



minutes

Te Komiti Whakamana Hōtaka Hou | Academic Approvals Committee

Type:	Regular Hui
Date:	Tuesday, 2022-03-30
Scheduled Time:	0830h – 1030h
Location:	Online via Teams
Chair:	Simon Tries

Meeting opened: 0834h

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. Quorum, Attendance and Membership

The Chair welcomed the appointments of Simon Dacey, Tina Hsieh and Veraneeca Taiepa, and declared quorum.

Members Represented

- | | |
|----------------------------------|-----------------------------------|
| 1. (Chair) Simon Tries | 7. Maureen Perkins |
| 2. Dila Beisembayeva | 8. Rakesh Patel |
| 3. Ioane Aleke Fa'avae | 9. Simon Dacey |
| 4. Jackie Tims | 10. Tina Hsieh – Dep. 1001h |
| 5. Katie Bruffy – Co-opted 0944h | 11. Veraneeca Taiepa – Dep. 0942h |
| 6. Malama Saifoloi | |

Resolved:

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

- Judy Nicholson
- Kate Barry
- Prabhat Chand
- Veraneeca Taiepa – Early departure 0930h

Moved / Seconded: D Beisembayeva / I Fa'avae

Motion: CARRIED

Absent

- Duaa Alshadli
- Michael Miller

Staff in Attendance

- Katie Bruffy – Arr. 0900h; Co-opted to Membership 0944h (see Resolved, below)
- Sue Crossan
- Helen Gremillion – Arr. 1007h; Dep. 1025h

Membership and Role Changes

The Chair acknowledged the contributions of members resigning and those about to depart.

1. (Secretary) Daniel Weinholz – *Final hui today*
2. Dila Beisembayeva – *Final hui today*
3. Kiri Noho Wijohn: Replaced by Veraneeca Taiepa
4. Sarah Sommerville
5. Tahreem Zia: Replaced by Tina Hsieh

Resolved:

That Te Komiti Whakamana Hōtaka Hou co-opt Katie Bruffy (Head of School) to Membership until a suitable Senior Academic can be found to represent the School of Bridgepoint and Community Studies.

Moved / Seconded: J Tims / M Saifoloi

Motion: CARRIED

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

Resolved:

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

1. Regular: 2021-11-16
2. Standing Committee: -

Moved / Seconded: M Perkins / D Beisembayeva

Motion: CARRIED

1.4. Mahia Atu | Matters Arising

- (None)

1.5. Rārangi Wā | Key Dates

- Week 18: 2022-04-27 – Applications due 2022-04-08
- Week 22: 2022-05-25 – Applications due 2022-05-06
- Week 26: 2022-06-22 – Applications due 2022-06-03
- Week 28: 2022-07-06 – Applications due 2022-06-17
- Week 32: 2022-08-03 – Applications due 2022-07-15
- Week 36: 2022-08-31 – Applications due 2022-08-12
- Week 40: 2022-09-28 – Applications due 2022-09-09
- Week 44: 2022-10-26 – Applications due 2022-10-07
- Week 48: 2022-11-23 – Applications due 2022-11-04

1.6. Committee System Reporting

1.6.1. Te Komiti Whakamana Hōtaka Hou

All discussion on these items postponed to the next hui.

- **AAC Report (Simon Tries, Hui 2021-11-16)**
(Source: Agenda, Te Komiti Mātauranga 2021-12-08)
- **AAC Annual Review 2021 (Simon Tries)**
(Source: Agenda, Te Komiti Mātauranga 2022-03-23)

1.6.2. Te Komiti Mātauranga

1. TKM Report to MIT-Unitec Board (Martin Carroll, November 2021)

(Source: Agenda, Te Komiti Mātauranga 2021-12-08)

1.6.3. Te Komiti Matua o te Komiti Mātauranga

1. Memo for Approval of MCAWS (Simon Tries, 2022-01-21)

(Source: Agenda, Te Komiti Matua o te Komiti Mātauranga 2022-01-26)

2. Memo for Approval of Type-2 Changes BBS, GCPA, GDPA, GDBUS (Simon Tries, 2022-03-07)

(Source: Agenda, Te Komiti Matua o te Komiti Mātauranga 2022-03-09)

1.7. Whakahaere o te Komiti | Committee Management

1.7.1. Tracker: Attendance

Te Komiti agreed that this Attendance Tracker can be discontinued from further agenda.

