NMIT Academic Committee Meeting – 14 September 2022 – Open

Room M306 NMIT Nelson Campus – Wednesday 14 September 2022 3.15PM

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7. 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 Ōritetanga, Teaching and Learners (Executive Director responsible for Programmes and Delivery (or delegate)), Director of Academic + Quality (Academic Integrity Team Leader), Academic Advisor, Director Teaching + Learning (Curriculum Director), Acting Director – Marlborough (Director – Marlborough), Quality Enhancement Manager, Director of Ōritetanga + Māori Relationships (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.
8.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 30 August 2022	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	Academic Contracts as at 06 September 2022	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)

OPEN
DRAFT Minutes of a meeting of the Academic Committee
30 August 2022 at 03.00PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Nicole Akuhata Director Ōritetanga and Māori Relationships, Bradley Hannigan Principal Academic Staff Member, Alison Hart Manager SANITI (proxy for Max Devon NMIT Student), Marja Kneepkens Director Teaching + Learning, Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry, arrived 03.25PM), Darcy Liddell Quality Enhancement Manager, Susannah Roddick Project Lead (proxy for Pam Wood Acting Director – Marlborough), Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices
   Kim Davies opened the meeting and advised:
   - apologies had been received from Chanelle Taylor Programme Lead Specialist, Sarah Fraser Principal Academic Staff Member, Max Devon NMIT Student, Silvia Gassebner Team Leader Curriculum + Academic Registry, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Pam Wood Acting Director – Marlborough, Dan Hall NMIT Student
   - Susannah Roddick Project Lead was attending as proxy for Pam Wood, Shine Kelly Academic Advisor was attending as proxy for Silvia Gassebner
   - this was Darcy Liddell's last Committee meeting as she has resigned her role as Quality Enhancement Manager at NMIT. The Committee Members acknowledged her contribution to the Academic Committee and the wider NMIT community

2. Administrative
   2.1 Minutes of NMIT Academic Committee Meeting 20 July 2022 – Open
       78/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 20 July 2022 – Open be confirmed as a true and accurate record.

       Marja Kneepkens/Bradley Hannigan
       CARRIED

   2.2 Minutes of NMIT Academic Committee E-Meeting 10 to 11 August 2022 – Open
       79/22 **RESOLVED** that the minutes of the NMIT Academic Committee E-Meeting 10 to 11 August 2022 – Open be confirmed as a true and accurate record.

       Marja Kneepkens/Kim Davies
       CARRIED

       ACTION
       Mary Woodward
       Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website

   2.3 Action Items of NMIT Academic Committee Meetings
   Action Item 1 – Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report
   Review Course Result Spot-Check List for 2022; Develop an Award spot-check process
   - As Silvia Gassebner was not present this action was deferred to the 14 September 2022 meeting
   Action Item 4 – Sector Updates Update agenda items with descriptive commentary
   - Kim Davies requested this item be deferred to the next Committee meeting

Action item 5 – Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time
- Kim Davies requested this item be deferred to the next Committee meeting

26.08   Correspondence Schedule
           80/22 **RESOLVED** that the inwards correspondence be received.

                                        Susannah Roddick/Marja Kneepkens
                                                              CARRIED
           81/22 **RESOLVED** that the outwards correspondence be endorsed.

                                              Kim Davies/Marja Kneepkens
                                                              CARRIED

3. Academic and Quality
    3.1   Academic Development Tracking Report
    The Committee reviewed the Academic Development Tracking Report. Kim Davies advised that:
    - the majority of programme change work is on track
    - four micro-credentials are in progress
      - He Ara Matatau – SafePlus Assessor Micro-credential
      - Applied Research Micro-credentials x 3
    - two sub-degree programmes are to be added for approval of delivery sites

                                                                 Action
                                                              Kim Davies
              Follow-up with Ellen Cieraad regarding approval of the Applied Research Micro-credential
                                                                    costings

    3.2   NMIT Operating + Financial Parameters (OFP) Report
    The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Kim Davies advised that the report summarised the recent development projects sent to Te Pūkenga for approval.

    3.3   Operationalisation of Te Pūkenga Unified Programmes
    Kim Davies gave an overview on the work being done by NMIT on the operationalisation of Te Pūkenga unified programme development. She advised that:
    - ten unified programmes are currently going through the consultation process
    - the Academic Delivery and Innovation Team is reviewing policies and procedures linked to Te Kawa Maiooororo – Te Pūkenga Academic Regulatory Framework which will be sent out for consultation in September
      - lunchtime sessions will be set up for NMIT staff to review the framework documents

    3.4   Approvals
    3.4.1   Micro-credential Development Proposal SafePlus Assessor Micro-credential
    Kim Davies advised that this micro-credential development proposal is submitted for information only and has been approved for development by the NMIT Directorate and Te Pūkenga. She noted that the micro-credential will form part of the response to WorkSafe New Zealand's plan to improve workplace health and safety outcomes in Aotearoa New Zealand and will provide health and safety professionals with the essential skills and knowledge to become credentialled SafePlus Assessors. She advised that NMIT would not seek TEC funding for the micro-credential, this will be cost recovery from WorkSafe New Zealand. She noted that this micro-credential will sit within the Applied Business Curriculum Area.

The Committee Members discussed what key insights have been learnt from the micro-credential development process including the issues and challenges.

Action

Kim Davies / Carmen Cayuelas

Provide a feedback report to the Committee on the micro-credential development process – including key insights, issues and challenges for next meeting

3.5   2022 Consistency Review Overview
Darcy Liddell advised that:

- a 'Not Yet Sufficient' rating has been received for the 3130 New Zealand Certificate in Seafood Processing (Level 3) 15 July 2022 review
  - a response to the report has been actioned
  - in future Pam Wood will be working more closely with the Joint Venture Partner
- 'Sufficient' ratings have been received for reviews
  - 3627 New Zealand Diploma in Sport Recreation and Exercise (Multi-sector) (L5)
  - 3628 New Zealand Diploma in Sport Recreation and Exercise (Multi-sector) (L6)
  - 3765 New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (L4)
  - 2907 New Zealand Diploma in Aeronautical Maintenance Certification (L6)
- planning is underway for two reviews
  - 2215 New Zealand Certificate in Computing (User Fundamentals) (L2) scheduled for 21 November 2022
  - 2900 New Zealand Certificate in Aeronautical Engineering (Specialist Support) (L4) scheduled for 03 November 2022

3.6   2022 Degree Monitoring and Monitoring
Darcy Liddell advised:

- the Nursing Council of New Zealand monitoring visit of the Bachelor of Nursing programme was held on 04 August 2022
- the next step for Curriculum Managers is to start setting the 2023 degree monitoring and monitoring visit dates

4.   Sector Updates
Kim Davies advised there were no sector updates to be reported.

5.   Reports from Committees and Working Parties
5.1   Programme Approval Committee Reports
5.1.1   PAC Report for the SafePlus Assessor Micro-Credential
Kim Davies noted that this PAC report was being presented as information only and advised that once the requirements from the PAC meeting have been met to the satisfaction of the PAC Chair an Academic Committee e-vote will be sent to Committee Members for approval.

Kim Davies advised that as part of a plan to build capacity and increase the pool of people able to review PAC documentation Chanelle Taylor had attended this PAC meeting as an observer. She asked Committee Members to contact her if they were interested in being part of the PAC process.

Action

Committee Members
Contact Kim Davies if interested in becoming part of the Programme Approval
Committee process

82/22 RESOLVED that the minutes of the Academic Standards + Quality Committee Meetings of 12.07.2020 and E-Meetings of 22 to 25.07.2022 be receipted.

Kim Davies/Marja Kneepkens
CARRIED

6. **General Business**
    6.1   **Course and Programme Changes**
    Kim Davies presented the Course and Programme Changes for endorsement.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
DIGITAL TECHNOLOGIES AND ARTS & MEDIA				
Bachelor of Arts and Media **NZ Diploma in Arts and Design (Level 5)**	25.07.22	03.08.22	17106 17104	18 July 2022
Rationale for change/s: **AAD612**There has been a repetition of assessment requirements in AAD612 after changes were made to Level 5 Communication courses in 2022 after industry feedback. These changes to Level 6 are industry related so there is a focus on exhibition and critiquing. **AAD523, AAD524:** Change Course title to AAD523 Digital Art and Design Lab and AAD 524 Digital Art and Design Project. This is in response to industry feedback around broadening digital art to include digital illustration. Currently the Graphic Design Course titles appear limited to graphic design. By changing the titles, the courses can indicate inclusion of digital illustration, animation and After Effects which are in high demand in the industry sector. This change would better reflect the indicative content of these courses. **AAD603 and AAD604:** Change Course title to Advanced Digital Art and Design Lab and Advanced Digital Art and Design Project. This is in response to industry feedback around broadening digital art to include digital illustration. Currently the Graphic Design Course titles appear limited to graphic design. By changing the titles, the courses can indicate inclusion of digital illustration, animation and After Effects which are in high demand in the industry sector. This change would better reflect the indicative content of these courses. **Brief description of change/s:** **AAD612:** Change from two assessments to one assessment **AAD523:** Graphic Design Lab changed to AAD523 Digital Art and Design Lab **AAD524:** Graphic Design Project changed to AAD524 Digital Art and Design Project. **AAD603:** Advanced Graphic Design: Motion Graphics Lab changed to AAD603 Advanced Digital Art and Design Lab **AAD604:** Advanced Graphic Design Project changed to AAD604 Advanced Digital Art and Design Project **Programme Regulations:** **Schedule of courses**: titles updated **Section 3: Delivery:** Update course titles Amend **Completion Requirements** to include new title and old **Appendix 1: Transition Arrangements:** updated to include new and old titles of courses **Appendix 2: Graduate Profile and Assessment Map**: updated to include new and old titles of courses (KD 25.07.22) **Course Descriptors:** Updated to reflect changes above.				
Bachelor of Arts and Media **NZ Diploma in Arts and Design (Level 5)**	25.07.22	26.07.22	17106 17104	20 February 2023
Rationale for change/s AAD519, AAD520, AAD513, AAD514 These are 10 credit courses taught over 16 weeks and student feedback has indicated that they feel over-assessed. This change would bring these courses in line with the other Level 5 10 credit courses which all only have one assessment. The students would receive detailed feedback and feedforward early on in the course so they have a clear indication of their learning. **Description of changes:** AAD513 Communication Lab, AAD514 Communication Project, AAD519 Critical Studies Lab and AAD520 Critical Studies Project – reduce two assessments to one assessment covering both Learning Outcomes in each of these 4 courses.				
Bachelor of Information Technology **Graduate Diploma in Information Technology**	n/a	01.08.22	08221	18 July 2022

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

Rationale for change/s:
Error correction of assessment mapping to LOs, or weightings, in courses DAT502, SEC602, PRJ701, PRJ702 due to inconsistencies in changes requested for Semester 2 and programme documentation for 2023.

Description of changes:
- DAT502 Database Concepts – correction to LO mapping
- SEC602 Systems Security – change to assessment weightings
- PRJ701 Project – correction to LO mapping

Bachelor of Information Technology Graduate Diploma in Information Technology	n/a	03.08.22 Ac Com	08222	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 5 AUGUST 2022

Rationale for change/s:
Type 2 changes to align changes in Level 5 (IT Certificate and Diplomas, new qualification versions 2) courses in the programme (learning outcomes, course aims, etc) to the graduate outcomes for the existing Bachelor of Information Technology. Te Pūkenga unified programmes were announced for these IT Certificate and Diploma qualifications but then withdrawn. The BIT also needs to be reviewed as the 5th year Degree Monitor Review is due (light review), which has resulted in changes to several Level 6 and Level 7 courses (as part of BIT and Graduate Diploma in IT).

Brief description of change/s:
Changes to course titles, course aims, LOs to align with new Gos of new qualification versions 2, and consequent changes throughout programme documents. V**ersion change to 08222, effective from 20 February 2023**

NZQA Type 2:
- Type 2 changes (new qualification versions) to New Zealand Certificate in Information Technology (Level 5), New Zealand Diploma in Information Technology Technical Support (Level 5), New Zealand Diploma in Web Development and Design (Level 5) need to be approved by NZQA to align the programme (learning outcomes, course aims, etc) to the new graduate outcomes in the updated qualification versions.
- All Level 5 courses are embedded in the first year of the Bachelor of Information Technology (BIT), and LO/course aim/assessment changes (in **COM502, CSA502, DAT502, DES502, OSA501, SDV503, SDV502, SYD502, TEC501, WEB504, WEB502**) have an impact on the alignment of Learning Outcomes to the BIT Graduate Outcomes
- Remove courses SCM501 Social Media, MUV601 Immersive Multi User Virtual Environments; pause course SEC701 Systems Security 2 – currently not delivered
- Review of all BIT/Graduate Diploma courses at Level 6 & 7, resulting in a number of changes to course title, LOs and course aims in the following courses: **SEC602, WEB601, NET702, PRJ703, PRJ702, RES701, SDV701**
- Update of Completion Requirements with new course codes and titles
- Add Graduate Outcome/Assessment mapping for BIT (three strands) and Graduate Diploma in IT

NZQA Type 1:
- Replace the terms student/learner (both singular and plural) with ākonga throughout the programme documentation, resulting in minor changes to most course aims, and headings such as 'ākonga managed hours', 'ākonga centred activities' etc
- Minor changes to LOs and course aims in courses: NET502, DAT602, NET603, SDV601, WEB701,
- Assessment change in INF755 following Bcom change
- Assessment changes and/or correction of LOs in courses:
  COM502, CSA502, DAT502, DES502, NET502, OSA501, SDV503, SDV502, SYD502, TEC501, WEB504, WEB502, DAT602, NET603, SDV601, SEC602, WEB601, NET701, PRJ703, PRJ702, RES701, WEB701
- Update of course codes and titles throughout the programme regulations
- Update of pre-requisites and co-requisites as required
- Update of Transition Arrangements
- Update of Indicative Content in course descriptors

COURSE DESCRIPTORS
Type 2 changes:
COM502 COMMUNICATION FOR IT
- Changes to course aim and LOs:

Course aim	To provide ~~students~~ākonga with the knowledge to apply professional, legal and ethical principles and practices in a socially responsible manner to act as an emerging IT professional. ~~This course aims to develop communication skills for IT students.~~ A ~~p~~Particular emphasis is placed on ~~understanding~~ applying fundamental communication and customer service concepts and skills ~~relating them~~ to the contemporary IT environment and workplace.

