

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee  
3.15pm Wednesday 25 October 2023, Room M306 and via Microsoft Teams

**Present:** Kim Davies Chair, Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager, Max Devon NMIT Student, Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting), Trisha Krishnasamy Curriculum Area Manager, Jackie Rees Quality Enhancement Manager (non-voting), Susannah Roddick Curriculum Director Teaching and Learning, Chanelle Taylor Programme Team Lead SASM, Victoria Whitmore Curriculum Area Manager (left 4.20), Pam Wood Curriculum Area Manager (left 4.11pm), Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

**Apologies:** Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Marja Kneepkens Curriculum Director Teaching and Learning, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager.

1. Welcome, Apologies, Notices

Kim Davies opened the meeting and welcomed Members. She advised:

- Apologies received from Nicole Akuhata, Scott Bailey, Reid Carnegie, Marja Kneepkens, Soraya Paki Paki, Rae Perkins.

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 6 September 2023 - Open

60/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 6 September 2023 - Open be confirmed as a true and accurate record.

Pam Wood / Max Devon  
**CARRIED**

2.2 Action Items of NMIT Academic Committee Meetings

Action Item 2 –On behalf of the Committee send acknowledgement of resignation to Sarah Fraser.

It was advised:

- This action had been completed.
- Correspondence nominating another ASM to join the committee has been received.

**ACTION**  
**Kim Davies**

Advise at next CAM meeting that looking for a new ASM Committee Member  
Follow-up with nominated ASM

2.3 Matters Arising

2.3.1 Advised Correction of Programme/Qualification Title and Programme Number NZ Diploma in Web Development and Design (Level 5) 121292 Presented for Approval 19 July 2023

It was advised that the NZ Diploma in Web Development and Design (Level 5) 12192 Programme Summary (New and Discontinued) presented for approval to the 19 July 2023 Committee meeting had the incorrect programme and qualification title and the incorrect programme number recorded. This has now been updated and NZQA has confirmed the correct programme version was discontinued.

2.4 Correspondence Schedule

61/23 **RESOLVED** that the inwards correspondence be received.

Max Devon / Trisha Krishnasamy  
**CARRIED**

62/23 **RESOLVED** that the outwards correspondence be endorsed.

Max Devon / Trisha Krishnasamy  
**CARRIED**

3. Academic and Quality

### 3.1 Academic Development Status Report as at 12 October 2023 tabled for information

It was noted that:

- Type 2 changes to be submitted to NZQA after the sub-degree 8 October 2023 deadline date:
  - Vocational Pathway (NCEA 2) (Service Industries)
  - NZ Cert in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping.
- NZQA have indicated they have capacity to work with NMIT to progress these approvals in good time and there is confidence that they will be in place for January 2024 delivery.

### 3.2 Course and Programme changes tabled for endorsement

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

Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132]	07.09.23	07.09.23	17110	20 February 2023
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#### Rationale for change/s

Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maiooro. As identified in the programme area's self-assessment process, the area has transitioned the majority of Postgraduate courses from 3 assessments to 2. This is response to ākonga, tutor, degree monitor and external moderation feedback. Effective assessment of the learning outcomes is highly achievable within 2 assessments, and they are redesigning and pre-moderating new assessments prior to delivery.

#### Description of changes:

##### Programme Regulations:

- Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maiooro | Educational Regulatory Framework replace the NMIT Academic Statute.
- The Te Pūkenga Ākonga Concerns and Complaints Policy replaces the NMIT Formal Complaints Resolution Procedure.
- The Te Pūkenga Ākonga Appeals Policy replaces the NMIT Student Academic Appeals Procedure.
- Other NMIT policies and procedures modified to align with Te Kawa Maiooro
- S34 Ākonga Research – minor update to reflect current process for supporting research and align with Policy and Procedure wording

##### Course Descriptors:

- **IBS804 Managing in a Globalised World** Error correction in document. Ebs assessment changes made in line with 3v6 dated Nov 2021, but course descriptor not updated to reflect reduction from 3 assessments to 2

ASSESSMENTS			
Basis of assessment		Achievement based assessment	
Assessment		Learning outcomes	% weightings
Assessment 1		1 - 45	4030%
Assessment 2		1 - 5 3,4	6030%
Assessment 3	3-5	40%	

#### NZQA Type 1 Changes

- **Master of Applied Management; Postgraduate Diploma in Applied Management; Postgraduate Certificate in Applied Management.** Section 25 Course Result Key – addition of DNC Did Not Complete result to AC-NMIT-06
- **Master of Applied Management.** Graduate Profile to Assessment Mapping updated for RES904 Research Thesis

##### Course Descriptors:

- **RES904 Research Thesis** Request to update assessment information submitted in Nov 2021 but not actioned at the time. First delivery of RES904 in Semester 1 2023.

