Te Pūkenga trading as NMIT Academic Committee Meeting – 23 November 2022 – Open

Room M306 Nelson Campus – Wednesday 23 November 2022 3.15PM

2022-11-23-AC-Open-DRAFT

OPEN
DRAFT Minutes of a meeting of the Academic Committee
12 October 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Olivia Hall Executive Director Ōritetanga, Teaching and Learners, Kim Davies Director Academic + Quality, Silvia Gassebner Team Leader Curriculum + Academic Registry, Lauren Robinson NMIT Student, Susannah Roddick Project Lead (proxy for Quality Enhancement Manager) Marja Kneepkens Director Teaching + Learning (arrived 03.25PM), Soraya Paki Paki Curriculum Manager (proxy for Nicole Akuhata Director Ōritetanga and Māori Relationships), Chanelle Taylor Programme Lead Specialist, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

IN ATTENDANCE: Julie Bytheway Head of Learner Services (03.45 to 3.55PM), Deidre Hemera Chief Risk Officer   (04.00 to 04.10PM)

1.   Welcome, Apologies, Notices
       Olivia Hall opened the meeting and welcomed Members. She advised:
       - apologies were received from Nicole Akuhata Director Ōritetanga and Māori Relationships, Max Devon NMIT Student, Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Pam Wood Acting Director – Marlborough
       - Susannah Roddick Project Lead was in attendance as proxy for the Quality Enhancement Manager role, Soraya Paki Paki Curriculum Manager as proxy for Nicole Akuhata

2.   Administrative
       2.1   Minutes of NMIT Academic Committee Meeting 14 September 2022 - Open
               101/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 14 September 2022 - Open be confirmed as a true and accurate record.

Kim Davies/Chanelle Taylor
CARRIED

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

       2.2   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
       -     Silvia Gassebner requested this action be deferred to the 23 November 2022 meeting
       Action Item 4 – Degree Monitoring and Monitoring
       Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in readiness for 2023 Degree Monitoring activity. Start development of a high-level review of 2022 Degree Monitoring activity
       -     Kim Davies requested this action be deferred to the 23 November 2022 meeting following discussion with the newly appointed Quality Enhancement Manager
       Action item 6 – Reports from Committee and Working Parties
       Follow-up with Research Manager on what information is feasible to bring to the Academic Committee
       -     Olivia Hall requested this action be deferred to the 23 November 2022 following the new Research Manager starting in the role
       Action Item 7 – Reports from Committee and Working Parties
       Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees
       -     Olivia Hall advised this action had been completed
       Action Item 8 – Reports from Committee and Working Parties
       Follow-up for including Te Rito report and possibly Disability Report for next meeting
       -     Olivia Hall advised Te Rito report had been tabled at this meeting, the Disability Report was still a work in progress
       Action Item 10 – Academic Contracts as at 06 September 2022; Develop a statement for the agenda regarding the role of the Committee Members in viewing this item
       -     Olivia Hall requested this item be deferred to the 23 November meeting

2.3   Correspondence Schedule
102/22 **RESOLVED** that the inwards correspondence be received.

Marja Kneepkens/Silvia Gassebner
CARRIED

103/22 **RESOLVED** that the outwards correspondence be endorsed.

Marja Kneepkens/Silvia Gassebner
CARRIED

3.   **Academic and Quality**
   3.1   Self-Assessment
      3.1.1   Degree Self-Assessment Reports' Update
Susannah Roddick advised that work had been done on streamlining the Degree Self-Assessment Report templates to make report writing easier and the process more meaningful for degree team engagement. She noted that to aid consistency each report would be prepopulated with identical NMIT text from the four business support managers with the degree teams then adding their own data, analysis, discussion, and reflection. She advised that for a more holistic approach to the KEQs they were now situated together at the end of the report.

   3.2   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

MARITIME, ADVENTURE TOURISM & CONSERVATION

Kaitiaki Whenua, and Trainee Ranger	n/a	09.09.22	18102	18 July 2022

Rationale for change/s: 2022/23 rollover updates. New version 18102.

Updates to course descriptors resulting from a clarification of current practice, including updates to course completion requirements, and assessments changes for CIC201 Fire and Chainsaws.

Description of changes:
- Health and Safety Risk Management – update wording
- Updates to Course Completion requirements
- Assessments changes for CIC201 Fire and Chainsaws to read:

Basis of Assessment:	Competency Based assessments are used in this course.			
Assessment	Nature of assessment	Relates to Unit Standard (s)	Learning Outcomes	Pass Criteria
Assessment 1	Theory	6916	1	Must Pass
Assessment 2	Practical	6917	2	Must Pass
Assessment 3	Theory	3285	3	Must Pass
Assessment 4	Theory	3286	4	Must Pass
Assessment 5	Practical	3286	4	Must Pass
Assessment 6	Theory	3287	5	Must Pass
Assessment 7	Practical	3287	5	Must Pass

104/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Chanelle Taylor/Susannah Roddick

4.   **Te Pūkenga**
   4.1   Transition
Olivia Hall advised that following on from the NMIT transition to Te Pūkenga a process will be put in place to review those NMIT policies that overlap with Te Pūkenga policies and update these to Te Pūkenga ones.

ACTION
Eleanor Upton

3

> Continue work on updating policies and bring to the Committee an overview of these policies

Silvia Gassebner advised that the co-branded award certificates were now in use.

4.2   Unified Programmes

Kim Davies gave an update on current unified programme activity and noted that it was interesting to be part of the programme building conversations.

Marja Kneepkens advised that:
- she was part of the Te Pūkenga Moderation Working Group
- draft moderation documents have been circulated for trialling
- key changes in terms of practice includes dropping references to internal/external and pre/post
- ITP partners are no longer considered external
- intra moderation is still the only form being currently trialled
- an overview to socialise moderation process changes is currently being prepared and when ready will be shared with the Academic Committee

4.3   Te Poari Akoranga

Kim Davies advised that updated Unified Programme dates for the remaining 2023 programmes had been advised

Marja Kneepkens noted that preparation for 2024 unifications is underway in a few areas with some information already release for circulation.

5.   Reports from Committees and Working Parties
   5.1   Programme Approval Committee Reports
      5.1.1   PAC Report for the Generating High-Impact Academic Publications Micro-Credential (Level 8) Developing a Comprehensive Research Strategy Micro-Credential (Level 8) Preparing a Research Funding Application Micro-Credential (Level 8)

Kim Davies advised that this report was being presented for approval as the requirements of the Programme Approval Committee have been met to the satisfaction of the Committee Chair. She noted development of these micro-credentials was on behalf of Te Pūkenga and that they may become the research vehicle for staff training within the network. She reported the good conversation that had taken place during the PAC meeting including high-level kōrero on acknowledging tikanga principles, and considerations for and against developing this suite of micro-credentials rather than a postgraduate certificate. She advised that resourcing for course content development at NMIT had been included in the development costings.

105/22 **RESOLVED** that the Programme Approval Committee Report for the Generating High-Impact Academic Publications Micro-Credential (Level 8) Developing a Comprehensive Research Strategy Micro-Credential (Level 8) Preparing a Research Funding Application Micro-Credential (Level 8) be approved

Marja Kneepkens/Chanelle Taylor
CARRIED

5.2   Academic Standards + Quality Committee

Kim Davies advised that the 06 September 2022 meeting had been the first meeting that included agenda items that had previously formed part of the Academic Committee agenda.

The minutes of the Academic Standards + Quality Committee Meeting of 06.09.2022 and E-Meetings of 15 to 20.09.2022, 09 to 14.09.22 were receipted.

5.3   Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meeting of 06.09.2022 and E-Meeting of 16.06.2022, 23.06.2022, 26.08.2022 were receipted.

5.4   Learning and Teaching Committee

Marja Kneepkens reported that:
- she endorsed the opportunity to have ākonga and learner voice feedback involved in the Committee
- Committee Members were/had trialled the Assessment and Moderation course
- Kate Neame had presented an overview of the Professional + Leadership Development Project

- Claire Dallison had updated the committee on the change in the New Zealand Certificate in Adult and Tertiary Teaching (NZCATT) provision from eCampus to Open Polytechnic

The minutes of the Learning and Teaching Committee Meeting of 31.08.2022 were receipted.

5.5   Research and Ethics Committee
The minutes of the Research and Ethics Committee Meetings of 24.08.2022 were receipted

5.6   Te Rito Action Plan
Julie Bytheway presented Te Rito Action Plan for information and noted:
- this is a collaboratively written dynamic document
- it supports other documents – Disability, Code of Pastoral Care (International and Domestic)
- since its initial start in April 2022 progress has been made on all actions
- it supports the transition to Te Pūkenga

Olivia Hall noted that it was reassuring to see how issues are being addressed.

6.   Complaints and Misconduct
Deidre Hemera presented Te Kaupapa: Complaints and Misconduct Report as at 10 October 2022 for information. She noted that no new complaints had been received.