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

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Apply professional, legal, and ethical principles to a variety of interactions in an IT context.~~Identify and explain how personal factors and behaviours can influence the communication process in business situations.~~
2	Work collaboratively in a team within an IT context.~~Apply effective interpersonal communication skills in business situations.~~
3	Apply customer service skills in a variety of IT related situations.~~Demonstrate appropriate written and oral and visual presentation skills that are clear, concise, courteous and correct, using currently recognised business formats.~~
4	Analyse and document solutions to common IT problems.~~Discuss the influence of culture on communication in an IT context.~~
5	~~Identify and explain the professional, legal, and ethical principles and practices required to act in a socially responsible manner as an emerging IT professional.~~

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Correct course aim, change LOs:

Course aim	To introduce ~~students~~ākonga to the fundamentals of computer systems architecture. ~~The students~~Ākonga will develop the knowledge and skills required to successfully plan, construct, optimise and maintain a modern PC-based computer system. Emphasis is placed on safe and effective industry practi~~c~~ses, with ~~the student~~ākonga gaining practical experience by producing a reliable and efficient standalone machine.~~ at the course's completion.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Explain the principles of computer systems architecture for hardware and software components.
2	Identify and apply safe working practices for computer systems construction.~~Discuss the principles of operation of system hardware and software components for a current generation personal computer and explain how these components interact.~~
3	Construct a current generation PC-based computer system with all required hardware and software components.~~that satisfies the requirements of a case study.~~
4	~~Explain and apply safe working practices for computer systems construction.~~Identify and troubleshoot common issues with PC-based hardware and software components.
5	~~Identify and apply problem solving processes relevant to troubleshooting for PC-based hardware and software components. Describe~~ Identify and implement protocols used in basic foundation networking~~ including internet concepts.~~.
6	~~Use appropriate diagnostic tools, procedures and benchmark standards to optimise the configuration of components for a PC-based computer system.~~
7	~~Describe and implement protocols used in basic foundation networking including internet concepts.~~

DAT502 DATABASE CONCEPTS

- Change course aim and LOs:

Course aim	This course is an introduction to the concepts, techniques, and issues of database design, management and administration. Ākonga will learn how to analyse the information requirements of a business system and apply fundamental data modelling techniques to design and build a relational database. ~~This course provides the student with an understanding of the way in which business organisations utilise information using computers to represent and store data. Fundamental data structures and organisation, and database concepts and applications are covered as well as management and administration of a relational database in line with organisational requirements.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Explain how data is managed and used in organisations to meet business, security, and ethical requirements.~~Discuss how data is used in organisations.~~
2	Identify information requirements and apply the basic processes and techniques of database design and modelling.~~Outline the principles underlying database management systems.~~
3	Explain database management and administration concepts.~~Apply the basic processes and techniques of database design.~~
4	Apply the use of structured query language.~~Describe the management and administration of a relational database.~~
5	Use a database management system to create a small database.~~Using a commercial database management system, create and use a small database.~~

DES502 SYSTEMS, PROCESSES AND DESIGN (previously: DES501 Design and Development Concepts)

- New course code and title, new course aim and LOs:

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

Course aim:	To assist ~~students~~ākonga to develop knowledge and skills in the design and development of effective IT solutions ~~for enterprise including interaction design concepts and practice to enhance interface design.~~ to support organisational processes and systems including UX/UI principles.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Analyse and describe parts of an existing organisational system.~~Explore the operation of IT businesses.~~
2	Describe the data model plan for an existing system.~~Identify a range of development life cycles used in IT.~~
3	Make recommendations for improvement to an existing organisational system.~~Describe the importance of information management for an organisation and implement a solution for a specific case study.~~
4	Design user interfaces to meet user and system requirements.~~Investigate the User experience (Ux) and usability concepts in IT and apply to a particular web case study using effective interface design .~~

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Change LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	~~Understand~~ Describe key operating system concepts focussed on the areas of processor, memory, disk and network.
2	Perform typical file management operations.~~, including secure file access.~~
3	Perform attended and unattended installations.
4	Install, ~~and~~ manage and troubleshoot ~~system~~ software and services.
~~5~~	~~Control and manage the boot process.~~
~~6~~	~~Manage system disks.~~

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Change to course aim and LOs:

Course aim	To provide ~~the~~ student ākonga with an overview of the software development process and the importance of design. ~~The depiction of programme designs will be introduced using a variety of methods and students will develop programme designs for a variety of problems.~~ ~~Students~~Ākonga will be introduced to fundamental programming skills and given experience in developing and maintaining applications in the chosen environment as well as the problem solving and decision making techniques required in software development.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Outline the software design and development process.
2	Select and apply a suitable design methodology to the development of a software application to satisfy set requirements.
3	Select, explain and use fundamental mathematical and logical concepts in the design and development of software.~~number systems and data types in the design of software for set requirements.~~
4	Use a programming language correctly and effectively to develop software applications for set projects.
~~5~~	~~Comare and contrast selected examples of procedural and object oriented programming.~~

SDV502 APPLICATION TESTING

- Change to LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
~~1~~	~~Determine client acceptance requirements and data input and exports from existing system(s).~~
~~2~~1	Create ~~, use~~ and document a test plan for a web solution to meet client requirements.
~~3~~2	Plan and implement a testing environment across multiple platforms.
~~4~~3	Produce technical documentation for users and technical staff.
4	Implement and configure an automated tested web solution.

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Change to LOs:

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

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Explain the importance of the analysis and design phases of the Systems Development Lifecycle.~~Identify and discuss the principles of the systems development life cycle (SDLC).~~
2	Apply information gathering techniques to determine the needs of users of a web system.
3	Document the system requirements of a web-based solution.
2~~4~~	Design and implement accessible and responsive user interfaces.~~Explain the need for systems analysis and design within the systems development process.~~
~~3~~	~~Explain the principles of effective IT systems analysis and design and the appropriate application of these in the systems development process.~~
~~4~~	~~Create and interpret systems design and analysis documentation.~~
~~5~~	~~Determine the need for and apply software development standards in analysis and design documentation.~~

TEC501 TECHNOLOGY SUPPORT

- Change to course aim and LOs:

Course aim	To enable ākonga to demonstrate an operational knowledge and understanding of IT service management, fundamental security management and controls, and troubleshoot and resolve a range of common system problems.~~To introduce IT service management, and trouble shoot and resolve a range of common system, networking, application and security problems using appropriate tools and procedures.~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Apply fundamental practices and processes of service management frameworks to meet service requirements.~~Discuss the basics of service standards, monitor service standards, and understand how management standards support exceptional customer service.~~
2	Troubleshoot and resolve a range of system and user problems using appropriate tools and procedures.~~Explain the core "best practices" of an IT service desk as a function and perform troubleshooting and resolve a range of common system problems using appropriate tools and procedures.~~
3	Install, configure and manage systems and applications to meet the security and service requirements of an organisation.~~Manage systems and applications to meet the performance, capacity, and business continuity requirements of an organisation.~~
4	Identify and describe the issues of implementing service management processes into an organisation.~~and creating a cycle of continuous improvement.~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT (previously: WEB503 Internet Design Principles)

- New course code and title, change to course aim and LOs:

Course aim	This course gives ~~the student~~ākonga the foundations of web development to enable them plan, develop, test and understand development environments and programming languages of a ~~detailed view of the operation of the Internet that enables~~ current generation systems.~~to handle text, graphics and multimedia, using current generation commercial software.~~

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Design and implement a web solution to meet user requirements.~~Describe and discuss the operation of Internet components and the interrelationships between these components.~~
2	Select and implement an appropriate database system for a web solution.~~Explain the design principles required for successful Internet web page development for static and dynamic Internet web pages and apply these principles to the development and evaluation of a range of different web pages.~~
3	Use appropriate programming languages to deploy a web solution. ~~Explain the development principles required for successful Internet website development and apply these principles to the design and evaluation of websites.~~
4	Validate a deployed web solution to meet the software requirements.
~~4~~	~~Apply the principles of development for web.~~

WEB502 FRAMEWORK COSTUMISATION

- Change to course aim and LOs:

Course aim	To provide ~~students~~ākonga with the skills to implement and customise a solution package using web technologies~~frameworks and libraries and scripts~~. ~~Students~~Ākonga will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements.

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

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Select and justify an appropriate software solution for a website.~~framework set for a given brief~~
2	Develop a web solution using a framework or library.~~Design a website for a particular framewor~~
3	Create and execute a test plan for a web solution on multiple platforms.~~Separate content from presentation in the development of a website.~~
4	Implement and customise a secure and accessible solution for a developed web application.~~Implement groups, roles and permissions within a website development.~~
~~5~~	~~Select and manage a host and domain names.~~
~~6~~	~~Identify and describe content types, entities and entity-relationships.~~

WEB601 DYNAMIC WEB TECHNOLOGY

- Changes in course aim and LOs:

Course aim	This course provides ~~the student~~ākonga with the skills necessary to produce a dynamic web application focusing on the server-side development providing a ~~dynamically generated~~ website suitable for use by business, computing or other specialist area.

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Apply fundamental aspects of web applications including HTTP to program a web functionality on the server.~~Compare and contrast server side environments, security mechanisms and protocols that are used to support a web server to serve dynamically generated content to a client web browser.~~
2	Create a data entry interface for validation at the client and server side.~~Create server side dynamically generated web pages for specific business, computing or other specialist area.~~
3	Implement security mechanism, authentication, session management and consume web APIs.
4	Use a version control workflow for team collaboration.

SEC602 SYSTEMS SECURITY

- Changes in LOs:

LEARNING OUTCOMES

On successful completion of this course ~~students~~ākonga will be able to:	
1	Investigate attack strategies and select defence strategies to mitigate security vulnerabilities.~~Identify network attack strategies and defences.~~
2	Investigate and select network, host, and user-based security technologies and practices to secure an IT infrastructure.~~Discuss the principles of organisational security and describe the elements of effective security policies.~~
~~3~~	Investigate and select standards and products to enforce security on web and communications software.~~Outline the technologies and uses of cryptographic standards and products.~~
4~~3~~	Select and implement strategies for ensuring business continuity and disaster recovery.~~Identify network, and host based security technologies and practices.~~
~~5~~	Apply the principles of organisational security to manage security risks.~~Describe with examples how wireless and remote access security is enforced.~~
6~~4~~	Investigate and select network, host, and user-based security technologies and practices to secure an IT infrastructure.~~Describe the standards and products used to enforce security on web and communications technologies.~~
7~~5~~	Investigate and select standards and products to enforce security on web and communications software.~~Identify strategies for ensuring business continuity, fault tolerance, and disaster recovery and discuss relative strengths and weaknesses.~~

NET702 CLOUD SERVICES

- Changes in course aim and LOs:

Course aim	This course focuses on the planning, design, implementation and maintenance of corporate cloud services. ~~Students~~Ākonga investigate and evaluate a range of ~~the~~ cloud computing services and examine ~~the~~ typical ~~architecture of~~ cloud computing architecture ~~deployments~~. ~~Typical issues of privacy and security are also investigated. Solutions, utilising cloud services features will be planned and implemented, as well as the migration of significant functions of an existing business.~~

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

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	~~Critically~~ Analyse and evaluate cloud solutions.
2	~~Outline~~ Identify, analyse and evaluate current issues pertaining to cloud environments.
3	~~Plan and configure a cloud solution.~~ Make infrastructure design decisions based on cloud computing principles and best practice.
4	~~Plan and perform a cloud transition.~~ Configure and use cloud services to implement scalable, reliable, and highly available infrastructure.
5	Design and build a cloud-based solution using appropriate architectural design principles and best practice to meet the requirements of a project.

PRJ703 CAPSTONE PROJECT (Previously: PRJ701 Project)

- Changes in course code, course title, course aim and LOs:

Course aim	The purpose of the 300-hour capstone project is to provide ~~students~~ākonga with an opportunity to work independently, in depth, on a topic of individual interest within their specialist field. ~~The project is intended to increase the individual's insights into the field and enhance their professional approach to problem solving.~~ ~~There is no taught component of this course. Instead, each student will work under the direction of a supervising staff member who assists the student in identifying and completing an appropriate piece of work.~~ ~~Bachelor of Information Technology students will be required to carry out their project within the subject area of their chosen major.~~ ~~There are several ways this Project can be undertaken including the following:~~ ~~Research project~~ ~~Development project~~ ~~Proof of concept project~~ ~~Workplace based practicum~~ ~~Case study~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	~~Work independently and a~~Apply analytical and ~~critical~~ decision making skills in the development of a~~n original~~ 300-hour capstone project within a specialist field.
2	Apply appropriate methods to plan and implement a capstone project.~~Produce a comprehensive formal report recording all relevant project activity & outcomes.~~
3	Produce an academically rigorous report recording all relevant capstone project activities and outcomes.~~Present aspects of the project activity to an invited and diverse audience in a professional and informative manner.~~
4	Present and defend the capstone project process and conclusions verbally. ~~Reflect critically on the learning experiences of the project work.~~

Note: specific learning outcomes may be related to types of projects, for example a development project would require the creation of a 'computing product'.

PRJ702 GRADUATE DIPLOMA PROJECT

- Changes in course aim and LOs:

Course aim	The purpose of the 200-hour project is to provide ~~students~~ākonga with an opportunity to work independently, in depth, on a topic of individual interest within their specialist field. ~~The project is intended to increase the individual's insights into the field and enhance their professional approach to problem solving.~~ ~~There is no taught component of this course. Instead, each student will work under the direction of a supervising staff member who assists the student in identifying and completing an appropriate piece of work.~~ ~~There are several ways this Project can be undertaken including the following:~~ ~~Research project~~ ~~Development project~~ ~~Proof of concept project~~ ~~Workplace based practicum~~ ~~Case study~~

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

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	~~Work independently and a~~Apply analytical and ~~critical~~ decision making skills in the development of a~~n~~ original 200-hour project within a specialist field.
2	Apply appropriate methods to plan and implement a project. ~~Plan, organise and implement the project in an effective and appropriate manner.~~
3	Produce a~~n~~ academically rigorous report ~~comprehensive formal report~~ recording all relevant project activity ~~&~~ and outcomes.
4	Present and defend the project process and conclusions verbally. ~~Make an oral presentation of the process and conclusions of the project.~~
~~5~~	~~Reflect on the learning process as experiences throughout carrying out the project work.~~

Note: specific learning outcomes may be related to types of projects, for example a development project would require the creation of a 'computing product'.

