Te Pūkenga trading as NMIT Academic Committee Meeting – Open

Room M306 Nelson Campus – 3.15pm Wednesday 13 March 2024

Resolution to Exclude the Public
1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Executive Director NMIT, Business Division Lead (Executive Director responsible for Programmes and Delivery (or delegate)), Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers (Curriculum Managers), , Poumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality

Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 22.11.2023, 15to16.2.2024	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	Matters Arising Iwi Partnership Delivery – Education Delivery Subcontract Agreements Academic Contracts approved 16 February 2024	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Item 2.1 Draft Minutes of Academic Committee Meetings-Open tabled for confirmation

OPEN
DRAFT Minutes of a meeting of the Academic Committee
3.15pm Wednesday 22 November 2023, Room M306 and via Microsoft Teams

Present: Kim Davies Chair, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager, Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting), Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Jackie Rees Quality Enhancement Manager (non-voting), Susannah Roddick Curriculum Director Teaching and Learning, Bex Machon (proxy for Chanelle Taylor Programme Team Lead SASM), Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

Apologies: Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Max Devon NMIT Student, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager, Chanelle Taylor Programme Team Lead SASM.

1.   Welcome, Apologies, Notices
     Kim Davies opened the meeting and welcomed Members. She advised:
     • Apologies received from Scott Bailey, Reid Carnegie, Max Devon, Soraya Paki Paki, Rae Perkins, Chanelle Taylor.
     • Bex Machon in attendance as proxy for Chanelle Taylor.

2.   Administrative
     2.1   68/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 25.10 2023 - Open be confirmed as a true and accurate record.

Pam Wood / Kim Davies
CARRIED

     2.2   Action Items of NMIT Academic Committee Meetings
           The Committee reviewed the action items and noted updates.

     2.3   Correspondence Schedule
           69/23 **RESOLVED** that the inwards correspondence be received.

Pam Wood / Trisha Krishnasamy
CARRIED

           70/23 **RESOLVED** that the outwards correspondence be endorsed.

Pam Wood / Trisha Krishnasamy
CARRIED

     2.4   Matters Arising
           2.4.1   Unsatisfactory Academic Progress Procedure Approved 18.10.2023 Revised Wording tabled for information
           It was noted that:
                   • Following the 18.10.2023 approval via e-meeting of the NMIT UAP Procedure, some final adjustments were made to the document to ensure that ākonga support is included in the procedure.
                   • These adjustments were made to improve content and did not change the intent of the document.
                   • Guidelines will be developed to support the procedure.
                   • It is hoped that a Te Pūkenga UAP Procedure will be available shortly.

           2.4.2   New Programme Summaries – NZC Construction Trade Skills (Level 3) Unified Approved 25.10.2023 Revised Course Codes and Titles tabled for information
           It was noted:
                   • The NZC Construction Trade Skills (Level 3) Unified programme summary approved at the 25.10.2023 had been submitted for approval with out-of-date course information.
                   • The updated course information is now included in the programme summary.

3. **Academic and Quality**

   3.1   Academic Development Status Report as at 7 November 2023 tabled for information

   It was noted:

   - The Type 2 Vocation Pathways (NCEA L2) (Service Industries) request has been submitted to NZQA.
   - Work is being done to finalise the Type 2 Maritime Operations (Level 4) request for submission to NZQA, if not approved in time for 2024 semester one delivery the programme team will negotiate a new start date with enrolled ākonga.
   - Pre-emptive conversations have taken place with NZQA and TEC for the two 'At Risk' status programmes noted in the report.
   - The Community Living Micro-credentials development will be reassigned with an 'At Risk' status.
   - An industry consultation meeting is scheduled for the unified Maritime programmes, it is likely that the First Aid unit standards will be put back into the programme regulations.
   - There are no plans to deliver the New Zealand Certificate in Tourism (Level 3) unified programme in 2024.
   - Consultation has closed for the Muka Tangata developed Seafood qualification suite of three proposed micro-credentials – there are concerns that the proposed stacked micro-credentials may not get funding.
   - Information on what work is expected to be maintained in the transition to the new structure has been sent to Te Pūkenga with an overview of current activity sent to ACLS for Ako Directors to start planning and resource.

   Action Kim Davies

   Update Academic Development Status Report and make available to Committee Members

4   **Te Pūkenga**

   4.1   Transition

   It was noted:

   - Five new tier 3 ACLS Directors have been appointed.
   - Ako Excellence Director has started shortlisting and lining up interviews for the next tier.
   - Still no news on committee structure governance, and timelines, and what will happen to business division committees.

5   **Reports from Committees and Working Parties**

   5.1   Academic Standards + Quality Committee

   The minutes of the Academic Standards + Quality Committee Minutes Meeting of 17.10.2023 were received.

   5.2   Recognition of Academic Credit Committee

   The minutes of the Recognition of Academic Credit Committee E-Meetings of 10.10.2023, 20.10.2023 were received.

   5.3   Learning and Teaching Committee

   The minutes of the Learning and Teaching Committee Meetings of 18.9.2023 were received.

6   **Resolution to Exclude the Public**

Resolution to Exclude the Public

   1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)

   2. Furthermore, NMIT resolves that the Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers (Curriculum Managers), Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 25.10.2023	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	Quality Enhancement Manager (QEM) Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1	Wintec Site Accreditation Request – New Zealand Certificate in Primary Industry Skills (Level 2)	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Meeting Closed 4pm

Academic Committee Action List – 22 November 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 19.07.2023 – Open					
1	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick		Closed 22.11.2023 – to be discussed at next R+E meeting
Action Items 25.10.2023 – Open					
2	2.2	Advise at next CAM meeting that looking for a new ASM Committee Member Follow-up with nominated ASM	Kim Davies	22.11.2023	Completed – The Academic Committee Member Profile (Kaiako) is being updated and will be sent out and also uploaded to Polly.
3	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	2024	22.11.2023 – KD waiting for a response from Ako Excellence Director
Action Items 22.11.2023 – Open					
4	3.1	Academic Development Status Report Update Academic Development Status Report and make available to Committee Members	Kim Davies	ASAP	

OPEN
DRAFT Minutes of an e-meeting of the Academic Committee

14 December 2023 at 3pm via email closed 14 December 2023 at 6.30pm

PARTICIPANTS: Kim Davies Chair, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Julie Bytheway Head of Learner Services, Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Max Devon NMIT Student, Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Chanelle Taylor Programme Team Lead SASM, Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

RESPONSES:

Item	1.1.1
Kim Davies (Chair)	Approved
Nicole Akuhata	No response
Julie Bytheway	Approved
Reid Carnegie	No response
Monique Day	Approved
Max Devon	No response
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Soraya Paki Paki	No response
Susannah Roddick	Approved
Chanelle Taylor	No response
Victoria Whitmore	Approved
Pam Wood	Approved

1. Academic and Quality
1.1 Programme Approval Report
    1.1.1 Programme Approval Committee Report for the Emerging Literacy and Numeracy Micro-credential, and the Introduction to Gardening Micro-credential for approval

75/23 RESOLVED that the Programme Approval Committee Report for the Emerging Literacy and Numeracy Micro-credential, and the Introduction to Gardening Micro-credential be approved.

CARRIED

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Item 2.2 Action Items of Academic Committee Meetings tabled for review

	RES NO	ACTION	WHO	WHEN	PROGRESS
1	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	2024	22.11.2023 – KD waiting for a response from Ako Excellence Director
Action Items 22.11.2023 – Open					
2	3.1	Academic Development Status Report Update Academic Development Status Report and make available to Committee Members	Kim Davies	ASAP	
Action Items 22.11.2023 – In-Committee					
3	8.1.1	External Moderation Report Briefing Academic Committee on risk – Committee Members have asked for details on what need to know for delivery of the failed unit standards	Jackie Rees / Kim Davies	2024	

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Item 2.3 Correspondence Schedule tabled for receipt/endorsement

Inwards for receipt

1.	Te Pūkenga	24.11.23	MCD approval proposed Type 2 changes to Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal to deliver v2 of qualification NZ2513 NZ Certificate in Maritime Operations L4 with strands in Fishing and Watchkeeping.
2.	NZQA	15.12.23	Approval of Type 2 changes to Vocational Pathways (NCEA L2) (Service Industries)
3.	NZQA (via Will Tregida)	21.12.23	Approval for all Te Pūkenga division to deliver 8 x Study Abroad Training Schemes, plus requirement to review to meet new Micro-credential rules.
4.	NZQA	15.01.24	RFI re. 2 x new Supported Living Micro-credentials
5.	Hanga aro Rau	22.01.24	Endorsement for Type 2 Programme Endorsement Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal
6.	NZQA	25.01.24	R0482 confirming Vocational Pathways (NCEA L2) (Service Industries), delivers latest version of qualification, plus addition of L&N standards.
7.	NZQA	02.02.24	Approval of Type 2 changes to Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal
8.	Te Pūkenga	13.02.24	Approval MCDM for subcontract arrangement with local Iwi educational delivery
9.	NZQA	16.02.24	Approval and accreditation 2 x Supported Living Micro-credentials - Emerging Literacy and Numeracy Introduction to Gardening.
10.	NZQA	16.02.24	Approval and accreditation 2 x Supported Learning Micro-credentials - Emerging Literacy and Numeracy Introduction to Gardening.
11.	NZQA	29.02.24	Notification of scheduled CR – 2454 NZ Certificate in Business (Introduction to Small Business) (Level 3)
12.	Te Pūkenga	23.2.24	Confirmation of **approval from CE, Gus Gilmore, to continue with the Nursing, Social work, Midwifery and Sport Rec Exercise (SRE) collaborative degree developments**, with a view to these new programmes being available for current Te Pūkenga business divisions as they transition into new entities.

Outwards for endorsement

13.	NZQA	17.11.23	Application C58084. Type 2 changes to Vocational Pathways (NCEA L2) (Service Industries)
14.	Te Pūkenga	24.11.23	MCD request to make Type 2 changes to Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal to deliver v2 of qualification NZ2513 NZ Certificate in Maritime Operations L4 with strands in Fishing and Watchkeeping.
15.	NZQA	27.11.23	Application C58855 for Wintec to be added as delivery site for NMIT's NZC Primary Industry Skills (Level 2) [126362-2]
16.	NZQA	21.12.23	Applications C59219 and C59222 for 2 x new Supported Living Micro-credentials - Emerging Literacy and Numeracy Introduction to Gardening.
17.	Hanga Aro Rau	21.12.23	Application for Type 2 Programme Endorsement Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal
18.	NZQA	21.12.23	Application C58082 – Type 2 changes to Maritime Operations-Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal
19.	NZQA	15.01.24	Application C59434. Type 2 changes to Vocational Pathways (NCEA L2) (Service Industries), to move to new version of qualification.
20.	Te Pūkenga	17.01.24	MCD approval proposed Type 2 changes to Vocational Pathways (NCEA L2) (Service Industries)
21.	Te Pūkenga	13.02.24	MCDM request for subcontract arrangement with local Iwi educational delivery
22.	NZQA	13.02.24	Response to RFI re. 2 x new Supported Living Micro-credentials
23.	NZQA	23.02.24	Notification of new Temporary Delivery Site, Motueka Recreation Centre.
24.	NZQA	29.02.24	Re-accreditation request to deliver Te Pōkaitahi Tikanga (Kaupae 3)

Item 3.1 Quality Enhancement Summary Report tabled for information

3.1   Quality Enhancement Summary Report

3.1.1 Consistency Reviews

    Completed

- New Zealand Diploma in Business (Level 5) received interim rating of Sufficient for both NMIT and eCampus. Still awaiting final report.
- New Zealand Certificate in Conservation (Operations) (Level 4) rated Sufficient. Report tabled for information.
- NZ Certificate in Business (Accounting Support Services) (Level 4) received interim rating of Sufficient for both NMIT and eCampus. Still awaiting final report
- NZ Diploma in Information Technology Technical Support (Level 5)
- NZ Certificate in Computing (Intermediate User) (Level 3), eCampus delivery only.

    Upcoming

- New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) confirmed for 21.03.24
- New Zealand Certificate in Business (First Line Management) (Level 4) confirmed for 26.03.24 for NMIT and eCampus graduates.

3.1.2 Self-Assessment

- Final SARs were due to A&Q Committee by end of February (approved by CAMs or Business Support Managers)
- Degree SARs will be submitted to the AS+ Q Committee at the kanohi ke te kanohi in March.

3.1.3 Learner Voice

- Learner Voice plans are due 20.3.24.
- Reviewed Polly resources are available to support planning.

Item 3.2 Academic Integrity Team Leader Summary Report tabled for information

3.2   Academic Integrity Team Leader Report

3.2.1   Academic Development

- The Academic Integrity team is working to finalise Programme Regulations for 2024 including minor updates.
- Working to confirm internal Development and Change Plan for this year, this will be influenced by decision on whether unified programme development will continue.
- Current development and change work is on track.
- NZQA have confirmed the **Degree programme Type 2 change deadline for Semester 1, 2025 is 1 July 2024** almost a full month earlier than previous years.
- A number of potential degree changes are proposed so we will communicate with the relevant Curriculum teams regarding development timelines.

3.2.2   Unified Programmes

The following unified programmes have been approved for delivery following an extended Request for Information process with Hanga-Ara-Rau and NZQA. This was confirmed this week, and unified resources are not available to support delivery.

- NZ Cert in Maritime Crewing (Superyacht) L3
- NZ Cert in Domestic Maritime Operations Restricted Limits L4 [Skipper Restricted Limits]
- NZ Cert in Marine Engineering Class 6 L4 [previously MEC5/6 Level 4]
- NZ Cert in Marine Engineering Class 5 L5 [previously MEC5/6 Level 4]

No approval yet for NZ Cert in Construction Trade Skills with strands in Carpentry, Allied Trades and Joinery L3. The Te Pūkenga Ako Network Director confirmed delivery will commence Semester 2, 2024 at the earliest. As NMIT does not run a mid-year intake, first delivery of a unified programme (if approved) would be Semester 1, 2025.

The Te Pūkenga Academic Centre and Delivery Services team are preparing a submission to the Executive Leadership Team seeking clarification on the future of unified development. Urgent programme approvals continue to be approved by Te Ohu Whakahaere Approvals, largely for Work-based Learning Programmes of Study which have been in development for some time.

Until legislation changes, we must continue to use Te Pūkenga approval processes including the Matters for Central Decision Making Request to become a delivery site for an approved unified programme.

Item 3.3 Programme and Course Change Approvals tabled for endorsement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
APPLIED BUSINESS				
Master of Applied Management, Postgraduate Diploma in Applied Management and Postgraduate Certificate in Applied Management	20.02.24	20.02.24	17111	19 February 2024
Rationale for change/s: Minor amendments to reflect updates to TP policies and procedures and aligned NMIT policies and procedures. **Programme Regulations:** - Updates to TKM coversheet and various sections to reflect current approved TP and NMIT policies and procedures. - S28.1 Continuation in a Course or Programme: reworded to align with TKM Pt 5.2 and NMIT UAPP procedure - S37 Te Kawa Maiorooro – Educational Regulatory Framework updated to include TP/NMIT policy and procedure alignment with sections of TKM. - Course Descriptors: Removal of Merit and Distinction information for individual courses as this is reflected in the course result key.				
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES				
Bachelor of Computer-Generated Imagery (BCGI) [123936-3] Graduate Diploma in Computer Generated Imagery (GDCGI) [123937-3] New Zealand Diploma in Animation (Level 5) [123844-2] New Zealand Diploma in Animation (Level 6) [123845-2]	01.12.23	01.12.23	18105 18104	19 February 2024
Rationale for change/s Remove RAC limit for Level 6 courses, to align with Te Kawa Maiorooro. Under the partnership with Nord University based in Norway NMIT Bachelor of CGI students would be able to complete a semester abroad and credit these courses back Te Pūkenga/NMIT. **Description of changes:** - Remove RAC limit for Level 6 courses, to align with Te Kawa Maiorooro - Remove statements saying CGI614 CGI Project 2 and CGI714 Advanced Studio Project not available for RAC.				
Arts & Media Short Courses	23.01.24	23.01.24	230124	1 January 2024

13 x new courses. Most of these replace courses that longer meet funding criteria for ACE funding.
All Arts & Media Short Courses have been standardised to 20 hours (2 credits, 0.0167 EFTS)

New course	Course which this course replaces
BPD201 Basic Block Pattern Drafting – The Slow Fashion Way	ACE235 Basic Pattern Drafting: Personalised Clothing Block Patterns
DRW101 Drawing for Beginners	ACE101 Drawing for Beginners
EXT201 Extension Drawing	ACE212 Extension Drawing
FIG201 Figure Painting	ACE213 Figure Painting Workshop
JEW301 Jewellery Making	ACE306 Jewellery Making
OIL101 Oil Painting for Everyone	ACE109 Oil Painting for Everyone
PDJ201 Pattern Drafting Jacket Part 1	ACE232 Create your own Tailored Jacket Patterns 1
PDJ202 Pattern Drafting Jacket Part 2	ACE233 Create your own Tailored Jacket Patterns 2
PNT101 Painting	ACE106 Painting Workshop
PRM301 Print Making	ACE315 Print Making
*SCN301 Screen Printing	ACE314 Screen Printing
ITP201 Introduction Textile Screen Printing	*SCN301 Screen Printing
ITP202 Intermediate Textile Screen Printing	n/a - new course

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Bachelor of Information Technology Graduate Diploma in Information Technology	20.02.24	21.02.24	08224	19 February 2024
Rationale for change: 2024 rollover. **Summary of changes:** - General updates for 2024, including update to Te Kawa Maiorooro references; removing references to policies throughout the document; template wording/formatting/error correction changes where applicable - Changes to assessment/LO mapping and weighting for courses **COM502, WEB601, SDV601, SYD601, NET702, SDV701**				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• Transfer changes to Graduate Profile Outcomes and Assessments Mappings • Add to course completion requirements for all level 6 course descriptors 'Meet all learning outcomes'				

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

NZ Diploma in Engineering (Level 6) [118501-6]	14.11.23	22.11.23	15105	17 July 2023

Change to course: DEC628 Civil Engineering Construction Practices

Rationale for change/s

VEENZ programme change. Remove final examination in Semester 2 2023 as a trial, subject to feedback and post moderation.