Resolution to Exclude the Public
106/22 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 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, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), Chief Risk Officer, 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 – 14 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)
9	Academic Contracts as at 07 October 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)

| 10 | Complaint Action Report | Section 9(2)(a) of the Official Information Act 1982, "in order to maintain the effective conduct of public affairs through the free and frank expressions of opinions by or between officers and employees of any organisation in the course of their duty".
Section 9(2) (g)(i) of the Official Information Act 1982 and to enable the crown or any department or organisation or any subsidiary of any organisation to carry on negotiations (including commercial and industrial negotiations):
Section 9(2)(j) of the Official Information Act 1982, and to prevent the disclosure or use of official information for improper gain or improper advantage;
Section 9(2)(k) of the Official Information Act 1982. | 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 04.10PM

Academic Committee Action List – 12 October 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 23 November 2022	
Action Items 30.08.2022 - Open					
2	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 23 November 2022	For tabling as a discussion point at 23 November meeting
Action Items 14.09.2022 - Open					
3	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 12 October 2022	Completed
4	3.1	Degree Monitoring and Monitoring • Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in readiness for 2023 Degree Monitoring activity • Start development of a high-level review of 2022 Degree Monitoring activity	Kim Davies	Report back 23 November 2022	Defer for discussion with Quality Enhancement Manager
5	4.2	Unified Programmes Arrange for a series of Te Kawa Maiorooro Te Pūkenga – Educational Regulatory Framework information and feedback sessions	Kim Davies	Report back 12 October 2022	Completed
6	5.	Reports from Committee and Working Parties Follow-up with Research Manager on what information is feasible to bring to the Academic Committee	Olivia Hall / Bradley Hannigan	Report back 23 November 2022	Defer until new Research Manager appointed

7	5.	Reports from Committee and Working Parties Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees	Olivia Hall	Report back 12 October 2022	Completed
8	5.	Reports from Committee and Working Parties Follow-up for including Te Rito report and possibly Disability Report for next meeting	Olivia Hall	Report back 23 November 2022 for Disability Report	Completed for Te Rito report
Action Items 14.09.2022 – In-Committee					
9	8.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 12 October 2022	Completed
10	9	Academic Contracts as at 06 September 2022 Develop a statement for the agenda regarding the role of the Committee Members in viewing this item	Olivia Hall	Report back 23 November 2022	
Action Items 12.10.2022 – Open					
11	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 23 November 2022	Completed
12	4.1	Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies	Eleanor Upton	Report back 14 December 2022	

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Academic Committee Action List – 23 November 2022

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Action Items 15.06.2022					
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Action Items 14.09.2022 - Open					
3	3.1	Degree Monitoring and Monitoring • Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in readiness for 2023 Degree Monitoring activity • Start development of a high-level review of 2022 Degree Monitoring activity	Kim Davies	Report back 23 November 2022	Defer for discussion with Quality Enhancement Manager
4	5.	Reports from Committee and Working Parties Follow-up with Research Manager on what information is feasible to bring to the Academic Committee	Olivia Hall / Bradley Hannigan	Report back 23 November 2022	Defer until new Research Manager appointed
5	5.	Reports from Committee and Working Parties Follow-up for including Te Rito report and possibly Disability Report for next meeting	Olivia Hall	Report back 23 November 2022 for Disability Report	Completed for Te Rito report
Action Items 14.09.2022 – In-Committee					
6	9	Academic Contracts as at 06 September 2022 Develop a statement for the agenda regarding the role of the Committee Members in viewing this item	Olivia Hall	Report back 23 November 2022	
Action Items 12.10.2022 – Open					
7	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 23 November 2022	Completed
8	4.1	Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies	Eleanor Upton	Report back 14 December 2022	

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Academic Committee Correspondence – 23 November 2022

<u>**Inwards for receipt**</u>

1.	NZQA	06.10.22	Programme Approval and Accreditation to deliver Vocational Pathways (NCEA Level 2) (Service Industries).
2.	Te Pūkenga	10.10.22	OFP Request approval - Type 2 changes to NZ Certificate in Mechanical Engineering (Trade) (Level 4) to correct completion requirements, for 2023 delivery.
3.	NZQA	12.10.22	Approval of Type 2 changes to **Master of Applied Management and Postgraduate Diploma in Applied Management**
4.	NZQA	21.10.22	Approval of Type 2 change to CAP (Level 7) Training Scheme to meet Nursing Council NZ Requirements, for 2023 delivery.

<u>**Outwards for endorsement**</u>

5.	Te Pūkenga	07.10.22	OFP Request form - proposed Type 2 changes to NZ Certificate in Mechanical Engineering (Trade) (Level 4) to correct completion requirements, for 2023 delivery.
6.	NZQA	11.10.22	Application C54657 for Type 2 change to CAP (Level 7) Training Scheme to meet Nursing Council NZ Requirements, for 2023 delivery.
7.	NZQA	14.10.22	Application C54656 for Type 2 changes to NZ Certificate in Mechanical Engineering (Trades) (Level 4)
8.	NZQA	21.10.22	Application C54971 for Type 2 changes to NZ Certificate in Mechanical Engineering (Level 3)
9.	NZQA	14.22.22	Applications C55013-55015. 3 x New Applied Research Micro-credentials
10.	Te Pūkenga	14.11.22	OFP Request form - to become a new delivery site for the Ara programmes NZ Certificate in Computing (Intermediate User) (Level 3) [118805-2] and NZ Certificate in Information Technology Essentials (Level 4) [119864-2].

2022-11-23-AC-Open-DRAFT

Summary of 2022 Consistency Reviews Outcomes

Summary of 2022 Consistency Reviews Outcomes

In 2022, 13 qualifications offered by NMIT underwent (or are currently undergoing) Consistency Reviews.

Outcomes
As of 14 November 2022:

- Nine out of ten qualifications, where Consistency Reviews had been completed, were deemed "Sufficient" (the positive rating confirming consistency has been achieved). One qualification had previously been deemed "Not yet sufficient" but, upon provision of further evidence, "Sufficient" was the final outcome.
- Further evidence and an Action Plan has been provided to NZQA for one qualification which was found to be "Not yet Sufficient", and the outcome is still pending
- The outcome of one qualification Consistency Review is still pending – from 03.11.2022
- For one qualification a summary report, but no presentation, is required due to there being only four graduates from 2018. NMIT will have an observer at the review meeting on 21.11.2022
- For one qualification there were no graduates

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Programme and Course Change Approvals

For endorsement at the 23 November 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				
Kia Haumaru! Kia Matatu! SafePlus Micro-credential [127425]	n/a	06.10.22	22100	First delivery 2022
Rationale for change: Requested by client WorkSafe, to reflect the new WorkSafe guidance. **Brief description of change/s:.** • Change Learning Outcome wording from 'best practice' to 'good practice'				
AVIATION				
NZ Diploma in Aeronautical Maintenance Certification (Level 6)	06.10.22	06.10.22	21100	1 October 2022
Rationale for change/s: Update expired unit standards to current versions for US 7243, US3413, US 4051; US version have expired but are optional and not used, version should be updated to be correct in ebs. **Description of changes:** • US 7243, change to version 6 (DAM401 and DAM402) • US 3413, change to version 6 (DAM402) • US 4051, change to version 6 (DAM404)				
DIGITAL TECHNOLOGIES AND ARTS & MEDIA				
ADT206 Trades Academy Arts and Design 1	28.09.22	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. **Description of changes:** • Change of title (from Digital 3D 1) • Update of Indicative Curriculum • Remove pre-requisite				
ADT306 Trades Academy Arts and Design 2	28.09.22	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. **Description of changes:** • Change of title (from Digital 3D 2) • Update of Indicative Curriculum • Remove pre-requisite				
ENGINEERING & CONSTRUCTION				
NZ Certificate in Electric Vehicle Automotive Engineering Level 5	06.10.22	06.10.22	21101	1 February 2023
Rationale for change/s: Type 2 change by the programme owner (Otago) **Description of changes:** Change course title from EVA503 Battery Systems to EVA503 Energy Supply Systems. *This change will be superseded by gaining Site Accreditation from Otago Polytechnic.*				
New Zealand Certificate in Mechanical Engineering (Trades) (Level 4)	06.10.22	12.10.22	18101	1 January 2023
NZQA TYPE 2 CHANGES SUBMITTED 14 OCTOBER 2022 **Rationale for change/s:** Error in original programme regulations from Toi Ohomai. Learners are disadvantaged in the completion of their qualification and are failing to meet the required Graduate Profile Outcome 8. **Description of changes:** Remove course CME424 Welding Processes GMAW 2 (Aluminium and Stainless Steel) from General Engineering strand. Add course CME428 Fluid Power to General Engineering strand. Add Graduate Profile Outcome 8 to course CME428 Fluid Power.				
BJA202 Trades Academy Joinery Year 1	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery; error correction (CMR 48 for all unit standards). **Description of changes:** CMR for US 12932, 12927, 24350 **updated to 48.**				
AUA208 Trades Academy Automotive Year 1	28.09.22	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. **Description of changes:** • US 229, change to version 11 • US 3856, change to version 10 • US 21679, change to version 3				

• US 21690, change to version 3 • US 21719, change to version 3 • US 21722, change to version 2 • US21869, change to version 5				
MEA204 Trades Academy Mechanical Engineering Year 2	28.09.22	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. **Description of changes:** • replace unit standard 11662 (which expires in Dec 2022) with US 29671 v1, 29673 v1, 4435 v8. • Create additional LO 3 to align with replacement unit standards • Amend assessment mapping to LOs, add theory test to assessments.				

HEALTH AND FITNESS

Certificate in Nursing (CAP) (Level 7) Training Scheme	04.10.22	07.20.22	18106	1 January 2023
TYPE 2 CHANGES APPROVED BY NZQA 21 OCTOBER 2022				
Rationale for change/s Update of English Language Requirements to reflect new Nursing Council New Zealand requirements issued on 19 August 2022. **Description of changes:** Change to English Language Requirements to read: All applicants must provide evidence that they have the necessary language literacy proficiency set by the NCNZ. Applicants whose first language is not English must have: * An IELTS Academic test with a minimum score of 7.0 in reading, speaking and listening, and a minimum score of 6.5 for writing; or * An Occupational English Test (OET) with a minimum Grade B or minimum score 350 for reading, speaking and listening, and a minimum Grade C+ or minimum score 300 for writing IELTS or OET scores used must be taken from a single IELTS Test Report Form and are valid for two years from the date of the test.				

HOSPITALITY AND SERVICE SECTOR PATHWAYS

CRE301 Trades Academy Creative Design for Hair and Make-up	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. **Description of changes:** Assessment method for US 28946 changed to Theory assessment, and US 27644 changed to Theory Assessment and Written Assignment.				
HTA207 Trades Academy Hospitality Year 1	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. **Description of changes:** Unit standards 167, 13272, 13274, 13285, 14425, 14436 and 17285 updated to latest version.				
HTA303 Trades Academy Hospitality Year 2	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. **Description of changes:** Unit standards 13325, 13331, 13334, 13316, 22234, and 30916 updated to latest version.				
BEA204 Trades Academy Beauty	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. **Description of changes:** Update unit standard 62 to version 10; change of assessment method for US 28025 and US27640				
BFT203 STAR Beauty Fashion Trends	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: STAR courses updates for 2023 delivery: Unit standard was sent for external moderation 2022. **Description of changes:** Unit standard 28027 changed from an assignment to a theory assessment.				

