

Te Pūkenga trading as NMIT Academic Committee Meeting – 05 April 2023 – Open

Room H127 Nelson Campus – 3.15pm, Wednesday 05 April 2023

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Item 5.1 Academic Standards + Quality Committee Minutes for receipt

OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
10 February 2023 at 09.30am Room L108 and via Microsoft Teams

PRESENT:

Committee: Kim Davies (Co-Chair), Susannah Roddick (Co-Chair), Julie Bytheway (arrived 9.35am left 9.45am), Sharon Patterson (arrived 9.40am, proxy for Julie Bytheway), Katelin Hope (proxy for Reid Carnegie), Monique Day, Rae Perkins, Silvia Gassebner, Marja Kneepkens, Trisha Krishnasamy, Soraya Paki Paki, Jackie Rees, Alison Hart, Pam Wood, Mary Woodward (Minute taker, non-voting)

1. Administrative

1.1 Welcome, Apologies, Notices

Kim Davies opened and welcomed Members to the first Committee meeting for 2023, she advised:

- apologies had been received from Victoria Whitmore, Kate Neame, Reid Carnegie, Ren Stronach, Deidre Hemera
- going forward she would be co-chairing committee meetings with Susannah Roddick.

1.2 2023 Academic Quality + Standards Committee Membership

Kim Davies noted that Curriculum Area Managers had been invited to attend Academic Committee meetings this year, and asked Members to consider what they believed would be the best mix of membership to have on the AS+Q Committee.

Following discussion it was decided that consideration of Committee membership be put on hold.

1.3 Results Committee Guidelines

Kim Davies presented the Results Committee Guidelines for endorsement. She advised that:

- these guidelines had been developed to provide a standardised framework for Academic Administrators, and Results Committees (RC) to work within
- they outline the level of scrutiny needed to ensure a robust approval process
- in an effort to better meet Te Kawa Maiororo 15 working day timeline for results and awards approvals the close-off for RC minutes to be uploaded to Sharepoint has been moved to 5pm Fridays, with results reviewed for approval on the following Monday
- as the expected committee hui format is in person/online RC will need to schedule their meetings
- the A+Q Team were available to support and advise at RC meetings.

Alison Hart noted that result processing is tied up with re-enrolments and StudyLink eligibility. She advised that some ākonga were not eligible to receive Jobseeker Support Student Hardship payments over the summer due to their results not having been completed.

Marja Kneepkens requested the guidelines be updated to note that prior to approving results the RC is responsible for ensuring that:

- all results have been checked for accuracy
- all internal moderation requirements have been met.

The Committee Members discussed how programme teams can best be supported to ensure the course result and award approval processes are timely, thorough, robust, and compliant.

RESOLVED that subject to the guidelines being updated to note that 'prior to approving results the RC is responsible for ensuring that all results have been checked for accuracy and that all internal moderation requirements have been met,' the Results Committee Guidelines are endorsed for distribution by this Committee.

Marja Kneepkens / Soraya Paki Paki

CARRIED

Action Mary Woodward

Update the Course Results Guidelines to note that prior to approving results the RC is responsible for ensuring that:

- all results have been checked for accuracy
- all internal moderation requirements have been met

Action Marja Kneepkens / Susannah Roddick / Kim Davies

Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant

2. Moderation

2.1 2022 External Moderation Summary - Events

Jackie Rees reviewed the Power BI Report 2022 External Moderation Summary – Events with Committee Members and noted:

- the large number of incomplete 2022 planned external moderation events
- she will be organising training to improve and clarify moderation processes.

Kim Davies noted that:

- tracking activity is just one part of the moderation process
- conversation is happening outside Committee on developing a robust framework for reviewing moderation reports in terms of identifying themes, sharing good practice – this will have overlap with the Learning and Teaching Committee.

2.2 2022/2023 External Moderation Summary

Jackie Rees reviewed the Power BI Reports 2022 and 2023 External Moderation Summary – Annual Moderation Plans with Committee Members.

Following review of the report the Committee Members discussed future external moderation processes as part of Te Pūkenga network.

2.3 Moderation Reports

The following Moderation Reports were received:

No.	Moderation Report Coversheet	Moderation Report	Action Plan	Result Assessment Material	Result Assessor Judgement	Requirements	Recommendations	Commendations	Follow-Up
01	CHP410 22NN-CS08	Report-1 Report-2 Report-3		Met	N/A	No	No	No	SG
02	BUS502 21ML-S2	Report	Action Plan Parts1+2	Met	Met	No	Yes	No	JR
03	WNE310 22ML-FY US29242v1	Report		Met	N/A	No	No	No	MK
04	BVW703 21ML-S1	Report	Action Plan Part1	Met	Met	No	Yes	No	SR
05	CHP403 20ML-CS12	Report		Met	Met	No	No	No	JB
06	CHP411 22NN-CS08	Report-1 Report-2	Action Plan Parts1+2	Met/Modify	Met/Modify	No	Yes	No	AH
07	CCO410 21ML-CS10	Report	Action Plan Parts1+2	Met	Met	No	Yes	Yes	VW
08	BVW602 21ML-S2	Report	Action Plan Parts1+2	Met	Met/Modify	No	Yes		MD
09	CCO405 21ML-CS08	Report	Action Plan Parts1+2	Met	Met/Modify	No	Yes	No	TK
10	RES601 21ML-FY	Report	Action Plan Parts1+2	A1Met/Mod A2Met/Mod A3Not Met	A1Met/Mod A2Met/Mod A3Not Met	Yes	Yes		RC
11	WNE310 22ML-FY US29239v1	Report	Action Plan Parts1+2	Met	N/A	No	No	No	RP
12	BVW702 21ML-S2	Report	Action Plan Parts1+2	Met	Met	No	Yes		SPP
13	AAD602 22NN-S2	Report	Action Plan Part1	Met	Met/Modify	No	Yes	No	KN
14	PFW601 22NN-S2 Coversheet, Report			Met	Met	No	No	Yes	PW
15	SDV602 22NN-S2 Coversheet, Report			Met	Met	No	No	Yes	KD
16	CSA502 22NN-S1 Coversheet, Report, Action Plan Part1			PT-NotMet TT-Met/Mod	Met	Yes	Yes	No	SG
17	HAI214 18NN US1277	Report		Met	Consistent	No	No	No	JR
18	BCD605 22EX-S2	Report		Met	Met	No	No	Yes	MK
19	SCP404 22NN-S1	Report	Action Plan Parts1+2	Met/Modify	Met	Yes	Yes	No	SR
20	SRE503 22NN-S2 Coversheet, Report		Action Plan Parts1+2	Met	Met	No	No	Yes	JB
21	SRE607 22NN-FY Coversheet, Report		Action Plan Parts1+2	Met	Met	No	Yes	Yes	AH
22	NCI711 22NNFY	Report		Met	Met	No	No	No	MD
23	NNP612 22NN-FY	Report		Met	Met	No	No	No	TK
24	NHE512 22NN-FY	Report		Met	Met	No	No	No	RC
25	NMN512 22NN-FY	Report		Met	Met	No	No	No	RP

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26	AEM302 22WO-CS08	Report		Met	Met	No	No	Yes	SPP
27	DAM605 US21060 Coversheet, Report			Met	Met	No	No	No	KN
28	CAE303 21WO-S1 US3896V6 Coversheet, Report			N/A	Not Met	Yes	Yes	No	KD

Following receipt, the Committee Members discussed the value in continuing the current process of reviewing these reports at Committee.

Action Mary Woodward

Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet

Action Kim Davies / Susannah Roddick / Marja Kneepkens

Review current Committee Moderation Report review process

3 Academic + Quality

3.1 Academic Development Tracking Report

Kim Davies presented the Academic Development Tracking Report for information and noted:

- as the NMIT Director structure was no longer in place the development approval process was to be reviewed
- currently the main development focus is on unified programmes
- the Bachelor of Accounting unified programme only requires TEC approval, the AB Team is currently working on setting up course resources.

Action Kim Davies

Review ADT Report and update for 2023 and indicate clearly where there is risk to programmes and the actions to be taken

3.2 NMIT Operating + Financial Parameters (OFP) Report

Kim Davies presented the NMIT Operating + Financial Parameters (OFP) Report for information and noted:

- Te Pūkenga has indicated that the OFP process will be replaced, the new process is still to be advised.

3.3 2023/22 Consistency Review Schedule and 2022 Outcomes Overview

Jackie Rees presented the 2023/22 Consistency Review Schedule and 2022 Outcomes Overview spreadsheet for information and advised:

- sufficient decision received for
 - 3667 NZ Certificate in English Language (Applied) (Level 3) – resubmitted
 - 2900 NZ Certificate in Aeronautical Engineering (Specialist Support) (Level 4)
 - 2591 NZ Certificate in Computing (User Fundamentals) (Level 2)
- overall 2022 outcomes were better than 2021
- two reviews scheduled so far for 2023
 - 3460 NZ Certificate in Automotive Electrical Engineering (Level 4) - 14.03.2023
 - 3766 NZ Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5) – 15.05.2023 (TBC).

3.4 2023 Degree Monitoring, and Monitoring Overview

Jackie Rees presented the 2023 Degree Monitoring, and Monitoring Overview spreadsheet for information and advised:

- the Bachelor of Career Development programme self-monitoring request has been confirmed by NZQA
- a 2023 monitor for the Bachelor of Aquaculture and Marine Conservation programme is still to be confirmed.

Following discussion on if the Bachelor of Aquaculture and Marine Conservation could become self-monitoring Jackie Rees confirmed that the 2022 monitor had indicated that the programme could become self-monitored.

Following Rae Perkins' question on if there was any guidance on the degree monitoring process for the Bachelor of Accounting unified programme, Kim Davies advised that Te Pūkenga would run it centrally but that she would follow up with them to confirm the process.

Action Kim Davies

Follow up with Te Pūkenga on the unified programme degree monitoring process

Action Susannah Roddick

Follow up with NZQA on if the Bachelor of Social Welfare has self-monitoring status

3.5 2022 Degree-Monitoring and Monitoring Overview

Jackie Rees gave a verbal update on 2022 Degree-Monitoring and Monitoring overview and noted:

- the 2022 Degree Monitoring Report for Bachelor of Aquaculture and Marine Conservation has been sent to NZQA and accepted
- NZQA have accepted the Predator Trapping Methods Micro-credential review

- the poor outcome of the programme monitoring review for the NZ Diploma in Web Development and Design programme requires work to address issues raised in the report – an action plan is being developed.

