1030h

Actual: 0830h – 1040h

## 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!*

The Chair welcomed all members and attendees. Everyone introduced themselves for the benefit of new members.

## 1.2. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies

### Mema | Members

- |                        |                          |
|------------------------|--------------------------|
| 1. (Chair) Simon Tries | 10. Maureen Perkins      |
| 2. Dila Beisembayeva   | 11. Michael Miller       |
| 3. Duaa Alshadli       | 12. Prabhat Chand        |
| 4. Ioane Aleke Faavae  | 13. Rakesh Patel         |
| 5. Jackie Tims         | 14. Anaru Parangi        |
| 6. Judy Nicholson      | (For: Sarah Sommerville) |
| 7. Kate Barry          | (Arr. 0906h)             |
| (Dep. 1028h)           | 15. Steve Marshall       |
| 8. Kimoro Taiepa       | 16. Steve Varley         |
| 9. Malama Saifoloi     |                          |

### Kōrama | Quorum

The Chair noted that a quorum of 11 members was present and declared the meeting open.

### Ngā whakapāha | Apologies

1. Chris Murphy
2. Rosemary Dewerse
3. Sarah Sommerville  
(Proxy: Anaru Parangi)
4. Tahreem Zia

### MOTION

That Te Komiti Whakamana Hōtaka Hou receive the Apologies for the meeting.

Moved: D Beisembayeva      Seconded: P Chand

**CARRIED**

### Absences

1. Niranjan Singh

### Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Rosario Iguin (Te Puna Ako)

## 1.3. **Pitopito Kōrero o Ngā Hui** | Minutes of the Previous Meeting/s

Te Komiti noted that the large number of Chair's actions occurring in the Standing Committee are related to minor technical time-critical issues related to admissions and enrolments.

### MOTION

That Te Komiti Whakamana Hōtaka Hou approve the Minutes of the following meetings:

1. Regular: 2021-03-09
2. Standing: 2021-02-11

Moved: D Beisembayeva      Seconded: S Varley

**CARRIED**

#### 1.4. Mahia Atu | Matters Arising

##### **1.4.1. Micro-credential Documentation Issues**

Presenter/s: Simon Tries

With reference to AAC Hui 2021-03-09, Item 1.5.1., the necessary corrections have been made.

#### 1.5. Mihi Whakatau | Opening Remarks

##### **1.5.1. Committee Self-Assessment: Topic**

2. (None)

##### **1.5.2. Key Dates: Next hui May 4, 2021**

Te Komiti noted the planned milestone dates for the mahi toward AAC Hui 2021-05-04.

1. **Complete applications due to AAC Account**  
COB Thursday, 2021-04-15  
>> *Programme Teams*
2. **Application Prechecks & Reading Allocations**  
COB Wednesday, 2021-04-21  
>> *Secretariat & Chair*
3. **Agenda released**  
COB Thursday, 2021-04-22  
>> *Secretary*
4. **Evaluation Form/s completed**  
COB Thursday, 2021-04-29  
>> *AAC Members*
5. **Evaluation feedback sent to Programme Team/s**  
COB Friday, 2021-04-30  
>> *Secretariat*
6. **AAC Hui**  
0830h – 1030h, Tuesday, 2021-05-04  
>> *AAC Members (notified by Secretary)*  
>> *Programme Team Representatives (notified by Secretariat)*
7. **Draft Minutes released**  
Before COB Tuesday, 2021-05-11  
>> *Secretary w/ Chair & Secretariat*

##### 1.5.3. Chair Reporting

Te Komiti noted the Chair Reports of:

1. Te Komiti Mātauranga (February 2021)
2. Te Komiti Whakamana Hōtaka Hou (March 2021)

## 1.6. Committee Management

### **1.6.1. Attendance Tracker**

Noted.

### **1.6.2. Work Plan Tracker**

Noted.