MARITIME, ADVENTURE TOURISM & CONSERVATION

VHF301 STAR Maritime VHF Radio Operator	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: STAR courses updates for 2023 delivery, unit standard version expiring. **Description of changes:** Unit standard 19491 updated to version 4.				

PRIMARY INDUSTRIES

NZ Certificate in Apiculture L3	04.10.22	07.10.22	21101	18 July 2022
Rationale for change/s Following 2021/22 delivery and complicated results entry to ebs – changes have been proposed to ease this process and ensure timely results for ākonga. Changes also clarify and form a more accurate picture of assessment events in NMIT's delivery. **Description of changes:** Rearrangement of assessment order and LO mapping for courses API304 Beekeeping Fundamentals, API305 Manipulating Beehives and API307 Beehive Disease Management Control. Update GPO mapping to reflect this.				

SOCIAL SCIENCES

Bachelor of Social Work	28.09.22	03.10.22	18104	18 July 2022
Rationale for change/s				

BSK606 Te Weu – assessment weightings approved for 2022 not updated in student's course outline, students were working to old weightings. **Description of changes:** BSK606 Te Weu: • Change assessments weightings to 40/60 for Semester 2 **2022**. • Revert weightings to 50/50 from Semester 1 **2023**.				
Bachelor of Counselling				
Rationale for change/s BCG606 Te Weu – assessment weightings approved for 2022 not updated in student's course outline, students were working to old weightings. **Description of changes:** BCG606 Te Weu: • Change assessments weightings to 40/60 for Semester 2 **2022**. • Revert weightings to 50/50 from Semester 1 **2023**.				

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

PRESENT:

Committee: Kim Davies (Chair), Julie Bytheway, Monique Day, Hannah Emms-Healy, Shine Kelly (proxy for Silvia Gassebner), Alison Hart (left 11.07AM), Marja Kneepkens (joined 10.43AM left 11.15AM), Kate Neame, Soraya Paki Paki, Paula Steel, Ren Stronach, Chanelle Taylor (proxy for Trisha Krishnasamy), Eleanor Upton (proxy for Quality Enhancement Manager), Victoria Whitmore, Mary Woodward (Minute taker, non-voting)

In Attendance: Tarn Shekell

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, Silvia Gassebner, Deidre Hemara, Trisha Krishnasamy, Pam Wood.

2. Moderation
   2.1   2022 External Annual Moderation Plans
   The 2022 External Annual Moderation Plans were presented for endorsement.

   RESOLVED that the following 2022 External Annual Moderation plan be endorsed by this Committee:
   - Adventure Tourism 2 events
   - Aquaculture 1 event
   - Construction 22 events
   - Mechanical Engineering 6 events
   - Social Sciences 2 events
   - Trades Academy (V+W) 2 events
   - Aeronautical Engineering -1 event
   - Beauty and Body Therapy -5 events
   - Horticulture -5 events

   Shine Kelly / Victoria Whitmore
   CARRIED
   Action Mary Woodward
   Advise Eleanor Upton of endorsement of AMP event for noting on Moderation Tracksheet

   2.2   Moderation Reports
   The following Moderation Reports were received:

No.	Curriculum Area	Moderation Report Coversheet	Moderation Report	Action Plan	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	
1	CTSI	NCH401 US19792 V3 22NN-S1	Report	Action Plan – Parts 1 + 2	Not Met Now Met	N/A	Yes	Yes		KD
2	CTSI	NCH203 US25791 V2 22NN-S1	Report	Action Plan – Parts 1 + 2	Met/Mod	N/A	Yes	Yes	Yes	
3	CTSI	WEB503 21NN-S2 Coversheet, Report, Action Plan Parts 1 + 2			Met	Not Met	Yes	Yes	Yes	
4	CTSI	ADT312 US29776 21NN-FY	Report	N/A	N/A	Not Met	Yes			KN
5	ECI-E	CME401 21NN/ML-CS01, 04, 07, 10 Coversheet, Report, Action Plan Parts 1 + 2			Met	Met/Mod	No	Yes		MD
6	ECI-E	CME306 21NN/ML-CS01, 04, 07, 10 Coversheet, Report, Action Plan Parts 1 + 2			Met	Met/Mod	No	Yes		VW
7	ECI-E	CME307 21NN/ML-CS01, 04, 07, 10 Coversheet, Report, Action Plan Pats 1 + 2			Met	Met/Mod	No	Yes		VW

8	ECI-E	CAR301-305 CAR401-417 22NN-CS01, 04, 07, 10	Report	N/A	Met	N/A	No	Yes	Yes	SG
9	ECI-M	RTO304 22NN-CS01 US19491 V4	Report 1 Report 2	N/A	1-Not Met 2-Met	N/A	No	No	No	RS
10	ECI-A	CAE404 US28467, 28468, 28470 21WO-MY	Report	N/A	Met	Met	No	No	Yes	PS
11	ECI-A	CAE405 US3906, 4062, 3907, 7243, 28038 21WO-MY	Report	N/A	Met	Met	No	No	Yes	JB

The Committee Members advised their satisfaction of the Moderation Reports presented for receipt. They noted:
- regarding the 'Not Met' result for ADT312 US29776 21NN-FY although it has been noted on the coversheet that US29776 was removed from the course at the end of 2021 and would no longer be delivered there is not enough evidence to confirm that this has happened
- a number of the 'Not Met' outcomes relate to unit standards
- the amount of detail WDCs are looking for should be considered when developing assessments
- of the 11 moderation events 8 are either 'Not Met' or 'Met/Modify'

Action Mary Woodward
Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet
Follow-up with Carmen Cayuelas on removal of US29776 from course ADT312
Action Kim Davies
Confirm process for using moderation outcomes to inform assessment design and assessor judgements

3   Academic + Quality
3.1   Academic Development Tracking Report
Kim Davies presented the Academic Development Tracking Report for information. She noted:
- the report had been updated to show the 2022 unified programme for 2023 delivery
- there were still a number of Type 2 changes to be approved by NZQA
- development of Te Pōkairua Reo (Ramaki) (Te Kaupae 6) will start in 2023
- TEC approval is still required for 2023 fee setting
- As the 'Next Milestone' dates are populated by ASQ there is a need for a closer working relationship with programme teams when determining these dates

3.2   NMIT Operating + Financial Parameters (OFP) Report
Kim Davies presented the NMIT Operating + Financial Parameters (OFP) Report for information. She noted that every new application, including delivery site or modes of delivery applications, require Te Pūkenga approval.

Following a question from Hannah Emms-Healey on the awarding of NCEA Level 1 & 2 credits on the Marlborough Level 2 Foundation Skills programmes Kim Davies advised that she would follow-up with NZQA as approval of this was still waited on.

Action Kim Davies
Follow-up with NZQA on the approval of the application for NMIT to award NCEA Level 1 & 2 credits on the Marlborough Level 2 Foundation Skills programmes

3.3   2022 Consistency Review Schedule and Outcomes Overview
Kim Davies presented the 2022 Consistency Review Schedule and Outcomes Overview spreadsheet for information and advised:
- preparation is underway for the two remaining 2022 consistency reviews
  - 2900 New Zealand Certificate in Aeronautical Engineering (Specialist Support) (Level 4) on 03 November 2022
  - 2591 New Zealand Certificate in Computing (User Fundamentals) (Level 2) – on 21 November 2022 with an observer only attending
- Hannah Emms-Healey is working on a response to the 'Not Yet Sufficient' rating received for 3667 New Zealand Certificate in English Language (Applied) (Level 3)
- Vanessa Dawson is working to identify the key themes and insights from the 2021/2022 reviews to inform preparation for the 2023 reviews

Action Vanessa Dawson
Add any known 2023 consistency review dates to the Consistency Review Schedule and Outcomes spreadsheet

3.4   2022 Degree Monitoring, and Monitoring Overview

Kim Davies presented the 2022 Degree Monitoring, and Monitoring Overview spreadsheet for information and advised:

- one 2022 Degree Monitoring report has been referred back to the moderator for discussion, this is also holding up the completion of this programme's Degree Self-Assessment Report
- Vanessa Dawson is working to identify the key themes and insights from the 2022 Degree Monitoring visits to inform preparation for the 2023 visits
- NZQA programme monitoring is underway for the New Zealand Diploma in Web Development and Design (L5)
- NZQA conduct random sub-degree programme monitoring exercises, as programme teams are only given a 10-day window to compile key documents it is good practice for programme areas to keep key programme information up to date and in one place

Action Kim Davies

Circulate list of key documents/evidence which may be required for a NZQA sub-degree programme monitoring exercise at next CM meeting

3.4.1.   Degree Monitoring Report Paetahi Tumu Kōrero Bachelor of Counselling March 2022

Victoria Whitmore presented the Degree Monitoring Report Paetahi Tumu Kōrero Bachelor of Counselling March 2022 for receipt.

RESOLVED that the Degree Monitoring Report Paetahi Tumu Kōrero Bachelor of Counselling March 2022 be receipted

Kate Neame / Soraya Paki Paki
CARRIED

3.5   NZQA Qualification Review Update

Tarn Shekell presented the September 2022 NZQA Qualification Review Update and advised:

- this was a snapshot of progress of the sub-degree qualification review process as at September 2022
- she is working with curriculum teams to ensure that NMIT is providing input to active reviews

Kim Davies asked Committee Members to advise her and/or Tarn Shekell if WDC's are approaching them or their team members directly for qualification review information.