1.7.2. Tracker: Work Plan

- (No updates.)

1.7.3. Tracker: Actions

- (No updates.)

2. Mea Hei Whakaae | Items to Approve / Endorse

2.1. Programme Delivery Accreditation

2.1.1. Postgraduate Suite of Programmes in Applied Technologies (MIT)

Commenced: 0850h

1. Master of Applied Technologies
2. Postgraduate Diploma in Applied Technologies
3. Postgraduate Certificate in Applied Technologies

Te Komiti discussed the following points arising from the Evaluation Feedback which pertain to the entire suite of programmes.

- Use of grading scales in the context of which should be used, i.e. the approved programme owner's one or the accredited delivery provider
- Not all the courses have been matched up to an intended lecturer/s
- Concerns with apparent lack of suitable staff and unclear delivery site specification

2.1.1.1. Master of Applied Technologies

Programme Name: Master of Applied Technologies

Programme Number: MN4079-2

Programme Owner: Manukau Institute of Technology [6010]

Qualification Name: Master of Applied Technologies (L9)

Qualification Number: MN4079-2

Level: 9

Credits: 180
 Contact Person: Susan Bennett (Unitec, Head of School)

PAQC Endorsement Date:	2022-03-16
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-14 (On-time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	2022-03-18

2.1.1.2. Postgraduate Diploma in Applied Technologies

Programme Name: Postgraduate Diploma in Applied Technologies
 Programme Number: MN4077-2
 Programme Owner: Manukau Institute of Technology [6010]
 Qualification Name: Postgraduate Diploma in Applied Technologies (L8)
 Qualification Number: MN4077-2
 Level: 8
 Credits: 120
 Contact Person: Susan Bennett (Unitec, Head of School)

PAQC Endorsement Date:	2022-03-16
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-14 (On-time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	2022-03-18

2.1.1.3. Postgraduate Certificate in Applied Technologies

Programme Name: Postgraduate Certificate in Applied Technologies
 Programme Number: MN4076-2
 Programme Owner: Manukau Institute of Technology [6010]
 Qualification Name: Postgraduate Certificate in Applied Technologies (L8)
 Qualification Number: MN4076-2
 Level: 8
 Credits: 60
 Contact Person: Susan Bennett (Unitec, Head of School)

PAQC Endorsement Date:	2022-03-16
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-14 (On-time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	2022-03-18

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the Programme Accreditation of:

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

Subject to the following condition/s being completed and reported to Jackie Tims (Lead – Programme Development) by COB Tuesday, 2022-04-05.

- Confirmation of complete alignment of teaching staff to specific courses. If there is a shortfall, then a plan is needed to address this, including possibilities of co-delivery with MIT and the associated impact on International Learners and site accreditation.
- Confirmation that the Education and Employment Pathways match with the MIT document.
- Statement be made in the regulations noting the difference between the Unitec and MIT grading scales
- Confirmation of accuracy and coherence of Programme Duration Details for Unitec, and alignment with MIT.

Moved / Seconded: M Saifoloi / V Taiepa

Motion: CARRIED

That the following rating be applied to the quality of the application based on the rubric:

- Marginal, due to lateness and incompleteness

Moved / Seconded: V Taiepa / M Saifoloi

Motion: CARRIED

Concluded: 0929h

2.1.2. New Zealand Certificate in Exercise (Open Polytechnic)

Commenced: 0929h

Te Komiti discussed the following points arising from the Evaluation Feedback.