Description of changes:

- Remove from requirements for successful completion, 'Gain 40% in aggregated coursework marks and 40% in any final examination'.
- Change to assessment mapping:

METHODS OF ASSESSMENT

Assessment Type	Learning Outcomes Met	Minimum pass mark %	Weighting
Presentation~~Project/AssignmentsAssessment 1~~	~~1,2,3,4~~1	~~Aggregated course work 40%40%n/a~~ 50%	15~~40~~%
Report ~~Tests Assessment 2~~	~~1,~~2,3,4		75~~10~~%
Learning Journal ~~Examination Assessment 3~~	1,2,3,4		10~~50~~%

Maritime Operations- Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal [119055-2]	06.12.23	07.12.23	15102 21103	1 January 2024

NZQA TYPE 2 CHANGES APPROVED 2 FEBRUARY 2024

Rationale for change/s

- Move to latest version of qualification. LDA of first version is 31 December 2023.
- Review courses to ensure align with STCW and IMO requirements and MNZ Competency Framework.
- To align with other maritime programmes that share the same courses and have received earlier updates.

NZQA Type 2 changes:

- Change to latest version of qualification 2513.
- Change to course titles to reflect changes made earlier to other programmes (shared courses):
  - RTO411 General Radiotelegraph Operator's Certificate (GRTOC) - not 'radio telephone'
  - PSS311 STCW Personal Safety and Social Responsibility - remove 'PSSR'
  - SSA311 Seafarer Security Awareness - should be 'Seafarer' in singular form as per MNZ
  - SCC511 STCW Proficiency in Survival Craft and Rescue Boats - remove 'PISC'
  - FFT511 STCW Advanced Firefighting
  - SEA411 Seamanship – Fishing - add 'fishing'
  - STA411 Ship Stability Watchkeeping - add 'watchkeeping'
- Change to Entry Requirements to align with other Level 4 Maritime programmes. References to MNZ licence, sea time and medical requirements moved into 'Information for Applicants' section.
- Change to Completion Requirements (a course had been missed): Add course ENS512 Electronic Navigation Aids (Fishing/Watchkeeping) which was missed, add course titles that had changed (see above), add the OR option to include all wrong course titles that have been found in the programme regulations (several errors for some courses).
- Changes to Course Learning Outcomes:
  - Course FAC303 STCW Elementary First Aid: Add LO4 'Rescue and transport a casualty', amend indicative curriculum.
  - Course PSS311 STCW Personal Safety and Social Responsibility: Change LO7 to add element of fatigue prevention, amend indicative curriculum.
  - Course SSA311 STCW Seafarer Security Awareness: Change LO3 in course to add 'piracy and armed robbery'.

NZQA Type 1 changes:

- Correct self-funded EFTS to match programme course EFTS in all self-funded courses.
- Teaching hours changes in courses: FAC511, FFT311, SSA311, PSS311.
- FAC303 STCW Elementary First Aid: update unit standards 6400, 6401, 6402 to latest versions, changing overall DAS credits to 5 credits.
- Change pre-requisites/co-requisites in courses: FAC511, FFT311, PST311, PAS411, FFT511.
- Assessment changes in courses, amend Pass Criteria: FAC303, FFT311, PSS311, PST311, SSA311, CSO412, MET411, NAV413, PAS411, SEA411, STA411, RTO411, WCO411, ENS512, FAC511, FFT511, SCC511.
- Minor changes to Course Aims to align with shared maritime courses that had already been updated:
  - FFT311 STCW Fire Prevention and Fire Fighting

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from

- o PST311 STCW Personal Survival Techniques
- o SSA311 STCW Seafarer Security Awareness
- o PAS411 Passage Planning
- o SEA411 Seamanship - Fishing
- o STA411 Ship Stability Watchkeeping
- o FAC511 STCW Medical First Aid
- o FFT511 STCW Advanced Firefighting
- o SCC511 STCW Proficiency in Survival Craft and Rescue Boats
- Correct numbering of LOs, reduce level of detail in LOs in the following courses:
  - o CSO412 Controlling Fishing and Cargo Vessel Operations
  - o STA411 Ship Stability Watchkeeping
  - o WCO411 Watchkeeper Competency
  - o ENS512 Electronic Navigation Aids (Fishing/Watchkeeping)
  - o FAC511 STCW Medical First Aid

Programme Regulations:

- Delete section 10 – Transition Arrangements
- Delete section 11 – Summary of Programme Structure for Maritime Skipper Coastal Offshore and Maritime Operations – Skipper Fishing Vessel Limited / Master 500t Near Coastal
- Delete section 12 – Summary of Programme Delivery for Maritime Skipper Coastal Offshore and Maritime Operations – Skipper Fishing Vessel Limited / Master 500t Near Coastal
- Amend section 26 Special Assessment Circumstances
- Amend section 28 – Recognition of Academic Credit (RAC)
- Update page 2 and section 36 with references to Te Kawa Maiorooro, Te Pūkenga's Educational Regulatory Framework.
- Update all policy references throughout the document accordingly.

FOUNDATION STUDIES

Vocational Pathways (NCEA L2) (Service Industries)	14.11.23	16.11.23	22101	01 January 2024

NZQA TYPE 2 CHANGES APPROVED 15 DECEMBER 2023

Rationale for change/s: Result of review of the programme to address expiring unit standards, streamlining pathways for ākonga and to adapt to changes to Youth Guarantee Funding Conditions.

Description of changes:

NZQA Type 2

- Addition of assessment standards: US32840, US32843, US30895, AS91237, AS91300
- Removal of assessment standards: US425, US431, US467, US1277, US6571, US14431, US14434, US14443, US14466, US22769, US29771, AS91327
- Change to delivery weeks to align with 2024 TEC Youth Guarantee Funding Conditions.

Delivery Weeks per Year	
• Teaching weeks	~~22~~ 34 weeks
• Study break weeks	~~4~~ 6 weeks
• Total programme weeks	~~26~~ 40 weeks

NZQA Type 1 and changes to Programme Regulations and Course Descriptors:

- Updated age range throughout document to align with YG 16-24 eligibility
- Reflect throughout that Career Pathway focus will not be delivered in 2024
- *Section 1.4 Links to Other Programmes* Removed section as not offering these programmes in 2024
- *Section 2.4 Schedule of Courses* – update to DAS credit totals to reflect assessment standard changes
- *Section 2.5 Schedule of Assessment Standards* – assessment standard version changes (and removals of ranges where versions have expired) Refer Appendix 1 below
- Section 4 – Adjustments to Youth Guarantee condition language
- *S4.5 Completion Requirements* changed to reflect requirements to complete NCEA Level 2. Completion table updated to include DAS credits for courses completed
- Removed Appendix 2 Recognition of Academic Credit Schedule (includes removed unit standards and is not required for 2024 delivery)
- VSR201 added US30895, AS91300 *(removed US62, 6401, 6571, 22769)*
- VSR203 added US21649 *(removed AS91327)*
- VSR204 added US457, 473, 4573, 32843 *(removed US425, 431, 467)*
- VSR205 added US32840, AS91237 *(removed US1277, 29769, 29771)*
- VHO202 added US377, 9677 *(removed US57, 14443)*
- VHO203 added US6402, 13284, 13285, 20666 *(removed US6401, 14431, 28301)*

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• VHO204 added US13280, 14469, 28145 *(removed US13279, 14434, 14466)* • Update of versions to align with information in *s2.5 Schedule of Assessment Standards* • Added US version range for 14469 (v6 or 7) • Removed US version range (due to expiry of lower numbered version) for US 62, 167, 9677, 13280, 13281, 13283, 13284, 13285, 13334, 13344, 14425, 14469, 17285, 20159, 20666, 21649, 24526, 28145, • 6402 version update to v9.				
Vocational Pathways (NCEA L2) (Service Industries)	15.01.24	15.01.24	22202	19 February 2024

NZQA TYPE 2 CHANGES CONFIRMED 25 JANUARY 2024

Rationale for change/s
- Update of NCEA qualification from version 6 to version 7. This includes changes to the co-requisite requirements for literacy and numeracy (inclusion of new unit standards meeting the 20-credit NCEA Co-requisite in VSR202 and VHO201).
- 2024 rollover updates

Description of changes:

NZQA Type 2 *(NZQA later confirmed Type 2 not required, qual version mix up due to error on NZQF database)*
- Update of NZ0973 qualification version number from version 6 to version 7 and reference to changes to co-requisite requirements (numeracy and literacy unit standards) added.
- Addition of three new unit standards to the programme:
  - US32403 Read written texts to understand ideas and information L1 5cr v1
  - US32405 Write texts to communicate ideas and information L1 5cr v2
  - US32406 Use mathematics and statistics to meet the numeracy demands of a range of situations L1 10cr v2
- Methods of Assessment updated - Include method 'NZQA External Assessment' for US32403; US32405 and US32406.

NZQA Type 1 and changes to Programme Regulations and Course Descriptors:
- s2.5 Schedule of Assessment Standards Error correction for typo to US22234 version (correct is v6 as in course descriptor not 5-6).
- s4.4 Transition Arrangements (overview of 20-credit NCEA Co-requisite)
- s4.5 Completion Requirements (note about 20-credit NCEA Co-requisite)
- VSR202, VHO201 – new literacy and numeracy unit standards added to meet 20-credit NCEA Co-requisite. Previous L&N standards remain as an option to meet requirements if achieved prior to 31 December 2023.

HEALTH AND WELLBEING

FIA201 First Aid	01.12.23	05.12.23	051223	20 November 2023

Rationale: New self-funded short course to meet stakeholder need for delivery of two first aid unit standards US6401 Provide first aid and US6402 Provide basic life support over a single day of delivery. Creates a suite of self-funded courses for all instances. First delivery planned for 20 November 2023. Delivery and assessment of 2 DAS credits (20 total learning hours) in 10 total learning hours is possible due to overlap in content of the two standards

Description:

New course. 1 NMIT credit, 2 DAS credits containing the following assessment standards:

Std ID	Standard title	Level	DAS credits	Version	CMR
6401	Provide first aid	2	1	6	0230
6402	Provide basic life support	1	1	8	0230

Bachelor of Nursing [114033]	n/a	24.01.24	v11	12 February 2024

Rationale for change/s

The single assessment (exam) for the course would be split into two exams at the recommendation of our external moderation feedback. The current single assessment at the end of the course does not allow for confirmation that ākonga understand foundational knowledge of pharmacology before moving onto more complex/ uncommon application and individual drug classes. By breaking it up, struggling ākonga can be identified earlier. This is also thought to decrease ākonga anxiety, as their course grade does not ride on just one exam at the end. 2024 rollover updates.

Description of changes:
- NPH710 Pharmacology For Nursing Practice. Change from 1 assessment to 2 assessments with 50% weighting.

Programme Regulations:

Rollover updates:
- Update to Te Kawa Maiorooro cover note
- Remove blue refer to policies throughout the documents
- Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable
- Remove covid information (Information for applicants section removed)

New Zealand Diploma in Sport, Recreation and Exercise (Multi-Sector) (Levels 5 & 6)	n/a	29.02.24	17101	29 February 2024

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from

Rationale for change/s: Rollover updates. Updates of versions for first aid unit standards. Update award titles for First Aid awards.

Description of changes:

NZQA Type 1:

- Updates of versions for first aid unit standards 6400, 6401, 6402 in Level 5 programme
- Removal of Recognition of Academy Credit (RAC) limits

Programme Regulations document:

- Update to Te Kawa Maiorooro cover note
- Remove blue refer to policies throughout the documents
- Section 7: Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable
- Section 1.2 Awards: update awards that may be gained as part of this programme
- Section 5.10 Ākonga Guidance and Support – language and information updates

MĀTAURANGA MĀORI

Te Pōkaitahi Reo (Reo Rua) (Kaupae 1-4)	20.02.24	21.02.24	18102	19 February 2024

Rationale for change/s:

Through consultation with the delivery team and a review of delivery it was decided to reduce the number of assessments due to over-assessment (previously 4 assessments per course, 16 per programme). 2024 rollover updates

Description of changes:

NZQA Type 1:

- Removal of Recognition of Academy Credit (RAC) limits
- Reduction of assessments and remapping to Learning Outcomes in all Kaupae 2 to Kaupae 4 courses (except REO314)

Programme Regulation Document:

- Update to Te Kawa Maiorooro (Te Pūkenga Educational Regulatory Framework - 'TKM') cover note
- Remove blue refer to policies throughout the documents
- S.7 Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable
- s 4.2 Information for Applicants – removal of COVID-19 statements
- s 4.4 Recognition of Credit (removal of limit, clarity of statements)
- s.9 Graduate Profile and Assessment Map – reflecting assessment and LO mapping changes

PRIMARY, FOOD & ENVIRONMENTAL INDUSTRIES

Conservation Field Skills	14.11.23	16.11.23	17102	01 January 2024

Rationale for change/s: Alignment of delivery mode for CFS431 with other courses on the Training Scheme, allowing more flexible delivery for ākonga

Description of changes:

- Course CFS431 Introduction to Marine Conservation. Delivery modes to be 4a and 4b to allow for fully online delivery.

Adventure Tourism and Guiding (Levels 4 and 5)	20.02.24	21.02.24	18104	05 February 2024

Rationale for change/s

Adjustments to learning outcome mapping and number of assessment events to reduce over assessment have been proposed following a delivery review and recommendations from moderation.

Clarify completion requirements for ATG540 (external moderation recommendation).

Unit standard version updates

Description of changes:

Programme Regulations document:

- Update to version table to note change
- Update to Te Kawa Maiorooro cover note
- Update to section Schedule of courses (p21) to reflect changes above
- Update to Schedule of Assessment Standards (P25) to reflect changes above
- Update to Appendix 2: Graduate Profile and Assessment Map to reflect changes above
- Remove blue refer to policies throughout the documents
- Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)
- Template wording/formatting/error correction changes where applicable
- "Greying out" of unit standards not offered in 2024 delivery - US28510 (ATG403, ATG404), US26542 (ATG530)

NZQA Type 1 change to programme:

- Update to unit standard versions - US6400, 6401, 6402 (ATG402), 28510 (ATG404), 26542 (ATG530)
- Optional to compulsory standards – 31712 (or 31727) in ATG540
- ATG401 Core Adventure Guiding Skills - assessment Learning Outcome mapping

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• ATG402 Outdoor Safety - assessment Learning Outcome mapping and weightings • ATG502 Sustainable Practices in the Outdoors Toitū Te Whenua - assessment Learning Outcome mapping • ATG540 Advanced Rafting - completion requirements clarified to indicate standards 31712 or 31727 must be achieved.				
Conservation Field Skills	n/a	29.02.24	17102	01 January 2024
Rationale for change/s: 2024 Rollover updates, new versions first aid unit standards. **Description of changes:** **Programme Regulations document:** • Update to Te Kawa Maiorooro cover note • Remove blue refer to policies throughout the documents • Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list) • Template wording/formatting/error correction changes where applicable • Update to first aid unit standard versions **NZQA Type 1 change to programme:** • Removal of Recognition of Academy Credit (RAC) limits • Course CFS321 Conservation First Aid - updates of versions for first aid unit standards 6400, 6401, 6402.				