RES701 RESEARCH METHODS
- Changes in course aim and LOs:

Course aim	The purpose of this course is for ākonga to develop an understanding of the research process and the skills to analyse research, and to experience the process of creating a project proposal. ~~to provide a comprehensive overview of rigorous research practice and to lay a foundation of research skills which will be relevant to both further study and professional practice.~~

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Critically appraise the findings from an analysis of published research in an area of interest in a specialist field.~~Critically analyse the sources of research evidence and demonstrate through critical appraisal how such evidence should be interpreted and evaluated.~~
1~~2~~	Critically evaluate ~~of the nature of~~ research methodologies and the research process, ~~(including sources of bias and ethical considerations).~~and formulate an appropriate method for a selected topic.
2	~~Critically analyse the sources of research evidence and demonstrate through critical appraisal how such evidence should be interpreted and evaluated.~~
3	Investigate and critically reflect on sources of bias and ethical considerations.
3~~4~~	~~Apply their understanding of the basic issues involved to the determination and scoping of a useful research question.~~Create a proposal for an individual project involving research or development in a specialist field.
4	~~Apply their understanding of the basic principles of common research methods to the construction of an appropriate research design for a specific research question.~~
5	~~Create an appropriate research proposal for an individually selected research question and approach.~~

SDV701 TIERED SOFTWARE DEVELOPMENT
- Changes in LOs:

LEARNING OUTCOMES

	On successful completion of this course ~~students~~ākonga will be able to:
1	Select appropriate design patterns for a software development project, apply the design patterns and justify the choices made.
2	Select an appropriate tiered application architecture design for a software development project, apply the design and justify the choices made.
3	Evaluate ~~the usefulness of~~ object-oriented programming language features and practices in the development of software for a range of uses.
4	Design and develop a tiered software system using different software technologies that satisfies the requirements of a project brief.
5	Apply a software development methodology to plan, design and implement a software development project.~~Evaluate the usefulness of a range of models of software development.~~

Type 1 changes:
COM502 COMMUNICATION FOR IT
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment A		Learning Outcomes	% Weightings
Assessment 1		2, 3~~1, 4~~	25%~~30%~~
Assessment 2		1, 3~~1~~	25%~~20%~~
Assessment 3		1, 2, 4~~2, 3~~	25%
Assessment 4		1, 4~~3, 5~~	25%

CSA502 COMPUTER SYSTEMS ARCHITECTURE

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

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 2~~3 - 7~~	25%~~20%~~
Assessment 2	2, 3, 4~~3 - 7~~	20%~~30%~~
Assessment 3	1, 5~~1, 2, 4 - 7~~	25%~~25%~~
Assessment 4	2, 3, 4, 5 ~~1, 2, 4 - 7~~	30%~~25%~~

DAT502 DATABASE CONCEPTS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 2~~1 - 5~~	30%~~60%~~
Assessment 2	3, 4, 5~~1 - 4~~	40%~~40%~~
Assessment 3	1 - 4	30%

DES502 SYSTEMS, PROCESSES AND DESIGN

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 2~~1 - 4~~	30%~~10%~~
Assessment 2	1, 3~~2, 3~~	40%~~60%~~
Assessment 3	4	30%

NET502 NETWORKING FUNDAMENTALS

- Minor course aim change
- Correct one LO
- Assessment changes

Course aim	To provide ~~the student~~ākonga with an introduction to the concepts of computer networking. It also provides an opportunity for practical experience in configuring a ~~modern small office/home office~~ Local Area Network (LAN). This practical work is related to issues of system security, performance and reliability, with the objective of setting up efficient and effective network systems.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Identify and discuss the main issues involved in computer networking in the business environment.
2	Explain and discuss the application of fundamental network principles to the design of computer networks.
3	Describe and use physical network components effectively within a computer network.
4	Describe and use software components effectively within a computer network.
5	Describe and apply~~explain~~ the use of a range of Internetworking technologies.
6	Implement a small client/server network, utilising a modern operating system.

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	3 - 5	15%
Assessment 2	1 - 5	~~27.5~~25%
Assessment 3	1 - 5	~~27.5~~25%
Assessment 4	3~~1~~ - 6	~~30~~35%

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 2, 4~~2 - 6~~	25%~~20%~~
Assessment 2	1 - 4~~2 - 6~~	25%~~40%~~
Assessment 3	2, 4~~1 - 6~~	50%~~20%~~
~~Assessment 4~~	~~1 - 6~~	~~20%~~

SDV503 INTRODUCTIN TO SOFTWARE DEVELOPMENT

- Assessment changes

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

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 3, ~~5~~	30%
Assessment 2	1 - 4	15%
Assessment 3	1 - 4	55%

SDV502 APPLICATION TESTING
- Minor course aim change
- Assessment changes

Course aim	To provide ~~students~~ākonga with the skills to test and publish an application, and produce user documentation and training material.

ASSESSMENTS

Basis of assessment	Achievement Based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 3	20%
Assessment 2	2	30%
Assessment 3	~~3~~1, 4	50%

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN
- Minor course aim change
- Assessment changes

Course aim	This course provides ~~the student~~ākonga with an understanding of the systems development process and the need for effective systems analysis and design. Several techniques and tools used in current methodologies will be introduced and practised.

Assessment	Learning outcomes	% Weightings
Assessment 1	2, 4 ~~3, 4~~	40% ~~34%~~
Assessment 2	3 ~~3 - 5~~	30% ~~31%~~
Assessment 3	1, 4 ~~1 - 5~~	30% ~~35%~~

TEC501 TECHNOLOGY SUPPORT
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	2, 3 ~~2, 3~~	25% ~~25%~~
Assessment 2	1 - 3 ~~1 - 4~~	50% ~~45%~~
Assessment 3	4 ~~1, 2, 4~~	25% ~~30%~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 2 ~~1 - 4~~	25%
Assessment 2	3 ~~1 - 3~~	25%
Assessment 3	3, 4 ~~2 - 4~~	50%

WEB502 FRAMEWORK COSTUMISATION
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 2 ~~3 - 6~~	50% ~~25%~~
Assessment 2	2, 3 ~~1 - 4, 6~~	25% ~~25%~~
Assessment 3	4 ~~1 - 6~~	25% ~~50%~~

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

DAT601 DATABASE DESIGN AND ADMINISTRATION

- Minor course aim change

Course aim	This course is an introduction to the concepts, skills and issues of database management with an emphasis on management, design and implementation issues. ~~Students~~Ākonga will learn how to analyse the information requirements of a business system and design and build relational databases. Structured Query Language (SQL) will be used to give practical experience of database construction.

DAT602 DATABASE APPLICATION DEVELOPMENT

- Minor course aim change
- Correction of LOs

Course aim	This course is an introduction to the development of database applications, with an emphasis on providing ~~students~~ākonga with practical experience developing single-user and multi-user database applications using a commercially significant current generation programming and database environment. ~~Students~~Ākonga will learn how to access and update databases using a wide range of facilities in Structured Query Language (SQL), and how to deal with issues of concurrent access by several users.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and evaluate a~~n existing~~ database application design.
2	Apply Structured Query Language (SQL) to access and update a database.
3	Design and implement a prototype ~~single-user~~ database application.
4	Explain and compare different approaches to the management of effective concurrent data access.

NET603 PRACTICAL NETWORK DEVELOPMENT

- Minor course aim change
- Correction of LOs

Course aim	This course develops ~~the student~~ākonga's knowledge in the field of computer networking and data communications principles and technologies. With emphasis on the medium sized corporate environment, it offers an opportunity for practical experience in analysing, designing and implementing a network system. This practical work is related to the concepts of system security, performance and reliability, with the objective of learning how to set up an efficient and effective network system.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and discuss corporate network and Internet ~~work~~ principles, components and technologies.
2	Evaluate and undertake the design activities required for building effective network systems.
3	Evaluate and undertake the implementation and testing activities of network systems, by creating a ~~complex~~ client/server based network, utilising modern network operating systems.
4	Evaluate and undertake network administration activities.
5	Analyse and evaluate cloud solutions, then implement appropriate solutions into a ~~complex~~ client/server based network.

PFW601 PROFESSIONAL AND TECHNICAL WRITING

- Minor course aim change

Course aim	This course aims to further develop ~~students~~ākonga' understanding, skills, and independence in the use of advanced communication tools and techniques relevant to an appropriate workplace. The course will also provide ~~students~~ākonga' with the opportunity to further develop their research, oral/written communication and presentation skills.

SDV601 SOFTWARE DEVELOPMENT

- Correction of LOs
- Minor course aim change

Course aim	This course provides ~~students~~ākonga with an introduction to the principles of object-oriented analysis, design _and,_ programming ~~and testing~~, and offers ~~them~~ experience in applying these principles to software development using an object-oriented programming language. ~~in common use.~~

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

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Describe the principles of the object model and explain its application to software development.
2	Apply object-oriented analysis tools and techniques appropriately to the development of software applications.
3	Apply object-oriented design tools and techniques effectively to the design of software that meets the requirements of a set project brief.
4	Explain the features of an object-oriented programming language that supports the object model and use this language correctly in the development of software.
5	Apply the principles of object-oriented analysis (OOA) and object-oriented design (OOD) and object-oriented programming (OOP) to software development.

SDV602 SOFTWARE DEVELOPMENT 2

- Minor course aim change

Course aim	This course will broaden the students ākonga' software development horizon by experiencing a new programming language and environment. By using a language, possibly from a different vendor and/or is aimed at a different hardware platform or environment the students ākonga will gain valuable and marketable expertise. Building on the prerequisite course(s), students ākonga will apply the learnt analysis and design methodologies to the new programming environment, and if necessary adapt them to suit the characteristics of the chosen programming language.

SEC602 SYSTEMS SECURITY

- Assessment changes
- Minor course aim change

Course aim	This course provides the student ākonga with an introduction to protecting the corporate ICT environment from security breaches and their consequences. Successful industry based practices are analysed and evaluated, and the student ākonga gains practical experience in implementing relevant security strategies. This work is related to the fundamental concepts surrounding the security of systems, with the objective of setting up a secure infrastructure.

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass Criteria (minimum)	% Weightings
Assessment 1	1, 2, 3 1 - 7	40%	5 30%
Assessment 2	4, 5 1 - 6	40%	50%
Assessment 3	1 - 7	40%	20%

SYD601 SYSTEMS ANALYIS AND DESIGN

- Minor course aim change

Course aim	This course provides the student ākonga with an understanding of how various tools and techniques for object-oriented analysis and design of information systems are integrated and used within system development methodologies. Practical experience in the application of these tools and techniques is also provided.

WEB601 DYNAMIC WEB TECHNOLOGY

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1, 4	40%	20%
Assessment 2	2, 3, 4	40%	50%
Assessment 3	1, 2, 4	40%	30%

DAT701 ENTERPRISE DATABASE SOLUTIONS

- Minor course aim change

Course aim	This course will focus on both the application of advanced techniques in database design and on providing students ākonga with the opportunity to apply data modelling techniques and relational database design principles and database technology to solve business problems.

NET701 ENTERPRISE INFRASTRUCTURES

- Minor course aim change

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

Course aim	This course focuses on the development and management of enterprise ICT infrastructures. It addresses the technical and strategic issues that are involved in the provision of ICT services in large organisations. ~~Students~~Ākonga investigate and evaluate the range of advanced technologies used to support large scale networked systems, and develop security strategies for them. New advances in technology are researched and their potential impact evaluated. Service management policies to support organisations to deliver well managed ICT services are explored.

NET702 CLOUD SERVICES

- Assessment changes

Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	~~1 – 3~~1, 3, 4	40%	30%
Assessment 2	~~1 – 4~~2, 3, 4, 5	40%	~~40~~50%
Assessment 3	~~1 – 3~~1, 2, 3, 4	40%	~~30%~~20%

PRJ701 PROJECT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (minimum)	% Weightings
Assessment 1	1 ~~-, 3,~~ 4	40%	~~30~~20%
~~Assessment 2~~	~~3, 4~~	~~40%~~	~~10%~~
~~Assessment 3~~	~~3, 4~~	~~40%~~	~~15%~~
~~Assessment 4~~	~~1, 3, 4~~	~~40%~~	~~5%~~
Final Report - Technical Examiner	~~2 – 4~~1 - 3	40%	~~50~~35%
Final Report - Report Examiner	~~2 – 4~~1 - 3	40%	~~20~~15%

PRJ702 GRADUATE DIPLOMA PROJECT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment			
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings	
Assessment 1	1, ~~3, 4 -~~ 4	40%	~~20~~30%	
~~Assessment 2~~	~~3, 4~~	~~40%~~	~~10%~~	
~~Assessment 3~~	~~3, 4~~	~~40%~~	~~15%~~	
~~Assessment 4~~	~~1, 3, 4~~	~~40%~~	~~5%~~	
Final Report - Technical Examiner	1 - 3~~2 – 4~~	40%	~~35~~50%	
Final Report - Report Examiner	1 - 3~~2 – 4~~	40%	~~15~~20%	

RES701 RESEARCH METHODS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1	1, 2,~~ – 3~~	40%	25%
Assessment 2	1, 2, 3~~ – 3~~	40%	30%
Assessment 3	~~4, 5~~3, 4	40%	45%

SDV701 TIERED SOFTWARE DEVELOPMENT

- Minor course aim change

Course aim	This course provides ~~the student~~ākonga with advanced software development concepts and practical experience. Using a suitable object-oriented language and its programming paradigm, a range of advanced programming concepts is introduced. This includes the application of design patterns and best practice for tiered software architectures as well as the use of different software technologies.

WEB701 WEB TECHNOLOGIES

- Minor course aim change
- Correction of LOs

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

Course aim	This course provides ~~the student~~ākonga with the skills to select, implement and evaluate modern web technologies in a business context. Emerging technologies will be identified and their potential role assessed.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Analyse and critically compare a number of existing web application frameworks.
2	~~Modify~~ Design a database-driven dynamic application to meet specified requirements.
3	Implement and then critically assess the use of ~~a modern~~ web technology in a specific business context.
4	Research emerging web technologies and justify their potential role in advanced web systems in a range of different situations, and present the research in an appropriate format.

INF755 PROJECT MANAGEMENT

- Assessment changes

ASSESSMENT AND RESULTS

Basis of Assessment	Achievement Based		
Assessment		**Learning Outcomes**	**% Weightings**
Assessment 1		1, 2	20%~~30%~~
Assessment 2		2, 3	40%~~25%~~
Assessment 3		1, 2, 3	40%~~45%~~

SEC701 SYSTEMS SECURITY 2 (currently not delivered)

- Minor course aim change

Course aim	This course builds upon existing ~~student~~ākonga knowledge and skills of system security. It covers topics and skills that, when implemented, provide protection to IT networks and assets for businesses and organisations from IT security breaches. Industry practices are evaluated and critiqued, and ~~students~~ākonga gain implementable skills in best-practice and real world security strategies. ~~Students~~Ākonga will engage with contemporary concepts that enable the establishment of IT security systems and be able to evaluate the effectiveness of IT infrastructure security policies, plans, and practices.

NZ Certificate in Information Technology (Level 5) NZ Diploma in Information Technology Technical Support (Level 5) NZ Diploma in Web Development and Design (Level 5)	n/a	03.08.22 Ac Com	16014	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 5 AUGUST 2022

Rationale for change/s:

- The programmes currently lead to qualification version 1 which expire at the end of 2022. Type 2 changes need to be approved by NZQA to align the programme (learning outcomes, course aims, etc) to the new graduate outcomes in the updated qualification versions, for NMIT to be able to continue programme delivery in 2023. Te Pūkenga unified programmes were announced early in 2022 for these qualifications but then withdrawn.
- Replace 'Academic Requirements' information, 'English Language Requirements' information with 'NMIT Standard Entry for Level 5 qualifications' information
- Add Graduate Profile and Assessment Maps for each programme
- Update completion requirements with new course codes and titles

Main changes resulting from the review:

New Zealand Certificate in Information Technology (Level 5) [Ref: 2595, version 2]

The main changes included:

· Adjusting outcomes to incorporate conditions where possible, so the conditions could be removed/reduced

· Adjusting credits to better reflect the learning required in the technical areas (outcomes 1-4)

· Reducing credits for outcome 2 (IS and data) by 2 credits to add to outcome 3 (UX/Interface design); adding 5 credits to outcome 4 (coding) with the extra 2 and 3 credits coming from outcomes 5 and 6 (legal/professional & communications)

· Adjusting the credits of the three core/soft skills outcomes 5-7 to be equally weighted at 5 credits each

· Noting the changes to the outcomes of the Level 5 Certificate are applied across the Level 5 Diplomas

New Zealand Diploma in Information Technology Technical Support (Level 5) [Ref: 2596, version 2]

The main changes included:

· Applying changes made to outcomes common to Ref: 2595 (outcomes, conditions, reallocation of credits)

· Reducing from 13 to ten outcomes, combining outcomes 1 and 3, and spreading outcomes 5 and 6 across outcomes 1 and 2.