Kim Davies advised that:

- the Introduction to Artificial Technology Micro-credential has been retired – the micro-credential could be redesigned/redeveloped if needed at a later date
- three micro-credentials; Kia Haumarū! Kia Matatū! SafePlus, Aeronautical Engineering Fundamentals, Aeronautical Maintenance Fundamentals, are to be added to the schedule
- approval is still waited on for the He Ara Matatau – SafePlus Assessor Micro-credential to be added to the schedule.

Marja Kneepkens advised that work was underway to have micro-credential study eligible for StudyLink loans and allowances, where appropriate. She noted that this would be especially good for the aviation micro-credentials which have been approved for TEC funding but due to not being eligible for loans and allowances doesn't attract enrolments.

4 Course and Programme Changes

There were no Course and Programme Changes for endorsement.

5 Quality Management System

5.1 NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiooro – Educational Regulatory Framework (TKM)

- NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiooro – Educational Regulatory Framework (TKM)
- Coversheet for Policies (Major Changes) – February 2023
- Coversheet for Policies (Minor Changes) – February 2023

Jackie Rees advised that the Committee were being asked to endorse amendments to relevant NMIT Policies and procedures to align with Te Kawa Maiooro / Te Pūkenga Educational Regulatory Framework, and other Te Pūkenga national policies. She noted that at this stage only the minimum requirements were being done on amending policies that have a significant ākonga impact and to ensure that there is no contradiction with Te Pūkenga. She advised that although Te Kawa Maiooro removes a large amount of NMIT Academic Statute content, some content will still need to be kept, for example the grade key tables, and Academic Committee terms of reference. She noted that there were still some responsibilities to be determined for the Academic Committee terms of reference. She advised that currently, due to a lack of detail from Te Pūkenga, NMIT procedures will be used to support Te Kawa Maiooro policies.

The Committee Members discussed how best to ensure that key policy information is communicated to ākonga and kaimahi.

RESOLVED that the following changes to the NMIT policies and procedures be endorsed by the Committee.

NMIT Policy	Proposed action	Comment	Responsibility	Approval body
Academic Statute				
Academic Statute	Major Change	Statute Sections 1-5 - replace with Te Kawa Maiooro	TBC	Business Division Lead
		Statute Section 6 – Academic Committee – update to current structure (temporary measure)		
		Stand-alone NMIT Academic Committee Terms of Reference		Academic Committee
	Minor Change	Statute Section 7 - Schedule of Course Result Keys	TBC	
		Stand-alone NMIT Course Result Keys		
Finance				
Fees, Charges and Refunds (Domestic students)	Minor Change	Rename NMIT Fees, Charges and Refunds (Ākonga nō Aotearoa – Domestic Learners)	Executive Director Finance and Operations	Business Division Lead
Fees, Charges and Refunds (International students)	Minor Change	Rename NMIT Fees, Charges and Refunds (Ākonga nō tāwāhi – International Learners)		
Withdrawal Policy	Major Change	Rename NMIT Withdrawal Policy		
Withdrawal Procedure	Major Change	Rename NMIT Withdrawal Procedure		

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NMIT Policy	Proposed action	Comment	Responsibility	Approval body
People and Organisation Development				
Professional Development Procedure	Major Change	NMIT Learning and Development Policy	TBC	Business Division Lead
Problem Resolution				
Academic Misconduct Procedure	Minor Change	Rename NMIT Academic Misconduct Procedure	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Formal Complaints Resolution Procedure	Minor Change	Current NMIT policy and procedure in one document. 1. Replace with new Te Pūkenga Ākonga Concerns and Complaints Policy and 2. Append procedure 'part' from Formal Complaints Resolution Procedure	N/A	N/A
Student Academic Appeals Procedure	Minor Change	Current NMIT policy and procedure in one document - as is Te Pūkenga's. 1. Replace with new Te Pūkenga Ākonga Appeals Policy and 2. Append procedure 'part' from Student Academic Appeals Procedure	N/A	N/A
Student Misconduct Procedure	Minor Change	Rename NMIT Ākonga Misconduct Procedure	Executive Director – Ōritetanga, Teaching and Learners	Business Division Lead
Student Problem Resolution at NMIT (leaflet)	Minor Change	Rename Ākonga Problem Resolution at NMIT	N/A	N/A
Learning and Teaching				
Academic Integrity and Academic Misconduct Policy	Minor Change	Rename NMIT Academic Integrity and Academic Misconduct Policy	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Assessment Policy	Major Change	Update with specific assessment information from Statute Section 3 – Academic Regulations. Supplemental to Te Kawa Maiorooro Rename NMIT Assessment Policy	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Online Controlled Assessment Guidelines	Minor Change	Rename NMIT Online Controlled Assessment Guidelines	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Recognition of Academic Credit – RAC - Policy	Minor Change	Rename NMIT Recognition of Academic Credit – RAC - Policy	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Recognition of Academic Credit – RAC - Procedure	Minor Change	Rename NMIT Recognition of Academic Credit – RAC - Procedure	Executive Director – Ōritetanga, Teaching and Learners	Academic Committee
Quality				
Self-Assessment Policy	Minor Change	Rename NMIT Self-Assessment Policy	TBC	Business Division Lead
Self-Assessment Procedure	Minor Change	Rename NMIT Self-Assessment Procedure	TBC	Business Division Lead
Programme Regulations template				

NMIT Policy	Proposed action	Comment	Responsibility	Approval body
Section 4 Regulations - Entry Requirements - Selection - RAC	Minor Change			
Section 5 Assessment and Results - Course results - Special Assessment Circumstances	Minor Change			
Section 8 NMIT Academic Regulations	Minor Change			

Kim Davies / Soraya Paki Paki

CARRIED

Action Jackie Rees

Update and forward document to the Academic Committee for approval
Start communication process of key policy information to ākonga and kaimahi

6 Minutes of the Previous Meetings

6.1 Award Application Approval Reports

- 6.1.1 84 REPORT Award Applications 10.11.2022
- 6.1.2 85 REPORT Award Applications 16.11.2022
- 6.1.3 86 REPORT Award Applications 18.11.2022
- 6.1.4 87 REPORT Award Applications 25.11.2022
- 6.1.5 88 REPORT Award Applications 29.11.2022
- 6.1.6 89 REPORT Award Applications 02.12.2022
- 6.1.7 90 REPORT Award Applications 05.12.2022
- 6.1.8 91 REPORT Award Applications 05.12.2022
- 6.1.9 92 REPORT Award Applications 06.12.2022
- 6.1.10 93 REPORT Award Applications 06.12.2022
- 6.1.11 94 REPORT Award Applications 06.12.2022
- 6.1.12 95 REPORT Award Applications 07.12.2022
- 6.1.13 96 REPORT Award Applications 08.12.2022
- 6.1.14 97 REPORT Award Applications 08.12.2022
- 6.1.15 98 REPORT Award Applications 09.12.2022
- 6.1.16 99 REPORT Award Applications 09.12.2022
- 6.1.17 100 REPORT Award Applications 09.12.2022
- 6.1.18 101 REPORT Award Applications 09.12.2022
- 6.1.19 102 REPORT Award Applications 09.12.2022
- 6.1.20 103 REPORT Award Applications 10.12.2022
- 6.1.21 104 REPORT Award Applications 11.12.2022
- 6.1.22 105 REPORT Award Applications 12.12.2022
- 6.1.23 106 REPORT Award Applications 12.12.2022
- 6.1.24 107 REPORT Award Applications 12.12.2022
- 6.1.25 108 REPORT Award Applications 12.12.2022
- 6.1.26 109 REPORT Award Applications 14.12.2022
- 6.1.27 110 REPORT Award Applications 14.12.2022
- 6.1.28 111 REPORT Award Applications 14.12.2022
- 6.1.29 112 REPORT Award Applications 15.12.2022
- 6.1.30 113 REPORT Award Applications 19.12.2022
- 6.1.31 114 REPORT Award Applications 20.12.2022

It is noted that due to time constraints these Award Application Reports were not received.

Action Mary Woodward

Organise e-meeting for receiving Award Application Reports

7. Matters Arising (General)

There were no Matters Arising (General).

8. Minutes of the Previous Meetings

8.1 Academic Standards and Quality Draft Minutes

- 8.1.1 2022-10-04 ASQ Minutes – Draft
- 8.1.2 2022-10-05 to 06 ASQ Minutes – Draft
- 8.1.3 2022-10-21 to 26 ASQ Minutes – Draft
- 8.1.4 2022-11-07 to 08 ASQ Minutes – Draft
- 8.1.5 2022-11-08 to 09 ASQ Minutes - Draft

It is noted that due to time constraints these draft Academic Standards and Quality Committee minutes were not confirmed.

ACTION Mary Woodward

Organise e-meeting for confirming draft Academic Standards and Quality Committee Minutes

8.2 Course Results Approval Reports

- 8.2.1. 66 REPORT Course Results 29.09.2022
- 8.2.2. 67 REPORT Course Results 30.09.2022
- 8.2.3. 68 REPORT Course Results 30.09.2022
- 8.2.4. 69 REPORT Course Results 03.10.2022 approved 04.10.2022
- 8.2.5. 70 REPORT Course Results 05.10.2022
- 8.2.6. 71 REPORT Course Results 06.10.2022
- 8.2.7. 72 REPORT Course Results 06.10.2022
- 8.2.8. 73 REPORT Course Results 06.10.2022 approved 07.10.2022
- 8.2.9. 74 REPORT Course Results 10.10.2022
- 8.2.10. 75 REPORT Course Results 12.10.2022 approved 13.10.2022
- 8.2.11. 76 REPORT Course Results 19.10.2022 approved 20.10.2022
- 8.2.12. 77 REPORT Course Results 27.10.2022
- 8.2.13. 78 REPORT Course Results 02.11.2022
- 8.2.14. 79 REPORT Course Results 03.11.2022
- 8.2.15. 80 REPORT Course Results 04.11.2022
- 8.2.16. 81 REPORT Course Results 07.11.2022
- 8.2.17. 82 REPORT Course Results 09.11.2022
- 8.2.18. 83 REPORT Course Results 10.11.2022

It is noted that due to time constraints these Course Results Reports were not received.