4   Course and Programme Changes

4.1   3V6 Approval Form Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme 2023 18106

   a.   3V6 Approval Form Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme 2023 18106
   b.   Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations 2023 18106

Kim Davies advised that this update to the English Language requirements was to align with Nursing Council of New Zealand advice issued on 19 August 2022.

RESOLVED that the 3V6 Approval Form Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme 2023 18106 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Julie Bytheway / Victoria Whitmore
CARRIED

Action Mary Woodward

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

5   Quality Management System

5.1   Te Pūkenga Policy Alignment

Eleanor Upton advised that she will be post on Polly the information on Te Pūkenga policies as they are made available.

Kim Davies noted the importance of this as from 01 October 2022 Te Pūkenga policies apply to NMIT. She advised that there will be a transitional period where Te Pūkenga policy will apply and the associated NMIT procedure will need to be updated.

Kim Davies requested that Committee Members review Te Kawa Maiorooro Te Pūkenga Educational Regulatory Framework and feedback by 07 October 2022 either individually to Te Pūkenga or by forwarding feedback to her.

Action Kim Davies
Send Te Kawa Maiorooro link to Committee Members to feedback by 07.10.2022 either individually to Te Pūkenga or by forwarding feedback to her

6   Minutes of the Previous Meetings
  6.1   Award Application Approval Reports
    6.1.1   73 REPORT Award Applications 23.09.2022
    6.1.2   72 REPORT Award Applications 19.09.2022
    6.1.3   71 REPORT Award Applications 19.09.2022
    6.1.4   70 REPORT Award Applications 15.09.2022
    6.1.5   69 REPORT Award Applications 08.09.2022

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 23.09.2022, 19.09.2022, 19.09.2022, 15.09.2022, 08.09.2022 be received

Kim Davies / Shine Kelly
CARRIED

7   Matters Arising (General)
    There are no Matters Arising (General)

8   Late Items (General)
  8.1   3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) API304, API305, API307 S2 2022 21101
    a.   3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) API304, API305, API307 S2 2022 21101
    b.   NZC in Apiculture (Level 3) Programme Regulations S2 2022 21101

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) API304, API305, API307 S2 2022 21101 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Monique Day / Kate Neame
CARRIED

Action Mary Woodward
Advise Academic Advisor of 3V6 Approval Form endorsements
Forward 3v6 Approval Forms to Director of Academic & Quality for approval

Kim Davies moved the Committee into the in-committee (confidential) portion of the meeting. SANITI Manager, Alison Hart left the meeting.

9   Minutes of the Previous Meetings
  9.1   Academic Standards and Quality Draft Minutes
    9.1.1   2022-09-15 to 20 ASQ Minutes – Draft
    9.1.2   2022-09-09 to 14 ASQ Minutes – Draft
    9.1.3   2022-09-06 ASQ Minutes - Draft

RESOLVED that the Minutes of the meeting held on 06.09.2022 and e-meeting held on 09 to 14.09.2022, 15 to 20.09.2022 be accepted as a true and accurate record of this meeting.

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

  9.2   Course Results Approval Reports
    9.2.1   65 REPORT Course Results 22.09.2022 approved 23.09.2022

9.2.2   64 REPORT Course Results 15.09.2022 approved 16.09.2022
9.2.3   63 REPORT Course Results 08.09.2022
9.2.4   62 REPORT Course Results 07.09.2022 approved 08.09.2022

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 22.09.2022 approved 23.09.2022, 15.09.2022 approved 16.09.2022, 08.09.2022, 07.09.2022 approved 08.09.2022 be received.

Shine Kelly / Victoria Whitmore
CARRIED

9.3   2022 Spot-Check on Course Results
Julie Bytheway reported that although she had completed most of the spot-check of the course results receipted at the 06 September meeting, she still had some questions about the process.

Action Mary Woodward
Follow-up with Julie Bytheway to complete the spot-check of remaining courses
Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Kate Neame

10   Matters Arising
10.1   Action List
The Committee Members reviewed part of the action list, Kim Davies requested that Committee Members review the remainder of the action list and note their completed actions.

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

11   Student Matters
11.1   Extension Requests Approval Via Flowingly Process
Kim 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 15584 Student | , , | Flow 15560 Student | |
| Flow 15085 Student | | Flow 15084 Student | |

12   Late Items

12.1   Request for Exception to Bachelor of Commerce Degree Majoring in Management Completion Requirements 18106 2022 for Ākonga — Replacement of Compulsory Level 6 Course BAC607 Accounting and Finance for Managers with course BAC602 Management Accounting

Hannah Emms-Healey advised her support of Ākonga request and noted her confidence that based on the GPO mapping and tutor advice the Ākonga will achieve the same graduate outcomes of the programme if is awarded BAC602 Management Accounting.

RESOLVED that the request for an exception to the Bachelor of Commerce Degree majoring in Management completion requirements to replace the compulsory Level 6 course BAC607 Accounting and Finance for Managers with course BAC602 Management Accounting for Ākonga be approved.

Shine Kelly / Soraya Paki Paki
CARRIED
ACTION Hannah Emms-Healey
Advise Akonga of approval to replace course BAC607 Accounting and Finance for Managers with course BAC602 Management Accounting

Meeting closed 11.18AM

Academic Standards + Quality Committee Action List 04 October 2022

	Item Reference	Action	Who	When	Progress
08 February 2022					
1	2	Moderation Reports Follow-up on the NFS205 US26627 action plan	Victoria Whitmore	15.11.22	

		Update 04.10.2022 Mary Woodward to send VW information on outstanding action - *completed*			
15 March 2022					
2	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	15.11.22	WIP Meeting 06.04.22 to discuss **04.10.2022** KD to set up another meeting to resolve
3	5.1	Award Application Approval Reports Establish a process for carrying out a spot-check on the award approval process	Silvia Gassebner	15.11.22	WIP to be discussed as part of Process redesign
Action List – Meeting of 05 April 2022					
4	2.1	Moderation Reports CCO301 21ML-S1, Review report and report back to Committee	Kim Davies	04.10.22	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 / Jackie Rees	04.10.2022	KD has suggested to TP Moderation Group that this should be included in templates **Update 04.10.2022** Ongoing to 2023 – JR/KD to work with curriculum teams to increase visibility of GPOs and increase tutor awareness of LO + GPO links
		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 **Plus action from 07.06.2022 meeting** Review process on how to ensure that the documents coming to the Committee are correct **Update 04.10.2022** Review in light of information coming from Te Pūkenga pilot and governance working group	Marja Kneepkens / Kim Davies	04.10.22	Ongoing conversation in Governance vs Operations in AC and sub committees
5	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~~ Now Jackie Rees	15.11.2022	DL advised WIP as at 12.07.22
Action List – Meeting of 10 May 2022					
6	2.2	Moderation 2021 External Moderation Activity Overview Meet to review Moderation activity data	Marja Kneepkens / Jackie Rees / Kim Davies	15.11.2022	KD to discuss with MK + JR
	2.3	**Plus action from 12.07.2022 meeting** 2020/2021 Analysis of External Moderation Reports Completed. Resubmit report with commentary added to aid purpose and analysis			
Action List – Meeting of 07 June 2022					
7	2.2	Moderation Reports Follow up on reports HRT313, CHP412, CPI202	Pam Wood	15.11.2022	
8	4	Course and Programme Changes	Kim Davies	04.10.2022	Closed - Not viable – curriculum teams to monitor A+Q to review

		Consider adding a section to the 3V6 Approval Form to indicate that a changed course has been added as an external moderation planned event			
Action List – Meeting of 12 July 2022					
9	10.1	Student Matters Review SYD701 Systems Development Methodologies structure	Kim Davies	04.10.2022	Completed – reviewed as part of BIT Type 2
Action List – Meeting of 09 August 2022					
10	1.1	Email reminder to Curriculum Managers that their representation is required at F2F meetings, if not able to arrange a proxy	Kim Davies	04.10.2022	Complete
11	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	15.11.2022	
12	2.2	Follow-up with Deidre Hemera on the Moderation Policy change in regard to unredacted student information	Kim Davies	04.10.2022	Complete – SR provided update
13	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	15.11.2022	
14	2.2	Review the E+C action plans submitted to this meeting for completeness	Kim Davies / Marja Kneepkens / Reid Carnegie	15.11.2022	
15	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	Completed – report received, and action plan submitted
16	3.2	Prepare analysis of 2022 monitoring feedback to present to ASQ and AC Committee	Marja Kneepkens Kim Davies	15.11.2022	
Action List – Meeting of 06 September 2022					
17	2.1	Advise Eleanor Upton of endorsement of AMP events for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
18	2.2	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
19	3.1	Follow up with Te Pūkenga about unified programme fee setting	Kim Davies	15.11.22	NZDB domestic campus-based fee confirmed 04.11.22 Other TBC
		Update Academic Development Tracking spreadsheet to include unified programme developments	Kim Davies	ASAP	Completed
20	3.3	Follow up on the suggestion about having someone champion and provide guidance on the Consistency Review processes	~~Trisha Krishnasamy / Marja Kneepkens / Kim Davies~~ – *Now Jackie Rees in QEM role*	15.11.22	
21	6.1.1	Complaints and Misconduct Report Follow-up with Deidre Hemera about the communication completion process	Marja Kneepkens	15.11.22	
22	7.1	Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
23	7.3	Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Julie Bytheway	Mary Woodward	ASAP	Completed
24	7.3	Feedback results on the RCM process from this spot-check to Camille Nicholls	Silvia Gassebner	15.11.22	
25	8.1	Share link to action list with Committee Members for updating	Mary Woodward	04.10.22	Completed
Action List – Meeting of 04 October 2022					