### **1.6.3. Ngā Tautapu Arotake | Actions Tracker**

- **Action-001 Implementation of MIT HyFlex Model**  
2021-04-20: Te Komiti noted the update from Maureen regarding MIT's experiences with the initial rollout of the HyFlex Model.  
Status: CLOSED
- **Action-003 Programme Documents and Priority Group Strategies**  
2021-04-20: Awaiting developments led by Te Pūkenga. Improvements and updates have been made across programme documentation. Any further work is likely to fall within the future scope of Te Pūkenga work.  
Status: COMPLETED
- **Action-006 Te Noho Kotahitanga and Programme Documentation**  
2021-04-20: Te Komiti discussed the relevance of this mahi to the mandate of the committee. Committee members, especially academic representatives, were encouraged to consider it more deeply and present their thoughts to the next hui.  
Status: ACTIVE

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

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### 2.1. Applications for Programme Approval and / or Accreditation

Due to his being the author of the application, S Varley was excused from the room and discussions regarding Item 2.1.1. and Item 2.1.2.

#### **2.1.1. Liaison Interpreting Contexts (Social Systems, Culture, Ethics) Micro-credential**

Name: Liaison Interpreting Contexts (Social Systems, Culture, Ethics) Micro-credential

Micro-credential Code: MCLIC (LSLI MC6001)

Level: 6

Credits: 30

Recommended Effective Date: Semester 2, 2021

PAQC Endorsement Date: 2021-03-10

Submitted to AAC account:	2021-03-16
Due date for complete applications:	2021-03-19    On time

### 2.1.2.            **Liaison Interpreting Theory and Practice Micro-credential**

Name:            Liaison Interpreting Theory and Practice Micro-credential

Micro-credential Code:            MCLIT (LSLI MC6002)

Level:            6

Credits:            30

Recommended Effective Date:            Semester 2, 2021

PAQC Endorsement Date:            2021-03-10

Submitted to AAC account:	2021-03-16
Due date for complete applications:	2021-03-19    On time

### **MOTION**

That Te Komiti Whakamana Hōtaka Hou endorse the following application/s for approval by Te Komiti Mātauranga and NZQA.

1. Liaison Interpreting Contexts (Social Systems, Culture, Ethics) Micro-credential  
(Level 6, 30 credits)
2. Liaison Interpreting Theory and Practice Micro-credential  
(Level 6, 30 credits)

Subject to the following condition/s:

- (None)

Moved: D Beisembayeva    Seconded: I A Faavae

**CARRIED**

Committee Rating of Application Quality:            Excellent

## 2.2.    Type 2 Development and Improvement Consolidated Requests

### 2.2.1.            **Bachelor of Applied Science**

Programme Code:            BASCI

Level:            7

Credits:            360

Reference Number:            CA2359

Recommended Effective Date:            Semester 2, 2021

PAQC Endorsement Date:            2021-03-23

Submitted to AAC account:	2021-03-27
Due date for complete applications:	2021-03-19    Late

**MOTION**

That Te Komiti refer the application to the Standing Committee, pending a School response to the feedback when it is sent to the School with an apology for the communication gap related to the Type 2 Consolidated Change Request for:

- Bachelor of Applied Science  
(Level 7, 360 Credits)

Moved: D Beisembayeva      Seconded: S Varley

**CARRIED**

**2.2.2. Bachelor of Performing and Screen Arts**

Programme Code: BPSA  
 Level: 7  
 Credits: 360  
 Reference Number: Programme: 102516-2      Qualification: CA2222  
 Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-12

Submitted to AAC account:	2021-03-22
Due date for complete applications:	2021-03-19      Late

**MOTION**

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

- Bachelor of Performing and Screen Arts  
(Level 7, 360 Credits)

Subject to the following condition/s:

- (None)

Moved: D Beisembayeva      Seconded: I A Faavae

**CARRIED**

Committee Rating of Application Quality: Good

**2.2.3. Bachelor of Veterinary Nursing**

Programme Code: BVN  
 Level: 7  
 Credits: 360  
 Reference Number: CA3995  
 Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-10

Submitted to AAC account:	2021-03-19
Due date for complete applications:	2021-03-19      On time

Te Komiti discussed the application.

- For any future applications consultation and feedback from Te Puna Ako will be required.
- Consideration should be made regarding the eight-year completion time for students finishing the degree part-time (a shorter time was suggested).
- The need for currency of learning in terms of medicines and practice

Te Komiti noted that the addition is of a Level 6 course. At this stage this course is only being approved for addition to the Bachelor of Veterinary Nursing programme and not the associated New Zealand Diploma. The School should advise urgently if the course is also intended to be approved for the New Zealand Diploma.

Te Komiti requested confirmation of consultation undertaken with Pacific representatives.

