

Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee

AGENDA

Type: Regular Hui
 Date: Tuesday, 2021-11-16
 Scheduled Time: 0830h – 1030h
 Location: Online via Teams
 Chair: Simon Tries

Meeting opened: _____

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. Tae Ā-Tinana | Attendance

Members needed to reach quorum: 9

Member List

- | | | |
|------------------------|---------------------|-----------------------|
| 1. (Chair) Simon Tries | 7. Kate Barry | 13. Prabhat Chand |
| 2. Dila Beisembayeva | 8. Kiri Noho Wijohn | 14. Rakesh Patel |
| 3. Duaa Alshadli | 9. Malama Saifoloi | 15. Sarah Sommerville |
| 4. Ioane Aleke Faavae | 10. Maureen Perkins | 16. Steve Marshall |
| 5. Jackie Tims | 11. Michael Miller | 17. Tahreem Zia |
| 6. Judy Nicholson | 12. Niranjana Singh | |

Resolved:

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

Moved: __ → Seconded: __ Motion: __

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

Hui scheduled for the following dates were cancelled due to the impact of Lockdowns on institutional workload.

- 2021-08-24
- 2021-09-07
- 2021-09-21
- 2021-10-19

Resolved:

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

1. Regular: 2021-08-10
2. Standing Committee: -

Moved: __ → Seconded: __ Motion: __

1.4. Mahia Atu | Matters Arising

- (None notified.)

1.5. Rārangi Wā | Key Dates

1. **Complete applications due to AAC account**
COB Thursday, 2021-11-25
>> *Programme Teams*
2. **Complete application prechecks & reading allocations**
COB Wednesday, 2021-12-01
>> *Secretariat & Chair*
3. **Communicate hui agenda & reading allocation to Members**
COB Thursday, 2021-12-02
>> *Secretary*
4. **Complete evaluative feedback**
COB Thursday, 2021-12-09
>> *AAC Members*
5. **Communicate evaluative feedback to Programme Team/s**
COB Friday, 2021-12-10
>> *Secretariat*
6. **Hui o Te Komiti Whakamana Hōtaka Hou**
0830h – 1030h, Tuesday, 2021-12-14
>> *AAC Members (invited by Secretary)*
>> *Programme Team Representatives (invited by Secretariat)*
7. **Communicate draft minutes to Members**
COB Tuesday, 2021-12-21
>> *Secretary*

1.6. Chair Reporting

1.6.1. Te Komiti Whakamana Hōtaka Hou

- Chair Report (Simon Tries, 2021-08-10)
(Source: *Agenda, Te Komiti Mātauranga 2021-09-08*)

1.6.2. Te Komiti Mātauranga

- Chair Report to MIT-Unitec Board (Martin Carroll, September 2021)
(Source: *Agenda, Te Komiti Mātauranga 2021-10-20*)

1.6.3. Te Komiti Matua o te Komiti Mātauranga

- Memo for Approval of NZCEP (Simon Tries, 2021-09-15)
Source: *Agenda, Te Komiti Matua o te Komiti Mātauranga 2021-09-16*)

1.7. Whakahaere o te Komiti | Committee Management

1.7.1. Tracker: Attendance

- School of Computing, Engineering and Applied Technology

1.7.2. Tracker: Work Plan

- (None)

1.7.3. Tracker: Actions

- (None)

1.8. Membership Changes

Resolved:

That Te Komiti Whakamana Hōtaka Hou receive the following resignations of:

1. Steve Varley 2021-08-02
2. Te Hau Hona 2021-08-13
3. Rosemary Dewerse 2021-10-11

And the appointment of:

4. Kiri Noho Wijohn

Moved: __ → Seconded: __ **Motion:** __

1.8.1. Bridgepoint

Steve Varley (leave of absence from Unitec). Awaiting notice of replacement member.

From: Steve Varley <svarley@unitec.ac.nz>
Sent: Monday, 2 August 2021 10:20 AM
To: Simon Tries <stries@unitec.ac.nz>; Daniel Weinholz <dweinholz@unitec.ac.nz>
Cc: Jackie Tims <jtims@unitec.ac.nz>; Steve Marshall <smarshall@unitec.ac.nz>
Subject: Steve V taking leave in Sem 2

Kia ora Simon and Daniel (and Jackie and Steve)

I will be taking leave of absence from Unitec in Semester 2, starting next week Aug 9 and returning mid-January (subject to ELT approval) – for personal reasons.