ASSESSMENTS			
Basis of assessment		Achievement based Assessment	
Assessment		Learning outcomes	% weightings
Assessment 1		1, 24	2520%
Final Report		1 - 3	7560% (min 50%)
Assessment 3	3, 4	20%	

Master of Applied Management [123125] Postgraduate Diploma in Applied Management [123129] Postgraduate Certificate in Applied Management [123132]	07.09.23	07.09.23	17110	20 February 2023
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#### Rationale for change/s

Following a review of the programme in response to feedback from ākonga and Learner Services, the decision has been made to update the Special Assessment Circumstances relating to the PG Cert, PG Dip and Master of Applied Management to align with the provisions of the Te Pūkenga Te Kawa Maiooro | Educational Regulatory Framework (TKM). The Recognition of Academic Credit information has also been updated to remove any existing limits on credit available in line with TKM.

#### Description of changes:

- NZQA Type 1. Removal of RAC limit to align with Te Kawa Maiooro.

#### Programme Regulations:

- S16 Entry Requirements – removal of COVID-19 wording
- S17 Recognition of Academic Credit – combined and simplified information previously in this section under heading Applied Management Elective Credit Awarded Through RAC and Recognition of Academic Credit section. Removal of information on RAC for arrangements for PG Dip Business Enterprise. Applications to be considered on case-by-case basis.
- S28 Special Assessment Circumstances – amended to align with Part 6 TKM and wording in Bachelor of Accounting and Bachelor of Commerce programmes. Inclusion of one resit/resubmission per assessment with no minimum percentage requirement. Inclusion of Course Reassessment opportunity. Assessment Concession added as per wording in TKM.

### CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

New Zealand Certificate and Diplomas in IT (Level 5)	01.08.23	02.08.23	16015	17 July 2023
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**Rationale for change/s:** Review of courses for semester 2 delivery requested by Curriculum Area: Updates to assessments for several courses, LO error correction WEB502, amend course completion requirements and add resits/resubmissions to Special Assessment Circumstances.

#### Description of changes:

- Assessment changes in courses DAT502, SDV502, SYD502, WEB504, WEB502
- Error correction of Learning Outcomes in course WEB502 (LO 3 & 4)
- Add 'Meet all Learning Outcomes' to all course descriptors
- Amend resit/resubmission to one available for each genuinely attempted assessment

STAR Service Industries Short Courses	04.10.23	05.10.23	051023	1 January 2024
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#### Rationale for change/s:

Version of unit standards in these courses are expiring in Dec 2023 and need to be updated to the latest versions. It was confirmed by Programme Lead Specialist that assessment packs for these new versions have been purchased and moderated by ServiceIQ.

#### Brief description of change/s:

#### STAR BAR202 Bar Services Mocktails

##### ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
21057	Prepare, construct, and garnish mocktails for the hospitality industry	1	2	45	112
Total DAS Credits in the Course:			2		

#### STAR CAF202 Cafe Service Table Service

#### ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
14434	Prepare and clear areas for table service for a commercial hospitality establishment	2	3	<del>78</del>	112
Total DAS Credits in the Course:			3		

#### STAR COF203 Barista Coffee

##### ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision.	2	4	<del>910</del>	112
Total DAS Credits in the Course:			4		

#### STAR COK201 Cookery Patisserie and Baking

##### ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
13272	Cook food items by baking	2	2	<del>56</del>	112
Total DAS Credits in the Course:			2		

#### STAR COK302 Cookery Gourmet to Go

##### ASSESSMENT STANDARDS

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
13282	Prepare, assemble, and present complex sandwiches for service in a commercial kitchen	3	2	<del>56</del>	112
Total DAS Credits in the Course:			2		

#### ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

Maritime Operations – Skipper Restricted Limits	07.09.23	07.09.23	15103	1 January 2023
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##### Rationale for change/s