Item 5.1 Academic Standards + Quality Committee Minutes tabled for receipt

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OPEN
CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
14 November 2023 at 10am Room M306 and via Microsoft Teams

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PRESENT:
Committee: Susannah Roddick (Chair), Max Devon (proxy for Alison Hart (to 10.45am)), Silvia Gassebner, Trisha Krishnasamy, Soraya Paki Paki, Sharon Patterson, Jackie Rees, Eddie Shields (from 10.30am), Chanelle Taylor, Mary Woodward (Minute taker, non-voting)
In Attendance: Hannah Emms-Healey, (from 10.30 to 10.40am), Eleanor Upton (to 10.30am)
Apologies: Kim Davies, Alison Hart, Camille Nicholls, Ren Stronach

1. Administrative
   1.1 Welcome, Apologies, Notices, Quorum
   Susannah Roddick opened the meeting and noted:
   - Apologies received from Kim Davies, Alison Hart, Camille Nicholls, Ren Stronach.
   - Hannah Emms-Healey in attendance to speak to item 8.1.
   - Rostered CAMS; Trisha Krishnasamy, Soraya Paki Paki in attendance.

2. Academic and Quality
   2.1 Quality Enhancement Manager (QEM) Summary Report
   2.1.1 Moderation Activity
   2.1.1a External Moderation Reports tabled for receipt
   RESOLVED that these External Moderation Reports be receipted:
   - BVW502 Wine Production 22ML-S1
   - BVW504 Tāne Rāua ko Rongo and Plant Science 22ML-S1
   - CFE401 Fabrication Skills 1 21NN-CS07
   - CME403 Engineering Calculations and Drawing 2 22NN-CS04
   - CHP404 Pruning 2022
   - CPI201 Safe Practices 23EX-CS05
   - CPI202 Introduction to Primary Industries 23EX-CS05
   - FCP203 US57 v10 Provide Customer Service 23ML-CS04, MY, CS10
   - HPW502 Wine Grape Development and Quality 22ML-CS09
   - RES501 Research and Communication Skills 22ML-S1
   - CAE304, 401, 402, 405 US2895 v6, 28032 v3, 27731 v3, 31990 v1, 5428 v7, 28031 v2, 7243 v6, 28038 v2 23WO-FY
   - NSP301 US9681 v7 Contribute within a team or group which has an objective 23OC-CS04
   - NSP301 US31493 v1 Demonstrate knowledge of handling practices, and produce seafood fit for its intended purpose 23OC-CS01
   - NSP302 US5316 v6 Demonstrate knowledge of the effects and control of seafood spoilage, and the shelf life of seafood product 23OC-CS01
   - NSP309 US15653 v4 Demonstrate knowledge of, and complete, an individual system monitoring in a seafood operation 23OC-CS01
   - NET602 Network Management 22NN-S2
   - HRT311 Plant Science 23NN-S1
   - BVW501 Āronga Māori and Viticultural Practices 23ML-S1
   - BVW601 Te Tai Ao Vineyard Management 21ML-S1
   - VSR201 US20159 v3 Demonstrate knowledge of weather information for an outdoor activity 24ML-CS04
   - BVW603 Kaitiakitanga and Vineyard Bio-protection 23EX-S1
   - HRT314 Propagation and Cultivation 23NN/ML-S1
   - HRT315 Growing Systems 23ML-S1
   - NZB502 Business Environments 2022-S1
   - BAC705 Auditing 22NN-S1
   - RTO304 US19492v4 Operate a marine radio in the MF, HF, and VHF bands 23NN-CS05
   - RTO304 US19491v4 Demonstrate knowledge of using VHF marine radio and an EPIRB 23NN-CS05

   2.1.1b External Moderation Reporting Spreadsheet tabled for information

It was noted that an action plan was required for HRT314 Propagation and Cultivation 23NN/ML-S1 to address the assessor judgement recommendations.

Action Jackie Rees
Follow up with Horticulture Programme Area on action plan for HRT314 23NN/ML-S1

2.1.1c External Moderation Report tabled for information
It was noted:
- A number of areas for improvement have been identified following analysis of 2023 moderation data.
- Recommendations to address these areas for improvement include:
  - External moderation reports to be submitted to the Committee within two months of receipt to ensure the timeliness of information available.
  - A moderation workshop to support the process for collating required documentation to be convened before the end of the year for PSCs and interested academic staff.

2.1.2 2023 Degree Monitoring Update tabled for information
It was noted:
- The QEM met with the Curriculum Area Managers responsible for degree programmes to discuss a number of topics including:
  - Learnings and recommendations from 2023-degree monitoring events.
  - 2023 Degree Self-Assessment reporting.
  - Monitor induction and duration of monitor appointments.
- 2024 Degree Monitoring dates are still to be confirmed.
- Recommendation that the Protecht platform is used to track degree monitoring actions.
- The generic wording in the 2023 SAR template is currently being revised and updated.

2.1.3 2023 Consistency Review Update tabled for information
It was noted:
- The on-campus delivery of the New Zealand Diploma in Business (Level 5) 24.10.2023 presentation went well with positive comments received.
- The New Zealand Certificate in Conservation (Operations) (Level 4) 9.11.2023 presentation went well, no further information was requested.

2.2 Academic Integrity Team Leader Summary Report
2.2.1 Unified Programmes Update tabled for information
It was noted:
- The NZQA and Regulatory Body approval panels for the four transformational unified degree programmes have been postponed to quarter 1 2024.
- This means the Bachelor of Nursing, and Te Ata Māhina Bachelor of Social Work unified programmes are unlikely to be delivered by NMIT before Semester 1 2025:
- Work to develop unified resources and assessments for these programmes will continue as planned in anticipation of approval.
- Ākonga will be enrolled in existing degree programmes for 2024 delivery.

2.2.2 Update on Other Unification tabled for information
It was noted:
- NZ Certificate in Cellar Operations L4 - Last Date for Entry (LDE) extension request that was submitted to Muka Tangata to allow for 2024 delivery was approved for version 2 of the qualification.
- Transition arrangements will be required for ākonga part way through the current programme.

2.2.3. Update on Academic Development tabled for information
It was noted:
- Documentation is still being finalised for urgent Type 2 changes for submission to this committee and then onto NZQA for:
  - Vocational Pathway (NCEA 2) (Service Industries)
  - NZ Certificate in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping.

3 Course and Programme Changes

3.1   3V6 Approval Form Conservation Field Skills CFS431 Introduction to Marine Conservation v17102 2024 including the Conservation Field Skills Training Scheme Regulations v17102 2023 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Conservation Field Skills CFS431 Introduction to Marine Conservation v17102 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Soraya Paki Paki
CARRIED

3.2   3V6 Approval Form NZ Diploma in Engineering (Level 6) DEC628 Civil Engineering Construction Practices v15105 S2 2023 including the NZDip Engineering Civil L6 Programme Regulations v15105 S2 2023 were tabled for endorsement:

The Chair advised that absent Committee Member Kim Davies had noted via email:
"Please could that be approved subject to the amendment of the Minimum Pass Mark to remove the 40% minimum aggregate mark and 40% on the final assessment as this only applies to courses in the programme which have a final exam. This should align with other non-exam-based courses"

RESOLVED that subject to the amendment of the Minimum Pass Mark to remove the 40% minimum aggregate mark and 40% on the final assessment, the 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6), and associated Training Schemes - All courses 2023 V21100 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Max Devon / Trisha Krishnasamy
CARRIED

3.3   3V6 Approval Form Vocational Pathways (NCEA L2) (Service Industries) [127651] Various Courses v22101 2024 including the Vocational Pathways (NCEA Level 2) (Service Industries) Programme Regulations v22101 2024 were tabled for endorsement:

RESOLVED that the 3V6 Approval Form Vocational Pathways (NCEA L2) (Service Industries) [127651] Various Courses v22101 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick/ Chanelle Taylor
CARRIED
Action Mary Woodward
Item 3.2 - advise Academic Advisor of required amendment to Minimum Pass Mark
Once amendment confirmed forward 3v6 to Director of Academic & Quality for approval
Items 3.1, 3.3 - Advise Academic Advisor of 3v6 endorsement
Forward 3v6 to Director of Academic & Quality for approval

4.   Matters Arising (General)
    4.1   Agenda Planner tabled for information

Susannah Roddick moved the meeting into In-Committee (Confidential) business. Student Representative Max Devon left the meeting.

5.   Course Result Reports and Award Application Approvals
    5.1   Course Results Approval Reports tabled for receipt
    RESOLVED that these Course Results Approval Reports be receipted:
- 77 REPORT Course Results 9.10.2023
- 78 REPORT Course Results 16.10.2023
- 79 REPORT Course Results 19.10.2023
- 80 REPORT Course Results 24.10.2023
- 81 REPORT Course Results 25.10.2023
- 82 REPORT Course Results 26.10.2023
- 83 REPORT Course Results 30.10.2023
- 84 REPORT Course Results 1.11.2023
- 85 REPORT Course Results 2.11.2023
- 86 REPORT Course Results 3.11.2023
- 87 REPORT Course Results 6.11.2023

- 88 REPORT Course Results 8.11.2023

5.2   Results of Course Results Spot-checks from the 17.10.2023 committee meeting were noted as completed, the 19.9.2023 results were noted as still pending.

5.3   Award Application Approval Reports tabled for receipt
RESOLVED that these Award Application Approval Reports be receipted:
- 69 REPORT Award Applications 11.10.2023
- 70 REPORT Award Applications 12.10.2023
- 71 REPORT Award Applications 17.10.2023
- 72 REPORT Award Applications 17.10.2023
- 73 REPORT Award Applications 18.10.2023
- 74 REPORT Award Applications 25.10.2023
- 75 REPORT Award Applications 24.10.2023
- 76 REPORT Award Applications 30.10.2023
- 77 REPORT Award Applications 1.11.2023
- 78 REPORT Award Applications 3.11.2023
- 79 REPORT Award Applications 8.11.2023

5.4   Results of Award and Applications Spot-checks from the 19.9.2023 and 17.10.2023 meetings were noted as completed.

Action Mary Woodward
Follow-up on September Course results spot-check with assigned staff
Forward course results checklist material to Trisha Krishnasamy
Forward award application checklist material to Soraya Paki Paki

5.5   Academic Results and Awards Summary Report for AS&Q Meeting 19 September 2023 as on 8 November 2023
It was noted that current confirmed numbers attending 2023 graduation ceremonies were:
- 150 Nelson
- 50 Marlborough

5.5.1. Course Results
It was noted that since 19 September 2023:
- 2447 course results approved, equates to 235.1 EFTS.
- 2182courses passed; 265 courses failed; course completion EPI is 87.94% for these courses.
- Total approved course results in 2023 to date - 14484.

5.5.2. Recognition of Academic Credit
It was noted that since 22 June 2023:
- 38 RPL and Cross Credit results approved.
- Total approved RAC results in 2023 to date - 600.

5.5.3. Awards
It was noted that since 22 June 2023:
- 285 awards approved, including 124 Micro-credentials and Training Schemes.
- Total approved awards in 2023 to date: 1572 including 697 Micro-credentials and Training Schemes.

5.5.4   Outstanding Awards
It was noted that currently there were 22 outstanding awards eligible to be approved.

5.5.5   Outstanding Course Results
It was noted that currently there were 457 outstanding course results, of these 211 have entered results.

6.   Minutes of the previous Academic Standards and Quality Draft Minutes tabled for confirmation
RESOLVED that this Academic Standards and Quality Draft Minutes be confirmed
- 2023-10-17 ASQ Minutes – Draft

Chanelle Taylor / Silvia Gassebner

CARRIED

7.	Matters Arising

7.1	Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates.

8.	Student Matters

8.1	Applied Business seeks approval for an exception to completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ▮▮▮▮▮▮of the following:

a.	Recognising BAC601 Financial Accounting as the level 6 compulsory course instead of BAC607 Accounting and Finance for Managers.

b.	Recognise three level 5 accounting courses as 1 level 6 general elective course.

Hannah Emms-Healey, Applied Business Programme Team Lead presented this request for an exception to the completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ▮▮▮▮▮▮to the Committee.

The Chair advised that absent Committee Member Kim Davies had noted via email:

"I have a high level of discomfort here, the ākonga has not completed a Level 6 course which is compulsory for both majors. I appreciate there are Level 5 accounting credits which are not able to be recognised but there is no indication of whether there is alignment in content albeit at a lower level. I would be keen to see that. Placing the ākonga at the centre I would approve the completion subject to receiving more information about the alignment of LOs and whether any other courses cover similar content at a higher level."

Following discussion, the Committee Members agreed that a decision could not be made until the additional information as noted by Kim Davies was provided.

Action Mary Woodward

Once additional information is provided by the Applied Business Programme Team Lead organise an e-meeting for this request to be voted on

Meeting closed 11.04am

Academic Standards + Quality Committee Action List 14 November 2023

	Item Reference	Action	Who	When	Progress
Action List – E-Meeting of 10 to 14 August 2023					
1	1.2	Course and Programme Changes Provide update to ASQ Committee once the new HTA304 assessment material received for 3V6 Approval Form New Zealand Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication CFE421 Welding Processes FCAWgs 1 (Steel All Positions) v18101 effective 17 July 2023 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024	Carmen Cayuelas	2024	14.11.2023 – deferred to next meeting
Action List – Meeting of 19 September 2023					
2	2.5.2	Update on Other Unification tabled for information Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified	Kim Davies	2024	14.11.2023 – deferred to next meeting
Action List – Meeting of 17 October 2023					
3	2.1.5.	Action Plan – New Zealand Diploma in Web Development and Design Send acknowledgement to IT Team for work done in redevelopment of programme	Susannah Roddick	14.11.2023	14.11.2023 Closed SR advised to be completed after meeting
4	5	Course Result Reports and Award Application Approvals Follow-up on September spotchecks with assigned staff:	Mary Woodward	ASAP	Completed

		Forward course results checklist and award application checklist material to Monique Day			
Action List – Meeting of 14 November 2023					
5	2.1.1B	External Moderation Reporting Spreadsheet Follow up with Horticulture Programme Area on action plan for HRT314 23NN/ML-S1	Jackie Rees	2024	
6	3.2	Course and Programme Changes 3V6 Approval Form NZ Diploma in Engineering (Level 6) DEC628 Civil Engineering Construction Practices v15105 S2 2023 Advise Academic Advisor of required amendment to Minimum Pass Mark Once amendment confirmed forward 3v6 to Director of Academic & Quality for approval <mark>Use endorsement date 14.11.2023</mark>	Mary Woodward	ASAP	Completed
7	3.1, 3.3	Course and Programme Changes 3V6 Approval Form Conservation Field Skills CFS431 Introduction to Marine Conservation v17102 3V6 Approval Form NZ Diploma in Engineering (Level 6) DEC628 Civil Engineering Construction Practices v15105 S2 2023 3V6 Approval Form Vocational Pathways (NCEA L2) (Service Industries) [127651] Various Courses v22101 2024 Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval <mark>Use endorsement date 14.11.2023</mark>	Mary Woodward	ASAP	Completed
8	5.5	Course Results and Award Applications Follow-up on September Course results spot-check with assigned staff Forward course results checklist material to Trisha Krishnasamy Forward award application checklist material to Soraya Paki Paki	Mary Woodward	ASAP	Completed
9	8.1	Student Matters Once additional information is provided by the Applied Business Programme Team Lead organise an e-meeting for this request to be voted on	Mary Woodward	ASAP	Completed

Te Pūkenga trading as NMIT Academic Quality + Standards Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

Wednesday 15 November 2023 at 1.35pm via email closed Friday 17 November 2023 at 9.10am

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Sharon Patterson, Jackie Rees, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Susannah Roddick	Approved
Kim Davies	Approved
Silvia Gassebner	Approved
Trisha Krishnasamy	No response
Camille Nicholls	No response
Soraya Paki Paki	Approved
Sharon Patterson	Approved
Jackie Rees	Approved
Eddie Shields	Approved
Ren Stronach	Approved

Chanelle Taylor	Approved

1. Student Matters

   1.1 Applied Business sought approval for an exception to the completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ~~Protect the privacy of n~~ of the following:

   a. Recognising BAC601 Financial Accounting as the level 6 compulsory course instead of BAC607 Accounting and Finance for Managers.

   b. Recognise three level 5 accounting courses as one level 6 general elective course.

   c. Additional Information as requested 14.11.2023

   It was noted that:
   - The approval request was originally submitted to the 14.11.2023 AS+Q Committee meeting.
   - At that meeting it was requested that additional information be provided to show the alignment of the learning outcomes of the three level 5 courses being recognised instead of the 15 level 6 elective credits.
   - The additional information was provided by the PTL along with evidence of the level 7 Open Polytechnic course the ākonga has completed and the level 7 Open Polytechnic course they are currently studying - this Open Polytechnic study was noted at the 14.11.2023 meeting.
   - The PTL confirmed that the Programme Area have always ensured that elective courses needed to be of a business nature.
   - That only 15 elective level 6 credits from the 45 level 5 credits achieved by the ākonga will be recognised, not the 45 credits stated in the approval request.