## MOTION

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

- Bachelor of Veterinary Nursing  
(Level 7, 360 Credits)

Subject to the following condition/s:

- Confirmation of consultation undertaken with Pacific representatives.

Moved: P Chand

Seconded: R Patel

**CARRIED**

Committee Rating of Application Quality:

Good

### 2.2.4. Applied Practice > (Multiple Programmes)

The application form covered the following programmes.

1. Master of Applied Practice
2. Postgraduate Certificate of Applied Practice
3. Postgraduate Diploma of Applied Practice

#### **2.2.4.1. Master of Applied Practice**

Programme Code:	MAP
Level:	9
Credits:	180
Programme Name:	Master of Applied Practice
Programme Number:	117968-1
Qualification Name:	Masters in Applied Practice
Qualification Number:	2479-1
Recommended Effective Date:	Semester 2, 2021
PAQC Endorsement Date:	2021-03-19

Submitted to AAC account:	2021-03-19
Due date for complete applications:	2021-03-19    On time

**2.2.4.2. Postgraduate Certificate of Applied Practice**

Programme Code: PGCAP  
 Level: 8  
 Credits: 60  
  
 Programme Name: Postgraduate Certificate in Applied Practice  
 Programme Number: 117028-1  
  
 Qualification Name: Postgraduate Certificate in Applied Practice  
 Qualification Number: 2481-1  
  
 Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-19

Submitted to AAC account:	2021-03-19
Due date for complete applications:	2021-03-19    On time

**2.2.4.3. Postgraduate Diploma of Applied Practice**

Programme Code: PGDAP  
 Level: 8  
 Credits: 120  
  
 Programme Name: Postgraduate Diploma in Applied Practice  
 Programme Number: 117026-1  
  
 Qualification Name: Postgraduate Diploma in Applied Practice  
 Qualification Number: 2480-1  
  
 Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-19

Submitted to AAC account:	2021-03-19
Due date for complete applications:	2021-03-19    On time

**MOTION**

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

1. Master of Applied Practice  
(Level 9, 180 Credits)
2. Postgraduate Certificate of Applied Practice  
(Level 8, 60 Credits)
3. Postgraduate Diploma of Applied Practice  
(Level 8, 120 Credits)

Subject to the following condition/s:

1. That the assessments for the new courses are focussed and relate clearly to the Learning Outcomes and that they are consistent across the rest of the existing courses.

Moved: S Varley

Seconded: K Barry

**CARRIED**

Committee Rating of Application Quality:

Good



**2.2.5. Applied Business > (Multiple Programmes)**

The application form covered the following programmes.

1. Master of Business
2. Postgraduate Diploma in Business

**2.2.5.1. Master of Business**

Programme Code: MBUS  
 Level: 9  
 Credits: 240

Programme Name: Master of Business  
 Programme Number: 160424-2

Qualification Name: Master of Business  
 Qualification Number: CA2318-4

Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-29

Submitted to AAC account:	2021-03-23
Due date for complete applications:	2021-03-19    Late

**2.2.5.2. Postgraduate Diploma in Business**

Programme Code: PGDBS  
 Level: 8  
 Credits: 120

Programme Name: Postgraduate Diploma in Business  
 Programme Number: 106425-2

Qualification Name: Postgraduate Diploma in Business  
 Qualification Number: CA2319-3

Recommended Effective Date: Semester 2, 2021  
 PAQC Endorsement Date: 2021-03-29

Submitted to AAC account:	2021-03-23
Due date for complete applications:	2021-03-19    Late

**MOTION**

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

1. Master of Business  
(Level 9, 240 Credits)
2. Postgraduate Diploma in Business  
(Level 8, 120 Credits)

Subject to the following condition/s:

- (None)

Moved: D Beisembayeva      Seconded: S Marshall

**CARRIED**

Committee Rating of Application Quality:

Excellent (although Late)

### 2.2.6.            Computing > (Multiple Programmes)

The application form covers the following programmes.