26	2.1	Advise Eleanor Upton of endorsement of AMP event for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
27	2.2	Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
28	2.2	Follow-up with Carmen Cayuelas on removal of US29776 from course ADT312	Mary Woodward	15.11.22	
29	2.2	Confirm process for using moderation outcomes to inform assessment design and assessor judgements	Kim Davies	15.11.22	
30	3.2	Follow-up with NZQA on the approval of the application for NMIT to award NCEA Level 1 & 2 credits on the Marlborough Level 2 Foundation Skills programmes	Kim Davies	15.11.22	Completed - received
31	3.3	Add any known 2023 consistency review dates to the Consistency Review Schedule and Outcomes spreadsheet	Vanessa Dawson	15.11.22	Completed
32	3.4	Circulate list of documents/evidence which may be required for a NZQA sub-degree programme monitoring exercise, at next CM meeting	Kim Davies	15.11.22	
33	4.1 8.1	3V6 Approval Form Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme 2023 18106 3V6 Approval Form New Zealand Certificate in Apiculture (Level 3) API304, API305, API307 S2 2022 21101 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **04.10.2022** in notification	Mary Woodward	ASAP	Completed
34	5.1	Send Te Kawa Maiorooro link to Committee Members to feedback by 07.10.2022 either individually to Te Pūkenga or by forwarding feedback to her	Kim Davies	ASAP	Completed
35	9.1	Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
36	9.3	Follow-up with Julie Bytheway to complete the spot-check of remaining courses Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Kate Neame	Mary Woodward	15.11.22	Completed
37	10.1	Share link to action list with Committee Members for updating	Mary Woodward	15.11.2022	
38	12.1	Advise Akonga ▮▮▮▮ of approval to replace course BAC607 Accounting and Finance for Managers with course BAC602 Management Accounting	Hannah Emms-Healey	15.11.22	

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CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee

WEDNESDAY 05 OCTOBER 2022 at 03.18PM via email closed THURSDAY 06 OCTOBER 2022 at 12.15PM

Participants: Kim Davies, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Ren Stronach, Mary Woodward (minute-taker, non-voting)

Responses:

Kim Davies	Approved subject to the following updates being made to item 1.1 Update MEC303 course descriptors to reflect that evidence is gathered for unit standards 2395 and 2396 but these are awarded in MEC305

	Update MEC305 and MEC306 course descriptors to include unit standard to Learning Outcome mapping
Silvia Gassebner	Approved
Alison Hart	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Soraya Paki Paki	Approved
Ren Stronach	Approved

6. Course and Programme Changes

6.1 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Level 3) All Courses 2023 17103
   a. 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Level 3) All Courses 2023 17103
   b. NZ Certificate in Mechanical Engineering (Level 3) Programme Regulations 2023 17103

Kim Davies advised her approval was subject to:
- MEC303 course descriptor being updated to reflect that evidence is gathered for unit standards 2395 and 2396 but are awarded in MEC305
- MEC305 and MEC306 course descriptors being updated to include unit standard to Learning Outcome mapping

RESOLVED that subject to the following updates being made:
- MEC303 course descriptor updated to reflect that evidence is gathered for unit standards 2395 and 2396 but are awarded in MEC305
- MEC305 and MEC306 course descriptors updated to include unit standard to Learning Outcome mapping,

the 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Level 3) All Courses 2023 17103 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action Carmen Cayuelas
- Update MEC303 course descriptor to reflect that evidence is gathered for unit standards 2395 and 2396 but are awarded in MEC305
- Update MEC305 and MEC306 course descriptors to include unit standard to Learning Outcome mapping
- Advise Committee Secretary when updates are completed

6.2 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trades) (Level 4) All Courses 2023 18101
   a. 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trades) (Level 4) All Courses 2023 18101
   b. NZ Certificate in Mechanical Engineering (Trades) (Level 4) Programme Regulations 2023 18101

It was noted that endorsement and approval of the 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trades) (Level 4) 2023 18101 is subject to receiving Operational + Financial Parameters (OFP) approval from Te Pūkenga

RESOLVED that, subject to receiving Operational + Financial Parameters (OFP) approval from Te Pūkenga, the 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trades) (Level 4) All Courses 2023 18101 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED
Action Mary Woodward
Advise Academic Advisor of 3V6 Approval Form endorsement subject to receiving OFP approval from Te Pūkenga
Once OFP approval confirmed forward 3v6 Approval Forms to Director of Academic & Quality for approval

6.3 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) DAM401, DAM402, DAM404 2022 21100

   a. 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) DAM401, DAM402, DAM404 2022 21100
   b. NZ Diploma in Aeronautical Maintenance Certificate (Level 6) Programme Regulations 2022 2110

It was noted that this endorsement request is for a retrospective change, effective from 01 January 2022

RESOLVED that the 3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) DAM401, DAM402, DAM404 2022 21100 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

6.4   3V6 Approval Form New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5) EVA503 2023 21101
   a. 3V6 Approval Form New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5) EVA503 2023 21101
   b. NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) Programme Regulations 2023 21101

RESOLVED that the 3V6 Approval Form New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5) EVA503 2023 21101 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 12.15PM

Action List – E-Meeting of 05 to 06 October 2022

	Item Reference	Action	Who	When	Progress
	1.1	Course and Programme Changes -3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Level 3) All Courses 2023 17103 • Update MEC303 course descriptor to reflect that evidence is gathered for unit standards 2395 and 2396 but are awarded in MEC305 • Update MEC305 and MEC306 course descriptors to include unit standard to Learning Outcome mapping • Advise Committee Secretary when updates are completed Once updates confirmed forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **06.10.2022** in notification	Carmen Cayuelas Mary Woodward	ASAP ASAP	Completed Confirmed mapping completed 12.10.2022 Approved KD 17.10.2022
	1.2	Course and Programme Changes -3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trades) (Level 4) All Courses 2023 18101 Advise Academic Advisor of 3V6 Approval Form endorsement subject to receiving OFP approval from Te Pūkenga Once OFP approval confirmed forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **06.10.2022** in notification	Mary Woodward	ASAP	Completed OFP received 10.10.2022 Approved KD 12.10.2022
	1.3 1.4	Course and Programme Changes -3V6 Approval Form New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) DAM401, DAM402, DAM404 2022 21100	Mary Woodward	ASAP	Completed

		-3V6 Approval Form New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5) EVA503 2023 21101 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval <mark>Use endorsement date **06.10.2022** in notification</mark>			

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

FRIDAY 21 OCTOBER 2022 at 09.24AM via email closed WEDNESDAY 26 OCTOBER 2022 at 01.20PM

Participants: Kim Davies, Monique Day, Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Jackie Rees, Victoria Whitmore, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	**1.2**	**2.1**	**2.2**
Kim Davies	Approved	Approved	Approved	Approved
Monique Day	Approved	Approved	Approved	Approved
Silvia Gassebner	Approved	Approved	Approved	Approved
Marja Kneepkens	Approved	Approved	Approved	Approved
Trisha Krishnasamy	Approved	Approved	Approved	Approved
Kate Neame	Approved	Approved	Approved	Approved
Soraya Paki Paki	Approved	Approved	Approved	Approved
Jackie Rees	Approved	Approved	Approved	Approved
Victoria Whitmore	Approved	Approved	Approved	Approved

1.   Course and Programme Changes

   1.1   3V6 Approval Form MEA301 Mechanical Engineering Assessment Only 2022

      a.   3V6 Approval Form MEA301 Mechanical Engineering Assessment Only 2022

   It was noted that:

   - there was no course descriptor available
   - this 3V6 had been originally tabled on the 18 October 2022 agenda but was withdrawn following advice that further unit standards updates were required
   - all required unit standards updates have been captured in the 3V6 Approval Form

   RESOLVED that the 3V6 Approval Form MEA301 Mechanical Engineering Assessment Only 2022 be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

   CARRIED

   1.2   3V6 Approval Form WEL102 STAR Engineering Welding – Intermediate 2023

      a.   3V6 Approval Form WEL102 STAR Engineering Welding – Intermediate 2023
      b.   WEL102 STAR Engineering Welding – Intermediate 2023 Course Descriptor

   It was noted that:

   - this 3V6 Approval Form had been tabled on the 23 September 2022 and 18 October 2022 agendas and was withdrawn pending confirmation/correction of credit value and delivery hours
   - it was now confirmed that the credit value is 1 and delivery hours is 10

   RESOLVED that the 3V6 Approval Form WEL102 STAR Engineering Welding – Intermediate 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

   CARRIED

   Action Mary Woodward

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

2 Student Matters

2.1 Request for Compassionate Consideration for Bachelor of Nursing Ākonga ████████ to allow for a resubmission opportunity outside of the programme regulations special assessment circumstances

RESOLVED that the request for Compassionate Consideration for Bachelor of Nursing Student ████████ to be allowed an opportunity to re-submit the assessment essay for NCI711 Contemporary Issues in Nursing and Health Care 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 Steel and Sandy Matheson of approval of the compassionate consideration request for Ākonga ████████

2.2 Request for Compassionate Consideration for Bachelor of Nursing Ākonga ████████ to allow for a resubmission opportunity outside of the programme regulations special assessment circumstances

RESOLVED that the request for Compassionate Consideration for Bachelor of Nursing Student ████████ to be allowed an opportunity to re-submit the assessment essay for NCI711 Contemporary Issues in Nursing and Health Care, 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 Steel and Sandy Matheson of approval of the compassionate consideration request for Ākonga ████████

Meeting closed 01.20PM

Action List – E-Meeting of 21 to 26 October 2022

	Item Reference	Action	Who	When	Progress
1	1.1 1.2	Course and Programme Changes -3V6 Approval Form MEA301 Mechanical Engineering Assessment Only 2022 -3V6 Approval Form WEL102 STAR Engineering Welding – Intermediate 2023 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval ==Use endorsement date **26.10.2022** in notification==	Mary Woodward	ASAP	
2	2.1 2.2	Student Matters - Request for Compassionate Consideration for Bachelor of Nursing Ākonga ████████ to allow for a resubmission opportunity outside of the programme regulations special assessment circumstances - Request for Compassionate Consideration for Bachelor of Nursing Ākonga ████████ to allow for a resubmission opportunity outside of the programme regulations special assessment circumstances Advise Paula Steel and Sandy Matheson of approval of the compassionate consideration requests for Ākonga ████████ and ████████ ==Use approval date **26.10.2022** in notification==	Kim Davies	ASAP	Completed