Action Mary Woodward

Organise e-meeting for receiving Course Results Reports

8.3 2022 Spot-Check on Course Results from 15 November 2022 Meeting

It is noted that due to time constraints the results of the spot-check on course results from the 15 November 2022 Committee meeting were not presented for information.

8.4 2022 Spot-Check on Course Results

It is noted that due to time constraints the 2022 Spot-Check on Course Results were not presented for information.

9. Matters Arising

9.1 Action List

It is noted that due to time constraints the Action List was not presented for review.

Action Mary Woodward

Organise e-meeting for reviewing the Action List

10. Student Matters

10.1 Extension Requests Approval Via Flowingly Process

It is noted that due to time constraints the Extension Requests Approved Via Flowingly Process were not presented for information.

16772	16773	16774	16775	13777	13778	16793	16795	16822	16871	16888	16902	16911	16913
16987	16988	16989	17036	17068	17069	17070	17072	17073	17074	17081	17083	17084	17091

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17093	17094	17139	17145	17146	17147	17168	17173	17175	17176	17185	17186	17192	17193
17197	17245	17264	17266	17267	17268	17270	17272	17273	17274	17275	17276	17278	17279
17280	17285	17286	17287	17265	17288	17289	17290	17294	17300	17301	17347	17369	17411
17412	17415	17417	17419	17420	17414	17421	17424	17426	17427	17429	17445	17446	17448
17450	17485	17535	17565	17666									

Action Mary Woodward

Organise e-meeting for presenting the Extension Requests Approved Via Flowingly Process

Meeting closed 11.00AM

Academic Standards + Quality Committee Action List 10 February 2023

Item Reference	Action	Who	When	Progress	
Action List – Meeting of 08 February 2022					
1	2	Moderation Reports Follow-up on the NFS205 US26627 action plan Update 04.10.2022 Mary Woodward to send VW information on outstanding action - completed	Victoria Whitmore	10.02.23	
Action List – Meeting of 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	10.02.23	09.02.2023 KD to contact FM at Te Pūkenga to check on due date for TKM Integrity Policy/Procedure. 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	10.02.23	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 Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design 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	Kim Davies Kim Davies / Jackie Rees Marja Kneepkens / Kim Davies	10.02.23 10.02.23 10.02.23	09.02.23 KD to follow up with PW on status CCO301 – to be followed up on 09.02.23 Not to be progressed at this time. TP have confirmed course outline template and moderation documents will not include this mapping. To be closed. 09.02.23 Still awaiting outcomes from pilot, with Te Poari, expect update shortly. Internal conversations regarding moderation process continue with MK/JR To be closed
5	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD:	Dorey Liddell Now Jackie Rees	10.02.23	DL advised WIP as at 12.07.22

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		<ul style="list-style-type: none"> 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 			
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	10.02.23	WIP KD/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 To be updated to new action plan	Pam Wood	10.02.23	09.02.23 PW following-up with programme area
Action List – Meeting of 09 August 2022					
8	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	10.02.23	09.02.23 From 13.02.23 PSC will work with DG on Mod Plans. Muka Tangata request what specific u/s for external moderation are to be sent in To be closed
9	2.2	Review the E+C action plans submitted to this meeting for completeness	Kim Davies / Marja Kneepkens / Reid Carnegie	10.02.23	
10	3.2	Prepare analysis of 2022 monitoring feedback to present to ASQ and AC Committee	Marja Kneepkens Kim Davies now Jackie Rees	10.02.23	To be presented at 10.02.23 meeting by JR. To be closed
Action List – Meeting of 06 September 2022					
11	3.3	Follow up on the suggestion about having someone champion and provide guidance on the Consistency Review processes	Frisha Krishnasamy / Marja Kneepkens / Kim Davies – Now Jackie Rees in QEM role	10.02.23	Action completed
12	7.3	Feedback results on the RCM process from this spot-check to Camille Nicholls	Silvia Gassebner	10.02.23	Completed
Action List – Meeting of 04 October 2022					
13	2.2	Follow-up with Carmen Cayuelas on removal of US29776 from course ADT312	Mary Woodward	10.02.23	Delivery via WCTA has ceased. Course not delivered at NN or ML. Note on CD to remove standard before any new delivery. To be closed
14	2.2	Confirm process for using moderation outcomes to inform assessment design and assessor judgements	Kim Davies	06.12.23	09.02.23 New SharePoint moderation process being piloted. New Te Pūkenga templates in use. KD/JR/MK/SR to progress. To be closed
15	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	10.02.23	09.02.23 WIP KD to work with JR to finalise and share with curriculum teams.

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

Action List – Meeting of 15 November 2022					
16	2.1	2022 External Annual Moderation Plans - Advise Eleanor Upton of endorsement of AMP event for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
17	2.1	2022 External Annual Moderation Plans – Send out communication to CAMs and Moderation Co-ordinators that all planned 2022 moderation events need to be completed by the end of 2022	Marja Kneepkens / Jackie Rees	ASAP	Completed
18	2.2	Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
19	2.2	Advise CTSI-Arts and Media Moderation Co-ordinator of request for signed and more detailed Action Plans for AAD528 22EX-S1 and AAD603 22NN-S1	Mary Woodward	10.02.23	Completed
20	3.1	Academic + Quality A+Q Team to contact Programme Areas to review progress on Academic Developments and update the Academic Development Tracking report	Kim Davies	10.02.23	Completed
21	3.4.1	Resubmit the NMIT Bachelor of Nursing 04 August 2022 Nursing Council of New Zealand Monitoring Report and 10 October 2022 Letter with an action plan addressing the Monitoring Team's findings	Kim Davies / Victoria Whitmore	10.02.23	
22	4.1	Course and Programme Changes – 3V6 Approval Form Bachelor of Nursing NKN612 Knowledge for Nursing Practice 3: Physical Health, NNP612 Nursing the Person with Altered Physical Health 2023 v10 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 15.11.2022 in notification	Mary Woodward	ASAP	Completed
23	8.1	Academic Standards and Quality Draft Minutes – Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
24	8.3	2022 Spot-Check on Course Results – Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Jackie Rees	Mary Woodward	ASAP	Completed
25	9.1	Action List – Share link to action list with Committee Members for updating	Mary Woodward	10.02.23	Completed
Action List – E-Meeting of 24 to 28 November 2022					
26	1.1	Establish what is required to graduate ākonga protect the privacy using the 2022 Version 17106 Bachelor of Arts and Media completion requirement Make an application to AS+Q Committee for consideration	Kim Davies / Silvia Gassebner	ASAP	Completed
27	2.1	Course and Programme Changes -3V6 Approval Report New Zealand Certificate in Beauty Therapy (Level 4) BEA408 Beauty Therapy Clinic 2023 18104 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 28.11.2022 in notification	Mary Woodward	ASAP	Completed
28	3.1	Student Matters Advise Programme Area and Alana Cohen Academic & Quality Administrator of approval of extension to the three-year maximum completion time period for ākonga protect the privacy	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 12 to 14 December 2022					
29	1.1	Advise RAC Committee Secretary of approval of request to substitute course A&M651 for an additional level 6 General Elective course for Ākonga protect the privacy	Mary Woodward	ASAP	Completed
30	2.1 – 2.6	Course and Programme Changes Advise Shine Kelly and Kim Davies of comments/questions/suggestions from Jackie Rees	Mary Woodward	ASAP	Completed
31	2.1 – 2.7	Course and Programme Changes	Mary Woodward	ASAP	Completed

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

		3V6 Approval Form New Zealand Certificate in Foundation Skills Introduction to Pathways (Level 2) 2022 22101 3V6 Approval Form New Zealand Certificate in Foundation Skills, Sport, Recreation and Coaching (Level 2) 2022 22101 3V6 Approval Form New Zealand Certificate in Hospitality Level 2) 2022 22100 3V6 Approval Form Vocational Pathway NCEA Service Industries Level 2 2022 22100 3V6 Approval Form Bachelor of Nursing NKN612 Knowledge for Nursing Practice 3: Physical Health NNP612 Nursing the Person with Altered Physical Health 2023 Version 10 3V6 Approval Bachelor of Commerce (NZQF No 3874) [123655] Graduate Certificate in Management [126989] Graduate Diploma in Management (NZQF No 38780 [123658] Graduate Diploma in Marketing (NZQF No. 3876) [123659] 2023 18107 -3V6 Approval Form Creative Industries Training Schemes Front End Website Design [125576] AAD531 Front End Website Design 2023 19103 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 14.12.2022 in notification			
32	3.1	Student Matters Advise Silvia Gassebner of approval of extension to the one-year pre-trade maximum completion time period for Ākonga 13489335 Use approval date 14.12.2022 for any required notification	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 26 January to 01 February 2023					
33	1.1	Course and Programme Changes 3V6 Approval Form Trades Academy TOTSTA, Creative, Technologies and Service Industries, HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 2023 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	Completed
34	1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Nursing Health & Wellbeing V11 2023 Advise Shine Kelly Academic Advisor of: - required amendments as outline by Jackie Rees - clarification/amendment to the reference to Nelson Marlborough Institute of Technology (NMIT) in section 5.11 of the Programme Regulations Once confirmation of amendments/clarifications received advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	SK advised 31.01.23 that JR required amendments made Completed
35	2.1	Student Matters Advise Applied Business Programme Support Coordinator of withdrawal of agenda item and request an updated request	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 01 February 2023					
36	1.1	Advise Alana Cohen RAC Committee Secretary, Ferne Cribb-Williams Applied Business Programme Support Coordinator of approval of request	Mary Woodward	ASAP	Completed