   During the e-vote it was advised that:
   - "The credit requirements are a minimum of 72 credits must be at level 7 or higher, so these have been met. There are no minimum credit requirements at Level 6, only that 'the degree should specify a spread of credit across levels, so that the qualification demonstrates progression, reflects the requirements of the degree definition and achieves the associated learning outcomes in a way that is appropriate to the subject area'."
   - "As AC Committee Member and as Acting CAM for Applied Business I approve the use of these 3 Level 5 courses as Unspecified credits."

   RESOLVED that the Applied Business request for an exception to completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ~~Protect the privacy of n~~ be approval.

   CARRIED
   Action
   Mary Woodward
   Advise AB PTL and AA of approval of request for an exception to completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ~~Protect the privacy of n~~

Action List – E-Meeting of 15 to 17 November 2023					
1	1.1	Student Matters Advise AB PTL and AA of approval of request for an exception to completion requirements of the Bachelor of Commerce Management and Marketing version 18106 for ākonga ~~Protect the privacy of~~ Use approval date **17.11.2023** in notifications	Mary Woodward	ASAP	Completed

Te Pūkenga trading as NMIT Academic Quality + Standards Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

Tuesday 28 November 2023 at 4.25pm via email closed Friday 1 December 2023 at 9.35am

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Alison Hart, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Sharon Patterson, Jackie Rees, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2	2.1	3.1
Susannah Roddick	Endorsed	Endorsed	Approved	Endorsed
Kim Davies	Endorsed	Endorsed	Approved	Endorsed
Silvia Gassebner	Endorsed	Endorsed	Approved	Endorsed
Alison Hart	Endorsed	Endorsed	N/A	Endorsed
Trisha Krishnasamy	Endorsed	Endorsed	Approved	Endorsed
Camille Nicholls	Endorsed	Endorsed	Approved	Endorsed
Soraya Paki Paki	Endorsed	Endorsed	Approved	Endorsed
Sharon Patterson	Endorsed	Endorsed	Approved	Endorsed
Jackie Rees	On leave	On leave	On leave	On leave
Eddie Shields	Endorsed	Endorsed	Approved	Endorsed
Ren Stronach	Endorsed	Endorsed	Approved	Endorsed
Chanelle Taylor	Endorsed	Endorsed	Approved	Endorsed

4. Course and Programme Changes

   4.1 3V6 Approval Form Bachelor of Computer Generated Imagery (BCGI) Graduate Diploma in Computer Generated Imagery (GDCGI) All courses in the programmes 2024 v18105 including the BCGI, GradDipCGI, NZDips Animation Course Descriptors 2024 18105 and the BCGI GradDipCGI Programme Regulations 2024 18105 were tabled for endorsement.

   It was requested that:
   - the wording and table from the Bachelor of Commerce Programme Regulations section 4.3.1 be added to section 4.3 of the BCGI GradDipCGI Programme Regulations 2024 18105 and to the NZDips Animation Programme Regulations 2024 18104.

   RESOLVED that, subject to the requested additions being made, the 3V6 Approval Form Bachelor of Computer Generated Imagery (BCGI) Graduate Diploma in Computer Generated Imagery (GDCGI) All courses in the programmes 2024 v18105 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

   CARRIED

   4.2 3V6 Approval Form New Zealand Diploma in Animation (Level 5) New Zealand Diploma in Animation (Level 6) All courses in the programmes 2024 v18104 including the BCGI, GradDipCGI, NZDips Animation Course Descriptors 2024 18105 and the NZDips Animation Programme Regulations 2024 18104 were tabled for endorsement.

   RESOLVED that, subject to the requested additions being made, the 3V6 Approval Form New Zealand Diploma in Animation (Level 5) New Zealand Diploma in Animation (Level 6) All courses in the programmes 2024 v18104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

   CARRIED
   Action
   Mary Woodward

   Advise Academic Advisor of request to add the wording and table from the Bachelor of Commerce Programme Regulations section 4.3.1 to section 4.3 of the BCGI GradDipCGI Programme Regulations 2024 18105 and NZDips Animation Programme Regulations 2024 18104

   Once updated advise Academic Advisor of 3V6 Approval Forms endorsement
   Forward 3v6 Approval Forms to Director of Academic & Quality for approval

5. Student Matters

   5.1 Primary Food and Environmental Industries - Horticulture Programme Area seeks approval for a one-year extension to the two-year maximum time period for completion of the New Zealand Certificate in Horticulture (General) (Level 3) qualification for ākonga ███████ to allow them to complete over a longer timeframe.

RESOLVED that the Primary Food and Environmental Industries - Horticulture Programme Area request for a one-year extension to the two-year maximum time period for completion of the New Zealand Certificate in Horticulture (General) (Level 3) qualification for ākonga ████████ to allow them to complete over a longer timeframe be approved.

CARRIED
Action
Mary Woodward

Advise PFEI-Hort CAM and BSC of approval of request for a one-year extension to the two-year maximum time period for completion of the New Zealand Certificate in Horticulture (General) (Level 3) qualification for ākonga ████████

6.   Late Item (added 29.11.2023)
   6.1   3V6 Approval Form Nursing Short Courses FIA201 First Aid 2023 including the FIA201 First Aid Course Descriptor 2023 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Nursing Short Courses FIA201 First Aid 2023 including the FIA201 First Aid Course Descriptor 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action
Mary Woodward

Advise Academic Advisor of 3V6 Approval Form endorsement
Forward 3v6 Approval Forms to Director of Academic & Quality for approval

Action List – E-Meeting of 28 November to 1 December 2023					
1	1.1 1.2	Course and Programme Changes -3V6 Approval Form Bachelor of Computer Generated Imagery (BCGI) Graduate Diploma in Computer Generated Imagery (GDCGI) All courses in the programmes 2024 v18105 -3V6 Approval Form New Zealand Diploma in Animation (Level 5) New Zealand Diploma in Animation (Level 6) All courses in the programmes 2024 v18104 Advise Academic Advisor of request to add the wording and table from the Bachelor of Commerce Programme Regulations section 4.3.1 to section 4.3 of the BCGI GradDipCGI Programme Regulations 2024 18105 and the NZDips Animation Programme Regulations 2024 18104	Mary Woodward	ASAP	Completed
2	1.1 1.2	Course and Programme Changes -3V6 Approval Form Bachelor of Computer Generated Imagery (BCGI) Graduate Diploma in Computer Generated Imagery (GDCGI) All courses in the programmes 2024 v18105 -3V6 Approval Form New Zealand Diploma in Animation (Level 5) New Zealand Diploma in Animation (Level 6) All courses in the programmes 2024 v18104 Once updated advise Academic Advisor of 3V6 Approval Forms endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **1.12.2023**	Mary Woodward	ASAP	Completed
3	2.1	Student Matters Advise PFEI-Hort CAM and BSC of approval of request for a one-year extension to the two-year maximum time period for completion of the New Zealand Certificate in Horticulture (General) (Level 3) qualification for ākonga ████ Use approval date **1.12.2023** in any notifications	Mary Woodward	ASAP	Completed
4	3.1	Course and Programme Changes -3V6 Approval Form Nursing Short Courses FIA201 First Aid 2023 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **1.12.2023**	Mary Woodward	ASAP	Completed

Te Pūkenga trading as NMIT Academic Quality + Standards Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

Tuesday 5 December 2023 at 9.15am via email closed Wednesday 6 December 2023 at 9.35am

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Alison Hart, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Sharon Patterson, Jackie Rees, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Susannah Roddick	Endorsed
Kim Davies	On Leave
Silvia Gassebner	Endorsed
Alison Hart	Endorsed
Trisha Krishnasamy	Endorsed
Camille Nicholls	Endorsed
Soraya Paki Paki	No response
Sharon Patterson	No response
Jackie Rees	Endorsed
Eddie Shields	Endorsed
Ren Stronach	Endorsed
Chanelle Taylor	Endorsed

7.   Course and Programme Changes
    7.1   3V6 Approval Form Maritime Operations (Offshore Suite) – Programme leading to the qualification: NZ Certificate in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping (NZQF 2513, version 2), All courses in the programme 2024 v15102 including the Maritime Operations Course Descriptors 2024 v21103 and Maritime Operations (Offshore Suite) Programme Regulations 2024 v15102 were tabled for endorsement.

    It was requested that the documents be updated to show:
    • Any references to Academic Integrity and Academic Misconduct Policy, and Ākonga Academic Misconduct Procedure are updated to Academic Integrity Policy, and Breach of Academic Integrity Procedure.
    • Clarification of internal and external moderation especially in regard to intra-assessment.

    RESOLVED that subject to the requested updates being made, the 3V6 Approval Form Maritime Operations (Offshore Suite) – Programme leading to the qualification: NZ Certificate in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping (NZQF 2513, version 2), All courses in the programme 2024 v15102 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action
Mary Woodward
Advise Academic Advisor of request to:
    • Update reference from Academic Integrity and Academic Misconduct Policy, and Ākonga Academic Misconduct Procedure to Academic Integrity Policy, and Breach of Academic Integrity Procedure.
        • Clarify internal and external moderation especially in regard to intra-assessment.

Once updated advise Academic Advisor of 3V6 Approval Forms endorsement
Forward 3v6 Approval Forms to Director of Academic & Quality for approval

Action List – E-Meeting of 5 to 6 December 2023					
1	1.1	Course and Programme Changes -3V6 Approval Form Maritime Operations (Offshore Suite) – Programme leading to the qualification: NZ Certificate in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping (NZQF 2513, version 2), All	Mary Woodward	ASAP	Completed

		courses in the programme 2024 v15102 Advise Academic Advisor of request to: • Update reference from Academic Integrity and Academic Misconduct Policy, and Ākonga Academic Misconduct Procedure to Academic Integrity Policy, and Breach of Academic Integrity Procedure. • Clarify internal and external moderation especially in regard to intra-assessment.			
2	1.1	Course and Programme Changes -3V6 Approval Form Maritime Operations (Offshore Suite) – Programme leading to the qualification: NZ Certificate in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping (NZQF 2513, version 2), All courses in the programme 2024 v15102 Once updated advise Academic Advisor of 3V6 Approval Forms endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **6.12.2023**	Mary Woodward	ASAP	Completed

Te Pūkenga trading as NMIT Academic Quality + Standards Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
Friday 12 January 2024 at 12.40pm via email closed Monday 15 January 2024 at 11.50am

Participants: Susannah Roddick (Chair), Nicole Akuhata (proxy for Ren Stronach), Kim Davies, Silvia Gassebner, Alison Hart, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Sharon Patterson, Jackie Rees, Eddie Shields, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

Susannah Roddick	Endorsed
Nicole Akuhata (proxy for Ren Stronach)	Endorsed
Kim Davies	Endorsed
Silvia Gassebner	Endorsed
Alison Hart	Endorsed
Trisha Krishnasamy	Endorsed
Camille Nicholls	Endorsed
Soraya Paki Paki	Endorsed
Sharon Patterson	Endorsed
Eddie Shields	On Leave
Chanelle Taylor	On Leave

1.   Course and Programme Changes

1.1   3V6 Approval Form Vocational Pathway (NCEA L2) (Service Industries) [127651], VSR202 Literacy and Numeracy for Sport, Recreation and Coaching, VHO201 Literacy and Numeracy for Hospitality, 2024 v22202 including the Vocation Pathway NCEA L2 Service Industries Programme Regulations 22202 2024 were tabled for endorsement.

The 0973 NCEA v7 NCEA Qualification Specifications and the Te Pūkenga Matters for Central Decision Making Request Type 2 VP NCEA L2 S1 2024 documents were tabled for information.

It was noted:
• The normal process is that the MCD Request is approved prior to a type two request being presented to the committee for endorsement.
• That due to the urgency of this 3V6 the committee was being asked, in this exceptional circumstance, to endorse prior to receipt of the approved MCD request.

Kim Davies noted her endorsement was subject to the Methods of Assessment table being updated to include NZQA External Assessment as a method of assessment for the three unit standards; US32403 Read written texts to understand ideas and information L1 5cr v1, US32405 Write texts to communicate ideas and information L1 5cr v2, US32406 Use mathematics and statistics to meet the numeracy demands of a range of situations L1 10cr v2.

Sharon Patterson noted her endorsement was subject to the student support information in section 5.10 Ākonga Guidance and Support of the Programme Regulations being updated.

RESOLVED that, subject to the updates of the Methods of Assessment table, and the student support information in Section 5.10 of the Programme Regulations, the 3V6 Approval Form Vocational Pathway (NCEA L2) (Service Industries) [127651], VSR202 Literacy and Numeracy for Sport, Recreation and Coaching, VHO201 Literacy and Numeracy for Hospitality, 2024 v22202 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

<div align="right">

CARRIED
Action
Mary Woodward
Advise Academic Advisor to:
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- Update the Methods of Assessment table to include NZQA External Assessment as a method of assessment for the three unit standards
- Update the student support information in Section 5.10 Ākonga Guidance and Support of the Programme Regulations.

<div align="right">

Once updated advise Academic Advisor of 3V6 Approval Forms endorsement
Forward 3v6 Approval Forms to Director of Academic & Quality for approval
</div>

Action List – E-Meeting of 12 to 15 January 2024					
1	1.1	Course and Programme Changes - 3V6 Approval Form Vocational Pathway (NCEA L2) (Service Industries) [127651], VSR202 Literacy and Numeracy for Sport, Recreation and Coaching, VHO201 Literacy and Numeracy for Hospitality, 2024 v22202 Advise Academic Advisor to: - update the Methods of Assessment table to include NZQA External Assessment as a method of assessment for the three unit standards - update the student support information in Section 5.10 Ākonga Guidance and Support of the Programme Regulations. Once updated advise Academic Advisor of 3V6 Approval Forms endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval ==Use endorsement date **15.1.2024**==	Mary Woodward	ASAP	Completed

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OPEN
CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
Tuesday 23 January 2024 at 10am Room M306 and via Microsoft Teams
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PRESENT:

Committee: Susannah Roddick (Chair), Silvia Gassebner, Alison Hart (left 10.30am), Camille Nicholls, Julie Bytheway (proxy for Sharon Patterson), Ren Stronach, Chanelle Taylor, Robbie Stewart, Pam Wood, Mary Woodward (Minute taker, non-voting).

Apologies: Kim Davies, Sharon Patterson, Eddie Shields, Eleanor Upton.

1.   Administrative
    1.1   Welcome, Apologies, Notices, Quorum
    Susannah Roddick opened and welcomed Members to the first 2024 committee meeting. She noted:
- Apologies received from Kim Davies, Sharon Patterson, Eddie Shields, Eleanor Upton.
- Eleanor Upton had been invited to attend as proxy for the now vacant Quality Enhancement Manager position.
- Rostered CAM Pam Wood rostered PTL Robbie Stewart were in attendance.

2. Academic and Quality
   2.1   Quality Enhancement Summary Report
   2.1.1   Moderation Activity
   2.1.1a   External Moderation Reports tabled for receipt
   RESOLVED that the tabled External Moderation Reports be receipted:

   2.1.1b   External Moderation Reporting Spreadsheet tabled for information

   2.1.1c   Report on Moderation tabled for information
   It was noted:
- Of the 61 reports tabled for receipt there were 58 assessments in relation to materials and 60 assessments in relation to assessor judgements.
  - For materials 55 of the 58 reports were assessed as met.
  - For assessor judgements 54 of the 60 were assessed as met.

Susannah Roddick thanked Eleanor Upton for providing the analysis on the tabled moderation reports.

Discussion focussed on:
- The good work previously done by the Quality Enhancement Manager in reviewing, analysing, and reporting on external moderation activity and how that process will now be undertaken.
- The gap in the moderation process where issues identified by the moderator that concern teams other than the programme team are not distributed/communicated to that other team e.g. Student Services.

Action Susannah Roddick
- Follow-up with Kim Davies on a process for undertaking the review, analysing and reporting on external moderation activity

4   Course and Programme Changes
It was noted that:
- The short courses being presented for endorsement had previously been delivered as ACE courses.
- Due to not fitting ACE funding criteria these courses have been redeveloped as full fee recovery short courses.

   3.1   3V6 Approval Form Arts and Media Short Courses BPD201 Basic Block Pattern Drafting – The Slow Fashion Way 2024 including the BPD201 Basic Block Pattern Drafting – The Slow Fashion Way Course Descriptor 2024 were tabled for endorsement.

   RESOLVED that the 3V6 Approval Form Arts and Media Short Courses BPD201 Basic Block Pattern Drafting – The Slow Fashion Way 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

<div align="right">Susannah Roddick / Julie Bytheway
CARRIED</div>

   3.2   3V6 Approval Form Arts and Media Short Courses DRW101 Drawing for Beginners 2024 including the DRW101 Drawing for Beginners Course Descriptor 2024 were tabled for endorsement.