New Zealand Diploma in Web Development and Design (Level 5) [Ref: 2598, version 2]

The main changes included:

· Applying changes made to outcomes common to Ref: 2595 (outcomes, conditions, reallocation of credits)

· Reordering outcomes, with coding strengthened by addition of outcome 4 from Ref: 2595 (no longer embedded in scripting) and associated credits

· Combining current outcomes 1 and 9 (new outcome 1, and separate outcome 10); and combining outcomes 2 and 4 (new outcome 2)

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

Brief description of change/s:

- Changes to course titles, course aims, LOs to align with new Gos of new qualification versions 2
- Replace 'Academic Requirements' information, 'English Language Requirements' information with 'NMIT Standard Entry for Level 5 qualifications' information
- Add Graduate Profile and Assessment Maps for each programme
- Replace the terms student/learner (both singular and plural) with ākonga throughout the programme documentation, resulting in minor changes to most course aims, and headings such as 'ākonga managed hours', 'ākonga centred activities' etc

COURSE DESCRIPTORS

Type 2 changes:

COM502 COMMUNICATION FOR IT

- Changes to course aim and LOs:

Course Aim:	To provide ākonga ~~students~~ with the knowledge to apply professional, legal, and ethical principles and practices in a socially responsible manner to act as an emerging IT professional. A ~~p~~Particular emphasis is placed on ~~understanding~~ applying fundamental communication and customer service concepts and skills ~~and relating them~~ to the contemporary IT environment and workplace.

	On successful completion of this course ākonga ~~students~~ will be able to:
1	Apply professional, legal, and ethical principles to a variety of interactions in an IT context. ~~Identify and explain how personal factors and behaviours can influence the communication process in business situations.~~
2	Work collaboratively in a team within an IT context. ~~Apply effective interpersonal communication skills in business situations.~~
3	Apply customer service skills in a variety of IT related situations. ~~Demonstrate appropriate written and oral and visual presentation skills that are clear, concise, courteous and correct, using currently recognised business formats.~~
4	Analyse and document solutions to common IT problems. ~~Discuss the influence of culture on communication in an IT context.~~
5	~~Identify and explain the professional, legal, and ethical principles and practices required to act in a socially responsible manner as an emerging IT professional.~~

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Correct course aim, change LOs:

Course aim	To introduce ākonga ~~students~~ to the fundamentals of computer systems architecture. ~~The students~~ Ākonga will develop the knowledge and skills required to successfully plan, construct, optimise and maintain a modern PC-based computer system. Emphasis is placed on safe and effective industry practi~~c~~ses, with ~~the~~ ākonga ~~student~~ gaining practical experience by producing a reliable and efficient standalone machine ~~at the course's completion~~.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain the principles of computer systems architecture for hardware and software components.
2	Identify and apply safe working practices for computer systems construction. ~~Discuss the principles of operation of system hardware and software components for a current generation personal computer and explain how these components interact.~~
3	Construct a current generation PC-based computer system with all required hardware and software components. ~~that satisfies the requirements of a case study.~~
4	~~Explain and apply safe working practices for computer systems construction.~~ Identify and troubleshoot common issues with PC-based hardware and software components.
5	~~Identify and apply problem solving processes relevant to troubleshooting for PC-based hardware and software components. Describe~~ Identify and implement protocols used in basic foundation networking ~~including internet concepts.~~.
6	~~Use appropriate diagnostic tools, procedures and benchmark standards to optimise the configuration of components for a PC-based computer system.~~
7	~~Describe and implement protocols used in basic foundation networking including internet concepts.~~

DAT502 DATABASE CONCEPTS

- Change course aim and LOs:

Programme / Course		Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Course aim	~~This course provides the student with an understanding of the way in which business organisations utilise information using computers to represent and store data. Fundamental data structures and organisation, and database concepts and applications are covered as well as management and administration of a relational database in line with organisational requirements.~~ This course is an introduction to the concepts, techniques, and issues of database design, management and administration. Ākonga ~~Students~~ will learn how to analyse the information requirements of a business system and apply fundamental data modelling techniques to design and build a relational database.				

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain how data is managed and used in organisations to meet business, security, and ethical requirements.~~Discuss how data is used in organisations.~~
2	Identify information requirements and apply the basic processes and techniques of database design and modelling.~~Outline the principles underlying database management systems.~~
3	Explain database management and administration concepts.~~Apply the basic processes and techniques of database design.~~
4	Apply the use of structured query language.~~Describe the management and administration of a relational database..~~
5	Use a database management system to create a small database.~~Using a commercial database management system, create and use a small database.~~

DES502 SYSTEMS, PROCESSES AND DESIGN (previously: DES501 Design and Development Concepts)

- New course code and title, new course aim and LOs:

Course aim	To assist ~~students~~ākonga to develop knowledge and skills in the design and development of effective IT solutions ~~for~~ to support ~~enterprise~~ organisational processes and systems including ~~interaction design concepts and practice to enhance interface design~~UX/UI principles.

LEARNING OUTCOMES

	On successful completion of this course ~~student~~ākonga will be able to:
1	Analyse and describe parts of an existing organisational system. ~~Explain how IT supports fundamental organisational processes and system~~ ~~Explore the operation of IT businesses.~~
2	Describe the data model plan for an existing system. ~~Analyse an existing business process and make recommendations for improvement~~ ~~Identify a range of development life cycles used in IT.~~
3	Make recommendations for improvement to an existing organisational system. ~~Apply fundamental knowledge of business concepts, development life cycles, data modelling and administration.Describe the importance of information management for an organisation and implement a solution for a specific case study.~~
4	~~Apply fundamental knowledge of data modelling and administration~~
~~4~~4	Design user interfaces to meet user and system requirements. ~~Design user interfaces to support effective implementation of an organisational process.~~ ~~Investigate the User experience (Ux) and usability concepts in IT and apply to a particular web case study using effective interface design..~~

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Change LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	~~Understand~~ Describe key operating system concepts focussed on the areas of processor, memory, disk and network.
2	Perform typical file management operations.~~, including secure file access.~~
3	Perform attended and unattended installations.
4	Install, ~~and~~ manage and troubleshoot ~~system~~ software and services.
~~5~~	~~Control and manage the boot process.~~
~~6~~	~~Manage system disks.~~

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Change to course aim and LOs:

Course aim	To provide ~~the student~~ākonga with an overview of the software development process and the importance of design. ~~The depiction of programme designs will be introduced using a variety of methods and students will develop programme designs for a variety of problems.~~ ~~Students~~Ākonga will be introduced to fundamental programming skills and given experience in developing and maintaining applications in the chosen environment as well as the problem solving and decision- making techniques required in software development.

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

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Outline the software design and development process.
2	Select and apply a suitable design methodology to the development of a software application to satisfy set requirements.
3	Select, explain and use fundamental mathematical and logical concepts in the design and development of software.~~number systems and data types in the design of software for set requirements.~~
4	Use a programming language correctly and effectively to develop software applications for set projects.
~~5~~	~~Compare and contrast selected examples of procedural and object oriented programming.~~

SDV502 APPLICATION TESTING

- Change to LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
~~1~~	~~Determine client acceptance requirements and data input and exports from existing system(s).~~
~~2~~1	Create ~~, use~~ and document a test plan for a web solution to meet client requirements.
~~3~~2	Plan and implement a testing environment across multiple platforms.
~~4~~3	Produce technical documentation for users and technical staff.
4	Implement and configure an automated tested web solution.

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN

- Change to LOs:

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Explain the importance of the analysis and design phases of the Systems Development Lifecycle.~~Identify and discuss the principles of the systems development life cycle (SDLC).~~
2	Apply information gathering techniques to determine the needs of users of a web system.
3	Document the system requirements of a web solution.
~~2~~4	Design and implement accessible and responsive user interfaces.~~Explain the need for systems analysis and design within the systems development process.~~
~~3~~	~~Explain the principles of effective IT systems analysis and design and the appropriate application of these in the systems development process.~~
~~4~~	~~Create and interpret systems design and analysis documentation.~~
~~5~~	~~Determine the need for and apply software development standards in analysis and design documentation.~~

TEC501 TECHNOLOGY SUPPORT

- Change to course aim and LOs:

Course aim	To enable ~~students~~ākonga to demonstrate an operational knowledge and understanding of IT service management, fundamental security management and controls~~identify common issues related to IT security~~, and troubleshoot and resolve a range of common system problems.~~To introduce IT service management, and trouble shoot and resolve a range of common system, networking, application, and security problems using appropriate tools and procedures.~~

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Apply fundamental practices and processes of service management frameworks to meet service requirements.~~Discuss the basics of service standards, monitor service standards, and understand how management standards support exceptional customer service.~~
2	Troubleshoot and resolve a range of common system and user problems using appropriate tools and procedures.~~Explain the core "best practices" of an IT service desk as a function and perform troubleshooting and resolve a range of common system problems using appropriate tools and procedures.~~
3	Install, configure and manage systems and applications to meet the security and service requirements of an organisation.~~Manage systems and applications to meet the performance, capacity, and business continuity requirements of an organisation.~~
4	Identify and describe the issues of implementing service management processes into an organisation.~~and creating a cycle of continuous improvement.~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT (previously: WEB503 Internet Design Principles)

- New course code and title, change course aim and LOs:

Course aim	This course gives ~~the student~~ākonga the foundations of web development to enable them plan, develop, test and understand development environments and programming languages of ~~a detailed view of the operation of the Internet that enables~~ current generation systems.~~to handle text, graphics and multimedia, using current generation commercial software.~~

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

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Design and implement a web solution to meet user requirements.Describe and discuss the operation of Internet components and the interrelationships between these components.
2	Select and implement an appropriate database system for a web solution.Explain the design principles required for successful Internet web page development for static and dynamic Internet web pages and apply these principles to the development and evaluation of a range of different web pages.
3	Use appropriate programming languages to deploy a web solution. Explain the development principles required for successful Internet website development and apply these principles to the design and evaluation of websites.
4	Validate a deployed web solution to meet the software requirements.
4	Apply the principles of development for web.

WEB502 FRAMEWORK CUSTOMISATION

- Change to course aim and LOs:

Course aim	To provide ākonga with the skills to implement and customise a solution package using web technologies. Ākonga will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements.To provide students with the skills to implement and customise a solution package using frameworks,_ and libraries and scripts. Students will be able to select, install and configure appropriate modules to supplement functionality to meet organisational requirements.

LEARNING OUTCOMES

	On successful completion of this course students will be able to:
1	Select and justify an appropriate software solution for a website.framework set for a given brief.
2	Develop a web solution using a framework or library.Design a website for a particular framework.
3	Create and execute a test plan for a web solution on multiple platforms.Separate content from presentation in the development of a website.
4	Implement and customise a secure and accessible solution for a developed web application.Implement groups, roles and permissions within a website development.
5	Select and manage a host and domain names.
6	Identify and describe content types, entities and entity-relationships.

Type 1 changes:
COM502 COMMUNICATION FOR IT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment A	**Learning Outcomes**	**% Weightings**
Assessment 1	2, 31, 4	25%30%
Assessment 2	1, 31	25%20%
Assessment 3	1, 2, 42, 3	25%
Assessment 4	1, 43, 5	25%

CSA502 COMPUTER SYSTEMS ARCHITECTURE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 23 – 7	25%20%
Assessment 2	2, 3, 43 – 7	20%30%
Assessment 3	1, 51, 2, 4 – 7	25%25%
Assessment 4	2, 3, 4, 51, 2, 4 – 7	30%25%

DAT502 DATABASE CONCEPTS

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% Weightings**
Assessment 1	1, 21 – 5	30%60%
Assessment 2	3, 4, 51 – 4	40%40%
Assessment 3	1 - 4	30%

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

DES502 SYSTEMS, PROCESSES AND DESIGN

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2~~1 – 4~~	30%~~10%~~
Assessment 2		1, 3~~2, 3~~	40%~~60%~~
Assessment 3		4	30%

NET502 NETWORKING FUNDAMENTALS

- Minor change to course aim
- Correct one LO
- Assessment changes

Course aim	To provide ~~the student~~ākonga with an introduction to the concepts of computer networking. It also provides an opportunity for practical experience in configuring a Local Area Network (LAN). This practical work is related to issues of system security, performance and reliability, with the objective of setting up efficient and effective network systems.

LEARNING OUTCOMES

On successful completion of this course students will be able to:	
1	Identify and discuss the main issues involved in computer networking in the business environment.
2	Explain and discuss the application of fundamental network principles to the design of computer networks.
3	Describe and use physical network components effectively within a computer network.
4	Describe and use software components effectively within a computer network.
5	Describe and apply~~explain~~ the use of a range of Internetworking technologies.
6	Implement a small client/server network, utilising a modern operating system.

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		3 - 5	15%
Assessment 2		1 - 5	~~27.5~~25%
Assessment 3		1 - 5	~~27.5~~25%
Assessment 4		3~~1~~ - 6	~~30~~35%

OSA501 OPERATING SYSTEMS AND APPLICATION SOFTWARE

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2, 4~~2 – 6~~	25%~~20%~~
Assessment 2		1 - 4~~2 – 6~~	25%~~40%~~
Assessment 3		2, 4~~1 – 6~~	50%~~20%~~
~~Assessment 4~~		~~1 – 6~~	~~20%~~

SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT

- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 3~~, 5~~	30%
Assessment 2		1 - 4	15%
Assessment 3		1 - 4	55%

SDV502 APPLICATION TESTING

- Assessment changes
- Minor change to course aim

Course aim	To provide ~~students~~ākonga with the skills to test and publish an application~~,~~ and produce user documentation and training material.

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

ASSESSMENTS

Basis of assessment	Achievement Based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 3	20%
Assessment 2	2	30%
Assessment 3	3~~1~~, 4	50%

SYD502 INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN
- Assessment changes
- Minor change to course aim

Course aim	This course provides ~~the student~~ākonga with an understanding of the systems development process and the need for effective systems analysis and design. Several techniques and tools used in current methodologies will be introduced and practised.

Assessment	Learning outcomes	% Weightings
Assessment 1	2, 4 ~~3, 4~~	40% ~~34%~~
Assessment 2	3 ~~3 - 5~~	30% ~~31%~~
Assessment 3	1, 4 ~~1 - 5~~	30% ~~35%~~

TEC501 TECHNOLOGY SUPPORT
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	2, 3 ~~2, 3~~	25% ~~25%~~
Assessment 2	1 - 3 ~~1 - 4~~	50% ~~45%~~
Assessment 3	4 ~~1, 2, 4~~	25% ~~30%~~

WEB504 INTRODUCTION TO WEB DEVELOPMENT
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 2 ~~1 - 4~~	25%
Assessment 2	3 ~~1 - 3~~	25%
Assessment 3	3, 4 ~~2 - 4~~	50%

WEB502 FRAMEWORK COSTUMISATION
- Assessment changes

ASSESSMENTS

Basis of assessment	Achievement based assessment	

Assessment	Learning outcomes	% Weightings
Assessment 1	1, 2 ~~3 - 6~~	50% ~~25%~~
Assessment 2	2, 3 ~~1 - 4, 6~~	25% ~~25%~~
Assessment 3	4 ~~1 - 6~~	25% ~~50%~~

ENGINEERING & CONSTRUCTION

National Certificate in Engineering – Fabrication with strands (Level 4)	12.07.22	15.07.22	150722	1 January 2022
Update of expired versions of unit standards • 25704 (new version 3, new title and credit change to 5 credits) • 2433 (new version 8, same title and credits)				
New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering	n/a	05.07.22	18100	1 January 2019
Rationale for change: Error correction from date of first delivery. **Description of changes:** Correction of Course Aim for CME425 Machining Processes 6 (General CNC) to read, 'The aim of this course is for students to apply knowledge of General CNC operations'.				