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

		Use approval date 01.02.2023 for any notification			
Action List – Meeting of 10 February 2023					
37	1.3	Results Committee Guidelines Update the Course Results Guidelines to note that prior to approving results the RC is responsible for ensuring that: <ul style="list-style-type: none"> all results have been checked for accuracy all internal moderation requirements have been met 	Mary Woodward	ASAP	Completed
38	1.3	Results Committee Guidelines Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	
39	2.3	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
40	2.3	Moderation Reports Review current Committee Moderation Report review process	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	
41	3.1	Academic Development Tracking Report Review ADT Report and update for 2023 and indicate clearly where there is risk to programmes and the actions to be taken	Kim Davies	07.03.2023	
42	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with Te Pūkenga on the unified programme degree monitoring process	Kim Davies	07.03.2023	
43	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with NZQA on if the Bachelor of Social Welfare has self-monitoring status	Susannah Roddick	07.03.2023	
44	5.1	NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiororo – Educational Regulatory Framework (TKM) Update and forward document to the Academic Committee for approval Start communication process of key policy information to ākonga and kaimahi	Jackie Rees	ASAP	
45	6.1	Award Application Approval Reports Academic Standards and Quality Draft Minutes Course Results Approval Reports 2022 Spot-Check on Course Results from 15 November 2022 Meeting 2022 Spot-Check on Course Results Action List Extension Requests Approval Via Flowingly Process -Organise e-meeting	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

THURSDAY 26 JANUARY 2023 at 04.24pm via email closed WEDNESDAY 01 FEBRUARY 2023 at 09.49am

Participants: Susannah Roddick (Co-Chair), Kim Davies, Victoria Whitmore, Trisha Krishnasamy, Marja Kneepkens, Kate Neame, Pam Wood, Monique Day, Ren Stronach, Silvia Gassebner, Soraya Paki Paki, Jackie Rees, Rae Perkins, Julie Bytheway, Reid Carnegie, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2
Silvia Gassebner	Approved	Approved
Marja Kneepkens	Approved	Approved
Trisha Krishnasamy	Approved	Approved
Soraya Paki Paki	Approved	Approved
Jackie Rees	Approved	Approved subject to required amendments
Rae Perkins	Approved	Approved

Ren Stronach	Approved	Approved
Pam Wood	Approved	Approved
Monique Day	Approved	Approved

3. Course and Programme Changes

- 3.1 3V6 Approval Form Trades Academy TOTSTA, Creative, Technologies and Service Industries, HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 2023
- 3V6 Approval Form Trades Academy TOTSTA Creative, Technologies and Service Industries HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 2023
 - HTA304 Trades Academy Hospitality – Culinary Arts Course Descriptor 2023

It was noted that this 3V6 Approval Form was initially submitted for endorsement to the 12.01.2023 AS+Q e-meeting but was withdrawn pending some corrections to be made.

RESOLVED that the 3V6 Approval Form Trades Academy TOTSTA, Creative, Technologies and Service Industries, HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 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

- 1.2 3V6 Approval Form Bachelor of Nursing, Health & Wellbeing, V11 2023
- 3V6 Approval Form Bachelor of Nursing Health & Wellbeing V11 2023
 - Bachelor of Nursing Programme Regulations V11 2023

Jackie Rees advised her approval of this item was subject to the following required amendments

- Still refers to Academic Statute on p3*
- 2.6 Schedule of Courses refers to Learner Managed Hours. I note that on the TOTSA Course Descriptor this has been changed to Ākonga managed hours. Is that the plan going forward to change all?*
- We refer to NMIT Assessment policy etc, so I think if we are referring to a Te Pūkenga policy e.g Ākonga Appeals Policy, we should prefix it with Te Pūkenga - just to make it really clear.*
- There is still reference to NMIT Academic Statute s7 Schedule of Course Result Keys. All going through approval OK this will be a separate doc - NMIT Course Results Keys*
- Need to be aware going forward that NZQF is changing to NZQCF - but all the NZQA website has not yet been updated, so I don't think we should do that change just yet*

Julie Bytheway questioned if the reference to Nelson Marlborough Institute of Technology (NMIT) in Section 5.11 Moderation of the Programme Regulations was correct.

RESOLVED that subject to the required amendments as outlined by Jackie Rees and clarification/amendment to the reference to Nelson Marlborough Institute of Technology (NMIT) in section 5.11 of the Programme Regulations, the 3V6 Approval Form Bachelor of Nursing Health & Wellbeing V11 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Action Mary Woodward

Advise Shine Kelly Academic Advisor of

- required amendments as outline by Jackie Rees
- clarification/amendment to the reference to Nelson Marlborough Institute of Technology (NMIT) in section 5.11 of the Programme Regulations

Once confirmation of amendments/clarifications received advise Academic Advisor of 3V6 Approval Form endorsements
Forward 3v6 Approval Forms to Director of Academic & Quality for approval

4. Student Matters

- 4.1 Request for approval for Ākonga [REDACTED] to cross credit Massey University course 110309 Advanced Financial Accounting into the compulsory level 7 Bachelor of Commerce course BAC701 Advanced Financial Accounting to be awarded the Bachelor of Commerce qualification in July 2023

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

It is noted that this cross-credit request for Ākonga [redacted] was withdrawn from the agenda due to a lack of clarity on what the action being voted on was.

Action Mary Woodward

Advise Applied Business Programme Support Coordinator of withdrawal of agenda item and request an updated request

Meeting closed 05.20PM

Action List – E-Meeting of 26 January to 01 February 2023

	Item Reference	Action	Who	When	Progress
1	1.1	Course and Programme Changes 3V6 Approval Form Trades Academy TOTSTA, Creative, Technologies and Service Industries, HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 2023 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	Completed
2	1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Nursing Health & Wellbeing V11 2023 Advise Shine Kelly Academic Advisor of: - required amendments as outline by Jackie Rees - clarification/amendment to the reference to Nelson Marlborough Institute of Technology (NMIT) in section 5.11 of the Programme Regulations Once confirmation of amendments/clarifications received advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	SK advised 31.01.23 that JR required amendments made Completed
3	2.1	Student Matters Advise Applied Business Programme Support Coordinator of withdrawal of agenda item and request an updated request	Mary Woodward	ASAP	Completed

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

WEDNESDAY 01 FEBRUARY 2023 at 09.01AM via email closed at 11.23am

Participants: Susannah Roddick (Co-Chair) Kim Davies (Co-Chair), Victoria Whitmore, Trisha Krishnasamy, Marja Kneepkens, Kate Neame, Pam wood, Monique Day, Ren Stronach, Silvia Gassebner, Soraya Paki Paki, Jackie Rees, Rae Perkins, Julie Bytheway, Reid Carnegie, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Susannah Roddick	Approved
Silvia Gassebner	Approved
Marja Kneepkens	Approved
Trisha Krishnasamy	Approved
Soraya Paki Paki	Approved
Jackie Rees	Approved
Rae Perkins	Approved
Pam Wood	Approved
Julie Bytheway	Approved
Ren Stronach	Approved

5. Student Matters

- 5.1 Request for approval for Ākonga [redacted] to be given an exemption to the RAC provisions in the Bachelor of Commerce Programme Regulations to enable them to gain cross credit for a compulsory level 7 Bachelor of Commerce course
- Letter requesting exemption to RAC provisions - Ākonga [redacted]
 - Snip Bachelor of Commerce Programme and Graduate Diplomas V18106 2022 Section 4.3.1 Recognition of Academic Credit

RESOLVED that the request for Ākonga [redacted] to be given an exemption to the RAC provisions in the Bachelor of Commerce Programme Regulations to enable them to gain cross credit for a compulsory level 7 Bachelor of Commerce course be approved.

Action Mary Woodward

Advise Alana Cohen RAC Committee Secretary, Ferne Cribb-Williams Applied Business Programme Support Coordinator of approval of request

Meeting closed 11.23am

Action List – E-Meeting of 01 February 2023

	Item Reference	Action	Who	When	Progress
1	1.1	Advise Alana Cohen RAC Committee Secretary, Ferne Cribb-Williams Applied Business Programme Support Coordinator of approval of request Use approval date 01.02.2023 for any 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

Thursday 16 February 2023 at 04.33pm via email closed Monday 20 February 2022 at 04.26pm

Participants: Kim Davies, Reid Carnegie, Monique Day, Silvia Gassebner, Alison Hart, Marja Kneepkens, Trisha Krishnasamy, Kate Neame, Soraya Paki Paki, Jackie Rees, Susannah Roddick, Ren Stronach, Victoria Whitmore, Pam Wood, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2	1.3	2.1	4.1	4.2	6.1
Kim Davies	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Monique Day	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Silvia Gassebner	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Alison Hart	Approved	Approved	Approved	N/A	N/A	N/A	N/A
Kate Neame	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Jackie Rees	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Susannah Roddick	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Ren Stronach	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Pam Wood	Approved	Approved	Approved	Approved	Approved	Approved	Approved

6. Course and Programme Changes

- 1.1 3V6 Approval Form Adventure Tourism and Guiding Level 4 Level 5 ATG404 Environmental Science 2023 v18104
- 3V6 Approval Form Adventure Tourism and Guiding Level 4 Level 5 ATG404 Environmental Science 2023 v18104
 - Adventure Tourism and Guiding Level 4 Level 5 Course Descriptors 2023 v18104
 - Adventure Tourism and Guiding Level 4 Level 5 Programme Regulations 2023 v18104

RESOLVED that the 3V6 Approval Form Adventure Tourism and Guiding Level 4 Level 5 ATG404 Environmental Science 2023 v18104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

- 1.2 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology COM502, CSA502, DES502, TEC501 (elective), SYD601, DAT601, DAT602, WEB701, PRJ703 2023 v08222

- a. 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology COM502, CSA502, DES502, TEC501 (elective), SYD601, DAT601, DAT602, WEB701, PRJ703 2023 v08222
- b. BIT GradDipIT Course Descriptors 2023 v08222
- c. BIT GradDipIT Programme Regulations 2023 v08222

RESOLVED that the 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology COM502, CSA502, DES502, TEC501 (elective), SYD601, DAT601, DAT602, WEB701, PRJ703 2023 v08222 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

- 1.3 3V6 Approval Form New Zealand Certificate and Diplomas in IT (Level 5) TEC501, CSA502, DES502, COM502 2023 v16104
 - a. 3V6 approval Form New Zealand Certificate and Diplomas in IT (Level 5) TEC501, CSA502, DES502, COM502 2023 v16104
 - b. NZ Certificate and Diplomas in IT L5 Course Descriptors 2023 v16104
 - c. NZ Certificate and Diplomas in IT L5 Programme Regulations 2023 v16104