Unit standard 12310 is no longer meeting the requirements of the programme for Skipper Restricted Limits. The increase from 2 to 5 credits in the current version 6 (from 20 hours to 50 hours of learning) makes it too large for the programme and difficult to meet the other learning outcomes. Award of the qualification NZ Certificate in Domestic Maritime Operations (Restricted Limits) (Level 4) leads to the award of the Skipper Restricted Limits Certificate of competency from Maritime New Zealand; MNZ do not require unit standard 12310 for this licence. Ākonga assessed against the learning outcomes continue to meet all Graduate Profile Outcomes mapped to this course and MNZ licencing requirements.

##### Description of changes:

- Course EXT302 Fire Extinguisher Training and Fire Prevention. Remove optional unit standard 12310, Demonstrate knowledge of fire prevention and limitation and extinguish small fires on-board a vessel.
- Version change to 15103

##### Programme Regulations:

- S2.7 Schedule of Changes and Appendix 1 Graduate Profile and Assessment Map – remove US12310
- Course Descriptors: EXT302 Fire Extinguisher Training and Fire Prevention (and EXT302A self-funded) - remove US12310

New Zealand Diploma in Engineering (Level 6)	07.09.23	07.09.23	15105	17 July 2023
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##### Rationale for change/s

Type 1 change, to follow changes by VEE.NZ (previously NZBED) National Curriculum Document, to version 5 (Sept 2022). Te Pūkenga have processed a Type 2 change for all divisions with accreditation to deliver the NZDE L6 (programme number 118501); this will become the unified programme. VEE.NZ will cease to exist on November 30th and qualification ownership will go to Te Pūkenga or the WDC.

**Description of changes:**

Type 1 changes to follow Type 2 change by VEE.NZ (previously NZBED) National Curriculum Document, V5 (Sept 2022).

- DEC421 now DEC528 Civil Materials: raised to L5, name change, change to course aim, changes to LOs, changes to indicative content, change teaching hours/learner managed hours from 90-60 to 75-75, assessment changes
- DEC422 now DEC529 Land Surveying 1: raised to L5, change teaching hrs/learner managed hrs from 90-60 to 75-75
- DEC523, name change to DEC530 Fluid Mechanics (Civil)
- DEC524 now DEC531 Highway Engineering 1: change to course aim, changes to LOs, changes to indicative content, assessment changes
- DEC622 now DEC630 Highway Engineering 2: change to course aim, changes to LOs, changes to indicative content, assessment changes
- DEC526 now DEC632 Structures 2: change to level (raised to L6, co-requisite removed, change teaching hours/learner managed hours from 90-60 to 75-75, change in course aim, change to LOs, change to indicative content, assessment changes
- DEC623 Traffic Engineering: change recommended pre-requisites and co-requisites

**Programme Regulations:**

- Version change to 15105
- Update section 4.4 Completion requirements to reflect changes of courses
- Update from NZBED to VEE.NZ, including structure update of VEE.NZ.
- Remove NZBED logo, insert VEE.NZ logo.
- Change Version 4.1 of VEE.NZ document to Version 5

**FOUNDATION STUDIES**

<b>Vocational Pathway (NCEA L2) (Service Industries) [127651]</b>	n/a	28.09.23	22100	20 February 2023
<b>Description of changes:</b> <ul style="list-style-type: none"> <li>• Unit standard version information updated to indicate the range of possible unit standard versions applicable to the course. This resolves issues arising from rolling intakes and expiring US versions.</li> </ul>				

**BULK 3V6 – ALL AREAS**

Refer appendix	n/a	29.09.23	Refer appendix
<b>Rationale for change/s:</b> 2023 rollover updates			
<b>Description of changes:</b>			
<ul style="list-style-type: none"><li>• <b>NZQA Type 1.</b> Those programmes in Appendix 2 with changes to Course Result Keys to add Did Not Complete (DNC) result to course grade key to align with Te Kawa Maioorooro Grade Key “Other grades”.</li><li>• No version changes</li></ul>			
<b>Programme Regulations:</b>			
<ul style="list-style-type: none"><li>• Updates to relevant policies and procedures to align with Te Kawa Maioorooro - Educational Regulatory Framework, including removal of references to NMIT Academic Statute</li><li>• Addition of Te Kawa Maioorooro cover note</li><li>• Template wording/formatting/error correction changes where applicable</li><li>• Refer Appendix 1 and Appendix 2.</li></ul>			