   RESOLVED that the 3V6 Approval Form Arts and Media Short Courses DRW101 Drawing for Beginners 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

<div align="right">Susannah Roddick / Julie Bytheway
CARRIED</div>

   3.3   3V6 Approval Form Arts and Media Short Courses EXT201 Extension Drawing 2024 including the EXT201 Extension Drawing Course Descriptor 2024 were tabled for endorsement.

   RESOLVED that the 3V6 Approval Form Arts and Media Short Courses EXT201 Extension Drawing 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

<div align="right">Susannah Roddick / Julie Bytheway
CARRIED</div>

3.4 3V6 Approval Form Arts and Media Short Courses FIG201 Figure Painting 2024 including the FIG201 Figure Painting Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses FIG201 Figure Painting 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.5 3V6 Approval Form Arts and Media Short Courses ITP201 Introduction Textile Screen Printing 2024 including the ITP201 Introduction Textile Screen Printing Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses ITP201 Introduction Textile Screen Printing 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.6 3V6 Approval Form Arts and Media Short Courses ITP202 Intermediate Textile Screen Printing 2024 including the ITP202 Intermediate Textile Screen Printing Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses ITP202 Intermediate Textile Screen Printing 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.7 3V6 Approval Form Arts and Media Short Courses JEW301 Jewellery Making 2024 including the JEW301 Jewellery Making Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses JEW301 Jewellery Making 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.8 3V6 Approval Form Arts and Media Short Courses OIL101 Oil Painting 2024 including the OIL101 Oil Painting Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses OIL101 Oil Painting 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.9 3V6 Approval Form Arts and Media Short Courses PDJ201 Pattern Drafting Jacket Part 1 2024 including the PDJ201 Pattern Drafting Jacket Part 1 Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses PDJ201 Pattern Drafting Jacket Part 1 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.10 3V6 Approval Form Arts and Media Short Courses PDJ202 Pattern Drafting Jacket Part 2 2024 including the PDJ202 Pattern Drafting Jacket Part 2 Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses PDJ202 Pattern Drafting Jacket Part 2 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.11 3V6 Approval Form Arts and Media Short Courses PNT101 Painting 2024 including the PNT101 Painting Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses PNT101 Painting 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.12 3V6 Approval Form Arts and Media Short Courses PRM301 Print Making 2024 including the PRM301 Print Making Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form Arts and Media Short Courses PRM301 Print Making 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

3.13 3V6 Approval Form Arts and Media Short Courses SCN301 Screen Printing 2024 including the SCN301 Screen Printing Course Descriptor 2024 were tabled for endorsement.

RESOLVED that the 3V6 Approval Form SCN301 Screen Printing 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Julie Bytheway
CARRIED

4. Matters Arising (General)
   4.1 Agenda Planner tabled for information.
   It was noted:
   - The planner continues the scheduling put in place for meetings last year.
   - More information has been added so Members can see in advance the related written reports required for each meeting.
   - The reports submitted to the Committee can then be tabled for information with the Academic Committee.

Discussion focussed on how the process for reviewing and editing the 2023 Degree Self-Assessment Reports will be undertaken by the Committee this year.

Action Susannah Roddick
   - Follow-up with Kim Davies on a process for undertaking the review and editing of the 2023 Degree Self-Assessment Reports
   - Send reminder email to CAMs to have 2023 Degree SARs into A+Q by end of February for March review process

   4.2 Approved Te Pūkenga Matters for Central Decision Making Request Type 2 VP NCEA L2 S1 2024 tabled for information
   It was noted that the unsigned Te Pūkenga Matters for Central Decision Making Request presented, in exceptional circumstances due to urgency, to support the proposed type 2 change for the 3V6 Approval Form Vocational Pathways (NCEA L2) (Service Industries) [127654] S1 2024, and endorsed by the Committee on Monday 15 January 2024, had now been approved.

Susannah Roddick moved the meeting into In-Committee (Confidential) business. Student Representative Alison Hart left the meeting.

5. Curriculum and Academic Registry Team Leader Summary Report

Discussion focused on the good work done by all involved, including the programme areas, in getting end of year ākonga results through the approval process to meet graduation and 2024 study timelines.

Action Susannah Roddick

Send out communication thanking all those involved in getting end of year 2023 ākonga results through the approval process.

5.1   Course Results Approval Reports tabled for receipt
RESOLVED that the tabled Course Results Approval Reports be receipted.

5.2   Results of Course Results Spot-checks from the 14.11.2023 committee meeting were noted as completed.

5.3   Award Application Approval Reports tabled for receipt
RESOLVED that the tabled Award Application Approval Reports be receipted.

5.4   Results of Award Applications Spot-checks from the 14.11.2023 meeting were noted as completed.
Susannah Roddick noted her thanks to Trisha Krishnasamy and Soraya Paki Paki for completing the course results and award applications spot-checks from the 14.11.2023 meeting.

Action Mary Woodward

Forward course results checklist material to Pam Wood
Forward award application checklist material to Robbie Stewart

6.   Minutes of the previous Academic Standards and Quality Draft Minutes tabled for confirmation
RESOLVED that the Academic Standards and Quality Draft Minutes be confirmed:
- 2023-11-15to17-ASQ-Minutes-Draft
- 2023-11-28to12-1-ASQ-Minutes-Draft
- 2023-12-5to6-ASQ-Minutes-Draft
- 2023-11-14-ASQ-Minutes-Draft
- 2024-1-12to15-ASQ Minutes-Draft

Susannah Roddick / Camille Nicholls
CARRIED

7.   Matters Arising
7.1   Action List tabled for information and follow-up
The Committee reviewed the Action List and noted updates.

Meeting closed 10.49am

Action List 23.1.2024

	Item Reference	Action	Who	When	Progress
Action List – E-Meeting of 10 to 14 August 2023					
1	1.2	Course and Programme Changes Provide update to ASQ Committee once the new HTA304 assessment material received for 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024	Carmen Cayuelas	20.2.2024	23.1.2024 – deferred
Action List – Meeting of 19 September 2023					
2	2.5.2	Update on Other Unification tabled for information Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified	Kim Davies	20.2.2024	23.1.2024 – deferred
Action List – Meeting of 14 November 2023					
3	2.1.1B	External Moderation Reporting Spreadsheet Follow up with Horticulture Programme Area on action plan for HRT314 23NN/ML-S1	Jackie Rees	2024	Completed – confirmed by Pam Wood
4	3.2	Course and Programme Changes 3V6 Approval Form NZ Diploma in Engineering (Level 6) DEC628 Civil Engineering Construction Practices v15105 S2 2023. Advise Academic Advisor of required amendment to Minimum Pass Mark. Once amendment confirmed forward 3v6 to Director of Academic & Quality for approval Use endorsement date 14.11.2023	Mary Woodward	ASAP	Completed

5	3.1, 3.3	Course and Programme Changes 3V6 Approval Form Conservation Field Skills CFS431 Introduction to Marine Conservation v17102 3V6 Approval Form NZ Diploma in Engineering (Level 6) DEC628 Civil Engineering Construction Practices v15105 S2 2023. 3V6 Approval Form Vocational Pathways (NCEA L2) (Service Industries) [127651] Various Courses v22101 2024 Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval ==Use endorsement date 14.11.2023==	Mary Woodward	ASAP	Completed
6	5.5	Course Results and Award Applications Follow-up on September Course results spot-check with assigned staff. Forward course results checklist material to Trisha Krishnasamy. Forward award application checklist material to Soraya Paki Paki	Mary Woodward	ASAP	Completed
7	8.1	Student Matters Once additional information is provided by the Applied Business Programme Team Lead organise an e-meeting for this request to be voted on	Mary Woodward	ASAP	Completed
Action List – Meeting of 23 January 2024					
8	2.1.1	Moderation Activity • Follow-up with Kim Davies on a process for undertaking the review, analysing and reporting on external moderation activity	Susannah Roddick	20.2.2024	Completed - ongoing
9	3.1-3.13	Course and Programme Changes Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval ==Use endorsement date 23.1.2024==	Mary Woodward	ASAP	Completed
10	4.1	Agenda Planner • Follow-up with Kim Davies on the process for undertaking the review and editing of the 2023 Degree Self-Assessment Reports. Sent reminder email to CAMs to have 2023 Degree SARs into A+Q by end of February for March review process	Susannah Roddick	20.2.2024	
11	5	Course Result Reports and Award Application Approvals Send out communication thanking all those involved in getting end of year 2023 ākonga results through the approval process	Susannah Roddick	20.2.2024	Completed
12	5.2, 5.4	Course Results and Award Applications Forward course results checklist material to Pam Wood. Forward award application checklist material to Robbie Stewart.	Mary Woodward	ASAP	Completed

Item 5.2 Recognition of Academic Credit Committee Minutes tabled for receipt

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES
Tuesday 14 November 2023

Members:	Silvia Gassebner (Chair), Shine Kelly, Pam Vinluan and Sarah Arnold.
Non voting:	Alana Cohen (Secretary)
Apologies:	Carmen Cayuelas, Marianna Deynzer and Marie Nolan

The chair thanked the Alana Cohen for all her hard work and thoroughness in putting all these applications together so that they were ready to go today's meeting for approval. And another special thanks to Alana for interrupting her annual leave to attend the meeting to provide background information on the applications she progressed to be presented to the meeting and record the minutes for the meeting as well as completing the follow-up tasks.

1. **Minutes of previous meeting**
   1.1. Minutes from **Friday 20th of October 2023** – for approval
   It was resolved that the minutes from the meeting on Friday 20th of October 2023 be accepted as a true and accurate record.

   Shine Kelly / Sarah Arnold
   CARRIED
   Action RACC Secretary
   Upload minutes to Sharepoint.

2. **Matters arising**
   2.1. Refer to Active Action List.

3. **Student Results**
   3.1 RAC Applications
   MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day
   3.1.1 Ākonga ███████
   The below application is for ākonga who had done previous study and using their Maritime qualifications to gain credit into the below two courses inside the New Zealand Certificate in Marine Engineering Class 6 (Level 4).
   ☐ Cross Credit
   ☐ Credit Transfer
   ☒ RPL

From: ██████████████████████	To: New Zealand Certificate in Marine Engineering Class 6 (Level 4) with an optional strand in Marine Engineering Class 5
Previous study, work experience and assessment as per mapping	ENG442 Machinery and Systems Maintenance 2
	ENG443 Engineering Practical

   *It was resolved that the **RPL application for ākonga ███████** approved in full.*

   Sarah Arnold / Shine Kelly
   CARRIED
   Action RACC Secretary
   Enter RPL as per minutes for ākonga ███████ and notify programme area.

   3.1.2 Ākonga ███████
   The below application is for ākonga who had done previous study and using their Maritime qualifications and work experience to gain credit into the below three courses inside the New Zealand Certificate in Marine Engineering Class 6 (Level 4).
   ☐ Cross Credit
   ☐ Credit Transfer
   ☒ RPL

From: Maritime Industry Authority of the Republic of the Philippines	To: New Zealand Certificate in Marine Engineering Class 6 (Level 4) with an optional strand in Marine Engineering Class 5
Previous study, work experience and assessment as per mapping	ENG441 Machinery and Systems Operation 1
	ENG442 Machinery and Systems Maintenance 2
	ENG443 Engineering Practical

*It was resolved that the **RPL application for ākonga** ▓▓▓ be approved in full.*

Pam Vinluan / Sarah Arnold
CARRIED
Action RACC Secretary
Enter RPL as per minutes for ākonga ▓▓▓ and notify programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.3   Ākonga ▓▓▓

The below application is for ākonga who had done previous study and are using their previous study at ▓▓▓ ▓▓▓ to gain two courses through RAC into the Bachelor of Viticulture and Winemaking.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: ProteProtect the privacy of natural persons ▓▓▓	To: Bachelor of Viticulture and Winemaking
WSC5.04 Grape and Wine Production – EIT Work experience	BVW501 Viticulture Practices
Work experience as per mapping	BVW502 Wine Production

*It was resolved that the **RPL application for ākonga** ▓▓▓ be approved in full.*

Shine Kelly / Sarah Arnold
CARRIED
Action RACC Secretary
Enter RPL as per minutes for ākonga ▓▓▓ and notify programme area.

3.1.4   Ākonga ▓▓▓

The following application is for ākonga who had done previous study and work experience to gain credit into the Bachelor of Viticulture and Winemaking.
It was noted that the application was initially submitted by ākonga in 2021 and should have been processed at the time.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Protect the privacy of natural persons ▓▓▓	To: Bachelor of Viticulture and Winemaking
PHSC107 Intro to Earth and Ecol Sciences	BVW501 Āronga Māori and Viticultural Practices
WINE101 Introduction to Winegrowing Industry	BVW502 Wine Production
PHSC101 Chemistry 1A	BVW503 Wine Chemistry and Analysis
PLSC104 Plant Science I	BVW504 Tāne rāua ko Rongo and Plant Science
SOSC106 Soil Science I	BVW505 Papatūānuku and Plant Science
ECOL103 Ecology I: NZ Ecol and Cons	RES501 Research and Communication Skills
PLPT203 Plant and Pest Management	BVW603 Kaitiakitanga and Vineyard Bio-protection
QMWT201 Biometrics	RES601 Statistics and Experimental Design
SOSC222 Soil Science II	GEL501A General Elective, 15 Credits, Level 5
TOUR101 Introduction to Tourism	GEL501B General Elective, 15 Credits, Level 5

☒ RPL

From: Work experience on vineyards	To: Bachelor of Viticulture and Winemaking
Work experience as per mapping	BVW506 Industry Practice - Vineyard

*It was resolved that the **Cross Credit and RPL application for ākonga*** ▓▓▓*be approved in full.*

Shine Kelly / Pam Vinluan
CARRIED
Action RACC Secretary

Enter CC and RPL as per minutes for ākonga ▓▓▓and notify programme area.

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.5   Ākonga ▓▓▓

This application is for ākonga who had done previous study on the National Certificate in Carpentry but was unable to complete due to missing the first aid unit standards and the qualification expiring. The assessor had the ākonga do a few block courses so he could assess the ākonga on their skills they had learnt on the National Certificate to use as RPL to gain credit into the New Zealand Certificate in Carpentry (Level 4).

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Block course assessments	To: New Zealand Certificate in Carpentry (Level 4)
Block course assessments as per mapping	CAR301 Workplace Safety Fundamentals
	CAR302 Core Construction Communication Skills
	CAR304 Skill Development for Construction
	CAR305 Sub Structure Task Development in Concrete and Timber
	CAR401 Structural Task Development for Construction
	CAR402 Roof Structural Task and Development for Construction
	CAR403 Exterior Envelope Task Development for Construction
	CAR404 Interior Fit out Task Development for Construction
	CAR405 Construct Support Structures
	CAR406 Prepare a Site for Building Work
	CAR407 Frame and Roof Structures
	CAR408 Exterior Envelope
	CAR409 Interior Lining and Finishing
	CAR412 Support Structures for Building Work
	CAR413 Frames and Structures for Building Work
	CAR414 Roof Structures for Building Work
	CAR415 Interior Linings and Finishing for Building Work
	CAR417 Exterior Envelope Cladding

*It was resolved that the **RPL application for ākonga*** ▓▓▓*be approved in full.*

Shine Kelly / Pam Vinluan
CARRIED
Action RACC Secretary

Enter RPL as per minutes for ākonga ▓▓▓and notify programme area.

3.1.6   Ākonga ▓▓▓

The below application is for ākonga who had done previous study and is using the unit standards gained to get RPL for a course inside the New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZQA unit standards	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
22907 Demonstrate and apply knowledge of welding aluminium and stainless steel. 21907 Demonstrate and apply knowledge of safe welding procedures under supervision. 22906 Demonstrate and apply knowledge of welding low carbon steel. 29651 Demonstrate knowledge of health and safety when welding and thermal cutting.	CFE308 Welding Processes 1 (Basic Welding)

It was resolved that the **RPL application for ākonga** ▮Protect the privacy of na▮ be approved in full.

> *Shine Kelly / Sarah Arnold*
> ***CARRIED***
> ***Action RACC Secretary***

Enter RPL as per minutes for ākonga ▮Protect the privacy of n▮ and notify programme area.

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.7   Ākonga ▮Protect the privacy of na▮

This application is for ākonga who would like to use their work experience to gain RPL for two courses inside a Bachelor of Commerce (Accounting).

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Protect the privacy of natural persons	To: Bachelor of Commerce (Accounting)
Work experience: Protect the privacy of natural persons Protect the privacy of natural persons Protect the p	NZB501 Organisations in Aotearoa New Zealand context
	NZB502 Business Environments

It was resolved that the **RPL application for ākonga** ▮Protect the privacy of na▮ be approved in full.