HOSPITALITY AND SERVICE SECTOR PATHWAYS

25

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Barista and Café Services [121843-3] Food and Beverage Service [120657-3]	n/a	11.07.22	16102	21 February 2022

Rationale for change/s

We have confirmed with the programme owner (ARA) that there are only three assessments within in this course (and the correct weightings have also been confirmed). Corrections to be made effective from Semester 1 2022.

Brief description of change/s:

Corrections to be made to re-align with the programme owner's version.

Description of changes:

Course Descriptor FBS302 Bar and Wine – correct weightings and number of assessments

Basis of Assessment:	Achievement Based assessment		
Assessment	Learning Outcomes	% Weightings	Pass Criteria
Assessment 1	1 - 2	~~15~~20%	50%
~~Assessment 2~~	~~1 – 2~~	~~15%~~	~~50%~~
Assessment ~~3~~2	1 – 2	20%	50%
Assessment ~~4~~3	1 - 2	~~50~~60%	50%

PRIMARY INDUSTRIES

NZ Certificate in Apiculture (Level 3	12.07.22	15.07.22	21101	18 July 2022

Rationale for change/s

Type 1 change to re-align with Programme owner's Type 2 change to update the version of the Apiculture qualification NZQA ref 2223 from version 1 to version 2

Description of changes:

Version Change to 21101. Changes include course titles (and codes), number of courses (was three, now four), credit changes, rearrangement of unit standards and course content. Mapping updated to reflect changes.

Programme Regulations:

- Updates to reflect updated qualification version
- Updates to reflect changes made by the programme owner.
- Appendix 1 – update to reflect new version change
- Course Descriptors updated to reflect Otago's programme changes

Bachelor of Viticulture and Winemaking	n/a	03.08.22	14109	18 July 2022

Rationale for change/s:

Currently there are too many assessments leading to unnecessary repetition. Online tests were trivial and will be used as learning aids only.

Brief description of change/s:

Change to course **BVW504 Tāne Rāua Ko Rongo and Plant Science** only

Remove online tests (Assessment 1) and adjust assessment numbering, LO mapping and weightings.

Lab reports 40% (2 lab reports weighted 20% each)

Assignment 20%

Test 40%

Course Descriptors:

BVW504 Tāne Rāua Ko Rongo and Plant Science

ASSESSMENT

Basis of Assessment:	Achievement Based assessment for theory assessment and overall course grade		
Methods of Assessment	Methods	Learning Outcomes	% Weighting
	Assessment 1	1- ~~5~~7	~~10~~40
	Assessment 2	~~1 – 4~~3, 5, 7	~~35~~20
	Assessment ~~4~~3	1- 6	40

83/22 RESOLVED that the Approval of Course and Programme Changes be endorsed.

Shine Kelly/Susannah Roddick

CARRIED

6.2   **Key Messages from Meeting**
- The Committee farewelled Darcy Liddell, her contribution to the Academic Committee and the wider NMIT community was acknowledged
- Four qualifications that have recently gone through the Consistency Review process have been given a sufficient rating

ACTION
Mary Woodward / Kim Davies
Forward key message list to Caroline Elworthy for inclusion

Resolution to Exclude the Public
84/22 RESOLVED

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 Director of Academic + Quality (Executive Director responsible for programmes and Delivery (or delegate), Director Teaching + Learning (Curriculum Director), Director Ōritetanga and Māori Relationships (Manager of Ōritetanga, People, Culture and Learner Services (or delegate), Academic Advisor, Quality Enhancement Manager, Team Leader Curriculum + Academic Registry, Appointed Academic Staff Members, Appointed NMIT Students, Acting Director – Marlborough, 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.
8.1 8.2	Minutes of the In-Committee NMIT Academic Committee Meeting – 20 July 2022 Minutes of the In-Committee NMIT Academic Committee Meeting –02 to 03 August 2022	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 9.1.1	2021 Self-Assessment Reports - Postgraduate Certificate in Professional Supervision	Section 9(2) (a) of the Official Information Act – protect the privacy of natural persons, including that of deceased natural persons 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 03.57PM

Academic Committee Action List – 30 August 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 15.06.2022					
1	5.1	Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check List for 2022 Develop an Award spot-check process	Silvia Gassebner	Report back 14 September 2022	
Action Items 20.07.2022 – Open					
2	2.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 30 August 2022	Completed
3	3.6.1	A Review of NZQA EER Reports of ITPs as at January 2019 Compile and share with Committee Members a list of recommendation themes from document	Darcy Liddell	Report back 30 August 2022	Completed
4	4	Sector Updates Update agenda item with descriptive commentary	Kim Davies / Mary Woodward	Report back 14 September 2022	
5	3.4.1	Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time	Kim Davies	Report back 14 September 2022	
6	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed
Action Items 30.08.2022 – Open					
7	2.1 2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 14 September 2022	Completed
8	3.1	Academic Development Tracking Report Follow-up with Ellen Cieraad regarding approval of the Applied Research Micro-credential costings	Kim Davies	Report back 14 September 2022	
9	3.4	Approvals Provide a feedback report to the Committee on the micro-credential development process – including key insights, issues and challenges for next meeting	Kim Davies / Carmen Cayuelas	Report back 14 September 2022	
10	5.1	Programme Approval Committee Reports Contact Kim Davies if interested in becoming part of the Programme Approval Committee process	Committee Members	Report back 14 September 2022	
11	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed

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Academic Committee Action List – 14 September 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 15.06.2022					
1	5.1	Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check List for 2022 Develop an Award spot-check process	Silvia Gassebner	Report back 14 September 2022	
Action Items 20.07.2022 – Open					
2	4	Sector Updates Update agenda item with descriptive commentary	Kim Davies / Mary Woodward	Report back 14 September 2022	
3	3.4.1	Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time	Kim Davies	Report back 14 September 2022	
Action Items 30.08.2022 – Open					
4	2.1 2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 14 September 2022	Completed
5	3.1	Academic Development Tracking Report Follow-up with Ellen Cieraad regarding approval of the Applied Research Micro-credential costings	Kim Davies	Report back 14 September 2022	
6	3.4	Approvals Provide a feedback report to the Committee on the micro-credential development process – including key insights, issues and challenges for next meeting	Kim Davies / Carmen Cayuelas	Report back 14 September 2022	
7	5.1	Programme Approval Committee Reports Contact Kim Davies if interested in becoming part of the Programme Approval Committee process	Committee Members	Report back 14 September 2022	
8	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed

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Academic Committee Correspondence – 14 September 2022

Inwards

1.	Te Pūkenga	29.08.22	OFP Request Approval – Type 2 changes to NZ Certificate in Computing (Intermediate User) (Level 3) and NZ Certificate in Information Technology Essentials (Level 4)
2.	NZQA	29.08.22	Notification of scheduled consistency review – 2591 NZC Computing (User Fundamentals) (L2) for 21.11.2022

Outwards

3.	Te Pūkenga	23.08.22	OFP Request Form – Type 2 changes to NZ Certificate in Computing (Intermediate User) (Level 3) and NZ Certificate in Information Technology Essentials (Level 4)
4.	NZQA	26.08.22	Application C53600 – Programme Approval and Accreditation Vocational Pathways (NCEA Level 2) (Service Industries)

2022-09-14-AC-Agenda-Open

Programme and Course Change Approvals

For endorsement at the 14 September 2022 Academic Committee meeting:

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
APPLIED BUSINESS & ENGLISH LANGUAGE				
Master of Applied Management **Postgraduate Diploma in Applied Management**	25.07.22	26.07.22	17110	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 26 JULY 2022

Rationale for change/s

- Ākonga have found it challenging to meet research and academic standards since 2018 launch and have needed significant support from Curriculum Area staff and Learner Services. Changes to the completion requirements for the Logistics and Supply Chain Management majors in the Postgraduate Diploma in Applied Management and Master of Applied Management will build a more robust ākonga research pathway.
- RES801 Applied Management Research (15 credits) and MGT811 Special Topic (15 credits) are the recommended electives for ākonga with no previous research experience. LSCM major ākonga cannot access both courses when required to complete 45 credits in elective LSCM courses out of only 60 total elective credits.
- Operational efficiency – Change aligns completion structure to Healthcare Management and Business Analytics majors which already include MGT811 Special Topic as a compulsory course

Description of changes:

Completion Requirements: Modify to choose two of four Logistics and Supply Chain Management courses (30 credits reduced from 45 credits), include MGT811 Special Topic where topic must align with Logistics and Supply Chain Management.

Programme Regulations:

New version, 17110

S17.3 Completion Requirements: Postgraduate Diploma in Applied Management – Logistics and Supply Chain Management

S17.9 Completion Requirements: Master of Applied Management – Logistics and Supply Chain Management

Modify to choose two of four Logistics and Supply Chain Management courses (30 credits reduced from 45 credits), include MGT811 Special Topic where topic must align with Logistics and Supply Chain Management.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
AVIATION				
Aeronautical Engineering (Level 4)	30.08.22	31.08.22	17105	15 August.22

Rationale for change/s

Stakeholder would like to employ a person with a different trade background and train them through part-time study with NMIT while employed. Stakeholder would look at extending employment with this arrangement to ensure workforce in times of significant shortage

Description of changes in Programme Regulations:

Add part-time option to be available for this programme (update Section 3 - Delivery);

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
RNZAF General Engineering Officer Training (GEOT)	25.07.22	26.07.22	270722	1 January 2022

Rationale for change/s:

This is to update our regulations to reflect the current agreement (variation 3) between NMIT, RNZAF and Defence Force.

This is a business-to-business arrangement and financial information should not be held within programme regulations.

The change to 19 weeks delivery length is requested by RNZAF. EFTS correction to align self-funded EFTS with course EFTS in programmes.

Brief description of change/s:

- New version effective from 01 January 2022 - v270722
- Reflect amendments as per 'variation 3' of the agreement
- Add 'variation 3' to agreement number
- Remove Finance related information from the programme document
- Change delivery from 20 to 19 weeks
- Correct course EFTS

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
PRIMARY INDUSTRIES				
Bachelor of Viticulture and Winemaking	25.07.22	26.07.22	14110	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 28 JULY 2022

Rationale for change/s

Removing BLM501 and BMG638 courses - implications of new NZDB L5/BAcc 2023 Te Pūkenga unification.

Clarifying the language around general electives (this will ensure we get Ākonga into courses that are primary industry focused as per previous monitor feedback and also student feedback

Summary of Type 2 changes:

Removing BLM501 and BMG638 courses

S13 Schedule of Courses : adjusted to reflect removal of BLM501 and BMG638

S15.5 Completion Requirements - edited to reflect changes above and improve clarity

S15.7 Subject Progression - remove BLM501 and BMG638 from table

Bachelor of Aquaculture and Marine Conservation	12.07.22	18.07.22	14107	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 26 JULY 2022

Rationale for change/s

Removing BLM501 and BMG638 courses - implications of new NZDB L5/BAcc 2023 Te Pūkenga unification.

Clarifying the language around general electives (this will ensure we get Ākonga into courses that are primary industry focused as per previous monitor feedback and also student feedback

Summary of Type 2 changes:

Removing BLM501 and BMG638 courses

S13 Schedule of Courses: adjusted to reflect removal of BLM501 and BMG638

S15.5 Completion Requirements - edited to reflect changes above and improve clarity

S15.7 Subject Progression - remove BLM501 and BMG638 from table

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**REPORT OF A MEETING OF THE PROGRAMME APPROVAL COMMITTEE FOR THE
HE ARA MATATAU – SAFEPLUS ASSESSOR MICRO-CREDENTIAL
HELD ON 22 AUGUST 2022 AT 03.00PM**

PRESENT: Shine Kelly (Chair, voting member), Rae Perkins (Project Lead, voting member), Susannah Roddick (Project Lead, voting member), Kim Davies (Academic Advisor, non-voting), Janine Richardson (eCampus New Zealand, non-voting), Chanelle Taylor (PLS, non-voting), Mary Woodward (Academic & Quality, non-voting)

APOLOGIES: Misty Ormsby (Mātauranga Māori, Tikanga Advisor), Margaret van Schaik (Subject Matter Expert: Managing Director Van Schaik Health & Safety Solutions)

GENERAL:

Shine Kelly opened the meeting and welcomed Members. She noted that apologies had been received from Misty Ormsby and Margaret van Schaik. She advised that the meeting had been convened to approve the He Ara Matatau – SafePlus Assessor Micro-credential and reported that the purpose of the micro-credential is to provide health and safety professionals with the essential skills and knowledge to become credentialled SafePlus Assessors. She invited Kim Davies to give an over-view of the micro-credential.

Kim Davies advised that:
- NMIT in partnership with eCampus New Zealand had been WorkSafe New Zealand's preferred tenderer to develop the level 6 He Ara Matatau – SafePlus Assessor Micro-credential
- NMIT in partnership with eCampus New Zealand had previously worked with WorkSafe New Zealand on the development of the level 4 Kia Haumaru! Kia Mātatu! SafePlus Micro-credential
- The development of a level 6 SafePlus micro-credential is in response to supporting WorkSafe NZ's plan to improve workplace health and safety outcomes in Aotearoa New Zealand
- NMIT in partnership with eCampus New Zealand had worked closely with WorkSafe New Zealand on the development of the He Ara Matatau – SafePlus Assessor Micro-credential
- Those involved in the collaborative development process were:
  - Margaret van Schaik, subject matter expert
  - Janine Richardson, eCampus New Zealand
  - Misty Ormsby, mātauranga Māori and tikanga advisor
- A panel of existing assessors had also been brought together to advise on the micro-credential's content
- The He Ara Matatau – SafePlus Assessor Micro-credential will be delivered fully online, and as requested by WorkSafe New Zealand, will be credentialled and have a qualification attached to it

Shine Kelly acknowledged the work of everyone involved in the development of the He Ara Matatau – SafePlus Assessor Micro-credential.

A.   Programme Approval Committee Recommendation to the Academic Committee

The Committee recommended that the He Ara Matatau – SafePlus Assessor Micro-credential be approved when the requirements of the Programme Approval Committee have been met to the satisfaction of the Committee Chair.

CARRIED

Requirements of Programme Approval Committee met:

Date: 01.09.2022	Advisor: Kim Davies	
Date: 02.09.2022	Chair: Shine Kelly	

B.   Requirements

General

		Date/Initial
1.	Correct general formatting and typing errors, including capitalisation.	KD 01/09
2.	Ensure all reference to learner(s)/student(s) is updated to ākonga	KD 01/09

Micro-Credentials Regulations He Ara Matatau – SafePlus Assessor Micro-credential

Assessment, Assessment Methods (Section 2.5, Page 7):

3.	Paragraph 2, modify sentence to remove the 'at least 50%' requirement	KD 01/09

Assessment, Assessment Methods (Section 2.5.1, Page 7):

4.	Sentence 1, update sentence to 'Summative assessment methods may include:'	KD 01/09

Appendix 1: Course Descriptor WSF601 He Ara Matatau – SafePlus Assessor (Page 13)

5.	Consider adding a section detailing breakdown of the 50 Teaching hours noted in Table 2	KD 01/09

General

6.	Apply any changes identified in the Micro-Credential Regulations He Ara Matatau – SafePlus Assessor Micro-Credential that are also relevant to the Application Document	KD 01/09

MEETING CLOSED 04.29PM

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OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
09 August 2022 at 10.00AM Room M306 and via Microsoft Teams

PRESENT:

Committee: Kim Davies (Chair), Julie Bytheway, Monique Day (joined 10.11AM), Silvia Gassebner, Alison Hart (left 10.54AM), Marja Kneepkens, Trisha Krishnasamy, Eleanor Upton (proxy for Darcy Liddell), Kate Neame, Ren Stronach (proxy for Olivia Hall), Mary Woodward (Minute taker, non-voting)

In Attendance: Shine Kelly (joined 10.20AM)

1. Administrative
   1.1 Welcome, Apologies, Notices

Kim Davies opened the meeting and welcomed Members. She advised that apologies had been received from Reid Carnegie, Wayne Cooper, Hannah Emms-Healey, Deidre Hemera, Darcy Liddell, Kate Neame, Paula Steel, Victoria Whitmore, Pam Wood.