**Appendix 1: Programme Document Rollovers NMIT Class 1**

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Bachelor in Career Development	122147-4	17109	13/02/23	H&W
Bachelor of Computer Generated Imagery	123936-3	18104	20/02/23	CT&SI
Foundation Skills - Introduction to Career Pathways L2	127340	22101	07/02/23	FS
Foundation Skills in Sport, Recreation and Coaching L2	127343	22100	07/03/23	FS
Graduate Diploma in Computer Generated Imagery	123937-3	18104	20/02/23	CT&SI
Graduate Diploma in Information Technology	106817-3	08222	20/02/23	CT&SI
NZ Certificate in Manaaki Marae - Te Kauta, Te Wharekai (Kaupae 2)	124393	18100	11/02/23	MM



Programme/s	PoS number	Version	Applicable from	Curriculum Area
NZ Diploma in Horticulture Production (Level 5) Fruit Production (Wine Growing strand)	124077-2	22100	25/01/23	PF&EI
NZ Certificate in Hospitality (Level 2)	127348	22100	07/02/23	FS
NZ Certificate in Automotive Electrical Engineering (L4)	124624	18100	01/01/23	EC&I
NZ Certificate in Automotive Engineering (L3)	122067	17101	21/02/23	EC&I
NZ Certificate in Beauty Therapy (L4)	125161-2	18105	20/02/23	CT&SI
NZ Certificate in Construction Trade Skills (L3)	122136-2	17102	20/02/23	EC&I
NZ Certificate in Engineering Fabrication (Trade) (L4) with strands	124626	18100	01/01/23	EC&I
NZ Certificate in Foundation Skills L1	122429-2	17102	20/02/23	FS
NZ Certificate in Foundation Skills L2	121295-2	16104	20/02/23	FS
NZ Certificate in Heavy Automotive Engineering (L4) with strands	122677-2	17103	01/01/23	EC&I
NZ Certificate in Light Automotive Engineering (L4)	122560	17101	01/01/23	EC&I
NZ Certificate in Mechanical Engineering (Pretrade) (L3)	122409-2	17102	20/02/23	EC&I
NZ Certificate in Mechanical Engineering (Trade) (L4)	124625-2	18100	01/01/23	EC&I
NZ Certificate in Music (L4)	123837	18103	20/02/23	CT&SI
NZ Certificates in English Language (L3-L5)	124140/ 142/143	18104	20/02/23	FS
NZ Diploma in Animation (Level 5)	123844-2	18103	20/02/23	CT&SI
NZ Diploma in Animation (Level 6)	123845-2	18103	20/02/23	CT&SI
NZ Diploma in Beauty Therapy (L5)	125161-2	19104	20/02/23	CT&SI
NZ Diploma in Engineering (Civil) L6	118501-4	15104	20/02/23	EC&I
NZ Diploma in Music (L5)	123839	18103	20/02/23	CT&SI
NZC Cellar Operations L4	124335	18101	03/01/23	FS
Paetahi Tumu Korero Bachelor of Counselling	124184-2	18104	13/02/23	H&W

## Appendix 2: Programme Document Rollovers NMIT Class 2, NZQA Type 1

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Aeronautical Engineering (Level 4)	121918-2, 121926-2, 121927-2	17105	20/02/23	EC&I
Aeronautical Engineering Fundamentals Micro-credential	127353	22100	09/01/23	EC&I
Aeronautical Maintenance Fundamentals Micro-credential	127354	22100	07/03/23	EC&I
Certificate in Marine Engineering Class 5 and Class 6	199066-4	15101, 150616	20/02/23	EC&I
Certificate in Superyacht Crewing (Level 3)	119042-3	15101	01/01/23	EC&I
Diploma in Fishing Vessel Operations - Mate Fishing Vessel Unlimited/Skipper Fishing Vessel Unlimited	119527-2	16101	20/02/23	EC&I
Diploma in Marine Engineering Class 3 and Class 4	118032-3	15102	20/02/23	EC&I
Diploma in Nautical Science (L6)	122135-2	17101	20/02/23	EC&I
He Ara Matatau SafePlus Assessor Micro-credential	127425	22100	26/04/23	AB
Maritime Crewing - STCW Able Seafarer Deck / Able Seafarer Engine / STCW Electro-technical Rating	120127	16100	20/02/23	EC&I
Maritime Crewing - STCW Deck Watch Rating / STCW Engine Watch Rating	120126	16100	20/02/23	EC&I
Maritime Operations - Skipper Coastal Offshore	119054	15101	20/02/23	EC&I