RESOLVED that the 3V6 Approval Form New Zealand Certificate and Diplomas in IT (Level 5) TEC501, CSA502, DES502, COM502 2023 v16104 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Jackie Rees questioned if the assessments for courses COM502 and CSA502:

- were being revised as a result of the NZQA monitoring of the New Zealand Diploma in Web Development and Design
- if revision was being done holistically
- if the reason for the revision could be included in the 3V6 form

CARRIED

Action Mary Woodward

Advise Academic Advisor of 3V6 Approval Form endorsements

Forward 3v6 Approval Forms to Director of Academic & Quality for approval

Forward questions on COM502 and CSA502 assessments to Academic Advisor

2. Minutes of the Previous Meetings

- 2.1 Award Application Approval Reports
 - 2.1.1. 84 REPORT Award Applications 10.11.2022
 - 2.1.2. 85 REPORT Award Applications 16.11.2022
 - 2.1.3. 86 REPORT Award Applications 18.11.2022
 - 2.1.4. 87 REPORT Award Applications 25.11.2022
 - 2.1.5. 88 REPORT Award Applications 29.11.2022
 - 2.1.6. 89 REPORT Award Applications 02.12.2022
 - 2.1.7. 90 REPORT Award Applications 05.12.2022
 - 2.1.8. 91 REPORT Award Applications 05.12.2022
 - 2.1.9. 92 REPORT Award Applications 06.12.2022
 - 2.1.10. 93 REPORT Award Applications 06.12.2022
 - 2.1.11. 94 REPORT Award Applications 06.12.2022
 - 2.1.12. 95 REPORT Award Applications 07.12.2022
 - 2.1.13. 96 REPORT Award Applications 08.12.2022
 - 2.1.14. 97 REPORT Award Applications 08.12.2022
 - 2.1.15. 98 REPORT Award Applications 09.12.2022
 - 2.1.16. 99 REPORT Award Applications 09.12.2022
 - 2.1.17. 100 REPORT Award Applications 09.12.2022
 - 2.1.18. 101 REPORT Award Applications 09.12.2022
 - 2.1.19. 102 REPORT Award Applications 09.12.2022
 - 2.1.20. 103 REPORT Award Applications 10.12.2022
 - 2.1.21. 104 REPORT Award Applications 11.12.2022
 - 2.1.22. 105 REPORT Award Applications 12.12.2022

- 2.1.23. 106 REPORT Award Applications 12.12.2022
- 2.1.24. 107 REPORT Award Applications 12.12.2022
- 2.1.25. 108 REPORT Award Applications 12.12.2022
- 2.1.26. 109 REPORT Award Applications 14.12.2022
- 2.1.27. 110 REPORT Award Applications 14.12.2022
- 2.1.28. 111 REPORT Award Applications 14.12.2022
- 2.1.29. 112 REPORT Award Applications 15.12.2022
- 2.1.30. 113 REPORT Award Applications 19.12.2022
- 2.1.31. 114 REPORT Award Applications 20.12.2022

Jackie Rees noted if the 'Grades' column in the awards approval table could be used consistently in the reports.

RESOLVED that the Approval Reports for the Award Applications Academic Standards and Quality Committee meetings held on 10.11.2022, 16.11.2022, 18.11.2022, 25.11.2022, 29.11.2022, 02.12.2022, 05.12.2022, 05.12.2022, 05.12.2022, 06.12.2022, 06.12.2022, 06.12.2022, 07.12.2022, 08.12.2022, 08.12.2022, 09.12.2022, 09.12.2022, 09.12.2022, 09.12.2022, 09.12.2022, 10.12.2022, 11.12.2022, 12.12.2022, 12.12.2022, 12.12.2022, 12.12.2022, 14.12.2022, 14.12.2022, 14.12.2022, 15.12.2022, 19.12.2022, 20.12.2022 be received.

CARRIED

Action Silvia Gassebner

Ensure the consistent use of the awards approval table 'Grades' column for Merit and Distinction grades in the award application reports
Reinstate action list for Award Application Report actions

- 3. Matters Arising (General)
- There are no Matters Arising (General)

In-Committee (Confidential) Section of Meeting

- 4. Minutes of the Previous Meetings
 - 4.1 Academic Standards and Quality Draft Minutes
 - 4.1.1. 2022-12-12 to 14 ASQ Minutes – Draft
 - 4.1.2. 2022-11-24 to 28 ASQ Minutes - Draft
 - 4.1.3. 2022-11-15 ASQ Minutes - Draft
 - 4.1.4. 2023-01-26 to 02-01 ASQ Minutes-Draft
 - 4.1.5. 2023-02-01 ASQ Minutes-Draft

RESOLVED that the Minutes of the meeting held on 15.11.2022 and e-meeting held on 12 to 14.12.2022, 24 to 28.11.2022, 26.01 to 01.02.2023, 01.02.2023 be accepted as a true and accurate record of this meeting.

CARRIED

ACTION Mary Woodward

Resave minutes as Confirmed and forward to Academic Committee for receipt

- 4.2 Course Results Approval Reports
 - 4.2.1. 84 REPORT Course Results 11.11.2022
 - 4.2.2. 85 REPORT Course Results 11.11.2022
 - 4.2.3. 86 REPORT Course Results 11.11.2022
 - 4.2.4. 87 REPORT Course Results 14.11.2022
 - 4.2.5. 88 REPORT Course Results 16.11.2022
 - 4.2.6. 89 REPORT Course Results 18.11.2022
 - 4.2.7. 90 REPORT Course Results 24.11.2022
 - 4.2.8. 91 REPORT Course Results 25.11.2022
 - 4.2.9. 91a REPORT Course Results 28.11.2022
 - 4.2.10. 92 REPORT Course Results 28.11.2022
 - 4.2.11. 93 REPORT Course Results 29.11.2022
 - 4.2.12. 94 REPORT Course Results 01.12.2022
 - 4.2.13. 95 REPORT Course Results 02.12.2022
 - 4.2.14. 96 REPORT Course Results 05.12.2022
 - 4.2.15. 97 REPORT Course Results 06.12.2022
 - 4.2.16. 98 REPORT Course Results 07.12.2022
 - 4.2.17. 99 REPORT Course Results 07.12.2022

- 4.2.18. 100 REPORT Course Results 08.12.2022
- 4.2.19. 101 REPORT Course Results 09.12.2022
- 4.2.20. 102 REPORT Course Results 09.12.2022
- 4.2.21. 103 REPORT Course Results 10.12.2022
- 4.2.22. 104 REPORT Course Results 12.12.2022
- 4.2.23. 105 REPORT Course Results 12.12.2022
- 4.2.24. 106 REPORT Course Results 17.12.2022
- 4.2.25. 107 REPORT Course Results 14.12.2022
- 4.2.26. 108 REPORT Course Results 14.12.2022
- 4.2.27. 109 REPORT Course Results 14.12.2022 approved 20.12.2022
- 4.2.28. 110 REPORT Course Results 20.12.2022
- 4.2.29. 111 REPORT Course Results 20.12.2022

RESOLVED that the Approval Reports for the Course Results Academic Standards and Quality Committee meetings held on 11.11.2022, 11.11.2022, 11.11.2022, 14.11.2022, 16.11.2022, 18.11.2022, 24.11.2022, 25.11.2022, 28.11.2022, 28.11.2022, 29.11.2022, 01.12.2022, 02.12.2022, 05.12.2022, 06.12.2022, 07.12.2022, 07.12.2022, 08.12.2022, 09.12.2022, 09.12.2022, 10.12.2022, 12.12.2022, 12.12.2022, 17.12.2022, 14.12.2022, 14.12.2022, 14.12.2022 approved 20.12.2022, 20.12.2022, 20.12.2022 be received.

CARRIED

4.3 Results of Spot-Check from 15 November 2022 Meeting

It is noted that this results of spot-check from 15 November 2022 meeting, was originally presented at the 10 February 2023 Committee meeting for information but that due to time constraints this did not happen. As requested by the Committee the results of spot-check from 15 November 2022 was re-presented for information via an e-meeting.

4.4 2022 Spot-Check on Course Results

It is noted that this 2022 spot-check on course results, was originally presented at the 10 February 2023 Committee meeting for information but that due to time constraints this did not happen. As requested by the Committee this 2022 spot-check on course results, was represented for information via an e-meeting.

Action Mary Woodward

Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Reid Carnegie

5. Matters Arising

5.1 Action List

It is noted that this action list was originally presented at the 10 February 2023 Committee meeting for review but that due to time constraints this did not happen. As requested by the Committee this action list was re-presented for review and update via an e-meeting.

6. Student Matters

6.1 Approval request for Ākonga Protect the privacy of

Approval request for Bachelor of Viticulture and Winemaking Ākonga Protect the privacy of to complete the programme outside the eight-year completion timeframe.

- a. Letter requesting approval for Ākonga Protect the privacy of to complete the Bachelor of Viticulture and Winemaking programme outside the eight-year completion timeframe
- b. Ākonga Protect the privacy of Preview Academic Transcript as at 16.02.2023
- c. Snip Bachelor of Viticulture and Winemaking Programme Regulations 2022 v14109 Section 11 Summary of Programme Structure – Anga

RESOLVED that the request for Bachelor of Viticulture and Winemaking Ākonga Protect the privacy of to complete the programme outside the eight-year completion timeframe be approved.

CARRIED

Action Mary Woodward

Advise Bachelor of Viticulture and Winemaking Academic Coordinator and Academic Administrator of approval for Ākonga Protect the privacy of to complete the Bachelor of Viticulture and Winemaking programme outside the eight-year completion timeframe

6.2 Extension Requests Approved Via Flowingly Process

16772	16773	16774	16775	13777	13778	16793	16795	16822	16871	16888	16902	16911	16913
16987	16988	16989	17036	17068	17069	17070	17072	17073	17074	17081	17083	17084	17091
17093	17094	17139	17145	17146	17147	17168	17173	17175	17176	17185	17186	17192	17193
17197	17245	17264	17266	17267	17268	17270	17272	17273	17274	17275	17276	17278	17279

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

17280	17285	17286	17287	17265	17288	17289	17290	17294	17300	17301	17347	17369	17411
17412	17415	17417	17419	17420	17414	17421	17424	17426	17427	17429	17445	17446	17448
17450	17485	17535	17565	17666									

It was noted that these requests are for a date after the 31 March of the year following the course end date and have been approved by both the Curriculum Area Manager and Curriculum Director.