Marja Kneepkens noted the small number of Curriculum Managers present at this meeting

Action Kim Davies

Email reminder to Curriculum Managers that their representation is required at F2F meetings, if not able to attend to arrange a proxy

2. Moderation
   2.1 2022 External Annual Moderation Plans

The 2022 External Annual Moderation Plans were presented for endorsement.

Following discussion on the planned 2020 external moderation activity it was noted that no plans had been submitted from the contractor for 2022 moderation of the Seafood Processing programme delivery.

Action Pam Wood

Follow-up and work with Dean Grooby to create a 2022 External Moderation Plan for the 2022 Seafood Processing progamme delivery

RESOLVED that the following 2022 External Annual Moderation plans be endorsed by this Committee:

- Adventure Tourism 1 event
- Conservation 9 events
- Mechanical Engineering 1 event

Trisha Krishnasamy / Kim Davies
CARRIED
Action Mary Woodward

Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet

2.2 Moderation Reports

The following Moderation Reports were received:

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Action Plan
1	A	CAE403 20WO-MY US3897, 28463, 28465 Coversheet	Report	Met	Met	No	No	No	
2	A	CAE404 20WO-MY US28467, 28468, 28470	Report	Met	Met	No	No	No	
3	A	CAE405 20WO-MY US3906, 4062, 3907, 7243, 28038	Report	Met	Met	No	No	No	
4	CTSI	SDV502 21NN-S2	Report	Met	Not Met	Yes	Yes	Yes	Action Plan – Part 1
5	CTSI	CRE310 22NN US28946 V2 – Pre-assessment	Report – 1-resub required	Not Met Now Met	NA	Yes	No	Yes	Action Plan – Parts 1+2

#	Area	Course	Report	Status 1	Status 2	Y/N	Y/N	Y/N	Action Plan
			Report – 2 - approved						
6	CTSI	CRE301 22NN US27644 V3 – Pre-assessment	Report – 1 resub required Report – 2 approved	Not Met Now Met	NA	Yes	No	Yes	Action Plan – Parts 1 + 2
7	CTSI	BFT202 22NN US28027 – Pre-assessment	Report – 1 – resub required Report – 2 - approved	Not Met Now Met	NA	Yes	No	No	Action Plan – Parts 1 + 2
8	CTSI	AAD518 22NN-T2	Report	Met	Met	No	No	No	
9	CTSI	AAD609 22NN-S1	Report	Met	Met	No	No	No	
10	CTSI	OSA501A 21NN-S2 Coversheet, Report, Action Plan Parts 1 + 2	Met/Modify				Yes	Yes	
11	E+C	MEC304 2021	Report	Met	Met	No	No	No	
12	MAC	RTO304 22NN-CS01 onwards US19492 V4 pre-assessment	Report 1 – Not Met Report 2 – Resub 1 Report 3 – Resub 2	Not Met Met/Modify Met	NA	Yes	No	No	Action Plan – Parts 1 + 2 Response to issues identified by moderation – US19492
Action Plan Part 2 Closing the Loop Process									
1	E+C	AEE405 21NN/ML-CS01, 04, 07, 10 – previously tabled at 08.02.2022 meeting							Action Plan Part 2
2	E+C	HAE401 21NN/ML-CS01, 04, 07, 10 – previously tabled at 15.03.2022 meeting							Action Plan Part 2
3	E+C	CAU303 21NN/ML-CS01, 04, 07, 10 – previously tabled at 12.07.2022 meeting							Action Plan Part 2
4	E+C	HAE411 21NN/ML-CS01, 04, 07, 10 – previously tabled at 12.07.2022 meeting							Action Plan Part 2
5	E+C	CAU305 21NN/ML-CS01, CS04, CS07, CS10, FY – previously tabled at 12.07.2022 meeting							Action Plan Part 2
6	PI	HRT313 21NN-S1 – previously tabled at 07.06.2022 meeting							Action Plan Part 1 (updated) Part 2

The Committee Members advised their satisfaction of the Moderation Reports presented for receipt. They discussed:

- the need to have Curriculum Managers at meetings to talk to their area's moderation reports
- the amount of time spent by Committee Members in reviewing these reports and if the Committee would be better served by a specifically set up Moderation Report Working Group to review and report back to the Committee on moderation report findings
- moderation reports going through a quality check to ensure that all steps have been completed prior to tabling with Committee
- the change to the Moderation Policy regarding moderators receiving unredacted student information and whether this was appropriate and met privacy requirements
- the impact of moderation report outcomes on assessment design and course development

Action Mary Woodward
Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet
Action Kim Davies
Follow-up with Deidre Hemera on the Moderation Policy change in regard to unredacted student information
Action Trisha Krishnasamy
Ensure that OSA501A 21NN-S2 moderation report outcomes are used to inform the 2023 course redevelopment and that the redeveloped course is included in the IT 2023 Annual Moderation Plan
Action Kim Davies / Marja Kneepkens / Reid Carnegie
Review the E+C action plans submitted to this meeting for completeness

3   Academic + Quality

3.1   2022 Consistency Review Schedule and Outcomes Overview

The Committee Members reviewed the 2022 Consistency Review Schedule and Outcomes Overview spreadsheet, it was noted that the report from the 12 April 3667 New Zealand Certificate in English Language (Applied) (Level 3) review had not yet been received.

Action Kim Davies
Follow-up with Darcy Liddell on the 3667 NZC English Language (Applied) (L3) review report

3.2   2022 Degree Monitoring, and Monitoring Overview

The Committee Members reviewed the 2022 Degree Monitoring, and Monitoring Overview spreadsheet. Kim Davies advised:

- the draft Bachelor of Aquaculture and Marine Conservation report has been received and is currently being reviewed
- positive feedback was received from the Nursing Council of New Zealand review visit on 04 August 2022
- NZQA have advised that the programme monitoring exercise for the New Zealand Diploma in Web Development and Design (Level 5) programme is still underway; scoping information for this exercise was sent 12 months ago

The Committee Members discussed how monitoring information could be presented to the Committee in a more meaningful way.

Action Vanessa Dawson / Darcy Liddell

In the 2022 Degree Monitoring Visits spreadsheet move the Nursing Council of NZ BN visit from the Degree Monitoring 2022 page to the Monitoring Visit 2022 page

Action Marja Kneepkens / Kim Davies

Prepare analysis of 2022 monitoring feedback to present to ASQ and AC Committee

4   Quality Management System
There were no Quality Management System items for endorsement/approval

5   Minutes of the Previous Meetings
   5.1   Award Application Approval Reports
      5.1.1   51 REPORT Award Applications 12.07.2022
      5.1.2   52 REPORT Award Applications 14.07.2022
      5.1.3   53 REPORT Award Applications 14.07.2022
      6.1.4   54 REPORT Award Applications 21.07.2022
      5.1.5   55 REPORT Award Applications 21.07.2022
      5.1.6   55a REPORT Award Applications 21.07.2022
      5.1.7   56 REPORT Award Applications 28.07.2022
      5.1.8   56 REPORT Award Applications 28.07.2022
      5.1.9   58 REPORT Award Applications 29.07.2022
      5.1.10   59 REPORT Award Applications 02.08.2022
      5.1.11   60 REPORT Award Applications 03.08.2022 approved 04.08.2022
      5.1.12   61 REPORT Award Applications 03.08.2022 approved 04.08.2022

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 12.07.2022, 14.07.2022, 14.07.2022, 21.07.2022, 21.07.2022, 21.07.2022, 28.07.2022, 28.07.2022, 29.07.2022, 02.08.2022, 03.08.2022 approved 04.08.2022, 03.08.2022 approved 04.08.2022 be received

Trisha Krishnasamy / Kim Davies
CARRIED

6   Matters Arising (General)
   There were no Matters Arising (General)
Kim Davies moved the Committee into the in-committee (confidential) portion of the meeting. SANITI Manager, Alison Hart left the meeting.

7   Minutes of the Previous Meetings
   7.1   Academic Standards and Quality Draft Minutes
      7.1.1   2022-07-22 to 25 ASQ Minutes – Draft
      7.1.2   2022-07-12 ASQ Minutes – Draft

RESOLVED that the Minutes of the meeting held on 12.07.2022 and e-meeting held on 22 to 25.07.2022 be accepted as a true and accurate record of this meeting.

Kim Davies / Kate Neame
CARRIED
ACTION Mary Woodward
Resave minutes as Confirmed and forward to Academic Committee for receipt

   7.2   Course Results Approval Reports
      7.2.1   48 REPORT Course Results 13.07.2022

7.2.2   49 REPORT Course Results 14.07.2022
7.2.3   50 REPORT Course Results 20.07.2022
7.2.4   51 REPORT Course Results 21.07.2022
7.2.5   52 REPORT Course Results 22.07.2022 approved 25.07.2022
7.2.6   53 REPORT Course Results 27.07.2022 approved 28.07.2022
7.2.7   54 REPORT Course Results 28.07.2022
7.2.8   55 REPORT Course Results 03.08.2022 approved 04.08.2022

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 13.07.2022, 14.07.2022, 20.07.2022, 21.07.2022, 22.07.2022 approved 25.07.2022, 27.07.2022 approved 28.07.2022, 28.07.2022, 03.08.2022 approved 04.08.2022 be received.

Trisha Krishnasamy / Kim Davies
CARRIED

8   Matters Arising
   8.1   Action List
Kim Davies requested that Committee Members review the action list and note their completed actions.

Action Mary Woodward
Share link to action list with Committee Members for updating

   8.2   2022 Spot-Check on Course Results
Marja Kneepkens advised that she had carried out a spot-check of the course results receipted at the 12 July meeting. She noted that the process was easy to complete but that there were a number of differences between the sets of RCM minutes, and it was not always clear which learner results were being approved.

Following discussion on course results the Committee Members noted that the findings from the spot-checks should feed into the Course Results Approval Process.

Action Mary Woodward / Trisha Krishnasamy
Carry out a spot-check of course results presented for receipt at this meeting
Action Mary Woodward
Update Agenda template, move item '2022 Spot-Check on Course Results'
to follow item 'Course Results Approval Reports'

9   Student Matters
   9.1   Extension Requests Approval Via Flowingly Process
Silvia Gassebner presented the extension requests approved via the Flowingly process for information. She advised that these requests were for a date after the 31 March of the year following the course end date and had been approved by both the Curriculum Manager and Director of Teaching and Learning.

Flow 14647 Student ███████	Flow 14854 Student ███████

Meeting closed 11.13AM

Academic Standards + Quality Committee Action List 09 August 2022

08 February 2022					
	Item Reference	Action	Who	When	Progress
1	2	Moderation Reports Follow-up on the NFS205 US26627 action plan Follow-up with Jackie Rees on the unmet eCampus moderation	Victoria Whitmore Kim Davies	06.09.2022 06.09.2022	
2	8.2	Student Matters Send 2021 Outstanding Course Results communication to Curriculum Managers	Marja Kneepkens	06.09.2022	Ongoing: 2 remaining under action
15 March 2022					
	Item Reference	Action	Who	When	Progress
3	4	Quality Management System Regarding the updated Safe Driving and Fleet Management Policy and	Darcy Liddell /	06.09.2022	Completed

		update of False Citation definition in Academic Integrity and Academic Misconduct Policy and the Academic Misconduct Procedure	Eleanor Upton		
4	4	Quality Management System Where possible include information on upcoming policy review in monthly Policy Digest	Eleanor Upton	06.09.2022	WIP
5	4	Quality Management System Form Working Group to review/clarify definition of 'False Citation'	Kim Davies Deidre Hemara Alison Hart Hannah Emms-Healey Angela McLean	06.09.2022	WIP Meeting 06.04.22 to discuss
6	5.1	Award Application Approval Reports Establish a process for carrying out a spot-check on the award approval process	Silvia Gassebner	06.09.2022	WIP to be discussed as part of Process redesign

Action List – Meeting of 05 April 2022

	Item Reference	Action	Who	When	Progress
7	2.1	Moderation Reports CCO301 21ML-S1, Review report and report back to Committee	Kim Davies	06.09.22	CCO301 – to be followed up on
		Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design	Kim Davies	06.09.22	
		Undertake a more focused approach on the moderation process with the New Zealand Certificate in Cellar Operations (Level 3) programme area	Marja Kneepkens Kim Davies	06.09.22	WIP
		Initiate a wider conversation on how to address the moderation process across all programme area and the role of the AS+Q and other Sub-Committees in that process	Marja Kneepkens Kim Davies	06.09.22	WIP
8	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: • add a clarifying statement to the Purpose section in regard to providing a written or verbal reference relevant to current study • add an update to the Principles section in regard to Students being able to request a written or verbal reference relevant to current study	Darcy Liddell	06.09.22	WIP as at 12.07.2022

Action List – Meeting of 10 May 2022

	Item Reference	Action	Who	When	Progress
9	2.1	Moderation 2022 External Annual Moderation Plans Follow up with Business Support Coordinators about missing Annual Moderation events and information	Marja Kneepkens	12.07.2022	Completed
10	2.2	Moderation 2021 External Moderation Activity Overview Meet to review Moderation activity data	Marja Kneepkens / Eleanor Upton	06.09.22	

Action List – Meeting of 07 June 2022

	Item Reference	Action	Who	When	Progress
11	2.2	Moderation Reports Follow up on reports HRT313, CHP412, CPI202	Pam Wood	06.09.22	
12	2.2	Moderation Reports Review process on how to ensure that the documents coming to the Committee are correct	Kim Davies / Marja Kneepkens	06.09.22	
13	3.2.3	2021 Degree Self-Assessment Reports 2021 Self-Assessment Report Paetahi Tumu Kōrero Bachelor of Counselling Review the KEQ ratings and the minority learners EPI course and qualification completion information and update report if required	Darcy Liddell	06.09.22	
14	4	Course and Programme Changes Consider adding a section to the 3V6 Approval Form to indicate that a changed course has been added as an external moderation plan event	Kim Davies	06.09.22	
Action List – Meeting of 12 July 2022					
	Item Reference	Action	Who	When	Progress
15	2.1	Moderation Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
16	2.2	Moderation Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
17	2.3	2020/2021 Analysis of External Moderation Reports Completed Resubmit report with commentary added to aid purpose and analysis	Kim Davies	06.09.22	
18	4.1 4.4	Course and Programme Changes 3V6 Approval Form National Certificate in Engineering Fabrication (Level 4) 2022 3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) 2022 21101 Advise Academic Advisor of endorsement Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval ==Use endorsement date 12.07.2022 in notification==	Mary Woodward	ASAP	Completed
19	4.2	Course and Programme Changes 3V6 Approval Form Bachelor of Viticulture and Winemaking Removal of BLM501, BMG638 2022 14110 Review the Bachelor of Viticulture and Winemaking completion requirements Update the proposed start date to semester one 2023	Kim Davies / Shine Kelly	ASAP	Completed
20	4.3	Course and Programme Changes 3V6 Approval Form Bachelor of Aquaculture and Marine Conservation Removal of BLM501, BMG638 2022 14107 Update the Bachelor of Aquaculture and Marine Conservation proposed start date to semester one 2023 Once the proposed start date is updated to semester one 2023, advise Academic Advisor of endorsement Forward endorsed 3v6 Approval Form to Director of Academic & Quality for approval ==Use endorsement date 12.07.2022 in notification==	Kim Davies / Shine Kelly / Mary Woodward	ASAP	Completed
21	7.1	Matters Arising (General) Te Pūkenga Approval of NMIT Te Pūkenga Co-branded Certificate Template Forward the Certificate Template to Academic Committee for information	Mary Woodward	15.06.2022	Completed
22	8.1.1 to 8.1.3	Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	15.06.2022	Completed