Maritime Operations - Skipper Restricted Limits	118033-2	15102	01/01/23	EC&I
Maritime Operations- Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal	119055	15101	20/02/23	EC&I
Maritime Operations- Skipper Fishing Vessel Limited/ Master 500t Near Coastal	119056	15101	20/02/23	EC&I
NZ Certificate in Horticulture (General) (Level 3)	120916-2	16102	20/02/23	PF&EI
NZ Certificate in Carpentry L4	122068	17102	01/01/23	EC&I
NZ Certificate in Hairdressing (Emerging Stylist) L4	120661-2	16105	20/02/23	CT&SI
NZ Diploma in Fishing Vessel Operations (L6)	119527-2	16101	20/02/23	EC&I
NZC Cellar Operations L3	122508	17101	01/01/23	FS

**63/23 RESOLVED** that the Course and Programme Changes be endorsed.

Chanelle Taylor / Pam Woods  
**CARRIED**

#### 4 Te Pūkenga

##### 4.1 Transition

It was noted:

- Transition conversations are continuing to increase including those with ACLS
- Te Poari Akoranga have approved the template which Business Divisions will use to summarise their Academic Committee key points and potential risk.
- A number of business divisions have ceased their Academic Committee although they may have subcommittees operating.

##### 4.2 Unified Programmes

###### 4.2.1 New Programme Summaries tabled for approval

- NZC Marine Engineering Class 6 (Level 4) Unified
- NZC Marine Engineering Class 5 (Level 5) Unified
- NZC Domestic Maritime Operations (Restricted Limits) (Level 4) Unified
- NZC Maritime Crewing (Level 3) with a strand in Superyacht Crewing Unified
- NZC Construction Trade Skills (Level 3) Unified
- NZC Mechanical Engineering (Level 3) Unified

It was noted that:

- NMIT have been actively engaged in the consultation process for these programmes.
- As programmes are not currently approved enrolments will be on to old programmes until approvals received.
- Courses will be 100% portfolio assessment.
- Fees are still to be determined.
- Potentially edits could still come from WDCs and NZQA.

**64/23 RESOLVED** that the New Programme Summaries for NZC Marine Engineering Class 6 (Level 4) Unified, NZC Marine Engineering Class 5 (Level 5) Unified, NZC Domestic Maritime Operations (Restricted Limits) (Level 4) Unified, NZC Maritime Crewing (Level 3) with a strand in Superyacht Crewing Unified, NZC Construction Trade Skills (Level 3) Unified, NZC Mechanical Engineering (Level 3) Unified be approved

Chanelle Taylor / Pam Woods  
**CARRIED**

#### 5 Reports from Committees and Working Parties

##### 5.1 CARTL Graduation Readiness Summary Report tabled for information

It was noted:

- For Marlborough graduation – Tuesday 12 December 2023:

- RCM minutes for ākonga completing qualifications in 2023 to be uploaded to Sharepoint for approval by 28 November 2023.
- Awards for ākonga completing qualifications in 2023 to be uploaded to Sharepoint by 4 December 2023.
- For Nelson graduation – Friday 15 December 2023
  - RCM minutes for ākonga completing their qualifications in 2023 to be uploaded to Sharepoint by 30 November 2023.
  - Awards for ākonga completing qualifications in 2023 to be uploaded to Sharepoint by 6 December 2023.
- Other results can be processed slightly later but will need to be available for ākonga to ensure they are able to continue 2024 study.
- An information meeting will be scheduled for Academic Administrators, BSCs, PTLs and CAMs.
- Graduates not attending graduation will be able to collect their awards from 18 December 2023.

Outstanding course results as at 11 October 2023

It was noted:

- The increasing number of outstanding results and the need to monitor these more closely.
- Any outstanding results required for ākonga finishing their qualification at the end of the year could jeopardise their award being approved in time for graduation.
- Programme Areas need to ensure that outstanding results are cleared within the next couple of weeks.
- Weekly outstanding results reminders will be sent to the Academic Administration team.

