



# minutes

## Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee

Type: Regular Hui  
 Date: Tuesday, 2021-08-10  
 Scheduled Time: 0830h – 1030h  
 Location: 180-2044  
 Chair: Simon Tries

Meeting opened: 0835h

### 1. Whakatuwheratanga | Opening

#### 1.1. Karakia Timatanga | Opening Prayer

Everybody who was present stood and joined together in the karakia timatanga.

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

##### 1.2.1. Mema | Members

- |                        |                      |                       |
|------------------------|----------------------|-----------------------|
| 1. (Chair) Simon Tries | 7. Maureen Perkins   | 11. Sarah Sommerville |
| 2. Dila Beisembayeva   | 8. Prabhat Chand     | (Dep. 0930h)          |
| 3. Ioane Aleke Faavae  | (Arr. 0851h)         | 12. Steve Marshall    |
| 4. Jackie Tims         | 9. Rakesh Patel      |                       |
| 5. Judy Nicholson      | 10. Rosemary Dewerse |                       |
| 6. Malama Saifoloi     |                      |                       |

### 1.2.2. Kōrama | Quorum

The Chair declared quorum with at least 11 members represented in person or proxy.

### 1.2.3. Ngā whakapāha | Apologies

1. Duaa Alshadli
2. Kate Barry
3. Michael Miller
4. Niranjana Singh
5. Steve Varley
6. Te Hau Hona
7. Sarah Sommerville – *Early departure*

#### Resolved:

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

Moved / Seconded: D Beisembayeva / R Patel

**Motion: CARRIED**

### 1.2.4. Absences

1. Tahreem Zia

### 1.2.5. Hunga mahi | Staff in Attendance

1. (Secretary) Daniel Weinholz
2. Mirjana Bogosanic  
(Arr. 1015h; Dep. 1035h)

The Chair thanked Steve Marshall for his service in chairing the previous two hui.

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

#### Resolved:

That Te Komiti Whakamana Hōtaka Hou *approve* the Minutes of hui 2021-07-06.

Moved / Seconded: R Dewerse / S Sommerville

**Motion: CARRIED**

#### Resolved:

That Te Komiti Whakamana Hōtaka Hou *receive* the Minutes of Standing Committee hui 2021-07-19.

Moved / Seconded: D Beisembayeva / R Patel

**Motion: CARRIED**

## 1.4. Mahia Atu | Matters Arising

### 1. Agenda 2021-07-06, Item 2.3.1. Application from School of Building Construction

Te Komiti noted that, in the wake of the resolution on the application for Type 2 change (motion shown below), a new application has not been received within the timeframe stated. Te Komiti therefore considers the application fully withdrawn.

#### Resolved:

That Te Komiti Whakamana Hōtaka Hou decline the *Type 2 Development and Improvement Consolidated Change Request* for:

- Bachelor of Construction  
(Level 7, 360 Credits)
- Graduate Diploma in Construction Project Management  
(Level 7, 120 Credits)

With opportunity to submit a new Application by 2021-07-22 with a caveat that NZQA cannot guarantee processing completion in time for the desired effective date, and improvements focused on:

1. Stronger rationale for the changes
2. Evidence of engagement with Te Puna Ako and Te Korowai Kahurangi, especially to confirm that all the relevant courses have been reviewed.
3. Evidence of engagement with the Kaihautu and Navigator

And apply the following rating to the quality of the application:

- Marginal

Moved: M Perkins → Seconded: T H Hona → Motion: CARRIED

### 2. Agenda 2021-06-22, Item 1.5. Rārangi Wā | Key Dates

Te Komiti discussed the role of the Portfolio Leadership Group in the programme development process and possible gaps or assumptions that exist between the mahi of PLG, AAC and the Programme Teams.

**ACTION** → S Marshall (action leader), J Tims, R Patel and S Tries to discuss the interrelationships between PLG, AAC and Programme Teams. S Marshall to invite PLG to meet with AAC.

Te Komiti questioned the progress of this action.

**ACTION** → S Tries (Chair) to follow up with inviting PLG to meet with AAC to discuss the interrelationships between PLG, AAC and Programme Teams.

### 1.5. Rārangi Wā | Key Dates

Te Komiti noted the four hui scheduled across August and September.

1. Hui 2021-08-10 – “Early August hui” (this agenda)
2. Hui 2021-08-24 – “Late August hui”
3. Hui 2021-09-07 – “Early September hui”
4. Hui 2021-09-21 – “Late September hui”

## 1.6. Chair Reporting

### **1.6.1. Te Komiti Whakamana Hōtaka Hou**

- Chair Report (Steve Marshall, 2021-07-06)

### **1.6.2. Te Komiti Mātauranga**

- Chair Report to MIT-Unitec Board (Martin Carroll, 2021-06-16)

### **1.6.3. Te Komiti Mātauranga**

- Annual Report 2020 (Simon Nash, 2021-07-23h)

## 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)

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

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### 2.1. Application/s for New Programme Approval

#### 2.1. New Programme Approval and Accreditation

##### **2.1.1. New Zealand Certificate in Electrical Pre-Trade (Level 3)**

*Commenced: 0912h*

Level:	3
Programme Name:	New Zealand Certificate in Electrical Pre-Trade (Level 3)
Programme Credits:	121 (one hundred and twenty-one)
Qualification Name:	New Zealand Certificate in Electrical Pre-Trade (Level 3)
Qualification Credits:	120 (one hundred and twenty)