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

MONDAY 07 NOVEMBER 2022 at 01.44PM via email closed TUESDAY 08 NOVEMBER 2022 at 10.18AM

Participants: Kim Davies, Julie Bytheway, Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Jackie Rees, Ren Stronach, Victoria Whitmore, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Kim Davies	Approved
Julie Bytheway	Approved
Silvia Gassebner	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Soraya Paki Paki	Approved
Jackie Rees	Approved
Ren Stronach	Approved
Victoria Whitmore	Approved

1.   Course and Programme Changes
    1.1   3V6 Approval Form FRB402 STCW Proficiency in Fast Rescue Boats Refresher 2022
        a   3V6 Approval Form FRB402 STCW Proficiency in Fast Rescue Boats Refresher 2022
        b   FRB402 STCW Proficiency in Fast Rescue Boats Refresher 2022 Course Descriptor

    RESOLVED that the 3V6 Approval Form FRB402 STCW Proficiency in Fast Rescue Boats Refresher 2022 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 10.18AM

Action List – E-Meeting of 07 to 08 November 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes -3V6 Approval Form FRB402 STCW Proficiency in Fast Rescue Boats Refresher 2022 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **08.11.2022** in notification	Mary Woodward	ASAP	Completed

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

TUESDAY 08 NOVEMBER 2022 at 01.13PM via email closed WEDNESDAY 09 NOVEMBER 2022 at 10.02AM

Participants: Kim Davies, Reid Carnegie, Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Jackie Rees, Paula Steel, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Kim Davies	Approved

2022-11-23-AC-Open-DRAFT

Reid Carnegie	Approved
Silvia Gassebner	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Kate Neame	Approved
Soraya Paki Paki	Approved
Jackie Rees	Approved
Paula Steel	Approved
Pam Wood	Approved

1   Course and Programme Changes
    1.1   3V6 Approval Form Adventure Tourism and Guiding (Level 4) (Level 5) ATG530 Advanced Sea
        Kayaking 2022 18104
        a   3V6 Approval Form Adventure Tourism and Guiding (Level 4) (Level 5) ATG530 Advanced
             Sea Kayaking 2022 18104
        b   Adventure Tourism and Guiding L4 L5 Course Descriptors 2022 18104
        c   Adventure Tourism and Guiding L4 L5 Programme Regulations 2022 18104

    RESOLVED that the 3V6 Approval Form Adventure Tourism and Guiding (Level 4) (Level 5) ATG530 Advanced Sea
    Kayaking 2022 18104 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 10.02AM

Action List – E-Meeting of 08 to 09 November 2022

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes -3V6 Approval Form Adventure Tourism and Guiding (Level 4) (Level 5) ATG530 Advanced Sea Kayaking 2022 18104 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date **09.11.2022** in notification	Mary Woodward	ASAP	

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TE PŪKENGA – TRADING AS NMIT
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES
Tuesday 18th of October 2022
9am – 10am
H127

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

Non voting: Alana Cohen (Secretary)

1. **Minutes of previous meeting**
   1.1. None tabled

2. **Matters arising**
   2.1. Refer to Active Action List.
   2.2. Recommendation for change to schedule for course BCG505 in the Bachelor of Career Development.
   The committee recommended that for future applications the requirement to gain RAC for course BCG505 is with a skills test on paku mihi and pronunciation be removed and that meeting learning outcome 4 in course BCG505 be confirmed by the relevant tutor that ākonga met the learning outcome in course when they completed course CRS615.

   Action RACC Secretary
   Inform programme area of recommendation.

3. **Ākonga Results**
   3.1 RAC Applications
   MARITIME, AQUACULTURE AND CONSERVATION - Applications received from Monique Day
   3.1.1   Ākonga Protect the privacy of natu ▉▉▉▉
   The below application is for ākonga who had studied two courses that sit inside the Conservation Field Skills Training Scheme and would like to use these to gain credit for CIC417.
   ☒ Cross Credit – Addition to schedule
   ☐ Credit Transfer
   ☐ RPL

From: NMIT, Conservation Field Skills Training Scheme	To: NZ Certificate in Conservation (Operations) Level 4
CFS426 5 Minute Bird Count CFS423 Plant Identification	CIC417 Flora and Fauna

   *It was resolved that the **Cross Credit application for Student** ▉▉▉▉▉ be approved in full and added onto the schedule.*

   Shine Kelly / Pam Vinluan
   CARRIED
   Action RACC Secretary
   Enter CC as per minutes for student ▉▉▉▉▉Protect the privacy of natu, add to the schedule and notify programme area.

   PRIMARY INDUSTRIES - Applications received from Pam Wood
   3.1.2   Ākonga Protect the privacy of n ▉▉▉▉
   For the below application ākonga was wanting to use their work experience to gain credit for course BVW506 to go into the Bachelor of Viticulture and Winemaking.
   ☐ Cross Credit

☐ Credit Transfer
☒ RPL

From: Work Experience – Cloudy Bay Vineyards	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW606 Industry Practice - Winery

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

Marianna Deynzer / Nelly Asmatullayeva
CARRIED
Action RACC Secretary

Enter RPL as per minutes for student ▮▮▮ and notify programme area.

3.1.3   Ākonga ▮▮▮

For the below application ākonga was wanting to use their previous study and work experience to gain credit for two general elective courses to go in/1to the Bachelor of Viticulture and Winemaking.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Unitec Institute of Technology – Bachelor of Performing and Screen Arts	To: Bachelor of Viticulture and Winemaking
Professional Development 1 (PASA5902)	GEL501A, 15 Credits, Level 5
Professional Development 3 (PASA7902)	GEL501B, 15 Credits, Level 5

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

Shine Kelly / Marianna Deynzer
CARRIED
Action RACC Secretary

Enter RPL as per minutes for student ▮▮▮ and notify programme area.

3.1.4   Ākonga ▮▮▮

For the below application ākonga was wanting to use their work experience to gain credit for course BVW506 to go into the Bachelor of Viticulture and Winemaking.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work Experience – Coopers Creek	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice - Vineyard

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

Pam Vinluan / Nelly Asmatullayeva
CARRIED
Action RACC Secretary

Enter RPL as per minutes for student ▮▮▮ and notify programme area.

3.1.5   Ākonga ▮▮▮

For the below application ākonga was wanting to use their work experience to gain credit for course BVW606 to go into the Bachelor of Viticulture and Winemaking.

☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: Work Experience – Coopers Creek	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW606 Industry Practice - Winery

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

Sarah Arnold / Nelly Asmatullayeva

CARRIED

Action RACC Secretary

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

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.6   Ākonga ██████

The below application is for ākonga who had done previous study and had some experience they wanted to use to gain credit for two courses that sit inside the New Zealand Certificate in Adult and Tertiary Teaching.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Otago Polytechnic and NMIT - Nursing	To: New Zealand Certificate in Adult and Tertiary Teaching
Please see mapping	ATT502 Teaching Approaches for Learning Success
	ATT504 Perspectives on Teaching and Learning

*It was resolved that the **RPL application for Student** ██████ be deferred; the committee would like to see evidence of the National Training mentioned in the mapping and to see where the Otago learning outcomes of the specific courses relate to the NMIT learning outcomes for courses ATT502 and ATT504.*

Action RACC Chair

Let the programme area know that this application has been deferred as more information is needed to support the application.

3.1.7   Bachelor of Career Development Addition to Schedule

The below combination has come to the committee before for approval but was not added to the schedule when it was approved. As there are still ākonga seeking RAC for this combination of courses it needs to be added to the RAC schedule.

☒ Cross Credit – Add to schedule

☐ Credit Transfer

☐ RPL

From: Diploma in Career Development - SUTI	To: Bachelor of Career Development
CRS501 Introduction and History of Career Guidance	BCD505 The Changing Nature of Careers
CRS607 Measuring Interests and Skills	

*It was resolved that the **Cross Credit application for Bachelor of Career Development** be approved in full and added to the schedule.*

Nelly Asmatullayeva / *Carmen Cayuelas*

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

ENGINEERING AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.8   Addition to Schedule Mechanical Engineering

The application below is to establish a RAC schedule for apprentice ākonga to recognise credits they achieved towards the New Zealand Cert in Mechanical Engineering (Trade) (Level 4) and/or the New Zealand Certificate in Engineering Fabrication (Trade) (Level 4) for the New Zealand Certificate in Mechanical Engineering (Level 3).

☒ Cross Credit – Addition to Schedule

☐ Credit Transfer

☐ RPL

From: NZ Cert in Mechanical Engineering (Trade) (Level 4) and NZ Cert in Engineering Fabrication (Trade) (Level 4) Year 1 Mechanical Engineering Block Course Report	To: New Zealand Certificate in Mechanical Engineering (Level 3)
CFE301/CME301 Health and Safety 1	MEC301 Engineering Health and Safety
CFE307/CME307 Engineering Calculations and Drawing 1 AND Year 1 Mechanical Engineering Block Course Report	MEC302 Engineering Calculations and Drawing
CFE303/CME303 Engineering Core Skills 1 CFE304/CME304 Engineering Core Skills 2 CFE305/CME305 Engineering Materials 1	MEC303 Mechanical Engineering Workshop Skills
CFE306/CME306 Machining Processes 1 (General Machining) AND Year 1 Mechanical Engineering Block Course Report	MEC304 Engineering Machining
CFE302/CME302 General Fabrication Practices 1 AND Year 1 Mechanical Engineering Block Course Report	MEC305 Engineering Fabrication
CFE308/CME308 Welding Processes 1 (Basic Welding) AND Year 1 Mechanical Engineering Block Course Report	MEC306 Welding
CFE304/CME304 Engineering Core Skills 2	MEC307 Mechanical Engineering Processes and Quality
CFE303/CME303 And Workplace Verification for LO2	MEC308 Mechanical Engineering Communication

*It was resolved that the **Cross Credit application for Mechanical Engineering** be approved in full and added to the schedule.*

Shine Kelly / Carmen Cayuelas
CARRIED
Action RACC Secretary
Add to the schedule and notify programme area.