## 5.2 Academic Standards + Quality Committee

The minutes of the Academic Standards + Quality Committee Minutes Meetings of 19.9.2023 and E-Meetings of 2to4.10.2023 were received.

## 5.3 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meetings of 14.8.2023, 19.9.2023 and E-Meetings of 26.7.2023, 30.8.2023, 11.9.2023 were received.

## 5.4 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meetings of 28.8.2023 were received.

## 6 Late Item

- 6.1 NMIT Ākonga Appeals Procedure tabled for discussion
- Te Pūkenga Ākonga Appeals Policy tabled for information
- Te Ohu Whakahaere Appeals May 2023 tabled for information

It was advised:

- The NMIT Ākonga Appeals Procedure, which will sit alongside the Te Pūkenga Ākonga Appeals Policy, was tabled for approval at the 12 October 2023 meeting.
- As quorum was not reached the procedure was then tabled for approval via e-vote.
- Quorum was met 18.10.2023 via e-vote; eight of the nine Members, who voted, approved the procedure.
- One Member voted not to approve the procedure noting that the “Appeals Panel has no Ākonga representative member, this should be a requirement.”
- Following discussion between the Chair and the Member it was agreed that the procedure would be brought back to the Committee for further discussion.

The Member noted:

- Their belief in the importance of having ākonga representation on the appeals panel:
  - To address power imbalances
  - To have ākonga at the centre of the process – “where are we in the system”
  - For ākonga to see themselves on the panel
  - If following natural justice to have a panel of peers.



- That this was not a question of integrity but of the intention that ākonga are at the centre of the process.
- Just because it may be difficult doesn't mean it is not worth doing – "how we can make this happen"

Discussion focussed on:

- To include the requirement to appoint ākonga to appeal panels in the NMIT Ākonga Appeals Procedure would be outside the requirements of the Te Pūkenga Ākonga Appeals Policy which does not have provision for ākonga as appeal panel members.
- The logistics of ākonga representation on the appeals panel – learning/training, timeliness, the pool of ākonga available, the amount of work/time involved.
- NMIT has a strong learner voice and student association environment which may not be able to be replicated by other business divisions.
- Upholding the 18.10.2023 approval by the Academic Committee of the NMIT Ākonga Appeals Procedure with an action to be taken by the Committee Chair to explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga.

Following discussion, it was agreed that:

- The 18.10.2023 approval by the Academic Committee of the NMIT Ākonga Appeals Procedure will be upheld.
- The Committee Chair to take an action to explore channels for raising concerns, with Te Pūkenga, about the lack of ākonga representation on appeal panels.

**ACTION**

**Kim Davies**

Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga

## 7. 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.
8.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 6.9.2023	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)

9.1	Action Plan – NZD Web Development and Design	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)
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Meeting Closed 4.15pm

#### Academic Committee Action List – 25 October 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	25.10.2023	Completed
		To be revisited when the new Te Pūkenga work plan is released, refer agenda item 4.2			
Action Items 19.07.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	25.10.2023	Completed
3	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	22.11.2023	25.10.2023 – SR to provide update after next R+EC meeting
Action Items 06.09.2023 – Open					
4	3.1b	Learner Voice Report Arrange for QEM to access of ‘Have Your Say’ feedback data with Student Relationships Coordinator	Julie Bytheway	25.10.2023	Completed
5	4.1.5	Academic Development Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting	Rae Perkins	25.10.2023	Completed
		NZABE have put forward a programme committee structure proposal for the unified accounting degree. This has been challenging, as this is the first unified degree to be deployed without an organisational structure in place and there is no guidelines for what this should look like. The proposal is sitting with the Quality team at Te Pukenga, and we are awaiting feedback.			
6	5.4	Head of Learner Services Update Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members	Julie Bytheway	25.10.2023	Completed
		All Pastoral Doc available online Publications   Te Pūkenga – New Zealand Institute of Skills and Technology (xn--tepkenga-szb.ac.nz), including tepūkenga.ac.nz/assets/Publications/Self-review-report-2022.pdf (xn--tepkenga-szb.ac.nz)			
Action Items 25.10.2023 – Open					
7	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	
8	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	22.11.2023	