- Need for clarity on Moderation planning
- Workload and recruitment of suitable teaching staff
- Mahi underway to relocate the teaching space in collaboration with Executive
- Plans on how Te Tipare will be implemented

Programme Name: New Zealand Certificate in Exercise

Programme Number: 356302-1

Programme Owner: Open Polytechnic | Kuratini Tuwhera

Qualification Name: New Zealand Certificate in Exercise

Qualification Number: 3563-1

Level: 4

Credits: 60

Contact Person: Wesley Verhoeff (Unitec, Senior Lecturer)

PAQC Endorsement Date: 2022-03-16

Recommended Effective Date: Semester 2, 2022

Submitted to AAC account: 2022-03-11 (On time / Late)

Due date for complete applications: 2022-03-11

Final corrections / updates: (None)

Resolved:

That Te Komiti Whakamana Hōtaka Hou endorse the Programme Accreditation of:

1. Master of Applied Technologies
(Level 4, 60 Credits)

Subject to the following condition/s being completed and reported to Jackie Tims (Lead – Programme Development) by COB Tuesday, 2022-04-05.

- Confirmation of a Moderation Schedule
- Confirmation of Tripartite Agreement

Moved / Seconded: M Perkins / I Fa'avae

Motion: CARRIED

That the following rating be applied to the quality of the application based on the rubric:

- Good

Moved / Seconded: I Fa'avae / M Perkins

Motion: CARRIED

Concluded: 0944h

2.2. Type-2 Programme Changes

2.2.1. Postgraduate Suite of Programmes in Applied Practice

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

Te Komiti discussed the following points arising from the Evaluation Feedback which pertain to the entire suite of programmes.

- Improvements made to the application compared to when it was first read in 2021

Helen Gremillion entered the meeting, exchanged introductions, responded to Evaluation Feedback and departed.

2.2.1.1. Master of Applied Practice

Programme Name: Master of Applied Practice [MAP]
 Programme Number: 117968-1
 Programme Owner: Unitec New Zealand Limited
 Qualification Name: Master of Applied Practice (Social Practice) (Level 9)
 Qualification Number: 2479-1
 Level: 9
 Credits: 180
 Contact Person: Helen Gremillion (Unitec, Associate Professor)

PAQC Endorsement Date:	2022-03-09
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-11 (On time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	2022-03-18

2.2.1.2. Postgraduate Diploma in Applied Practice

Programme Name: Postgraduate Diploma in Applied Practice [PGDAP]
 Programme Number: 117026-1
 Programme Owner: Unitec New Zealand Limited
 Qualification Name: Postgraduate Diploma in Applied Practice
 Qualification Number: 2480-1
 Level: 8
 Credits: 120
 Contact Person: Helen Gremillion (Unitec, Associate Professor)

PAQC Endorsement Date:	2022-03-09
Recommended Effective Date:	Semester 2, 2022

Submitted to AAC account:	2022-03-11	(On time / Late)
Due date for complete applications:	2022-03-11	
Final corrections / updates:	2022-03-18	

2.2.1.2. Postgraduate Certificate in Applied Practice

Programme Name: Postgraduate Certificate in Applied Practice [PGCAP]
 Programme Number: 117028-2
 Programme Owner: Unitec New Zealand Limited
 Qualification Name: Postgraduate Certificate in Applied Practice
 Qualification Number: 2481-2
 Level: 8
 Credits: 60
 Contact Person: Helen Gremillion (Unitec, Associate Professor)

PAQC Endorsement Date:	2022-03-09
Recommended Effective Date:	Semester 2, 2022

Submitted to AAC account:	2022-03-11	(On time / Late)
Due date for complete applications:	2022-03-11	
Final corrections / updates:	2022-03-18	

Resolved:

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

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

Subject to the following condition/s being completed and reported to Jackie Tims (Lead – Programme Development) by COB Tuesday, 2022-04-05.