23	9.1	Action List Share link to action list with Committee Members for updating	Mary Woodward	09.08.2022	Completed
24	10.1	Student Matters Review Student ▮▮▮▮▮ SYD701A 22NN-S1 marks to determine an aegrotat mark for assessment one and an aegrotat course grade Once aegrotat mark determined update course result information and arrange for presentation for endorsement to the BIT Result Committee	Trisha Krishnasamy / Hannah Emms-Healey	ASAP	Completed
25	10.1	Student Matters Review SYD701 Systems Development Methodologies structure	Kim Davies	06.09.2022	
26	10.2	Student Matters Advise Student ▮▮▮▮ of Committee approval to complete the Bachelor of Arts and Media qualification outside the six-year completion maximum time period Organise system to maintain a bullet point summary outlining currency of learning for Student ▮▮▮▮ to support any future BAM award request	Trisha Krishnasamy	09.08.2022	Completed – student notified – TK
Action List – Meeting of 09 August 2022					
	Item Reference	**Action**	**Who**	**When**	**Progress**
27	1.1	Email reminder to Curriculum Managers that their representation is required at F2F meetings, if not able to arrange a proxy	Kim Davies	06.09.22	
28	2.1	2022 External Annual Moderation Plans Follow-up with Dean Grooby to create a 2022 External Moderation Plan for the 2022 Seafood Processing programme delivery	Pam Wood	06.09.22	
29	2.1	Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
30	2.2	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
31	2.2	Follow-up with Deidre Hemera on the Moderation Policy change in regard to unredacted student information	Kim Davies	06.09.22	
32	2.2	Ensure that OSA501A 21NN-S2 moderation report outcomes are used to inform the 2023 course redevelopment and that the redeveloped course is included in the IT 2023 Annual Moderation Plan	Trisha Krishnasamy	06.09.22	
33	2.2	Review the E+C action plans submitted to this meeting for completeness	Kim Davies / Marja Kneepkens / Reid Carnegie	06.09.22	
34	3.1	2022 CR Schedule and Outcomes Overview Follow-up with Darcy Liddell on the 3667 NZC English Language (Applied) (L3) review report	Kim Davies	06.09.22	
35	3.2	2022 Degree Monitoring, and Monitoring Overview In the 2022 Degree Monitoring Visits spreadsheet move the Nursing Council of NZ BN visit from the Degree Monitoring 2022 page to the Monitoring Visit 2022 page	Vanessa Dawson Darcy Liddell	06.09.22	Completed
36	3.2	Prepare analysis of 2022 monitoring feedback to present to ASQ and AC Committee	Marja Kneepkens Kim Davies	06.09.22	
37	7.1	Minutes of the Previous Meetings Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
38	8.1	Action List	Mary Woodward	06.09.22	

		Share link to action list with Committee Members for updating			
39	8.2	2022 Spot-Check on Course Results Carry out a spot check of course results presented for receipt at this meeting	Mary Woodward Trisha Krishnasamy	06.09.22	
40	8.2	Update Agenda template, move item '2022 Spot-Check on Course Results' to follow item 'Course Results Approval Reports'	Mary Woodward	06.09.22	

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In-Committee
CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
09 August 2022 at 03.33PM via email closed 09 August 2022 at 07.30PM

Participants: Kim Davies, Monique Day, Hannah Emms-Healey, Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Eleanor Upton (proxy for Darcy Liddell), Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved
Monique Day	Approved
Hannah Emms-Healey	Approved
Silvia Gassebner	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Eleanor Upton (proxy for Darcy Liddell)	Approved

1.   Student Matters
    1.1   Request for Compassionate Consideration for Bachelor of Nursing Student ███████ to be allowed to resit the clinical calculations assessment of course NTR711 Transition to Registered Nurse Practice, outside of section 5.10 Special Assessment Circumstances, Resits and Resubmissions of the Bachelor of Nursing Programme Regulations version 9 2022.

    RESOLVED that the request for Compassionate Consideration for Bachelor of Nursing Student ███████ to be allowed to resit the clinical calculations assessment of course NTR711 Transition to Registered Nurse Practice, outside of section 5.10 Special Assessment Circumstances, Resits and Resubmissions of the Bachelor of Nursing Programme Regulations version 9 2022 be approved.

    CARRIED
    Action Kim Davies
    Advise Paula Steele and Sharon Petrie of approval of the compassionate consideration request for Student ███████

    1.2   Request for Compassionate Consideration for Bachelor of Nursing Student ███████ to be allowed to resit the health assessment Objective Structure Clinical Examination (OSCE) assessment of course NTR711 Transition to Registered Nurse Practice, outside of section 5.10 Special Assessment Circumstances, Resits and Resubmissions of the Bachelor of Nursing Programme Regulations version 9 2022.

    RESOLVED that the request for Compassionate Consideration for Bachelor of Nursing Student ███████ to be allowed to resit the health assessment Objective Structure Clinical Examination (OSCE) assessment of course NTR711 Transition to Registered Nurse Practice, outside of section 5.10 Special Assessment Circumstances, Resits and Resubmissions of the Bachelor of Nursing Programme Regulations version 9 2022 be approved.

    CARRIED
    Action Kim Davies
    Advise Paula Steele and Sharon Petrie of approval of the compassionate consideration request for Student ███████

Meeting closed 07.18PM

Action List – E-Meeting of 09 August 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Student Matters Request for Compassionate Consideration for Bachelor of Nursing Student Protect the privacy of - Advise Paula Steele and Sharon Petrie of approval of the compassionate consideration request for Student Protect the privacy of <mark>Use approval date **09.08.2022** in notification</mark>	Kim Davies	ASAP	Completed
2	1.2	Student Matters Request for Compassionate Consideration for Bachelor of Nursing Student Protect the privacy of - Advise Paula Steele and Sharon Petrie of approval of the compassionate consideration request for Student Protect the privacy of <mark>Use approval date **09.08.2022** in notification</mark>	Kim Davies	ASAP	Completed

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CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
FRIDAY 26 August 2022 at 11.02AM via email closed TUESDAY 30 August May 2022 at 02.39PM

Participants: Kim Davies, Monique Day, Hannah Emms-Healey, Alison Hart, Marja Kneepkens, Darcy Liddell, Ren Stronach, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved
Monique Day	Approved
Hannah Emms-Healey	Approved
Alison Hart	Approved
Marja Kneepkens	Approved
Darcy Liddell	Approved
Ren Stronach	Approved
Pam Wood	Approved

1. Course and Programme Changes
    1.1 3V6 Approval Form Aeronautical Engineering (Level 4) 2022 17105
        a. 3V6 Approval Form Aeronautical Engineering (Level 4) 2022 17105
        b. Aeronautical Engineering (Level 4) Programme Regulations 2022 17105

    RESOLVED that the 3V6 Approval Form Aeronautical Engineering (Level 4) 2022 17105 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 endorsements
    Forward 3v6 Approval Forms to Director of Academic & Quality for approval

Meeting closed 02.39PM

Action List – E-Meeting of 26 to 30 August 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes -3V6 Approval Form Aeronautical Engineering (Level 4) 2022 17105 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date **30.08.2022** in notification</mark>	Mary Woodward	ASAP	Completed

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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE

MINUTES

Tuesday 31st of May 2022
1pm – 2pm
H127

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

1. Minutes of previous meeting

1.1. Minutes from **Tuesday 3rd of May 2022** – for approval

It was resolved that the minutes from the meeting on Tuesday 3rd of May 2022 be accepted as a true and accurate record.

Pam Vinluan / Nelly Asmatullayeva
CARRIED
Action RACC Secretary

Upload minutes onto the intranet.

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 Student ▮Protect the privacy of natu▮

The below student would like to use ▮Protect the▮ work experience and previous study to get RPL for course BCD603 Integrated and Reflective Practice (1) to go towards the New Zealand Diploma in Career Development (L 6).

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Protect the privacy of natural persons ▮▮▮▮▮▮▮	To: New Zealand Diploma in Career Development (Level 6)
Please see mapping	BCD603 Integrated and Reflective Practice (1)

*It was resolved that the **RPL application for Student** ▮Protect the privacy of natur▮ be approved in full. The committee would like for future applications for the person(s) who put their name as a testifier; to also sign that what the student has stated is correct. Or to include a statement to confirm the evidence the student has stated is correct.*

Sarah Arnold / Nelly Asmatullayeva
CARRIED
Action RACC Secretary

Let the programme area know for future applications to have the people testifying to also sign that the evidence is correct.

Action RACC Secretary

Remove the names of the testifiers on the application as per the committee's recommendation due to the testifier's not signing it off as being witnessed.

Action RACC Secretary

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

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Tuesday 31st of May 2022				
Item No.	**ACTION**	**WHO**	**WHEN BY**	**PROGRESS + DATE**
1.1	Upload minutes onto the intranet.	Alana		**Completed 02.06.22**
3.1.1	Student ▓▓▓ - Let the programme area know for future applications to have the people testifying to also sign that the evidence is correct.	Alana		**Completed 02.06.22**
3.1.2	Student ▓▓▓ - Remove the names of the testifiers on the application as per the committee's recommendation due to the testifier's not signing it off as being witnessed.	Alana		**Completed 01.06.22**
3.1.3	Student ▓▓▓ - Enter RPL as per minutes for student ▓▓▓ add to the schedule and notify programme area.	Alana		**Waiting for student to be withdrawn from the course in ebs. 02.06.22**

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Friday 15th of July 2022

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

1. **Student Results**
   3.1 RAC Applications
APPLIED BUSINESS - Applications received from Hannah Emms-Healey
   3.1.1 Addition to Schedule for Bachelor of Commerce
   The below application was to be approved onto a schedule using two courses from Open Polytechnic to go into two Business Elective courses for the Bachelor of Commerce.

   ☒ Cross Credit – Addition to Schedule
   ☐ Credit Transfer

☐RPL

From: Open Polytechnic	To: Bachelor of Commerce
Digital Marketing	BEL701 Business Degree Course, Level 7, 15 Credits
Database	BEL601 Business Degree Course, Level 6, 15 Credits

*It was resolved that the **Cross credit application for Bachelor of Commerce addition to Schedule** be approved in full.*

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Sarah Arnold – **Approved**
Pam Vinluan– **Approved**

Action RACC Secretary
Add the courses to the schedule and notify the programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Friday 15th of July 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Bachelor of Commerce - Add the courses to the schedule and notify the programme area.	Alana		Completed 15.07.2022

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CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
25 May 2022 at 03.30PM room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies (joined 04.00PM), Shinn Krammer, Shine Kelly (proxy for Kim Davies), Juan Liang, Sara Matthews, Angela McLean, Pam Wood, Mary Woodward (Minute taker, non-voting)

1. Mihimihi
   Marja Kneepkens opened the meeting and welcomed Members. She advised apologies had been received from Shingai Muchecheterwa, Ren Stronach, and Kim Davies.

2. Previous Minutes and Actions
   2.1   Learning + Teaching Committee 04.05.2022 Draft Minutes for confirmation

   RESOLVED that the minutes of the Learning and Teaching Committee meeting 04 May 2022 be confirmed as a true and accurate record.

   Claire Dallison/Marja Kneepkens
   CARRIED
   ACTION
   Mary Woodward
   Forward confirmed minutes for tabling at next Academic Committee meeting

   2.2   Action List
   Action Item 1: Discuss how to get academic input in developing the Assessment and Moderation induction modules
   Marja Kneepkens advised this action had been completed.

   Action Item 6: Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops
   Marja Kneepkens advised that until Shingai Muchecheterwa returns this action is a work in progress.

   Action Item 7: Forward the planned BOLD schedule to Marja Kneepkens
   Marja Kneepkens advised that until Shingai Muchecheterwa returns this action is a work in progress.

   Action Item 8: Select a focus area/s to lead and pull together people form inside or outside of the Committee to look at what actions to undertake to make a difference
   Marja Kneepkens advised this action was included as an agenda item.

3. Teaching and Learning Support
   3.1   Student Representatives Update
   Shinn Krammer advised that recent feedback from Student Representatives has focused on:
   - on-line learning delivery
   - how NMIT messaging is communicated especially Covid19 related changes
   - creating a general announcement space on Student team sites

   The Committee Members noted:
   - students in their first year of study may not have the necessary online learning skills
   - although good practice is happening there are some increasing need gaps
   - how can some quick, sharp sharing of good practice be achieved?

   3.2   Teaching and Learning Coach Update
   Claire Dallison advised that:
   - new tutors are being "bedded in" but some are learning the hard way
   - there are some awesome passionate new tutors learning to be educators
   - 34 current NZCATT enrolments othis year
   - a number of tutors are working on completing the NZCATT qualification before next year's transition to Te Pūkenga

3.3   Aotearoa Tertiary Education Awards

Marja Kneepkens advised:

- Angela McLean has been nominated for Te Whatu Kairangi Aotearoa Tertiary Educator award
- as discussed at the 04.05.2022 meeting the Learning and Teaching Committee will be supporting Angela's nomination

Angela McLean advised:

- she is currently working on her award submission and talking with past award winners
- she will be seeking Student Representative support on her submission
- she will continue to update the Committee Members on the progress of her submission

ACTION
Marja Kneepkens
Draft email to SANITI advising of Angela McLean's nomination for Te Whatu Kairangi Aotearoa Tertiary Educator award and request for support

3.4   2022 Learning + Teaching Committee Priorities

Following discussion on the proposed 2022 Committee priorities it was agreed that the Committee should focus on:

- Staff wellbeing
- Assessment design and practice
- Moderation practice

In agreeing to these priorities, the Committee Members noted:

- the Learning and Teaching Committee should be initiating what will make a difference
- the need to look at the actual ways of doing things rather than reporting on what is going on
- assessment design has been noted as a priority by both students and external moderation

ACTION
Mary Woodward
Update the priority list with the agreed updated focus areas
Add as standing items to agenda:
- 2022 Priorities
-Staff wellbeing
-Assessment design and practice
-Moderation practice

4.   Emerging Initiatives

4.1   Te Tiriti o Waitangi

This item was not discussed.