> *Pam Vinluan / Shine Kelly*
> ***CARRIED***
> ***Action RACC Secretary***

4. **Any other business**
   4.1. X
   4.2. x

5. **Late items**
   5.1. **RAC Application**

MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day

5.1.1.   Ākonga ▮Protect the privacy o▮

This application is for ākonga who would like to use their sea service to gain RPL for two courses inside the New Zealand Diploma in Nautical Science (Level 6).

☐ Cross Credit
☐ Credit Transfer
☒ RPL – Addition to schedule

From: Protect the privacy of natural persons	To: New Zealand Diploma in Nautical Science (Level 6)
Checklist provided – Protect the privacy of natural persons ████████████████ Protect the privacy of natural persons ████████████	DNS603 Officer of the Watch Tasks
	DNS604 Officer of the Watch Assignments

*It was resolved that the **RPL application for ākonga 8930671** be approved in full and added to the schedule.*

Shine Kelly / Sarah Arnold
CARRIED
Action RACC Secretary

Enter RPL as per minutes for ākonga ████ add to the schedule and notify programme area.

5.1.2. Ākonga ████

This application is for ākonga who would like to use their sea service to gain RPL for two courses inside the New Zealand Diploma in Nautical Science (Level 6).

☐ Cross Credit
☐ Credit Transfer
☒ RPL – Addition to schedule

From: Work experience - ████	To: New Zealand Diploma in Nautical Science (Level 6)
Checklist Provided – International Training Record Book	DNS603 Officer of the Watch Tasks
	DNS604 Officer of the Watch Assignments

*It was resolved that the **RPL application for ākonga** ████ be approved in full and added to the schedule.*

Shine Kelly / Sarah Arnold
CARRIED
Action RACC Secretary

Enter RPL as per minutes for ākonga ████ add to the schedule and notify programme area.

The committee members would like to acknowledge ████ for her excellent mapping which was provided for these two RAC applications. It was visually appealing and easy to see how the learning outcomes were mapped.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Tuesday 14th of November 2023				
Item No.	**ACTION**	**WHO**	**WHEN BY**	**PROGRESS + DATE**
1.1	Upload minutes onto Sharepoint	Alana		**Completed 14.11.2023**
3.1.1	Ākonga ████ - Enter RPL as per minutes for ākonga ████ and notify programme area.	Alana		**Completed 14.11.2023**
3.1.2	Ākonga ████ - Enter RPL as per minutes for ākonga ████ and notify programme area.	Alana		**Completed 14.11.2023**
3.1.3	Ākonga ████ - Enter RPL as per minutes for ākonga ████ and notify programme area.	Alana		**Completed 14.11.2023**
3.1.4	Ākonga ████ - Enter CC and RPL as per minutes for ākonga ████ and notify programme area.	Alana		**Completed 14.11.2023**
3.1.5	Ākonga ████ - Enter RPL as per minutes for ākonga ████ and notify programme area.	Alana		**Completed 14.11.2023**

3.1.6	Ākonga ▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮ and notify programme area.	Alana		Ākonga enrolled on course, needs to be withdrawn 14.11.2023
3.1.7	Ākonga ▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮ and notify programme area.	Alana		Completed 14.11.2023
5.1.1	Ākonga ▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮ add to the schedule and notify programme area.	Alana		Completed 14.11.2023
5.1.2	Ākonga ▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮ add to the schedule and notify programme area.	Alana		Completed 14.11.2023

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES
Thursday 30 of November 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold and Marie Nolan.
Non voting: Alana Cohen (Secretary)
Absent: Marianna Deynzer

1. **Minutes of previous meeting**
   1.1. Minutes from **Tuesday 14 of November 2023** – for approval

   It was resolved that the minutes from the meeting on Tuesday 14 of November 2023 be accepted as a true and accurate record.

   Shine Kelly / Pam Vinluan
   CARRIED
   Action RACC Secretary
   Upload minutes to Sharepoint.

2. **Matters arising**
   2.1. Refer to Active Action List.

3. **Student Results**
   3.1 RAC Applications

CREATIVE, TECHNOLOGIES AND SERVICE INDUSTRIES - Applications received from Trisha Krishnasamy
   3.1.1 Ākonga ▮▮▮

   The below application is for ākonga who is using their work experience to gain a course in the Bachelor of Arts and Media.
   ☐ Cross Credit
   ☐ Credit Transfer
   ☒ RPL

From: Protect the privacy of natural persons	To: Bachelor of Arts and Media
Protect the privacy of natural persons at Nelson Museum	AAD612 Professional Practice Project

   *It was resolved that the **RPL application for ākonga 13515682** be approved in full.*
   Sarah Arnold advised that ākonga had provided a comprehensive RAC application out of their own initiative and required little assistance in completing the application.

   Marie Nolan / Pam Vinluan
   CARRIED
   Action RACC Secretary
   Enter RPL as per minutes for ākonga ▮▮▮ and notify programme area.

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore
   3.1.2 Ākonga (not enrolled yet)
   The below application is for ākonga who is using their previous study to gain courses into Paetahi Tumu Kōrero Bachelor of Counselling.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Protect the privacy Protect the privacy of natural persons	To: Paetahi Tumu Kōrero Bachelor of Counselling
BC5117 - Client Centred Practice Skills	BCG501 TE TIMATANGA/INTRODUCTION TO COUNSELLING
BC5118- Counselling Practice in New Zealand	
BC5115 - Entering Professional Practice: Counselling Practicum I	
BC5115 - Entering Professional Practice: Counselling Practicum I	BCG502 TE PIKINGA/INTRODUCTION TO PROFESSIONAL COUNSELLING PRACTICE
CA6203 - Developing Practice Skills	
AS5120 - Human Development Across the Lifespan	BCG503 HE TANGATA/HUMAN DEVELOPMENT AND PSYCHOLOGY
AS5123 Psychology for Professional	
AS5122 - Society Social Problems and Social Justice	BCG504 TE HĀPORI O AOTEAROA/INTRODUCTION TO SOCIETY
CA6204 - Tikanga Rangahau, Professional Practice (Research Methods and Approaches)	
BC5115 - Entering Professional Practice: Counselling Practicum I	
CA6204 - Tikanga Rangahau, Professional Practice (Research Methods and Approaches)	BCG505 TE PŪ
BC5115 - Entering Professional Practice: Counselling Practicum I	
CA6203 - Developing Practice Skills	BCG602 HE ORANGA TINANA/COUNSELLING CHANGE AND WELLBEING PRACTICE
CA6205 - Developing Professional Practice, Practicum 2	
CA6200 - Mental Health Context and Pharmacology	BCG603 HE ORANGA TANGATA/FOUNDATIONS OF PRACTICE IN MENTAL HEALTH AND ADDICTIONS
CA6202 - Assessment and Intervention Planning	
CA6201 - Working with Families and Whānau (A)	BCG604 TE WHĀNAU/WORKING WITH WHĀNAU

*It was resolved that the **Cross Credit application for ākonga** be approved in full.*
The committee would like to note that the mapping for this application was well done and easier for the committee to see how the learning outcomes match up.

Carmen Cayuelas / Sarah Arnold
CARRIED
Action RACC Secretary
Enter CC as per minutes for ākonga once enrolled and notify programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood
3.1.3   Ākonga Protect the privacy of na
The below application is for ākonga who is using their work experience to gain four courses into Bachelor of Viticulture and Winemaking.
☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Protect the privacy of natural persons	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice - Vineyard
	BVW606 Industry Practice - Winery
	RES501 Research and Communication Skills
	BUS502 Business Environment

*It was resolved that the **RPL application for ākonga** Protect the privacy of na be approved in full.*
The Committee noted that the letters provided by the ākonga employers were comprehensive and added to the confidence approving this application.

Shine Kelly / Sarah Arnold
CARRIED
Action RACC Secretary

Enter RPL as per minutes for ākonga ▓▓▓ and notify programme area.

4. Late items
4.1. RAC Application

MARITIME, AQUACULTURE, ADVENTURE TOURISM & GUIDING AND CONSERVATION - Applications received from Monique Day

4.1.1. Ākonga ▓▓▓

The below application is for ākonga who is using their work experience and previous study to gain credit into the New Zealand Certificate in Marine Engineering Class 6 (Level 4) with an optional strand in Marine Engineering Class 5.

☐ Cross Credit
☐ Credit Transfer
☒ RPL – addition to schedule

From: Protect the privacy of natural persons	To: New Zealand Certificate in Marine Engineering Class 6 (Level 4) with an optional strand in Marine Engineering Class 5
ENG301 Engines, Equipment & Systems Onboard Vessels	ENG441 Machinery and Systems Operation 1
	ENG442 Machinery and Systems Maintenance
Maritime NZ MEC6 Certificate of Competency	ENG443 Engineering Practical

*It was resolved that the **RPL application for ākonga** ▓▓▓ be approved in full and added to the schedule. The Committee noted that evidence of work experience was required as the ākonga Maritime NZ MEC6 Certificate of Competency had just expired.*

Marie Nolan / Carmen Cayuelas
CARRIED
Action RACC Secretary

Enter RPL as per minutes for ākonga ▓▓▓ add to the schedule and notify programme area.

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

4.1.2. Ākonga ▓▓▓

The below application is for ākonga who is wanting to use assignments that sit inside course BSK503 to gain RAC for this course. Ākonga was unable to complete this course previously but was now able to successfully complete the remaining assessments for this course.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Assignments	To: Bachelor of Social Work
Please see attached memo	BSK503 Human Development and Psychology

*It was resolved that the **Cross Credit application for ākonga** ▓▓▓ be approved in full.*

Shine Kelly / Sarah Arnold
CARRIED
Action RACC Secretary

Enter Cross Credit as per minutes for ākonga ▓▓▓ and notify programme area.

4.1.3. Ākonga ▓▓▓

The below application is for ākonga who is wanting to use assignments that sit inside course BCD603 and course BCD608 to gain RAC into the New Zealand Diploma in Career Development. Ākonga was incorrectly enrolled in BCD608 which is a course within the Graduate Certifiate and the Bachelor, but not the New Zealand Diploma.

☐ Cross Credit
☐ Credit Transfer

☒ RPL

From:	To: New Zealand Diploma in Career Development
BCD608 Research and Professional Practice	
BCD603 Integrated and Reflective Practice (1) Assessment 2: e-portfolio (87%) completed through practicum placement, learning goals reflection and journal entries.	BCD603 Integrated and Reflective Practice (1)

It was resolved that the **RPL application for ākonga** ▮▮▮▮▮▮ be approved in full.

The committee recommended an alternative way of finalising a course grade for BCD603 for ākonga to complete with a passing mark instead of a 'Did not complete' or 'fail' plus an additional RPL grade for the same course as the need to complete BCD603 in this way resulted from an NMIT course guidance and enrolment error.

Shine Kelly / Marie Nolan
CARRIED
Action RACC Secretary
Enter RPL as per minutes for ākonga ▮▮▮▮▮▮ and notify programme area.

The chair would like to thank the committee members for all their hard work for RAC throughout the year which had seen a large number of applications come through the committee and was great to see that the applications that came through were a considerable improvement on past years with the mapping and the evidence which was provided.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
	Actions from Thursday 30 of November 2023			
1.1	Upload minutes onto Sharepoint	Alana		**Completed 01.12.2023**
3.1.1	**Ākonga** ▮▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮▮ and notify programme area.	Alana		**Completed 01.12.2023**
3.1.2	**Ākonga (not enrolled yet)** - Enter CC as per minutes for ākonga once enrolled and notify programme area.	Alana		**Waiting for enrolment to enter results.**
3.1.3	**Ākonga** ▮▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮▮ and notify programme area.	Alana		**Completed 01.12.2023**
4.1.1	**Ākonga** ▮▮▮▮ - Enter RPL as per minutes for ākonga ▮▮▮▮, add to the schedule and notify programme area.	Alana		**Completed 01.12.2023**
4.1.2	**Ākonga** ▮▮▮▮ - Enter Cross Credit as per minutes for ākonga ▮▮▮▮ and notify programme area.	Alana		**Completed 01.12.2023**
4.1.3	**Ākonga** ▮▮▮▮ - Enter Cross Credit as per minutes for ākonga ▮▮▮▮ and notify programme area.	Alana		

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
E-VOTE MINUTES
Friday 1 of December 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold, Marianna Deynzer and Marie Nolan.

Non voting: Alana Cohen (Secretary)

1. **Minutes of previous meeting**

   1.1. Minutes from **Thursday 30 November 2023** – for approval

It was resolved that the minutes from the meeting on Thursday 30 of November 2023 be accepted as a true and accurate record.

It was noted that for item 4.1.3 Cross Credit was selected for the application but the comments stated RPL grade, RAC secretary to amend.

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Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Carmen Cayuelas - **Approved**
Pam Vinluan **– Approved**
Sarah Arnold - **Approved**
Marianna Deynzer - **Abstained**
Marie Nolan **– Approved**
Action RACC Secretary
RAC secretary to amend item 4.1.3.
Action RACC Secretary
Upload minutes onto the Sharepoint.

</div>

2. **Matters arising**
   2.1. Refer to Active Action List.

3. **Student Results**
   3.1 RAC Applications

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.1   Ākonga ███████

The below application is for ākonga who is wanting to use assignments that sit inside course BSK716 to gain RAC for this course. Ākonga was unable to complete this course this year due to no enrolment intakes for this course but was able to successfully complete the assessments for this course.

☐ Cross Credit
☐ Credit Transfer
☐ RPL

From: Assessments	To: Bachelor of Social Work
See attached Memo	BSK716 Social Work Practice in a Specialist Fields

*It was resolved that the **RPL application for ākonga** ███████ be approved in full.*

<div align="right">

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Carmen Cayuelas - **Approved**
Pam Vinluan **– Abstained**
Sarah Arnold - **Approved**
Marianna Deynzer - **Approved**
Marie Nolan **– Approved**
Action RACC Secretary

</div>

Enter RPL as per minutes for ākonga ███████ and notify the programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.2   Ākonga ███████

The below application is for ākonga who is using their work experience to gain one course into Bachelor of Viticulture and Winemaking.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Protect the privacy of natural persons	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice - Vineyard

*It was resolved that the **RPL application for ākonga** ███████ be approved in full.*

A committee member was concerned that more evidence was needed for this application. The chair stated the committee would have had confirmation from the Manager as to their position and working relations to the ākonga, which was sufficient evidence.

<div align="right">

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Carmen Cayuelas - **Approved**
Pam Vinluan – **Approved**
Sarah Arnold - **Approved**
Marianna Deynzer – **Not approved**
Marie Nolan – **Approved**
Action RACC Secretary

</div>

Enter RPL as per minutes for ākonga ████ and notify the programme area.

4. **E-vote Responses**

   If you would like to see the responses of this e-vote please click here.

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RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST

</div>

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 01 of December 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	RAC secretary to amend item 4.1.3.	Alana		**Completed 04.12.2023**
1.1	Upload minutes onto the Sharepoint.	Alana		**Completed 04.12.2023**
3.1.1	**Ākonga** ████ - Enter RPL as per minutes for ākonga ████ and notify the programme area.	Alana		**Completed 04.12.2023**
3.1.2	**Ākonga** ████. Enter RPL as per minutes for ākonga ████ and notify the programme area.	Alana		**Completed 04.12.2023**

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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES
Thursday 14 December 2023

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Members:	Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Pam Vinluan, Sarah Arnold, Marianna Deynzer and Marie Nolan.
Non voting:	Alana Cohen (Secretary)
Apologies:	

1. **Minutes of previous meeting**

   1.1. Minutes from **Friday 1 of December 2023** – for approval

   It was resolved that the minutes from the meeting on Friday 1 December 2023 be accepted as a true and accurate record.

<div align="right">

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Carmen Cayuelas - **Approved**
Pam Vinluan – **Approved**
Sarah Arnold - **Approved**
Marianna Deynzer - **Abstained**
Marie Nolan – **Approved**
Action RACC Secretary

</div>

Upload minutes onto the Sharepoint.

2. **Matters arising**

   2.1. Refer to Active Action List.

3. **Student Results**

AC Agenda – 13.3.2024-Open

3.1 RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1   Ākonga ▉

The below application is for ākonga who had achieved unit standards through previous study and used these to gain a course into the New Zealand Certificate in Mechanical Engineering (Trade) Fitting & Machining and General Engineering.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: NZQA Unit Standards	To: New Zealand Certificate in Mechanical Engineering (Trade) Fitting & Machining and General Engineering
25709 (FAB404) Competenz year 3 Heavy Fab Block Course 25699 (on job)	CME422 General Fabrication 3 Advanced

It was resolved that the **Cross Credit application for ākonga** ▉ *be approved in full.*

A committee member mentioned that from the previous study/unit standard for the course CME303 that the learner does have the knowledge required for CME422 (the two unit standards given for 422 don't specifically match those learning outcomes in terms of maintaining the fabrication machine learning outcome 2).

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas - **Approved**

Pam Vinluan – **Approved**

Sarah Arnold - **Approved**

Marianna Deynzer - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Enter CC as per minutes for ākonga ▉ and notify the programme area.