It is noted that these extension requests were originally presented at the 10 February 2023 Committee meeting for information but that due to time constraints this did not happen. As requested by the Committee these extension requests were represented for information via an e-meeting.

Meeting closed 04.26PM

Action List – E-Meeting of 16 to 20 February 2023

	Item Reference	Action	Who	When	Progress
Action List – Meeting of 08 February 2022					
1	2	Moderation Reports Follow-up on the NFS205 US26627 action plan Update 04.10.2022 Mary Woodward to send VW information on outstanding action - completed	Victoria Whitmore	10.02.23	
Action List – Meeting of 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	10.02.23	09.02.2023 KD to contact FM at Te Pūkenga to check on due date for TKM Integrity Policy/Procedure. 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	10.02.23	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 Review how to address the mapping of Learning Outcomes to the Graduate Profile Outcomes as part of programme design 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	Kim Davies Kim Davies / Jackie Rees Marja Kneepkens / Kim Davies	10.02.23 10.02.23 10.02.23	09.02.23 KD to follow up with PW on status CCO301 – to be followed up on 09.02.23 Not to be progressed at this time. TP have confirmed course outline template and moderation documents will not include this mapping. To be closed. 09.02.23 Still awaiting outcomes from pilot, with Te Poari, expect update shortly. Internal conversations regarding moderation

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

		Review in light of information coming from Te Pūkenga pilot and governance working group			process continue with MK/JR To be closed
5	5.1	Quality Management System Student Reference Guidelines for Students and Staff Request POD: <ul style="list-style-type: none"> 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	10.02.23	DL advised WIP as at 12.07.22 19.02.2023 - POD asked for A&Q to take responsibility for this – In progress. POD only responsible for staff giving staff references
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	10.02.23	WIP KD/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 To be updated to new action plan	Pam Wood	10.02.23	09.02.23 PW following-up with programme area
Action List – Meeting of 09 August 2022					
8	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	10.02.23	09.02.23 From 13.02.23 PSC will work with DG on Mod Plans. Muka Tangata request what specific u/s for external moderation are to be sent in To be closed
9	2.2	Review the E+C action plans submitted to this meeting for completeness	Kim Davies / Marja Kneepkens / Reid Carnegie	10.02.23	
10	3.2	Prepare analysis of 2022 monitoring feedback to present to ASQ and AC Committee	Marja Kneepkens Kim Davies now Jackie Rees	10.02.23	To be presented at 10.02.23 meeting by JR. To be closed
Action List – Meeting of 06 September 2022					
11	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	10.02.23	Action completed
12	7.3	Feedback results on the RCM process from this spot-check to Camille Nicholls	Silvia Gassebner	10.02.23	Completed
Action List – Meeting of 04 October 2022					
13	2.2	Follow-up with Carmen Cayuelas on removal of US29776 from course ADT312	Mary Woodward	10.02.23	Delivery via WCTA has ceased. Course not delivered at NN or ML. Note on CD to remove standard before any new delivery. To be closed
14	2.2	Confirm process for using moderation outcomes to inform assessment design and assessor judgements	Kim Davies	06.12.23	09.02.23 New SharePoint moderation process being piloted. New Te Pūkenga templates in

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

					use. KD/JR/MK/SR to progress. To be closed
15	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	10.02.23	09.02.23 WIP KD to work with JR to finalise and share with curriculum teams.
Action List – Meeting of 15 November 2022					
16	2.1	2022 External Annual Moderation Plans - Advise Eleanor Upton of endorsement of AMP event for noting on Moderation Tracksheet	Mary Woodward	ASAP	Completed
17	2.1	2022 External Annual Moderation Plans – Send out communication to CAMs and Moderation Co-ordinators that all planned 2022 moderation events need to be completed by the end of 2022	Marja Kneepkens / Jackie Rees	ASAP	Completed
18	2.2	Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
19	2.2	Advise CTSI-Arts and Media Moderation Co-ordinator of request for signed and more detailed Action Plans for AAD528 22EX-S1 and AAD603 22NN-S1	Mary Woodward	10.02.23	Completed
20	3.1	Academic + Quality A+Q Team to contact Programme Areas to review progress on Academic Developments and update the Academic Development Tracking report	Kim Davies	10.02.23	Completed
21	3.4.1	Resubmit the NMIT Bachelor of Nursing 04 August 2022 Nursing Council of New Zealand Monitoring Report and 10 October 2022 Letter with an action plan addressing the Monitoring Team's findings	Kim Davies / Victoria Whitmore	10.02.23	
22	4.1	Course and Programme Changes - 3V6 Approval Form Bachelor of Nursing NKN612 Knowledge for Nursing Practice 3: Physical Health, NNP612 Nursing the Person with Altered Physical Health 2023 v10 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 15.11.2022 in notification	Mary Woodward	ASAP	Completed
23	8.1	Academic Standards and Quality Draft Minutes - Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	ASAP	Completed
24	8.3	2022 Spot-Check on Course Results – Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Jackie Rees	Mary Woodward	ASAP	Completed
25	9.1	Action List – Share link to action list with Committee Members for updating	Mary Woodward	10.02.23	Completed
Action List – E-Meeting of 24 to 28 November 2022					
26	1.1	Establish what is required to graduate ākonga protect the privacy using the 2022 Version 17106 Bachelor of Arts and Media completion requirement Make an application to AS+Q Committee for consideration	Kim Davies / Silvia Gassebner	ASAP	Completed
27	2.1	Course and Programme Changes -3V6 Approval Report New Zealand Certificate in Beauty Therapy (Level 4) BEA408 Beauty Therapy Clinic 2023 18104 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 28.11.2022 in notification	Mary Woodward	ASAP	Completed
28	3.1	Student Matters Advise Programme Area and Alana Cohen Academic & Quality Administrator of approval of extension to the three-year maximum completion time period for ākonga protect the privacy	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 12 to 14 December 2022					

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

29	1.1	Advise RAC Committee Secretary of approval of request to substitute course A&M651 for an additional level 6 General Elective course for Ākonga 13504581	Mary Woodward	ASAP	Completed
30	2.1 – 2.6	Course and Programme Changes Advise Shine Kelly and Kim Davies of comments/questions/suggestions from Jackie Rees	Mary Woodward	ASAP	Completed
31	2.1 – 2.7	Course and Programme Changes -3V6 Approval Form New Zealand Certificate in Foundation Skills Introduction to Pathways (Level 2) 2022 22101 -3V6 Approval Form New Zealand Certificate in Foundation Skills, Sport, Recreation and Coaching (Level 2) 2022 22101 -3V6 Approval Form New Zealand Certificate in Hospitality (Level 2) 2022 22100 -3V6 Approval Form Vocational Pathway NCEA Service Industries Level 2 2022 22100 -3V6 Approval Form Bachelor of Nursing NKN612 Knowledge for Nursing Practice 3: Physical Health NNP612 Nursing the Person with Altered Physical Health 2023 Version 10 -3V6 Approval Bachelor of Commerce (NZQF No 3874) [123655] Graduate Certificate in Management [126989] Graduate Diploma in Management (NZQF No 38780) [123658] Graduate Diploma in Marketing (NZQF No. 3876) [123659] 2023 18107 -3V6 Approval Form Creative Industries Training Schemes Front End Website Design [125576] AAD531 Front End Website Design 2023 19103 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 14.12.2022 in notification	Mary Woodward	ASAP	Completed
32	3.1	Student Matters Advise Silvia Gassebner of approval of extension to the one-year pre-trade maximum completion time period for Ākonga redacted the privacy Use approval date 14.12.2022 for any required notification	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 26 January to 01 February 2023					
33	1.1	Course and Programme Changes 3V6 Approval Form Trades Academy TOTSTA, Creative, Technologies and Service Industries, HTA304 Trades Academy Hospitality – Culinary Arts (previously: HTA303 Trades Academy Hospitality Year 2) 2023 Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	Completed
34	1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Nursing Health & Wellbeing V11 2023 Advise Shine Kelly Academic Advisor of: - required amendments as outline by Jackie Rees - clarification/amendment to the reference to Nelson Marlborough Institute of Technology (NMIT) in section 5.11 of the Programme Regulations Once confirmation of amendments/clarifications received advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 01.02.2022	Mary Woodward	ASAP	SK advised 31.01.23 that JR required amendments made Completed