4. Late items

4.1. RAC Application

AVIATION – Applications received from Wayne Cooper

4.1.1. Ākonga ███████

The below application is for ākonga who had wanted to use their NZCAA and work experience to gain credit for three courses inside the New Zealand Diploma in Aeronautical Maintenance Certification.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NZCAA Licence and Experience	To: New Zealand Diploma in Aeronautical Maintenance Certification
Please see mapping	DAM401 Aeronautical Engineering Aeroplane
Please see mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
Please see mapping	DAM403 Aircraft Maintenance Workplace Experience

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

Sarah Arnold / Nelly Asmatullayeva

CARRIED

Action RACC Secretary

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

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST**

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

Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
**Actions from Tuesday 18th of October 2022**			
2.1	**Career Development** - Inform programme area of recommendation.	Alana		Completed
3.1.1	**Ākonga** ███ - Enter CC as per minutes for student ███, add to the schedule and notify programme area.			
3.1.2	**Ākonga** ███ - Enter RPL as per minutes for student ███ and notify programme area.			
3.1.4	**Ākonga 13492939** - Enter RPL as per minutes for student 13492939 and notify programme area.			
3.1.5	**Ākonga** ███ - Enter RPL as per minutes for student ███ and notify programme area.			
3.1.6	**Ākonga** ███ - Enter RPL as per minutes for student ███ and notify programme area.			
3.1.7	**Bachelor of Career Development** - Add to the schedule and notify programme area.			
3.1.8	**Mechanical Engineering** - Add to the schedule and notify programme area.			
4.1.1	**Ākonga** ███ - Enter RPL as per minutes for student ███ and notify programme area.			

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

PRESENT:

Committee: Marja Kneepkens (Chair), Bex Machon, Claire Dallison, Kim Davies, Max Devon, Juan Liang (left 4.18PM), Sara Matthews, Angela McLean, Shingai Muchecheterwa, Paula Steel, Mary Woodward (Minute taker, non-voting)

In Attendance: Kate Neame, Lauren Robinson, Dannyelle (Dee) Kāmana,

1 Mihimihi

Marja Kneepkens opened the meeting and:

- welcomed Academic Staff Member Bex Machon and Head of School Paula Steel onto the Committee
- welcomed Student Representatives Lauren Robinson and Dannyelle (Dee) Kāmana who were in attendance with a view to supporting Max Devon in the sharing the Student Advocate/Representative membership role
- advised apologies had been received from Nicole Akuhata, Pam Wood, Jess Shirley (due to technical issues)

2 Previous Minutes and Actions

2.1 Learning + Teaching Committee 31.08.2022 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 31 August 2022 be confirmed as a true and accurate record.

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

2.2 Action List

The Committee Members reviewed the Action List and noted:

Action item 1, Discuss how to get academic input in developing the Assessment and Moderation Induction modules
-Sara Matthews advised this was still a work in progress and would be presented for further discussion at the 19 October meeting

Action item 2, Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops

Action item 3, Forward the planned BOLD schedule to Marja Kneepkens
- Marja Kneepkens advised that these actions were linked and were still a work in progress

Action item 6, To discuss with the Communications Team
- Marja Kneepkens reported that following her feeding back the discussion from the 31 August 2022 meeting to the Communications Team an action was created for the Marketing Team to step up direct communications to students via the website. She advised that this action was still a work in progress

Action item 7, Contact Shingai Muchecheterwa or Catherine Delaporte with feedback or questions on the Assessment and Moderation course, and if interested in being part of the September pilot
Shingai Muchecheterwa advised that the Assessment and Moderation Course had been finalised with the pilot scheduled to start. She requested that Committee Members contact her if wanting to take part in the pilot

Action item 8, Review options for rescheduling remaining 2022 meetings
- Marja Kneepkens advised that this item was table for discussion and requested the action be closed

ACTION
Committee Members
Contact Shingai Muchecheterwa to take part in the September pilot of the Assessment and Moderation course
ACTION
Shingai Muchecheterwa, Bex Machon, Claire Dallison
Arrange for the recording of a unit standard process moderation video for the Assessment and Moderation Induction modules

3 Teaching and Learning Support

3.1 Student Representatives Update

Max Devon advised that recent feedback from Student Representatives and Ākonga approaching her directly had focused on:

- living costs especially for ākonga in placements and unable to work
- apprentices unable to do block courses due to not having leave or able to be released from work

- fear of the level of change Te Pūkenga will make
- classes are good/going well

Dee Kāmana advised that more Student Representatives were needed and noted that Students are still not aware of the Student Representative roles.

Marja Kneepkens noted that:
- Te Pūkenga website has up-to-date information for Ākonga
- the pressure across sectors to recruit and retain staff

She also reported that following a meeting with the SANITI Team to review 2022 Quarter 1 student representative feedback it was noted:
- the huge reduction in concerns people had from the start of the year
- the pleasing working relationship between SANITI, student representatives and NMIT

3.2 Teaching and Learning Coach Update
Claire Dallison advised that:
- the probationary period had been set with the People and Organisation Development Team
- the change in the New Zealand Certificate in Adult and Tertiary Teaching (NZCATT) provision from eCampus to Open Polytechnic had pre-empted any future transitional change requirement from Te Pūkenga
- a recent example of good practice has been a staff member with learning difficulties having recently gained equivalency for NZCATT through the RAC process meaning they will be eligible for salary progression. This staff member has rewritten course materials to support ākonga with learning needs as a result of their own experience as a learner

4   2022 Priorities
4.1   Overview of Professional + Leadership Development Project
Kate Neame presented an overview of the Professional + Leadership Development Project. She noted:
- the objective of the project is to launch a professional development programme that aligns with the strategic directions of Te Pūkenga, builds competency and capability, and offers kaimahi increased opportunity for recognition
- the August engagement day with speaker Dr Hana O'Regan had been the soft launch of the project
- a tutor has been allocated to the project and will be developing resources to support face to face workshops
- roll out of the project will be aimed at permanent staff
- the landing page for the project will be on Polly
- the policy for the project will be sent to the Committee for review
- ownership of the project will sit with Kate Neame and Susannah Roddick as part of the redesign
- ideas for Professional Development can be sent to Kate Neame via the professional development email
- the Project Team is currently working on Staff Induction

Following discussion on the Professional + Leadership Development Project the Committee Members noted:
- induction and professional development will need to be appropriate for all types of kaimahi provision, including off-site, and contracted staff, for example training on issues around cyber-security
- the need for student cyber-security modules

ACTION
Mary Woodward
Update agenda to include Overview of Professional + Leadership Development Project and invite Kate Neame to 19 October meeting
ACTION
Mary Woodward / Claire Dallison
Review 2021/2022 meeting minutes for professional development plans

4.2   Identify 'Priorities' Focus for Remainder of Year
- Staff Wellbeing
  - *Agree actions to support Team Members*
- Assessment Design
  - *Agree actions to build capability in assessment design*

- Moderation
  - *Agree actions to identify issues, themes, actions to support staff and build capability*
- Transitioning to Te Pūkenga
  - *What is the impact on Teaching and Learning?*
  - *What do staff need to know?*
  - *How do we share information?*
  - *How do we develop skills?*
- Te Tiriti o Waitangi / Te Pae Tawhiti
  - *Focussing on Te Pūkenga direction and support*
- Students as Partners
  - *Ākonga and whānau at the centre*

Following discussion it was agreed that the priority the Committee will focus on for the remainder of the year will be Staff Wellbeing.

ACTION
Mary Woodward
Update agenda to include Wellbeing priority focus

4.3   Feedback on Te Kawa Maiorooro – Te Pūkenga Educational Regulatory Framework
- *feedback due midday Friday 07 October 2022*

Kim Davies advised that an information and feedback session on Te Kawa Maiorooro – Te Pūkenga Educational Regulatory Framework is being held in room M306 from 12 to 12.45pm on Thursday 22 September. She advised that Committee Members can send their feedback directly to Te Pūkenga, or via Kim Davies on behalf of NMIT.

5.   General Business
  5.1   Key Messages for Te Korihi Newsletter
  - Kaimahi to contact Shingai Muchecheterwa if wanting to do the Assessment and Moderation Induction modules

6.   Other Business
  6.1   Proposed Committee Meeting Dates and Times for Remainder of 2022
  Following discussion it was agreed that the meeting times for the remainder of 2022 be rescheduled.