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.2   Ākonga ▉

The below application is for ākonga who had achieved courses through ▉ and were wanting to use the courses to gain elective credit into the Bachelor of Social Work.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Protect the privacy of natural persons	To: Bachelor of Social Work
179230 Tangata Moana Perspectives and Practices for Transformation	GEL601A General Elective, Level 6, 15 Credits
179240 Ethics, Values and Law in Social Work and Social Policy	GEL601B General Elective, Level 6, 15 Credits

It was resolved that the **Cross Credit application for ākonga** ▉ *be approved in full.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas - **Approved**

Pam Vinluan – **Abstained**

Sarah Arnold - **Approved**

Marianna Deynzer - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Enter CC as per minutes for ākonga ▉ and notify the programme area.

4. E-vote Responses

4.1. If you would like to see the responses of this e-vote please click here.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 14 of December 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga ~~Protect the privacy of~~ - Enter CC as per minutes for ākonga ~~Protect the privacy of~~ and notify the programme area.	Alana		Completed
3.1.2	Ākonga ~~Protect the privacy of~~ - Enter CC as per minutes for ākonga ~~Protect the privacy of~~ and notify the programme area.	Alana		Completed

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
E-VOTE MINUTES
Wednesday 24 January 2024

Members: Silvia Gassebner (Chair), Shine Kelly, Pam Vinluan, Marie Nolan and Sarah Arnold.
Non voting: Alana Cohen (Secretary)
Apologies: Carmen Cayuelas and Marianna Deynzer

1. **Minutes of previous meeting**
   1.1. Minutes from **Thursday 14 of December 2023** – for approval

   It was resolved that the minutes from the meeting on Thursday 14 December 2023 be accepted as a true and accurate record.

   Silvia Gassebner – **Approved**
   Shine Kelly – **Approved**
   Pam Vinluan – **Approved**
   Sarah Arnold - **Approved**
   Marie Nolan – **Approved**
   Action RACC Secretary
   Upload minutes onto the Sharepoint.

2. **Matters arising**
   2.1. Refer to Active Action List.

3. **Student Results**
   3.1 RAC Applications
   SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore
   3.1.1 Ākonga ~~Protect the privacy of na~~
   The below application is for ākonga using their work experience and previous study to gain a course in the Graduate Certificate in Career Development.
   ☐ Cross Credit
   ☐ Credit Transfer
   ☒ RPL

From: Protect the privacy of natural persons	To: Graduate Certificate in Career Development
KKP624 Approaches to Design Research BCD602 Careers in Context (enrolled S1 2024) - Protect the privacy of natural persons (February 2020). - Near completion of Protect the privacy of natural persons Protect the privacy of natural persons of Technology – 3 years of research so far.	BCD704 Research Project

- 2022 Recipient of ⬛Protect the privacy of natural persons⬛ through ⬛Protect the privacy of natural perso⬛ (Letter of success attached). - Evidence of activity as a ⬛Protect the privacy of natural persons⬛ ⬛Protect the privacy o⬛ to ⬛Protect the privacy of natural person⬛ (reference attached). - Evidence of activity as a team member as part of a ⬛Protect the privacy of natural persons⬛ programme (reference attached).	

It was resolved that the **RPL application for ākonga** ⬛Protect the privacy of na⬛ be approved in full subject to the completion of course BCD602.

<div align="right">

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Pam Vinluan **– Abstained**
Sarah Arnold - **Approved**
Marie Nolan **– Approved**
Action RACC Secretary
</div>

Enter RPL as per minutes for ākonga ⬛Protect the privacy of⬛ and notify the programme area.

3.1.2   Ākonga still to be enrolled.

The below application is for ākonga who was using their previous study to gain a course in Paetahi Tumu Kōrero Bachelor of Counselling.

☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Protect the privacy of natural persons	To: Paetahi Tumu Kōrero Bachelor of Counselling
CA6203 Developing Practice Skills	BCG601 Kaupapa Akoako/ Counselling Theory and Practice
CA6204 Tikanga Rangahau, Professional Practice (Research Methods and Approaches)	
CA6205 Developing Professional Practice, Practicum 2	
Placement Hours – Wainuiomata High School Total of 103 hours	

It was resolved that the **Cross Credit application for ākonga** be approved in full.

A committee member asked about the number of placement hours meeting the requirement as it is below the 80% of the course requirement. The course descriptor stated that part of the total 150 hours were agency hours and queried whether this ākonga had done enough of either face to face counselling or agency hours in their 103 hours of placement?

The chair considered this query but was happy for this application to be approved, given the number of credits used for this course, which were all relevant.

<div align="right">

Silvia Gassebner – **Approved**
Shine Kelly – **Not Approved**
Pam Vinluan – **Abstained**
Sarah Arnold - **Approved**
Marie Nolan – **Approved**
Action RACC Secretary
</div>

Enter CC as per minutes for ākonga and notify the programme area.

NURSING– Applications received from Victoria Whitmore

3.1.3   Ākonga ⬛Protect the privacy of na⬛

The below application is for ākonga who is using their previous study to gain courses in the Bachelor of Nursing.
☒ Cross Credit

☐Credit Transfer
☐ RPL

From: ████	To: Bachelor of Nursing
214101 Human Bioscience: Normal Body Function	NNS511 Nursing Science 1
214102 Applied Sciences for Health Professionals	NNS512 Nursing Science 2
168171 Professional Nursing I	NPR511 Professional Responsibility
168172 Nursing Practice I: Foundations of Care	NMN511 Management of Nursing
168173 Nursing Practice II: Foundations of Practice	NMN512 Management of Nursing Care 2
	NNP512 Nursing the Person with Long Term Health Needs
231107 Social Determinants of Health	NHE512 Health and Wellness
150112 Hauora Tangata: Foundations of Māori Health	NIR511 Interpersonal Relationships

*It was resolved that the **Cross Credit application for ākonga** ████ be approved in full subject to; reviewing the mapping for learning outcome 3 in course NHE512 and learning outcomes 2 and 3 in course NIR511 to identify more relevant learning outcomes in the mapping.*

A Committee member questioned the learning outcomes used for course NHE512 as the target course learning outcomes were about Te Tiriti o Waitangi/the Treaty of Waitangi to nursing healthcare and the source course and its learning outcomes did not mention this. The source course learning outcomes which were mapped to NIR511 do mention Te Tiriti o Waitangi/the Treaty of Waitangi..

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Pam Vinluan **– Not Approved**
Sarah Arnold - **Approved**
Marie Nolan **– Approved**
Action RACC Secretary
Notify the programme area that the mapping needs to be reviewed for courses NHE512 and NIR511.

Action RACC Secretary
Enter CC as per minutes for ākonga ████, once the mapping has been resubmitted and notify the programme area.

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood
3.1.4   Addition to schedule for Cellar Operations
The below application is for addition to schedule only for ākonga who had previously studied the trade academy wine courses. The application is for the unit standards gained from within the courses as well as vintage experience to go into the following courses in the New Zealand Certificate in Cellar Operations (Level 3).
☒ Cross Credit
☐Credit Transfer
☐ RPL

From: Trade Academy unit standards	To: New Zealand Certificate in Cellar Operations (Level 3)
US 29239 Demonstrate knowledge of the New Zealand wine industry and New Zealand wines **US 29244** Work effectively within a team in a commercial wine cellar operation	CCO301 Wine and Wine Industry
US 29240 Demonstrate knowledge of winemaking processes and procedures **US 29241** Demonstrate knowledge of equipment, gasses, and chemicals used in a commercial wine cellar operation	CCO302 Winery Processing

US 29242 Demonstrate knowledge of hazards, legislation, and personal safety in commercial wine cellar operations **US 29252** Perform basic fermentation operations in a commercial wine cellar operation	
US 29242 Demonstrate knowledge of hazards, legislation, and personal safety in commercial wine cellar operations **US 29240** Demonstrate knowledge of winemaking processes and procedures **US 29241** Demonstrate knowledge of equipment, gasses, and chemicals used in a commercial wine cellar operation **US29245** Prepare to, carry out, and complete wine transfers, in a commercial wine cellar operation.	CCO304 Wine Management Post-Fermentation

☒ RPL

From: Trade Academy unit standards and work experience	To: New Zealand Certificate in Cellar Operations (Level 3)
US 29252 Perform basic fermentation operations in a commercial wine cellar operation **US 29240** Demonstrate knowledge of winemaking processes and procedures **US 29241** Demonstrate knowledge of equipment, gasses, and chemicals used in a commercial wine cellar operation **US 29242** Demonstrate knowledge of hazards, legislation, and personal safety in commercial wine cellar operations **US 29244** Work effectively within a team in a commercial wine cellar operation **Plus Vintage Experience**	CCO303 Cellar Operations

It was resolved that the **Cross Credit and RPL application for addition to schedule** *be approved in full.*

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Pam Vinluan – **Approved**
Sarah Arnold - **Approved**
Marie Nolan – **Approved**
Action RACC Secretary

Add CC and RPL as per minutes onto the schedule and notify the programme area.

4. **E-vote Responses**
   4.1. If you would like to see the responses of this e-vote please click here.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST

See Folder in Central Academic Committee site on Intranet for completed actions.

Actions from Wednesday 24 January 2024				
Item No.	**ACTION**	**WHO**	**WHEN BY**	**PROGRESS + DATE**
1.1	Upload minutes onto the Sharepoint.	Alana		**Completed 31.01.2024**
3.1.1	**Ākonga** ▇▇▇ - Enter RPL as per minutes for ākonga ▇▇▇ and notify the programme area.	Alana		**Completed 31.01.2024**
3.1.2	**Ākonga to be enrolled** - Enter CC as per minutes for ākonga and notify the programme area.	Alana		**Awaiting ākonga to be enrolled**

AC Agenda – 13.3.2024-Open

3.1.3	**Ākonga** ~~Protect the privacy of~~ - Notify the programme area that the mapping needs to be reviewed for courses NHE512 and NIR511.	**Alana**		**Completed 31.01.2024**
3.1.3	**Ākonga** ~~Protect the privacy of~~ - Enter CC as per minutes for ākonga ~~Protect the privacy of~~, once the mapping has been resubmitted and notify the programme area.	**Alana**		**Completed 08.02.2024**
3.1.4	**Addition to Schedule** - Add CC and RPL as per minutes onto the schedule and notify the programme area.	**Alana**		**Completed 31.01.2024**

Item 5.3.1 Confirmed 2023 L+T Committee Priorities Report with Completed Actions tabled for receipt

Focus Area	Need / Priority	Lead Contact	Completed Actions
Academic Integrity	• Support development of best practice in assessment and moderation	Marja Kneepkens	Academic staff PD day held 16/8/2023; focus was on sharing good practice for teaching, learning and assessment
		Shingai Muchecheterwa, Claire Dallison	Moodle Assessment & Moderation induction module completed; added as a requirement for probation, NZCATT equivalency, and NZCATT RAC. *Completion & engagement stats 2023:* • *Completion as part of induction – 29 kaimahi* • *Quizzes – 13 kaimahi* • *Badges - 0 (this is time consuming but really worthwhile; need to review)*
		Claire Dallison	Targeted moderation support and training provided by L&T Coach to several groups across campus.
	• ChatGPT – opportunities and implications about this new educational technology that could benefit from an institution-wide (or bigger) kōrero	Marja Kneepkens	**AI working group established; priority actions identified:** • Developed statement of NMIT's position – remains unchanged re academic integrity, cheating/authenticity of work etc • Add-in to TurnitIn – being turned on 5 April; comms issued to ākonga & kaimahi; banner on Moodle (Paul & Jane) • Simple guidelines for ākonga prepared and communicated • Simple guidelines for kaimahi prepared and communicated • Set up Polly site to make info available; including PD, training opportunities Potential future actions: • NMIT AI champions – for kaimahi and ākonga • Ongoing discussion forums for ākonga • Assessment design training / guidelines • Set up a working group within NMIT? Who can 'own' this mahi? • Ongoing 'sharing of practice' sessions for kaimahi

As at 9.11.2023

Ākonga-centred teaching and learning	• Use statistical information on ākonga usage of SANITI and Learner Services support services to inform L+T practice	Ange McLean	*Not progressed. Learner Services data can be made available to inform practice, but what is an effective channel for this? CAM meetings? Team leaders? How often? How will data be used to support practice?*
	• Build kaimahi capacity on blended/online delivery skills	Shingai Muchecheterwa	*Not progressed. BOLD update currently on hold (lack of staff resource to update)*
	• Understand what culturally responsive pedagogy looks and feels like in practice. • Enable kaimahi to engage in PD where good practice and new learning around their teaching practice can be shared • Ākonga access to on-line learning (from 20.02.23 meeting – item 3.1).		Academic PD day 16/8/2023 includes focus on ākonga-focused teaching, learning & assessment across delivery modes; considering AI; and for priority learners. *Needs ongoing focus.*
Build capability in academic teams	• Support SASMs and PASMs to provide academic leadership and support within and across curriculum areas	Claire Dallison	Wide ranging support across the division for staff. New staff as well as established staff. Seminars for specific groups run on request. *Needs ongoing focus to develop all SASMs and PASMs as academic leaders.*
Support the transition within Te Pūkenga	• Ensure staff are familiar with changes to policies/new Te Pūkenga policies that impact on L&T • Provide guidance on embedding changes	Kim Davies	Being shared by A&Q via email updates and Polly articles Updates and training provided to CAMs • *For 2024 A&Q to prepare comparison document between Te Kawa Maiorooro and Te Pūkenga academic policy and NMIT procedure.* • *Confirm approach to socialise new Te Pūkenga policy and procedure relating to learning and teaching in addition to sharing on Polly Policy Digest* • *Share information about the Whiria Te Ako	Te Pūkenga Learning & Teaching Framework as it becomes available*

Key drivers (from 2022)
- the Learning and Teaching Committee should be initiating and supporting what will make a difference
- focus on doing things rather than reporting on what is going on
- address what we're hearing from kaiako and ākonga

As at 9.11.2023

Item 5.3.2 *Learning and Teaching Committee Minutes tabled for receipt*

<div align="center">

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 27 November 2023 Room M306 and via Microsoft Teams

</div>

PRESENT:
Committee: Marja Kneepkens (Chair), Claire Dallison (arrived 3.35pm), Kim Davies, Max Devon, Juan Liang, Ange McLean, Pam Wood (joined 3.37pm), Mary Woodward (Minute taker, non-voting)

1. Mihimihi
   Marja Kneepkens opened the meeting and welcomed Members to the final 2023 meeting. She noted:
   - Apologies received from Nicole Akuhata, Scott Bailey, Bex Machon, Shingai Muchecheterwa, Jess Shirley.
   - The meeting would be starting without quorum being present.

   Claire Dallison joined the meeting at 3.35pm, it was noted that quorum was now present.

2. Previous Minutes and Actions
   2.1   Learning + Teaching Committee 30.10.2023 Draft Minutes for confirmation

   RESOLVED that the minutes of the Learning and Teaching Committee meeting 30.10.2023 be confirmed as a true and accurate record.

   <div align="right">

   Ange McLean / Kim Davies
   CARRIED
   </div>

   2.2   Action List
   Action Item 1: 2023 Priorities – Continue to update 2023 focus area actions.
   Committee Members were asked to continue updating completed actions in preparation for tabling the finalised 2023 priorities document at Academic Committee.
   Action Item 2: Committee Membership – follow-up on membership with Committee Members.
   It was noted that Bex Machon and Jess Shirley had advised their resignation from the committee as they are not able to attend meetings.

3. Teaching and Learning Support
   3.1   Student Representative Update
   It was noted:
   - Although ākonga are looking forward to the summer break and 2024 study there is underlying worry around uncertainty of what 2024 study might look like, e.g. if courses won't run how will they know.
   - Confusion is being driven by public media and the wrong questions being asked.

   Marja Kneepkens advised:
   - Everything will be done to support and ensure minimum impact to ākonga.
   - People will be notified if there are any changes.

   <div align="right">

   ACTION
   Marja Kneepkens
   </div>
   <div align="center">Continue to work with the Student Body to ensure they are regularly updated and kept informed</div>

   3.2   Teaching and Learning Coach Update
   Claire Dallison advised:
   - A number of tutors are currently finishing NZCATT.
   - With the TANZ eCampus NZCATT course wrapping up, tutors will no longer be able to transition to the Open Polytechnic NZCATT programme which may result in some tutors having to complete an extra 10 credits with Open Polytechnic.
   - Salary progression discussions are currently underway.
   - In 2024 she will be returning to a 0.3 proportion Teaching + Learning Coach role.