1. Transition Arrangements – Amend a contradiction with a statement that says “all students” completed. Ensure consistency throughout.
2. Remove all reference to majors and minors.
3. Change from “Māori and indigenous” to “Māori and other indigenous”.
4. Include “Te Pūkenga” when referring to other ITPs and PTEs.
5. Change the Proposed Date for Delivery from “Semester 2, 2022” to a formal specific date.
6. Proofread the document for Māori terminology, especially in the section/s on Te Noho Kotahitanga.
7. Programme Regulations – Clarify the grade “NGA”. It must be an official grade allocation.
8. Nomenclature needs to be consistent across the programme suite.
9. PGDAP, Programme Document, p12, Section 1.2, Sentence 1 – Change from Postgraduate Certificate to Postgraduate Diploma.
10. PGDAP, Programme Regulations, p46, Section 7 – Confirm that references to the Postgraduate Certificate are correct and are not meant to refer to the Postgraduate Diploma.
11. Course Descriptors (all) – Review for correctness. E.g. 1) Course Descriptor CISC8006 LO4 states that it is not assessed. Is this correct? E.g. 2) CISC8030 total learning hours should be 300, not 150.

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

- Good

Moved / Seconded: M Saifoloi / D Beisembayeva

Motion: CARRIED

Te Komiti discussed the following points arising from the Evaluation Feedback which applied to both **Item 2.2.2. and Item 2.2.3** (below).

- Concern if use of an exam was accurate and intended. Finalisation of assessment methods is still in progress with Te Puna Ako liaison.
- Completeness of stakeholder consultation
- Requirements of invigilated exams and the special circumstances of these MCs such as relationships with MBIE and a regulatory body.

2.2.2. Liaison Interpreting Context MC

Programme Name: Liaison Interpreting Context MC
 Programme Number: 013437
 Programme Owner: Unitec New Zealand Limited
 Qualification Name: Liaison Interpreting Contexts (Social Systems, Culture, Ethics) (Micro-credential)
 Qualification Number: C48268
 Level: 6
 Credits: 30
 Contact Person: Sally Conway (Unitec, Academic Programme Manager)

PAQC Endorsement Date:	(Not stated)
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-11 (On time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	(None)

2.2.3. Liaison Interpreting Theory and Practice

Programme Name: Liaison Interpreting Theory and Practice
 Programme Number: 013436
 Programme Owner: Unitec New Zealand Limited
 Qualification Name: Liaison Interpreting Theory and Practice (Micro-credential)
 Qualification Number: C48270
 Level: 6
 Credits: 30
 Contact Person: Sally Conway (Unitec, Academic Programme Manager)

PAQC Endorsement Date:	(Not stated)
Recommended Effective Date:	Semester 2, 2022
Submitted to AAC account:	2022-03-11 (On time / Late)
Due date for complete applications:	2022-03-11
Final corrections / updates:	(None)

Resolved:

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

1. Liaison Interpreting Context MC
(Level 6, 30 Credits)
2. Liaison Interpreting Theory and Practice
(Level 6, 30 Credits)

Subject to the following condition/s:

- (None)

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

- Excellent

Moved / Seconded: D Beisembayeva / M Perkins

Motion: CARRIED

3. Mea Hei Kōrero | Items to Discuss

3.1. Te Pūkenga Updates

- (None)

4. Ngā Tukunga | Items to Receive

4.1. Programme Developments & NZQA Application Outcomes

Presenter: Jackie Tims – *Verbal update*

1. C51884 Micro-Credential AWS re/Start approval from NZQA for online learning.
2. C51005 Eastern Institute of Technology Bachelor of Applied Science (BASCI) Collaboration Agreement and site accreditation.
3. Academic Committee Standing Committee – Application from Bachelor of Business, Graduate Diploma in Business and Graduate Certificate in Business embedding of NZ Diploma in Business (Level 5) endorsed.

5. Whakamutunga | Closing

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

- (None)

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: 1031h