Date	Time
Wednesday 19 October	1 to 2PM
Wednesday 09 November	3.30 to 4.30PM
Wednesday 07 December	1 to 2PM – lunch to be provided

ACTION
Mary Woodward
Reschedule remaining 2022 meetings and send out updated meeting requests

Meeting Closed: 04.33PM

Learning and Teaching Committee Action List – 21 September 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	SM advised 21.09.2022 Still WIP – to be presented for further discussion at 19.10.2022 meeting	19.10.2022
Action List 04 May 2022					
2	3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	Advised 21.09.2022 still WIP	19.10.2022
3	3.3	Forward the planned BOLD schedule to Marja Kneepkens	Shingai Muchecheterwa	Advised 21.09.2022 still WIP	19.10.2022
Action List 25 May 2022					
4	5.2	Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter	Marja Kneepkens	ASAP	Completed
Action List 31 August 2022					

5	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
6	3.1	To discuss with the Communications Team	Marja Kneepkens	Advised 21.09.2022 meeting discussion had been fed back to Committee Team - still WIP	19.10.2022
7	3.4	Contact Shingai Muchecheterwa or Catherine Delaporte: • with any feedback or questions on the Assessment and Moderation course • if interested in being part of the September pilot	Committee Members	21.09.2022	Closed
8	7.1	Review options for rescheduling remaining 2022 meetings	Marja Kneepkens / Mary Woodward	21.09.2022	Closed
Action List 21 September 2022					
9	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
10	2.2	Contact Shingai Muchecheterwa to take part in the September pilot of the Assessment and Moderation course	Committee Members	ASAP	
11	2.2	Arrange for the recording of a unit standard process moderation video for the Assessment and Moderation Induction modules	Shingai Muchecheterwa, Bex Machon, Claire Dallison	19.10.2022	
12	4.1	Update agenda to include Overview of Professional + Leadership Development Project and Invite Kate Neame to 19 October meeting	Mary Woodward	19.10.2022	
13	4.1	Review 2021/2022 meeting minutes for professional development plans	Mary Woodward / Claire Dallison	19.10.2022	
14	4.2	Update agenda in include Wellbeing priority focus	Mary Woodward	19.10.2022	
15	6.1	Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter	Marja Kneepkens	ASAP	
16	7.1	Reschedule remaining 2022 meetings and send out updated meeting requests	Mary Woodward	19.10.2022	

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CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
19 October 2022 at 01.00PM room M306 and via Microsoft Teams

PRESENT:
Committee: Marja Kneepkens (Chair), Kim Davies, Annie Fay (proxy for Nicole Akuhata), Bex Machon, Sara Matthews, Jess Shirley, Mary Woodward (Minute taker, non-voting)
In Attendance: Kate Neame, Susannah Roddick (arrived 01.15PM)

1.   Mihimihi
Marja Kneepkens opened the meeting and welcomed Members, and Annie Fay who was in attendance as proxy for Nicole Akuhata. She noted:
- the robust engagement that had taken place at the 21 September 2022 meeting
- the ongoing intent of these hui to encourage academic tutors and have a positive impact
- Learning and Teaching Committee is a subcommittee of the Academic Committee
- apologies received from Nicole Akuhata, Claire Dallison, Max Devon, Angela McLean, Juan Liang, Shingai Muchecheterwa, Lauren Robinson, Paula Steel, Pam Wood

2.   Previous Minutes and Actions
    2.1   Learning + Teaching Committee 21.09.2022 Draft Minutes for confirmation

    RESOLVED that the minutes of the Learning and Teaching Committee meeting 21 September 2022 be confirmed as a true and accurate record.

<div align="right">
Marja Kneepkens/Kim Davies
CARRIED
ACTION
Mary Woodward
</div>
Forward confirmed minutes for tabling at next Academic Committee meeting

2.2   Action List

The Committee Members reviewed the Action List and noted:

Action item 1, Discuss how to get academic input in developing the Assessment and Moderation Induction modules
- Sara Matthews advised that a team meeting to go through the Assessment and Moderation Induction modules had been held, she reported there had been some disconnect with the Learning Innovation and Insights Team not always being aware of updates due to some forms not being digital but that these would now be incorporated. She noted that the meeting was very positive and that it would be a good way to induct and mentor staff. She advised that feedback from the team meeting had been forwarded to Shingai Muchecheterwa. She questioned if the modules would align with Te Pūkenga. Jess Shirley reported that being part of the user-end process had been a good way to provide feedback. Marja Kneepkens advised that processes were being guided by what is currently known about Te Pūkenga. As a member of the Moderation Working Group, she shared information on the future moderation processes which will be distributed soon for consultation. It was agreed that these be shared at a future Learning and Teaching hui. She advised that assessment and moderation is being built into the induction process. Sara Matthews requested the action be closed.

Action item 3, Forward the planned BOLD schedule to Marja Kneepkens
- Marja Kneepkens advised that this action was still a work in progress

Action item 4, To discuss with the Communications Team
- Marja Kneepkens reported that this action had been completed and requested it closed

Action item 6, Contact Shingai Muchecheterwa to take part in the September pilot of the Assessment and Moderation course
Marja Kneepkens requested this action be closed

Action item 7, Arrange for the recording of a unit standard process moderation video for the Assessment and Moderation Induction modules
- Bex Mahon advised that although she had the video script, she was still to do the recording and requested the action be deferred to the next meeting

Action item 9, Review 2021/2022 meeting minutes for professional development plans
- Mary Woodward advised that this action was still a work in progress and requested it be deferred to the next meeting

Action item 11, Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter
- Marja Kneepkens advised that as this is an on-going action it does not need to be listed and requested it be removed

3.   Teaching and Learning Support

3.1   Student Representatives Update

Via email Max Devon advised:

- *"Assessment & Moderation course - I am making my way through & have reached out to Shingai to let her know that I'm a bit behind due to health. SO far I have found the Modules to be informative, helpful for clarifying Assessment roles, and understanding the process. And it's a bit of fun to do :-). Having a "student version" of this in the student learning part of Moodle would I think be very valuable to clarify understanding for students knowing just how assessment works. (In the part where Academic integrity is)"*

- *"Degree SAR template - this is really clear and I think quite helpful. I would have loved something like this when I was planning units etc"*

Following on from Max Devon's comment on Academic Integrity the Committee Members noted:
- the comment was useful feedback about what to make available to ākonga within the academic integrity space but what that was would differ between programmes
- the inconsistency/lack of guidance/guidelines for ākonga can be confusing, for example when using Turnitin; what does the information mean, if breakdowns are provided/can be seen, what percentages are acceptable, if own work can be re-used in different assessments
- academic integrity is currently covered in one section of Te Kawa Maiorooro Te Pūkenga
- a future discussion will be needed to address inconsistencies and variations in the guidance provided to staff and ākonga regarding academic integrity, linked to the guidance from Te Pūkenga

ACTION
Marja Kneepkens

Schedule a future discussion to address inconsistencies and variations in the guidance provided to staff and ākonga regarding academic integrity, linked to the guidance from Te Pūkenga

3.2   Teaching and Learning Coach Update
As Claire Dallison was not present this item was not discussed

3.3   Degree Self-Assessment Report (SAR) Template
Susannah Roddick presented the proposed Self-Assessment Report version 3 for information and feedback. She advised that work had been done on streamlining and shortening the reports to make them easier and more meaningful for degree team engagement. She noted that to aid consistency across the twelve reports each one will be prepopulated with identical NMIT text from the four business support managers with the degree teams then adding their own data, analysis, discussion, and reflection.

Following discussion, the Committee Members noted:
- multiple degree information may get blurred
- how the information on Te Rito, Te Pae Tawhiti, Code of Pastoral Care will be included
- the SAR process could benefit by encouraging kōrero and by being a facilitated process
- the short-term need is to have a workable 2022 SAR as the process will change

3.4   Professional + Leadership Development Project
Kate Neame gave an update on the Professional + Leadership Development Project. She advised that the project would shortly be launched with an announcement on Polly, following which staff would be able to register. She noted that initially only courses 1 to 4 would be available with courses 5 to 7 released after the staff pōwhiri at Whakatū Marae in February 2023. She advised that Janine Kupa through Ngāi Tahu has worked on the contents and that a Te Toki Pakohe staff member would be facilitating.

Sara Matthews advised that an education symposium is launching the new history curriculum at the Trafalgar Centre on Friday 21 October.

3.5   Whiria Te Ako
Marja Kneepkens gave an overview of Whiria Te Ako. She noted that:
- this document outlined the proposed learning and teaching framework
- it was an important document with a strong message around the underpinnings of the learning and teaching framework
- the document was future focused, relevant, and critical to moving forward the future guiding metrics

Kim Davies advised that the framework had originally started as two separate frameworks: Whiria Te Pūkenga (Mātauranga Māori framework) and the Draft Ako Framework. She requested that as feedback on Whiria Te Ako is open until Monday 31 October 2022 Committee Members review and provide feedback to Te Pūkenga using the feedback portal.

ACTION
Mary Woodward
Forward Whiria Te Ako information to Committee Members for review and feedback to Te Pūkenga

4   2022 Priorities
4.1   Staff Wellbeing
Due to time constraints this item was not discussed.

5.   General Business
5.1   Key Messages for Te Korihi Newsletter
Due to time constraints this item was not discussed.

Meeting Closed: 02.00PM

Learning and Teaching Committee Action List – 19 October 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	SM advised 19.10.2022 That a team meeting was held with feedback	Closed
Action List 04 May 2022					
2	3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	Advised 19.10.2022 work in progress	09.11.2022
3	3.3	Forward the planned BOLD schedule to Marja Kneepkens	Shingai Muchecheterwa	Advised 19.10.2022 work in progress	09.11.2022
Action List 31 August 2022					
4	3.1	To discuss with the Communications Team	Marja Kneepkens	Advised 19.10.2022 completed	Closed
Action List 21 September 2022					
5	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
6	2.2	Contact Shingai Muchecheterwa to take part in the September pilot of the Assessment and Moderation course	Committee Members	ASAP	Closed
7	2.2	Arrange for the recording of a unit standard process moderation video for the Assessment and Moderation Induction modules	Shingai Muchecheterwa, Bex Machon, Claire Dallison	Advised 19.10.2022 work in progress	09.11.2022
8	4.1	Update agenda to include Overview of Professional + Leadership Development Project and Invite Kate Neame to 19 October meeting	Mary Woodward	19.10.2022	Completed
9	4.1	Review 2021/2022 meeting minutes for professional development plans	Mary Woodward / Claire Dallison	Advised 19.10.2022 work in progress	09.11.2022
10	4.2	Update agenda in include Wellbeing priority focus	Mary Woodward	19.10.2022	Completed
11	6.1	Forward key message list to Jane Horder for inclusion in Te Korihi Newsletter	Marja Kneepkens	Advised 19.10.2022 as this is an on-going action it does not require to be listed	Remove
12	7.1	Reschedule remaining 2022 meetings and send out updated meeting requests	Mary Woodward	19.10.2022	Completed
Action List 19 October 2022					
13	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
14	3.1	Schedule a future discussion to address inconsistencies and variations in the guidance provided to staff and ākonga regarding academic integrity, linked to the guidance from Te Pūkenga	Marja Kneepkens	07.12.2022	
15	3.5	Forward Whiria Te Ako information to Committee Members for review and feedback to Te Pūkenga	Mary Woodward	ASAP	Completed

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