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

35	2.1	Student Matters Advise Applied Business Programme Support Coordinator of withdrawal of agenda item and request an updated request	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 01 February 2023					
36	1.1	Advise Alana Cohen RAC Committee Secretary, Ferne Cribb-Williams Applied Business Programme Support Coordinator of approval of request Use approval date 01.02.2023 for any notification	Mary Woodward	ASAP	Completed
Action List – Meeting of 10 February 2023					
37	1.3	Results Committee Guidelines Update the Course Results Guidelines to note that prior to approving results the RC is responsible for ensuring that: <ul style="list-style-type: none"> all results have been checked for accuracy all internal moderation requirements have been met 	Mary Woodward	ASAP	Completed
38	1.3	Results Committee Guidelines Develop plan on how best to build Programme Team capability to ensure the course result and award approval processes are timely, thorough, robust, and compliant	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	
39	2.3	Moderation Reports Forward tabled Moderation Reports to Eleanor Upton for noting receipt on Moderation Tracksheet	Mary Woodward	ASAP	Completed
40	2.3	Moderation Reports Review current Committee Moderation Report review process	Marja Kneepkens / Susannah Roddick / Kim Davies	07.03.2023	
41	3.1	Academic Development Tracking Report Review ADT Report and update for 2023 and indicate clearly where there is risk to programmes and the actions to be taken	Kim Davies	07.03.2023	
42	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with Te Pūkenga on the unified programme degree monitoring process	Kim Davies	07.03.2023	
43	3.4	2023 Degree Monitoring, and Monitoring Overview Follow up with NZQA on if the Bachelor of Social Welfare has self-monitoring status	Susannah Roddick	07.03.2023	
44	5.1	NMIT Policy / Procedure Amendments to align with Te Pūkenga national policies, including Te Kawa Maiooro – Educational Regulatory Framework (TKM) Update and forward document to the Academic Committee for approval Start communication process of key policy information to ākonga and kaimahi	Jackie Rees	ASAP	
45	6.1	Award Application Approval Reports Academic Standards and Quality Draft Minutes Course Results Approval Reports 2022 Spot-Check on Course Results from 15 November 2022 Meeting 2022 Spot-Check on Course Results Action List Extension Requests Approval Via Flowingly Process <i>Organise e-meeting</i>	Mary Woodward	ASAP	Completed
Action List – E-Meeting of 16 to 20 February 2023					
46	1.1 1.2 1.3	Course and Programme Changes 3V6 Approval Form Adventure Tourism and Guiding Level 4 Level 5 ATG404 Environmental Science 2023 v18104 3V6 Approval Form Bachelor of Information Technology Graduate Diploma in Information Technology COM502, CSA502, DES502, TEC501 (elective), SYD601, DAT601, DAT602, WEB701, PRJ703 2023 v08222 3V6 Approval Form New Zealand Certificate and Diplomas in IT (Level 5) TEC501, CSA502, DES502, COM502 2023 v16104 Advise Academic Advisor of 3V6 Approval Form endorsements	Mary Woodward	ASAP	Completed

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

		Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 20.02.2023 Forward questions on COM502 and CSA502 assessments to Academic Advisor	Mary Woodward	Email sent 20.02.2023	
47	2.1	Minutes of the Previous Meetings Award Application Approval Reports Ensure the consistent use of the awards approval table 'Grades' column for Merit and Distinction grades in the award application reports Reinstate action list for Award Application Report actions	Silvia Gassebner	07.03.2023	
48	4.1	Minutes of the Previous Meetings Academic Standards and Quality Draft Minutes Resave minutes as Confirmed and forward to Academic Committee for receipt	Mary Woodward	07.03.2023	Completed
49	4.4	2022 Spot-Check on Course Results Forward the 2022 Spot-Check spreadsheet and Course Result Reports receipted at this meeting to Reid Carnegie	Mary Woodward	07.03.2023	Completed
50	6.1	Student Matters Approval request for Ākonga Protect the privacy to complete the programme outside the eight-year completion timeframe Advise Bachelor of Viticulture and Winemaking Academic Coordinator and Academic Administrator of approval for Ākonga Protect the privacy to complete the Bachelor of Viticulture and Winemaking programme outside the eight-year completion timeframe Use approval date 20.02.2023 in any required notification	Mary Woodward	ASAP	Completed

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Item 5.2 Recognition of Academic Credit Committee Minutes for receipt

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES

Tuesday 24th of January 2023

9am – 10am

L108

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

1. Minutes of previous meeting

1.1. Minutes from Tuesday 29th of November 2022 – for approval

It was resolved that the minutes from the meeting on Tuesday 29th of November 2022 be accepted as a true and accurate record.

Carmen Cayuelas / Pam Vinluan

CARRIED

Action RACC Secretary

Upload minutes onto the intranet.

2. Matters arising

2.1. Refer to Active Action List.

3. Student Results

3.1 RAC Applications

HEALTH AND WELLBEING – Applications received from Victoria Whitmore

3.1.1 Ākonga Protect the privacy of

This ākonga was unable to enrol on BSK716 in 2022 and did the assessments that sits inside the course and would like to now use this to gain RPL for the course as their elective in the Bachelor of Social Work.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: NMIT Assessment	To: Bachelor of Social Work
Please see mapping	BSK716 Social Work Practice in a Specialist Field (elective)

It was resolved that the RPL application for Student Protect the privacy of *be approved in full. The committee would like to know if it is possible to get the marks of the assessments the student received. It was also noted that the student should have paid the minimum \$50 admin fee as well as \$50 per hour it took for the application to be assessed.*

Nelly Asmatullayeva / Carmen Cayuelas

CARRIED

Action RACC Secretary

Let the programme area know the committee would like to receive the assessment marks that the student received.

Action RACC Secretary

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

3.1.2 Ākonga Protect the privacy of

The below ākonga would like to use their previous study from Massey University to gain three courses for cross credit to go towards their Bachelor of Social Work.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Massey University	To: Bachelor of Social Work
230.110 Tūrangawaewae: Identity & Belonging in Aotearoa	BSK501 Intro into Society
230.210 Tū Rangaranga: Global Encounters	

175.203 Introduction to Psychological Research	BSK602 Introduction to Social Research
175.201 Social Psychology	GEL601A, 15 Credits, Level 6

It was resolved that the **Cross Credit application for Student** [redacted] be deferred as the committee would like to receive the full course descriptors that show the course aims and content; this will allow the committee to see where the aspects are met between our courses and Massey's.

Action RACC Secretary

Let the programme area know the application has been deferred and the committee would like to see the full course descriptors which show the aims and content of the courses.

3.1.3 Ākonga [redacted]

The below ākonga would like to use their previous study from Open Polytechnic to gain an elective course to use in Paetahi Tumu Kōrero Bachelor of Counselling.

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Open Polytechnic	To: Paetahi Tumu Kōrero Bachelor of Counselling
73211 Brain & Behaviour	GEL601A General Elective, Level 6, 15 Credits

It was resolved that the **Cross Credit application for Student** [redacted] be approved in full subject to receiving the full course descriptor.

Shine Kelly/ Carmen Cayuelas

CARRIED

Action RACC Secretary

Let the programme area know the committee would like to see the full course descriptor for course 73211 Brain & Behaviour.

Action RACC Secretary

Enter CC as per minutes for student [redacted] once
 Course descriptors have been received and notify programme area.

3.1.4 Ākonga [redacted]

The below application is for an ākonga who has done work experience and previous study and would like to use this to get three courses in the Bachelor of Social Work as RPL.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: ARA, work experience at SASH and Rachel's House	To: Bachelor of Social Work
BSWS500 Social Policy 1 BSWI500 Integrated Practice 1 BSWT500 Theory and Practice Please see mapping for work experience	BSK501 Introduction to Society
BSWS500 Social Policy 1 BSWI500 Integrated Practice1 BSWT500 Theory and Practice Please see mapping for work experience	BSK502 Introduction to Social Work Practice
BSWS500 Social Policy 1 BSWI500 Integrated Practice 1 BSWT500 Theory and Practice Please see mapping for work experience	BSK504 Introduction to Professional Practice

It was resolved that the **RPL application for Student** [redacted] be approved in full.

Shine Kelly/ Nelly Asmatullayeva

CARRIED

Action RACC Secretary

Enter RPL as per minutes for student [redacted] and notify programme area.

NURSING– Applications received from Sandy Matheson

3.1.5 Ākonga [redacted]

This ākonga did previous study and would now like to use this experience to gain cross credit for three courses inside the Bachelor of Nursing.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Bachelor of Science – Pharmacy, Our Lady of Fatima University, Philippines	To: Bachelor of Nursing
NSC 3 Anatomy & Physiology ZOO 1 – General Zoology MP 315 Microbiology and Parasitology	NNS511 Nursing Science 1
MP 315 Microbiology and Parasitology NSC 3 Anatomy & Physiology BP 314 Biopharmaceutics & Pharmacokinetics	NNS512 Nursing Science 2
PJE 413 Pharmaceutical Jurisprudence & Ethics PHI 6 Health Ethics PDC 415 Dispensing and Incompatibles BP 314 Biopharmaceutics & Pharmacokinetics PHA 325 Pharmacology 1 PHA 414 Pharmacology 2 & therapeutics PP 315 Physical Pharmacy	NPH710 Pharmacology for Nursing Practice

It was resolved that the **Cross Credit application for Student** [redacted] be approved in full. The committee would like the student to be invoiced the \$50 admin fee which is the fee for all applications as well as an hourly rate of \$50 for the time it took for the assessor to assess the application.

Ākonga needs to be withdrawn from the courses they are seeking RAC for as the approvals cannot be added to their record until this has been done.

Nelly Asmatullayeva / Pam Vinluan

CARRIED

Action RACC Secretary

Enter CC as per minutes for student 13524960 and notify programme area.

Action RACC Secretary

Invoice student the \$50 admin fee and the hourly rate as per the time it took the assessor to assess the application.

Withdraw the student from the courses they are seeking RAC for.

3.1.6 Ākonga [redacted]

This ākonga did previous study and work experience to gain RPL for two courses inside the Bachelor of Nursing.

☐ Cross Credit

☐ Credit Transfer

☐ RPL

From: Work Experience and Auckland University of Technology	To: Bachelor of Nursing
Please see mapping	NNS511 Nursing Science 1
Please see mapping	NNS512 Nursing Science 2

It was resolved that the **Cross Credit application for Student** [redacted] be approved in full. It was noted that for future applications to also have the assessor sign the mapping learning outcome form.

Nelly Asmatullayeva / Pam Vinluan

CARRIED

Action RACC Secretary

Enter RPL as per minutes for student [redacted] and notify programme area.

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

3.1.7 Ākonga [redacted]

This ākonga studied the first two years of the Bachelor of Arts and Media in agreement between NMIT and China at Hubei Polytechnic University. The ākonga will now be finishing their final year and is on track to graduate in July.