This means I will need to resign my positions on the AAC and QAB. Katie will be in touch regarding Bridgepoint replacements.

Judi Simpson who is currently deputy chair of the Language Studies PAQC will step up to chair as from the next meeting on September 8. Please add her to the PAQC chairs distribution list and invite to PAQC chairs hui etc.

Jackie, Steve – please contact Sally Conway regarding any programme approval/endorsement matters. It is just the accreditation to deliver NMIT's NZCEL online going through currently. The school has decided not to proceed with online delivery of the interpreting credentials at this stage.

All the best for the second half of the year – promises to be a changeful as ever!

Ngā mihi
 Steve

I work Monday to Wednesday



Steve Varley | Senior Lecturer | Language Studies | Bridgepoint School
Email svarley@unitec.ac.nz **Tel** +64 9 892 8851 **Extn** 8851 **Mob** +64 21 597258

1.8.2. Māori Success

Te Hau Hona (departed Unitec) replaced by Kiri Noho Wihongi.

From: Te Hau Hona <thona@unitec.ac.nz>
Sent: Friday, 13 August 2021 10:55 AM
To: Daniel Weinholz <dweinholz@unitec.ac.nz>
Cc: Toni Vaughan <tvaughan@unitec.ac.nz>
Subject: Official Resignation from AAC

Tēnā Koe Daniel

Please accept this email as my official resignation from the AAC.

The 27th of Aug is my last official day here at Unitec.

Ko aku mihi nui ki tēnei ohu mō ngā mahi kua tutuki.

My acknowledgements to the committee for having me, although short it was fun.



Ngā mihi

Te Hau Paeroa Hona

Kaihautū | Maia Maori Centre

Email thona@unitec.ac.nz Mobile 021 026 89161

1.8.3. Community Studies

Rosemary Dewerse (departed Unitec). Awaiting notice of replacement member.

From: Rosemary Dewerse <rdewerse@unitec.ac.nz>
Sent: Monday, 11 October 2021 1:50 PM
To: Simon Tries <stries@unitec.ac.nz>; Daniel Weinholz <dweinholz@unitec.ac.nz>
Cc: Katie Bruffy <kbruffy@unitec.ac.nz>
Subject: Resignation from Academic Approvals Committee

Kia ora Simon and Daniel

This is just to notify you that I will need to resign from the Academic Approvals Committee as I leave Unitec on 22 October to take up a new role with Visionwest Waka Whakakitenga.

Thank you (and thanks to Katie) for the opportunity to be part of this committee. It was very interesting to not only see the kind of work being done around Unitec in programme development but also to be able to compare and contrast what makes for a good application and one less likely to get approval. I've learned a lot!

Ngā mihi nui
 Rosemary

Dr Rosemary Dewerse
Academic Programme Manager

School of Community Studies

UNITEC

DDI: +64 98927288

Email: rdewerse@unitec.ac.nz

2. Mea Hei Whakaae | Items to Approve

2.1. Type-2 Programme Changes

2.1.1. Bachelor of Business

Programme Name: Bachelor of Business
 Programme Owner: Unitec New Zealand Limited
 Qualification Number: CA2109
 Qualification Name: Bachelor of Business
 Level: 7
 Credits: 120
 Contact Person: Malama Saifoloi

PAQC Endorsement Date:	2021-10-18
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2021-10-01 (On time / Late) – N/A
Due date for complete applications:	N/A

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the application for Type 2 Programme Changes for:

- Bachelor of Business
(Level 7, 120 Credits)

Subject to the following condition/s:

- —

And apply the following rating to the quality of the application based on the rubric:

- Excellent / Good / Marginal / Poor

Moved: __ → Seconded: __ Motion: __

3. Mea Hei Kōrero | Items to Discuss

3.1. Te Pūkenga Updates

Presenter: Simon Tries – *Verbal update*

4. Ngā Tukunga | Items to Receive

4.1. Programme Developments & NZQA Application Outcomes

Presenter: Jackie Tims – *Verbal update*

5. Whakamutunga | Closing

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

- (None notified.)

5.2. 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!*

Meeting closed: _____