PAQC Endorsement Date:	2021-07-21
Recommended Effective Date:	Semester 1, 2022

Submitted to AAC account:	2021-07-22	On time
Due date for complete applications:	2021-07-22	

Te Komiti engaged in kōrero over the evaluative feedback comments and responses, and deliberated on the details of approval and the programme rating. Key points included:

- Clarification between the credit values of the programme (121) and the qualification (120); the pros, cons and rationale for the difference; and possibilities for improvement and alignment of the values for when the qualification is next reviewed.
- Clear wording of Learning Outcomes such as changing from “Safely isolate AC circuits” to “Demonstrate isolation of AC circuits” so that greater emphasis is placed on the ability to measure the outcome.
- Lack of evidence of broad stakeholder consultation and summaries of what was discussed in the consultations.
- Lack of evidence of transition planning
- Suggestion to make the number of Learning Hours to be “indicative”.

1015h: Mirjana Bogosanovic (Programme Team representative) entered the meeting to respond to matters raised in evaluative discussion. She provided additional context to the operations of the consortium that Unitec is collaborating with to develop the programme. Mirjana departed at 1035h.

Te Komiti deliberated and agreed that the application was not ready for unconditional approval, noting that although adequate consultation may have occurred in the development of the Level 4 version of the programme by the Skills ITO and some parts of that may be relevant to this Level 3 programme, evidence of specific support for this Level 3 programme was required. Te Komiti felt that it was important to support the School in presenting the concerns of Te Komiti to the consortium of developing ITPs.

#### Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the application for New Programme Approval and Accreditation for:

- New Zealand Certificate in Electrical Pre-Trade (Level 3)  
(Level 3, 121 Credits)

Subject to fulfilment of the following requirements by **2021-08-31**:

1. Programme Approval: Good evidence the programme is made up of learning outcomes structured in a coherent way to achieve the qualification outcomes and addresses the relevant needs of learners. The structure of a number of the learning outcomes appear as topics or tasks rather than stating a clear, measurable outcome for the learner.
2. Programme Approval: Good evidence the programme is acceptable to the relevant communities and key stakeholders, which includes the qualification developer and industry. While there is evidence of collaboration with the qualification developer, there is little evidence provided from wider industry and other stakeholders, including Māori, with regards to the ability of the programme to meet the requirements of the qualification.
3. Programme Approval: Addition to Course Descriptors of a statement to link back to the Assessment Methods (i.e. theory/practical too loose). Denote the specified assessment method that will be used under the theory/practical.
4. Programme Accreditation: Appropriate transition arrangements to be provided for students of the current programme to transition into the new programme. It was noted that individual ITPs would need to undertake this mahi.

Moved / Seconded: M Perkins / M Saifoloi

**Motion: CARRIED**

**ACTION:** Secretary to administer rating determination for NZCEP Application by email.

**ACTION:** Chair to email Programme Development Team for NZCEP with details of actions required and guidance from AAC for endorsement of the application.

*Concluded: 1045h*

## 2.1.2. New Zealand Diploma in Business (Accounting) or (Leadership and Management)

*Commenced: 0845h*

Programme Owner:	Otago Polytechnic
Level:	5
Programme Name:	New Zealand Diploma in Business (Accounting) or (Leadership and Management)
Programme Credits:	120
Qualification Name:	New Zealand Diploma in Business (Accounting) or (Leadership and Management)
Qualification Credits:	120
Qualification Reference:	2459-3

PAQC Endorsement Date:	2021-07-19
Recommended Effective Date:	Semester 1, 2022
Submitted to AAC account:	2021-07-22    On time
Due date for complete applications:	2021-07-22

Te Komiti engaged in kōrero over the evaluative feedback comments and responses, and deliberated on the details of approval and the programme rating.

### Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the application for New Programme Approval and Accreditation for:

- New Zealand Diploma in Business (Accounting) or (Leadership and Management) (Level 5, 120 Credits)

Subject to the following condition/s:

- The satisfactory Transition Plan which will go to Te Komiti Matua o te Komiti Whakamana Hōtaka Hou who will then report any approval back to the next scheduled hui of Te Komiti Whakamana Hōtaka Hou.

Moved / Seconded: M Perkins / R Dewerse

**Motion: CARRIED**

### Resolved:

That Te Komiti Whakamana Hōtaka Hou apply the following rating to the quality of the application based on the rubric: Good

Moved / Seconded: D Beisembayeva / S Sommerville

**Motion: CARRIED**

*Concluded: 0912h*

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

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#### 3.1. Te Pūkenga Updates

Presenter: Simon Tries

- Copy of Memo RE: Programme Transition Planning (Te Pūkenga, 2021-06-11)

### 4. Ngā Tukunga | Items to Receive

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#### 4.1. Programme Developments & NZQA Application Outcomes

Presenter: Jackie Tims

- NZCAE – Stopping Type 2 development (email)

### 5. Whakamutunga | Closing

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

- (None)

#### 5.2. Karakia Whakamutunga | Closing Prayer

Everybody who was present stood and joined together in the karakia whakamutunga.

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: 1047h*

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