1. Master of Computing
2. Postgraduate Diploma in Computing

#### **2.2.6.1.            Master of Computing**

Programme Code:	MCOMP
Level:	9
Credits:	240
Programme Name:	Master of Computing
Programme Number:	103238-1
Qualification Name:	Master of Computing
Qualification Number:	CA2270-1
Recommended Effective Date:	Semester 2, 2021
PAQC Endorsement Date:	2021-03-18

Final submission to AAC account:	2021-04-14
Due date for complete applications:	2021-03-19      Late

#### **2.2.6.2.            Postgraduate Diploma in Computing**

Programme Code:	PGDCG
Level:	8
Credits:	120
Programme Name:	Postgraduate Diploma in Computing
Programme Number:	103259-1
Qualification Name:	Postgraduate Diploma in Computing
Qualification Number:	CA2271-1
Recommended Effective Date:	Semester 2, 2021
PAQC Endorsement Date:	2021-03-18

Final submission to AAC account: 2021-04-14  
 Due date for complete applications: 2021-03-19 Late

Te Komiti considered the applications and noted that the application being made was:

- to ensure currency of the curriculum,
- to meet employability requirements and
- to provide additional options for study by introducing a fully distance online delivery option for both domestic and international students.

Te Komiti raised a number of issues regarding the currency of the curriculum which provides the foundation of the online and offshore applications. Te Komiti agreed limit its deliberations to the Type 2 change (i.e., not the application for offshore delivery) due to the significant concerns regarding the curriculum.

Te Komiti determined that:

1. Evidence of internal and external consultation to support the proposed changes, including Priority and target groups was insufficient.  
 An up to date consultation log detailing: who was consulted, on what, what the stakeholder's response was; and how the response was considered within the proposed changes is required for all degree level and significant changes
2. It was not clear how Te Noho Kotahitanga, which is integral to our pedagogical approach, was woven throughout the programme. The Committee heard in the session with the School's APMs some of how this Kaupapa is supported in the programme, but it was not clear to the committee in the documentation provided how this would effectively occur online and for different cohorts internationally.  
 It was also suggested that consideration be given to the inclusion of kaupapa Māori research methodology in the research methods paper/s, as well as Pacific research methodologies such as Talanoa and Ula.
3. The Learning Outcomes across multiple courses were of significant concern. The concerns were primarily, but not limited to:
  - whether Learning Outcomes were at the appropriate level,
  - that some of the stated Learning Outcomes were not appropriately worded / phrased as Learning Outcomes,
  - that the Learning Outcomes may not all be up to date in terms of the technology referenced,
  - the assessments associated with the Learning Outcomes, and
  - the overall alignment of Learning Outcomes to Graduate Profile Outcomes.

Te Komiti noted that the feedback provided was not comprehensive and only addressed the major factors.

Te Komiti agreed that the next steps for these applications should include collaboration and consultation with Priority Groups, Te Puna Ako, and Te Korowai Kahurangi to ensure the application meets the criteria for approval and accreditation.

Te Komiti noted that numerous changes to the programmes have been made over the years, the standard of which was also of concern.

Te Puna Ako and Te Korowai Kahurangi agreed to continue to offer support for the revision of the application. However, it was also noted that where support had been provided for this application, the advice provided had not always been followed. There was also a sense that the extent of consultation with internal stakeholders had not been accurately represented in the application.

**MOTION**

That Te Komiti Whakamana Hōtaka Hou decline the Type 2 Consolidated Change Request for:

- Master of Computing  
(Level 9, 240 Credits)
- Postgraduate Diploma in Computing  
(Level 8, 120 Credits)

Subject to the following condition/s (summarised):

- Evidence of stakeholder engagement
- Evidence of how Te Noho Kotahitanga gets embedded
- Learning Outcomes: their level, alignment with GPOs and assessments

Moved: M Perkins

Seconded: M Saifoloi

**CARRIED**

Committee Rating of Application Quality:

Poor

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

#### **3.1. Te Pūkenga Updates**

Presenter/s: Simon Tries (apologies)

- (None)

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

#### 4.1. Regular Reports

##### **4.1.1. Programme Developments & NZQA Application Outcomes**

Presenter/s: Jackie Tims

(Lead – Programme Development and Management, Te Korowai Kahurangi)

- (None)

## 5. Kupu Whakamutunga | Closing

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

#### 5.1.1. Notice of Resignation – Kimoro Taiepa

K Taiepa announced his departure from Te Komiti consequent with his finishing employment with Unitec planned for 2021-05-07. Plans are to be confirmed for a replacement member and attendance at the next hui scheduled for 2021-05-04.

### 5.2. Committee Self-Assessment: Response

- (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!*