   3.3   Generative AI
   Following discussion the Committee noted:

- The on-going confusion and understanding of ākonga and kaimahi on the use of Artificial Intelligence, what programmes/software are and are not acceptable to use, Turnitin, and high AI scores.
- The need to be mindful of the fast-changing AI environment, and the AI generative software being utilised by ākonga.
- Information needs to be sent out now and at the start of 2024 to alert, support and advise PTLs and kaimahi on adding the appropriate AI guideline statements to 2024 assessment materials/information.
- The addition of AI guideline statements should be included as part of the programme readiness checklist.
- A consistent approach to the AI guidelines is needed, with kaimahi supported on what options to choose.
- If the Committee need to track that AI statements are being added to assessment information and if so, how would that be operationalised.
- Te Pūkenga draft AI Position Statement was released for feedback on Thursday 23 November, with feedback closing Friday 1 December. It may be some time before Te Pūkenga AI guidelines are released.

Marja Kneepkens noted:
- Members to read and provide comment on the draft Te Pūkenga AI Position Statement.
- Nothing in the Te Pūkenga AI Position Statement conflicts with Turnitin.
- The Committee's current generally agreed position is to either turn off the Turnitin AI score or to share it with ākonga.
- When Te Pūkenga AI guidelines are released, the Committee could then further discuss recommendations.

ACTIONS
Kim Davies
Forward draft Te Pūkenga Generative AI Position Statement to Committee Members to feedback on
Marja Kneepkens
Advise/remind/alert PTLs and kaimahi that AI guidance statements need to be added to 2024 assessment materials/information now and at the beginning of 2024

4   2023 Focus Areas
    4.1   2023 Priorities Update
    Members were asked to do a final review and update of their 2023 focus area actions in readiness for tabling the completed 2023 priorities document at Academic Committee.

ACTION
Mary Woodward
Forward 2023 Learning and Teaching Priorities document to Committee Members for final review and update

5.   General Business
    5.1   Transitioning to Te Pūkenga Policy and Practice
    Marja Kneepkens noted:
- The pending announcement from Te Pūkenga CE Peter Winder on Friday 30 November that will indicate further changes to the current restructuring.
- There is less of an understanding on what these changes will mean.
- The bottom-line is that teaching and ākonga will not be impacted.

Kim Davies noted that:
- Whiria Te Ako | Te Pūkenga Learning & Teaching Framework has been approved.
- Framework information will be shared as it becomes available.
- There is now a confirmed approach to socialising new Te Pūkenga learning and teaching policy and procedure information, in addition to its being shared via Polly Policy Digest
- For 2024 A&Q will prepare a comparison document between Te Kawa Maiorooro, Te Pūkenga academic policies and NMIT procedures.

ACTION
Kim Davies
Forward Whiria Te Ako Learning and Teaching Framework to Committee Members for information

The Committee discussed how the proposed change to move fee free availability from first year to final year study might affect enrolments and enrolment patterns.

5.2   Update and Planning for 2024

Marja Kneepkens noted:

- There is uncertainty about how 2024 meetings will be structured.
- All local leadership will be gone, with just Curriculum Areas and Business Services left.
- There will be no roles or forums to bring people together and there will be less opportunities to network.
- Moving forward what will be the value of this forum?

Following discussion it was agreed that the Committee would meet at the beginning of 2024 to determine:

- The work of the Committee moving forward, including updating and planning.
- Learning and teaching kaupapa, including an update of where we're at and what to do moving forward.
- Generative Artificial Intelligence recommendations.

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ACTION
Mary Woodward
Agenda items for discussion at next meeting:
The work of the Committee moving forward, including updating and planning
Learning and teaching kaupapa, including an update of where we're at and what to do moving forward.
Generative Artificial Intelligence recommendations.

</div>

Meeting Closed: 04.22pm

Learning and Teaching Committee Action List – 27 November 2023

	Minute Item	Action	Who	Progress	When
Action List 18 September 2023					
1	4.1	2023 Priorities – Continue to update 2023 focus area actions	Committee Members	27.11.2023	Closed
Action List 30 October 2023					
2	1	Committee Membership – follow-up on membership with Committee Members	Mary Woodward	27.11.2023	Completed
3	2.2	Forward link of most updated version 2023 Priorities list to Committee Members for updating with completed actions	Mary Woodward	ASAP	Completed
4	3.3	Generative AI Contact Chair of Te Ohu Whakahaere Ako for date of when Te Pūkenga AI guidelines will be made available	Marja Kneepkens	27.11.2023	Completed
Action List 27 November 2023					
5	3.1	Work with Student Body to ensure they continue to be regularly updated and kept informed	Marja Kneepkens	2024	
6	3.3	Forward draft Te Pūkenga Generative AI Position Statement to Committee Members to feedback on	Kim Davies	ASAP	Completed
7	3.3	Advise/remind/alert PTLs and kaimahi that AI guidance statements need to be added to 2024 assessment materials/information now and at the beginning of 2024	Marja Kneepkens	ASAP	
8	4.1	Forward 2023 Learning and Teaching Priorities document to Committee Members for final review and update	Mary Woodward	ASAP	Completed
9	5.1	Forward Whiria Te Ako Learning and Teaching Framework to Committee Members for information	Kim Davies	2024	
10	5.2	Agenda items for discussion at next meeting: - The work of the Committee moving forward, including updating and planning - Learning and teaching kaupapa, including an update of where at and what to do moving forward. Generative Artificial Intelligence recommendations.	Mary Woodward	2024	

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Back to agenda

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Item 5.4 Research and Ethics Committee Minutes tabled for receipt

Te Pūkenga t/a NMIT
<u>Research and Ethics Committee</u>
Minutes - Confirmed
Tue 13 June 2023, 1pm-2.30pm, room H127 or Zoom

Present:

Hamihi Duncan	Chair, Matauranga Māori
Susannah Roddick	Research Manager
Eric Buenz	Research Professor
Ellen Cieraad	Research Professor
Kirsten Coppell	Research Professor
Kiri Hunter	Pourangahau Māori
Mark Baskett	Creative Technologies, Committee member
Sobhan Akhavan	Aquaculture, Committee member
Stewart Field	Viticulture, Committee member
Mary James	Social Sciences, Committee member
Wendy Olsen	Business management, Committee member
Max Devon	President of Saniti, Student representative
Velma Vermaat	Secretary
Corina	Minute taker

Apologies: Eric leaving at 14.00
LINK TO FOLDER WITH ALL DOCUMENTS: Term 2 - Second meeting

Last Meeting Minutes and Committee matters

Hamihi welcomes all committee members and opens the meeting with a karakia.

Approval of the minutes of the previous meeting:

 Approved by Susannah Roddick, seconded by: Max Devon

Action points from last meeting:

Noted: Important to continue making kaimahi aware of Te Ara Tika as the framework that we use as a standard for current research applications. Velma to update Polly page and send email to Kaimahi, providing link to Te Ara Tika document. **Action (Velma): Revisit Annie's recording in 6 months' time.**

Action	Person responsible	Actioned Y/N
Category A/B clarification	RM	Susannah to contact CAMS
Susannah to contact ~~Protect the privacy~~ for email distribution of survey	RM	Y
Check with IT services that ~~Protect the privacy of natural persons~~ can be read by Kiri Hunter	Velma	Y
Add paragraph on External Research page on Ethics approval process	Velma	Y
Te ara tika paper to be sent to all staff	Velma	Revisit in Oct/Nov. Formal process to share.

Ethics applications
B01- ~~Protect the privacy of natural persons~~

- Kirsten provides overview of the application. Good example for future proposal/application. 'Survey in context of the festival'. Equity of access '10-minute questionnaire'.

Questions/comments:

- Long survey. Can it be completed in 10 minutes? Could the time be adjusted?
- ▮▮▮▮▮ to ask for feedback.
- Could the survey be tested for the length of the questionnaire.
- 'Great questions and very good survey'. Real time perspective, review time of survey. Discussion regarding process for survey draw. Velma as coordinator will have access to the survey monkey details, will unlike details to ensure anonymity.   ▮▮▮▮▮ confirmed that she will change the survey timing to '10 to 15 minutes.

Approved as unanimously. Approved by Sobhan Akhavan, seconded by Kirsten Coppell

B02-▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

- Kiri met with ▮▮▮ and reviewed the application. ▮▮▮ took on the review criteria. This is the second stage of her research; she has completed literature review. Participation info sheet, results from the survey will provide the basis for the questions.

Questions/Comments:

- Compliments to the research setup; Good topic to be researching to what extend whānau support is provided;
- Question whether the survey covers present and past students; a bit of ambiguity in the information sheets. Committee agrees that reference to commencement dates not relevant, if the survey is applicable to current students.
- Feedback to Sue: provide clarity on whether survey is done among current students then specifying period not required.
- Wendy: from the participant info sheet "identified inclusion criteria is at least one semester as a current learner at NMIT in the period from Jan 21 to first half of 2023".
- Mary: appreciated thought that an alternative interviewer could be provided for Ākonga instead of researcher.

Approved by Susannah, seconded by Mary James.

Acting Research Manager's Report:

High level report: TEP nationally overview on degree teaching. Statement of performance expectations.   'Degree teaching staff'

Restructure consultation in process.

Thank you to Velma for external Research webpages update. The page has also been bumped up and can be accessed from the main NMIT webpage.

Susannah meets fortnightly for 30 min with other Research managers from WITT/UCOL/WWW.

Ellen asks if already clarity if Research under Te Pūkenga will fall under Ako or ACLS? Susannah responds: "Still unclear. More clarity, hopefully, in September."

Discussion topics:

Te Matarau Whānui; Te Pūkenga Ethical Framework – Draft

- Hamihi asks the meeting for their thoughts. In Te Pūkenga how will this look within the overarching structure. Currently in the Socialisation stage with meetings coming up to learn more about the framework and give feedback.
- Kirsten: it's good there will be one overarching document for the whole organisation.
- What does this look like in your domain, discuss in fortnightly meetings.   Planned approach, living document.
- For now, continue to use Te Ara Tika until we know more.
- **Action (Susannah): check what other business units have done and how much this has been circulated and report back.**

Research Output/PBRF updates:

- Until new guidelines come through, no real updates required at this time.
- Ellen: Start preparing for 2025 PBRF round by reviewing processes.
- Mark: Will the changes under Te Pūkenga affect the use of ROMS (UNITEC System)?

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- Ellen responds: ROMS is currently the database that Unitec developed and that many of the other Business units are using. So for now we continue to use it unless advised otherwise.

External collaboration/Research Contracts:
- None worked on over the last month.
- External contracts for external partners related to Animal Ethics Committee coming up for renewal end of this year. Velma will keep committee informed.

Other Business
- Hamihi thanks Corina for taking minutes since Velma working from home with a headcold.
- Mary asks about her request from last meeting to get more guidance on Rangahau and ethics.
- When Kiri took on the role of Pourangahau, Nicole has specified the role further to provide support and guidance to kaimihi who want to work on rangahau individually. Presenting a hui for kaimihi overall is out of scope at present.
- Hamihi: Would there be scope for more of an educational role when ██████ returns from maternity leave?

Meeting finished: 14.02

Action points from the meeting:

Action	Person responsible	Actioned Y/N
Te Pūkenga Te Matarau Whānui Framework: check what other business units have done to 'socialise'	Susannah	
Te ara tika recording by Annie: Formal process to ask permission to share; or re-record.	Velma	Revisit in Oct/Nov.
Start preparating for 2025 PBRF round: review processes	Research & Innovation Office	tba

Te Pūkenga t/a NMIT
Research and Ethics Committee
Minutes Confirmed
Tue 5 September 2023, 1pm-2.30pm, room H127 or Zoom

Present:

Hamihi Duncan	Chair, Matauranga Māori
Ellen Cieraad	Research Professor
Kirsten Coppell	Research Professor
Kiri Hunter	Pourangahau Māori
Stewart Field	Viticulture, Committee member
Mary James	Social Sciences, Committee member
Wendy Olsen	Business management, Committee member
Max Devon	President of Saniti, Student representative
Velma Vermaat	Secretary/Minute taker

Apologies:

Susannah Roddick	Research Manager
Eric Buenz	Research Professor
Sobhan Akhavan	Aquaculture, Committee member
Mark Baskett	Creative Technologies, Committee member

LINK TO FOLDER WITH ALL DOCUMENTS: Term 3 - Statutory meeting

Last Meeting Minutes and Committee matters
R&EC Meeting - 2023 Term 2 June - Minutes Draft

Approval of the minutes of the previous meeting:

Approved by Mary James, seconded by: Kiri Hunter

Action points from last meeting:

Action	Person responsible	Actioned Y/N
Te Pūkenga Te Matarau Whānui Framework: check what other business units have done to 'socialise'	Susannah	Y
Te ara tika recording by Annie: Formal process to ask permission to share; or re-record.	Velma	Revisit in Oct/Nov.
Start preparing for 2025 PBRF round: review processes	Research & Innovation Office	TBD

Ethics applications
B04 ███████████████████

- No ethics approval needed from DOC, own internal processes;
- Company administers survey, but as ████ wants to use the results for her own research, she decided to put it through the
- National roll-out: aiming for 1200 respondents

Questions/comments:

- Kiri: how many respondent? Ellen: more than 400, 340 completed; 100 did not attend; 200 attended; 100 looked at the artwork;
- Mary James: Complementary to Te Ramarao survey, good add on and for the region; Questions and inform policy on how we light our neighbourhoods;
- Kiri: well thought out and comprehensive survey;
- Mary: Considering different groups of people to also address safety concerns, this will be a good research;
- Email from ████████ kept
- Wendy: relating to question, looking up ██████ should be changed, since we are in spring.

Approved unanimously.

Ethics approvals MGT811 and RES904 Term 1 2023

Approved unanimously.

However, a discussion arose, indicating the template is difficult to use and the students need a lot of guidance to apply for REA. The committee discussed this issue at length (also in Other Business a request by Bradley for a template to assist students with conducting on-line surveys).

The conclusion was:

- A need for more clarity and a process on Research guidance and design;
- Development of templates to assist both students and researchers to conduct either interviews or surveys;

Action points:

- **Velma to contact coordinators of different programmes what templates are currently being used;**

- **Kirsten & Velma to review templates and work with coordinators to make these available to students;**
- **Programme coordinators to work on process to support student and supervisors with Research Design.**

Acting Research Manager's Report:
Susannah is away on holiday;

Discussion topics from Management Report:
Ellen: There will be a third Internal Research Funding Round; 22 September is deadline.

Kirsten: Research Hui on Thursday 26 October; announced among all staff and Saniti will do a Promo to students.

Research Output/PBRF updates:

TEC Consultation on PBRF 2026 Guidelines:

- [Overview of changes to the TEO Guidelines.pdf](#)
- [Draft-TEO Guidelines-PBRF 2026.pdf](#)

Overall discussion on changes and processes of 2026 PBRF round

Quite a lot of changes, mostly in favour of ITPs; increasing focus on impact and ramifications of research will help us at Te Pūkenga doing Applied research. Stronger focus. However, this will not weight equally. At the heart is still publication as examples of research excellence. Work for Research Office will be very large to prepare research portfolios. Either through Rangahau research forum or personal feedback. It seems they have taken on board previous feedback on consultation rounds. Bigger question: how is te Pūkenga going to organise this PBRF round?

Hamihi: How many individuals were involved in the last PBRF round?

Ellen: 19 people submitted; but money goes to Research funding overall. 18 got a ranking; in 2022, we asked 30 people to put a portfolio together as a trial; depending on Research Output.

Definition of emerging researcher has changed; anybody who does their significant research, not necessarily needs to have a PhD level;

Ellen offers to provide a workshop/presentation at next REC meeting; **(Action: Ellen)**

External collaboration/Research Contracts:
N/A

Animal Ethics Committee
Overview of new applications submitted to the AEC (September 2023)

At the time of the meeting, Sobhan is attending an Animal Ethics Symposium in Adelaide. Velma provides some further information and an overview of the recent approved applications by partnering organisations.

Other Business
- **Change of [Policy](#) and [Procedure](#) for Supervision of Student Research**

Wendy: This is only Level8 and Level9, so it excludes undergraduate and Level 6.

R&EC members are happy with the Policy and Procedure as they are presented.

- **Request by Applied management Coordinator for guidelines and a template for REA Surveys; proposed [template](#) can be found here.**

See earlier discussion under Agenda point 2. Kirsten and Velma to organise small working party.

Action: Kirsten and Velma to review templates and information sheets; and work with coordinators to make these available to students;

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Meeting finished: 14.30

Action points from the meeting:

Action	Person responsible	Actioned Y/N
review templates and information sheets for REA	Kirsten & Velma	N; Mid-January
contact programme coordinators to check what emplates are currently being used	Velma	Mid-January
PBRF Round 2026 guidelines; further explanation	Ellen	At Nov meeting
Te ara tika recording by Annie: Formal process to ask permission to share; or re-record.	Velma	Revisit in Oct/Nov.
Start preparing for 2025 PBRF round: review processes	Research & Innovation Office	tba

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