

OPEN

CONFIRMED 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 that:

- 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 Vocational 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	
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