4.2   Student as Partners

Angela McLean advised:

- she had uploaded the Ministry of Education published booklet *Whiria Ngā Rau Progressing from student voice to partnerships* to the Learning + Teaching Committee Sharepoint site

5.   General Business

5.1   Key Messages for Te Korihi Newsletter

Following discussion, the Committee Members agreed on the following key messages for Te Korihi newsletter:

- Whiria Nga Rau booklet
- the 2022 Committee priorities
- Angela McLean nomination for Te Whatu Kairangi Aotearoa Tertiary Educator award
- provide relevant Learning and Teaching Te Pūkenga documents

ACTION
Marja Kneepkens
Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter

Meeting Closed: 04.32PM

Learning and Teaching Committee Action List – 25 May 2022

	Minute Item	Action	Who	Progress	When
Action List 17 February 2022					
1		Discuss how to get academic input in developing the Assessment and Moderation induction modules	Sara Matthews ~~Bradley Hannigan~~ Shingai Muchecheterwa	25.05.2022	WIP
Action List 23 March 2022					
2	3.3	Forward Ako Aotearoa website information to Curriculum Managers for ideas on Professional Development	Claire Dallison	25.05.2022	Completed
3	3.4	Forward Te Whati Kairangi Aotearoa Tertiary Educator Awards Award information to Curriculum Managers	Claire Dallison	25.05.2022	Completed by Marja Kneepkens
Action List 04 May 2022					
4	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
5	3.3	Update the priority list with the agreed focus areas Add as standing items to agenda: -Te Tiriti o Waitangi and Students as Partners with a focus on Te Pūkenga direction and support	Mary Woodward	ASAP	Completed
6	3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	22.06.2022	WIP
7	3.3	Forward the planned BOLD schedule to Marja Kneepkens	Shingai Muchecheterwa	22.06.2022	WIP
8	3.3	Select a focus area/s to lead and pull together people from inside or outside of the Committee to look at what actions to undertake to make a difference	Committee Members	25.05.2022	Closed
9	5.1	Forward available Ako Aotearoa website information to Jane Horder for inclusion in Te Korihi newsletter	Claire Dallison	25.05.2022	Completed
Action List 25 May 2022					
10	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
11	3.3	Draft email to SANITI advising of Angela McLean's nomination for Te Whatu Kairangi Aotearoa Tertiary Educator award and request for support	Marja Kneepkens	ASAP	
12	3.4	Update the priority list with the agreed updated focus areas	Marja Kneepkens	22.06.2022	
		Add as standing items to agenda: • 2022 Priorities -Staff Wellbeing -Assessment design -Moderation	Mary Woodward		Completed
13	5.2	Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter	Marja Kneepkens	ASAP	

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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

Research and Ethics Committee

MINUTES
16 February 2022, 1.00pm, on Zoom

Attending:

Bradley Hannigan	Chair
Ellen Cieraad	Research Manager
Shinn Krammer	Student rep
Annie Fay	Committee member / Māori rep
Petra Crone	**Committee member**
Raewyn Laurenson	**Committee member**
Liz Image	Note taker

Apologies:

Todd Cochrane	Committee member
Eric Buenz	Research Professor
Kirsten Coppell	Research Professor
Mark Burdass	Committee member

Agenda number	Items	Person	Action
1	Approve minutes of last meeting dated: 17 November 2021	Secretary	Approve
2	Ethics applications	Chair	Discuss – approve
3	Research Manager's report	RM	Accept
4	Discussion topics arising from Research Manager's report • Updating ethics application and consent docs	RM	Discuss
5	PBRF updates	RM	Discuss
6	Other business	Members	Discuss

(Shaded items are standing items)

Only 4 members present (Bradley, Ellen, Shinn, Petra) not reached quorum but will start the meeting.

1. Minutes

Minutes will be approved when quorum reached.

2. Ethics Applications

No ethics applications received.

Raewyn joined 1.05.

3. Managers Report

Accountability is a big issue for those with research hours. There is disparity about where accountability lies for underperformance for research, with the CMs or research. A discussion document is being drafted with options of how to resolve this.

Annie joined 1.13, quorum now reached.

4. Discussion from RM Report

One query raised from the report about the high conference presentation in outputs. For some people this could be pushed for papers to turn into journal articles. Ideally conference presentations should be a stepping stone rather than the final result.

Raewyn to first approve RM report, Annie second.

Minutes (revisited)

Approved by Ellen first, Shinn second.

The Code for ethical conduct was updated and approved and has been published on the NMIT website. Biggest change was wording and statutory and structural changes in NMIT and Te Tiriti partnership.

Now the other documents and ethics application forms need to be in line with this.

Action – Raewyn and Annie will review and update the documents and these will be circulated to the committee for further review and approval before the next statutory meeting.

5. PBRF

Interim portfolios are being reviewed by 2 ex panellists. Possibly some additional support for the arts if the current reviewers can't give suitable feedback. 22 portfolios were submitted. This could increase depending on staffing changes over the next 3 years.

The review of the second consultation round for PBRF closed this week. The result of this will impact ITPs a lot. If any committee members want more active involvement, contact Ellen to discuss.

6. Other business

No.

Meeting finished: 1.30

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
Research and Ethics Committee
MINUTES
25 May 2022, 1.00pm, on Teams

Attending:

Bradley Hannigan	Chair
Ellen Cieraad	Research Manager
Kirsten Coppell	Research Professor
Annie Fay	Committee member / Māori rep
Mark Burdass	Committee member
Petra Crone	**Committee member**
Raewyn Laurenson	**Committee member**
Liz Image	Note taker

Apologies:

Todd Cochrane	Committee member
Eric Buenz	Research Professor
Shinn Krammer	Student rep

Agenda number	Items	Person	Action
1	Approve minutes of last meeting dated: 16 February 2022	Secretary	Approve
2	Ethics applications • Petra Crone & Karen Graham (recognition ethics approval from UNITEC) • Jess Shirley • Bradley Hannigan & Andi Jones • Juan Liang	Chair	-FYI, for the record -Discuss/approve -Discuss/approve -Discuss/approve
3	Research Manager's report	RM	Accept
4	Discussion topics arising from Research Manager's report	RM	Discuss
5	R&EC process	RM	Approve
6	Ethics application form	RM	Approve
7	Animal Ethics Committee	RM	Discuss
8	PBRF updates	RM	Discuss
9	PD Ethics Committee	RM	Finalise date
10	Other business	Members	Discuss

(Shaded items are standing items)

2. – Ethics Applications

Petra Crone & Karen Grahams

Noted that UNITEC has approved an ethics application from Petra Crone & Karen Graham.

2022-B03 Jess Shirley - Independent and dependent living in the twilight years

This application needed discussing at the meeting to streamline the feedback before going to back her. Feedback needs majority vote to process.

Concerns were raised about the vulnerability of the group, and Māori content and cultural sensitivities.

Raewyn said she was unsure what conditionally approve meant, she felt there was a lot that needed additional detail so declined it. Wanted to change from decline to conditionally approve now that she understands what it means.

Research Manager outlined that with provisionally approve the whole committee wouldn't see the amended application, apart from perhaps with Annie for the cultural aspect. If an application is declined and resubmit then the application goes back to the whole committee for approval again.

Research Manager asked if everyone was happy if provisionally approved for the application to only go to Bradley and Ellen? Committee agreed that if concerns weren't/couldn't be addressed then the application should go back to person who raised them, but otherwise Ellen and Bradley would review them.

Action – compile feedback and ask Jess to make changes and send back for Ellen/Bradley to view.

1. Approve minutes of last meeting dated: 16 February 2022

Minutes confirmed. Moved by Ellen, second by Petra.

2. – Ethics Applications

2022-B02 Bradleys Hannigan - Taekwondo instructor experiences of running their club through the Covid 19 pandemic.

Bradley didn't participate in the discussion except to answer questions.

Concerns were raised about the federation vs individual branches, selection process and transcribing, record keeping. It was queried what would be deemed 'impaired'. Bradley was thinking drunk or on medication, assessing by common sense. This could open up a can of worms, as this issue could apply to every research. Bradley should include a file note on the discussion around alcohol.

In the new process document says to supply interview schedule with the application.

Action - Collate by research office and be another conditional approval.

2022-B01 Juan Liang - Your office or ours? Unfolding the entanglement of organisational identity and place

There were concerns raised about participant anonymity, the suitability of public space to hold the interviews, how much detail would be shared with management and what their expectations are, cultural sensitivities, guaranteeing participants anonymity, bias within the institution, concern around how much info will management get, safety at end of production and how information is shared with organisation, how to ensure peoples voices are heard without being identifiable, interview content may be upsetting to participants, cultural sensitivities weren't fully addressed.

Committee agree to conditionally approve.

Action – Research office compile feedback and relay to her.

5. REC process

Ellen explained that Raewyn and Annie looked at application form mostly in terms of checklist. On back on the application form is the ethics process. Research Manager created a process document and flow chart as people are unsure and unknowns about the ethics process based on the National Advisory Board. Members involved in the application are allowed to vote as applicants are encouraged to seek advice prior to submitting an application. Outlines how conditional approvals are managed.

Committee wants more time to review the document. Hard deadline of end of the week 5pm Friday for comments.

6. Ethics application form

Not discussed.

7 - Animal Ethics Committee

Not discussed

8 – PBRF updates

Not discussed

9 – PD for Ethics Committee

PD will be 1.5 hour slot for ethics committee members training, need to be done as a team. Second session will be scheduled a week or 2 later. Expect everyone to attend.

10 – Other business

Lack of engagement of research staff across the board. Want to get a staff research survey out about how to help people other ways to support people as only 9 people attend a great PD session, 4 were in research office. Want to find out what researchers want and bring own voices to the table. Want the committee to help put something together. There was a suggestion that lack of engagement could be covid related. Researchers get a day a week, want to know how can we improve what we offer.

Ran out of time to cover all the agenda.

Meeting finished: 2pm.

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NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
Research and Ethics Committee
MINUTES
20 June 2022, 1.00pm, on Teams

Attending:

Bradley Hannigan	Chair
Ellen Cieraad	Research Manager (note taker)
Eric Buenz	Research Professor
Kirsten Coppell	Research Professor
Hamish Duncan	Student rep
Annie Fay	Committee member / Māori rep
Mark Baskett	Committee member
Sobhan Akhavan	Committee member

Apologies:

Petra Crone	Committee member
Raewyn Laurenson	Committee member

Agenda number	Items	Person	Action
0	**Welcome New Members at first formal meeting – Sobhan Hamish Mark**	Chair	
1	Approve minutes of last meeting dated: 25 May 2022	Secretary	Approve
2	PD Ethics committee follow up	Chair	Discuss any actions
3	Ethics applications • -Todd Cochrane • LIIT Team • **Noting student applications**	Chair	-Discuss/approve
4	Research Manager's report	RM	Accept. Move:
5	Discussion topics arising from Research Manager's report	RM	Discuss.
6	Animal Ethics Committee	Sobhan	Update
7	PBRF updates	RM	Discuss
8	External Research Applications	RM	Discuss.
9	Other business	Members	Discuss.

(Shaded items are standing items)

Meeting start 1:00pm.

1. Approve minutes of last meeting dated: 25 May 2022

Minutes moved by Annie, seconded by: Bradley

2. PD Ethics committee follow up

Following up from the well received professional development sessions by Martin Tolich, which included a discussion on how to run ethics meetings and assess applications, we discussed the process through which ethics applications are assessed by our committee.

The last few applications the bulk of the review work fell on few of the members, and it didn't always leave space for other members to comment.

Proposal put forward by Ellen:

When application is received: 1 lead reviewer & 1 second reviewer are appointed, ideally at least one in a related research methodological area. These 2 reviewers provide in-depth comments on the application. The application is then sent through to the other committee members, who can add additional comments. The application is then discussed at the REC meeting. During this meeting, the two principal reviewers provide a summary of the application and of the ethical considerations related to the research.

Conflict of interest needs to be lister for all members for each application (e.g. where they advisor on the research project, peer-reviewer, part of research team etc). None of these conflicts would stop them from partaking in the review of the application, but will affect assignment of lead & second reviewer.

Proposal approval moved by Eric, seconded by Hamish

3. Ethics applications

- Todd Cochrane: Bradley sat down with Todd and helped revise application. New version to be sent around
- LIIT Team: issues around power relations, whanaungatanga. Ellen to send email to team – approved with amendments – to note Kirsten will help with application adjustments
- Student applications from BUS750 noted

Arising discussion about (lack of) quality of the recent applications: We need to provide more information on how to fill out an ethics application, and provide more guidelines online. Including flowchart of who needs what application category. We discussed having example of application up on Polly.

Action: Bradley to talk with Andi re: using Taekwondo application for this purpose. Work with RE&C to repurpose the application for this, and add different components, including survey, interview (current applicatino), focus groups, Māori participation.

Action: Research & Innovation Office to coordinate this, starting when Research support coordinator starts.

4. Research Manager Report

Moved for approval by Annie, seconded by Hamish & Eric.

5. Discuss items from Manager Report

Noting that we often run out of time to discuss items in this report, agreed to have monthly meetings to discuss some topics that have been outstanding.

6. Update from Animal Ethics Committee

Sobhan gave a short overview of recent activities from the NMIT Animal Ethics Committee. Recent applications, recent site visits for a high risk application and animal holding facilities, Skretin, Plant & Food research, Takaka, and new Cawthron facility.

7. PBRF updates

News on PBRF was posted in July Research Newsletter last week – members to ask Ellen if more info needed. Rangahau Research Forum (of which Ellen and Annie are a part) takes part in the consultation process around the new PBRF guidelines, providing submissions on behalf of Researchers across the ITPs.

8. External research applications

There is nothing on the horizon, however this is a topic that needs revisiting. Given changes in Te Pukenga ethics structure, park until some clarity around this.

9. Other business

* Annie: noted that she is on the committee as pourangahau Maori and Maori rep. We need to ensure that there is more Maori representation on the R&EC- ideally pourangahau Maori & representation from Te Toki Pakohe. This would allow second pair of eyes, and separation of research consultation with Maori and ethics application processes.

* Hamish is joining the NZ Ethics Committee. He will feedback on NZ Ethics committee meeting.

Meeting finished: 2:00pm exactly 😉

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2022-09-14-AC-Agenda-Open

Te Kaupapa: Complaints and Misconduct

1. PURPOSE:

Function:	For Information
Nā:	Deidre Hemera | Complaints Officer
Te rā:	**6 September 2022**
Purpose:	The purpose of this paper is to provide Academic Committee with an update on current Complaints and Misconduct cases.
Recommendation(s):	It is recommended that the Academic Committee resolve to:

- Note the current Complaints and Misconduct report

2. EXECUTIVE SUMMARY

- There were two complaints since the last report which were resolved.
- There were two incidents of Student Misconduct which were resolved.

TOPIC	STATUS REPORT		COMMENTARY
Complaints & Misconduct	**Complaints**		• Two new Complaints were received and closed this period.
	Complaints received this period (1 August 2022 to 6 September 2022)	2	• Two student misconducts were reported and closed for this period.
	Complaints yet to be resolved (excluding those received this period)	0	
	Complaints resolved/closed during report period	2	
	Appeals arising this reporting period	0	
	Appeals resolved/closed during this report period	0	
	Student Misconduct (Non-academic)		
	Student Misconduct matters reported in this period (1 August 2022–6 September 2022)	2	
	Ongoing student misconduct investigations	0	
	Student misconduct investigations resolved/closed during report period	2	

It is recommended that the Academic Committee resolve to:

• Note the current Complaints and Misconduct report.

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2022-09-14-AC-Agenda-Open