☒ Cross Credit – addition to schedule

☐ Credit Transfer

☐ RPL

From: Hubei Polytechnic University, Bachelor of Arts and Media	To: Bachelor of Arts and Media
AAD501 Lens-based Media Lab	AAD501 Lens-based Media Lab
AAD502 Lens-based Media Project	AAD502 Lens-based Media Project
AAD503 Graphic Design Lab	AAD503 Graphic Design Lab
AAD504 Graphic Design Project	AAD504 Graphic Design Project
AAD505 Object Design Lab	AAD505 Object Design Lab
AAD506 Object Design Project	AAD506 Object Design Project
AAD507 Image Lab	AAD507 Image Lab
AAD508 Image Project	AAD508 Image Project
AAD509 Critical Studies Lab	AAD509 Critical Studies Lab
AAD510 Critical Studies Project	AAD510 Critical Studies Project
AAD511 Communication Lab	AAD511 Communication Lab
AAD512 Communication Project	AAD512 Communication Project
AAD601 Advanced Lens-based Media Lab	AAD601 Advanced Lens-based Media Lab
AAD603 Advanced Graphic Design Motion Graphic Lab	AAD603 Advanced Graphic Design Lab
AAD604 Advanced Graphic Design Practice	AAD604 Advanced Graphic Design Practice
AAD609 Advanced Critical Studies Lab	AAD609 Advanced Critical Studies Lab
AAD610 Advanced Critical Studies Project	AAD610 Advanced Critical Studies Project
AAD611 Professional Practice Lab	AAD611 Professional Practice Lab
AAD612 Professional Practice Project	AAD612 Professional Practice Project
Colour Design	GEL501A, Level 5, 15 Credits

It was resolved that the **Cross Credit application for Student** [redacted] be approved in full subject to receiving the General Elective Letter against Graduate Outcomes for the course GEL501A.

Carmen Cayuelas / Pam Vinluan

CARRIED

Action RACC Secretary

Let the programme area know that the committee would like to see how course Colour Design meets the graduate outcomes for the Bachelor of Arts and Design by providing the general elective letter.

Action RACC Secretary

Enter CC as per minutes for student [redacted] once the general elective letter has been received and notify programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Tuesday 24 th of January 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the intranet.	Alana		
3.1.1	Åkongga [redacted] - Let the programme area know the committee would like to receive the assessment marks that the student received.	Alana		
3.1.1	Åkongga [redacted] - Enter RPL as per minutes for student [redacted] and notify programme area.	Alana		Completed 02.02.23
3.1.2	Åkongga [redacted] - Let the programme area know the application has been deferred and the committee would like to see the full course descriptors which show the aims and content of the courses.	Alana		Completed
3.1.3	Åkongga [redacted] - Let the programme area know the committee would like to see the full course descriptor for course 73211 Brain & Behaviour.	Alana		Completed
3.1.3	Åkongga [redacted] - Enter CC as per minutes for student [redacted] once Course descriptors have been received and notify programme area.	Alana		Completed 02.02.23
3.1.4	Åkongga [redacted] - Enter RPL as per minutes for student [redacted] and notify programme area.	Alana		
3.1.5	Åkongga [redacted] - Enter CC as per minutes for student [redacted] and notify programme area.	Alana		

3.1.5	Ākongā [Protect the privacy of] - Invoice student the \$50 admin fee and the hourly rate as per the time it took the assessor to assess the application.	Alana		
3.1.5	Ākongā [Protect the privacy of] - Withdraw the student from the courses they are seeking RAC for.	Alana		
3.1.6	Ākongā [Protect the privacy of] - Enter RPL as per minutes for student [Protect the privacy of] and notify programme area.	Alana		Student not enrolled yet 02.02.23
3.1.7	Ākongā [Protect the privacy of] - Let the programme area know that the committee would like to see how course Colour Design meets the graduate outcomes for the Bachelor of Arts and Design by providing the general elective letter.	Alana		Completed
3.1.7	Ākongā [Protect the privacy of] - Enter CC as per minutes for student [Protect the privacy of] once the general elective letter has been received and notify programme area.	Alana		Completed 02.02.23

**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
E-VOTE MINUTES**

Tuesday 31st of January 2023

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

3.1 RAC Applications

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.1 Ākongā [Protect the privacy of]

This application went to committee on the 24th of January but was deferred as more information was needed. The committee had since received course outlines but were unable to receive the course aims and content for each course.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Massey University	To: Bachelor of Social Work
230.110 Tūrangawaewae: Identity & Belonging in Aotearoa	BSK501 Intro into Society
230.210 Tū Rangaranga: Global Encounters	
175.203 Introduction to Psychological Research	BSK602 Introduction to Social Research
175.201 Social Psychology	GEL601A, 15 Credits, Level 6

*It was resolved that the **Cross Credit application for student** [Protect the privacy of] be approved in full. A couple of members noted; If the course aim and content can't be confirmed the committee members will need to trust the NMIT assessor's judgement. The course content in the course textbooks definitely cover major topics of the target course.*

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Carmen Cayuelas – **Approved**
 Pam Vinluan – **Abstained**
 Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Enter CC as per minutes for student [Protect the privacy of] and notify the programme area.

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

3.1.2 Ākongā [Protect the privacy of]

The committee had received an electrical navy application for the New Zealand Diploma in Marine Engineering. The application was very similar to ones that were approved previously but four of the courses had slightly different mapping being used as the student studied different courses for the electrical side.

☐ Cross Credit

☐ Credit Transfer

☒ RPL – Approve onto schedule

From: Navy (Electrical)	To: New Zealand Diploma in Marine Engineering
Auxiliary Machinery Certificate Control Room Watchkeeping Certificate Able Marine Technician Common & Electrical Certificate Leading Marine Technician (Electrical) Certificate/ Proof of Sea Service, work as a marine engineer, OMT, AMT, CRWC Task Books	DME503 Main Machinery Systems
Auxiliary Machinery Certificate Control Room Watchkeeping Certificate Able Marine Technician Common & Electrical Certificate Leading Marine Technician (Electrical)	DME506 Auxiliary Machinery Systems
Switchboard Operator Certificate RNZ Navy Navy Able Marine Technician (Electrical) Navy Leading Marine Technician (Electrical) Control Room Watchkeeping Certificate	DME501 Electrical, Electrical and Control Engineering Systems – Operational
Ordinary Marine Technician Task Book Able Marine Technician Task Book Control Room Watchkeeping Task Book	DME505 Electrical, Electrical and Control Engineering Systems – Maintenance and Repair

It was resolved that the **RPL application for student** **Protect the privacy of** be approved in full and added to the schedule.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Enter RPL as per minutes for student **Protect the privacy of** and notify the programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Tuesday 31 st of January 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Ākonga Protect the privacy of - Enter CC as per minutes for student Protect the privacy of and notify the programme area.	Alana		
3.1.2	Ākonga Protect the privacy of - Enter RPL as per minutes for student Protect the privacy of and notify the programme area.	Alana		

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY RECOGNITION OF ACADEMIC CREDIT COMMITTEE E-VOTE MINUTES

Tuesday 6th of December 2022

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

3.1 RAC Applications

Creative, Technologies & Service Industries - Applications received from Trisha Krishnasamy

3.1.1 Ākonga **Protect the privacy of**

The following application was for ākonga who had done the first two years of their Bachelor of Arts and Media in China through an agreement with NMIT and Hubei Polytechnic University, who then came to NMIT to complete their final year. The ākonga had used one of their courses from China to gain credit for a general elective course to be able to complete under the 2022 Bachelor of Arts and Media Programme Regulations.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Hubei Polytechnic University	To: Bachelor of Arts and Media
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Specialized Design 2	GEL602A, Level 6, 30 Credits
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The below is for the original application the chair approved on the 2nd of November 2022 to be rescinded as the ākonga will be completing under a current set of regulations.

☒ Cross Credit – Rescind original approvals which were approved on 02.11.2022

☐ Credit Transfer

☐ RPL

From: NMIT – Bachelor of Arts and Media	To: Bachelor of Arts and Media (2012)
AAD701 Critical Studies (Research)	A&M701 Visual Culture 5 (Research)
AAD702 Critical Studies (Contextualisation)	A&M702 Visual Culture 6 (Contextualisation)
AAD703 Studio Project	A&M703 Studio Project 2 (VAD)

It was resolved that the **Cross Credit application for ākonga** [REDACTED] be approved in full and original application rescinded.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Nelly Asmatullayeva – **Approved**

Sarah Arnold - **Approved**

Action RACC Secretary

Enter CC as per minutes for ākonga [REDACTED], rescind original application and notify the programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Tuesday 6 th of December 2022				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Ākonga [REDACTED] - Enter CC as per minutes for ākonga [REDACTED] , rescind original application and notify the programme area.	Alana		Completed

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

E-VOTE MINUTES

Wednesday 1st of February 2023

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

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer

3.1 RAC Applications

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.1 Bachelor of Commerce Addition to Schedule/ Ākonga [REDACTED]

The below application had come to the committee for approval onto the schedule. This was for a ākonga to have confirmation that the committee had approved the below courses for them to enrol with Massey. They would then use the courses from Massey to cross credit them back into the Bachelor of Commerce.

For the BAC701 course, which was a compulsory level 7 course with the regulations stating that no RAC can be approved for any level 7 compulsory courses, the ākonga application was going through Academic Standards and Quality Committee for approval allowing the student to have an exemption from the Bachelor of Commerce regulations for the level 7 compulsory course.

The application was also to add to schedule for any future applications. While it is approved onto the schedule each application would need to go through Academic Standards and Quality for approval for BAC701 before the chair can approve the applications.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

□ RPL

From: Massey University	To: Bachelor of Commerce (Accounting)
Advanced Financial Accounting 110309 *Student must have gone through AS&Q committee for approval allowing the student an exemption from the BCom RAC regulation for level 7 compulsory courses.	BAC701 Advanced Financial Accounting
Employer Law 155301	GEL701 General Elective, level 7, 15 credits
Integrative Accounting 110303	GEL701 General Elective, level 7, 15 credits
Microeconomic Theory and Applications 178301	GEL701 General Elective, level 7, 15 credits

It was resolved that the **Cross Credit application for ākongā** [redacted] be approved in full subject to the Academic Standards and Quality Committee approving the exemption for the level 7 course and ākongā passing the Massey courses and added to the schedule.

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**
Carmen Cayuelas – **Approved**
Sarah Arnold – **Approved**
Pam Vinluan – **Approved**
Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Let the programme area know the application was approved subject to; receiving confirmation that the Academic Quality and Standards committee approved the exemption for the level 7 course for the ākongā and for the student passing the Massey courses.

Action RACC Secretary

Enter CC as per minutes for ākongā [redacted] once confirmation of exemption and ākongā passing the Massey courses and notify the programme area.

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST**

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

Actions from Wednesday 1 st of February 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
3.1.1	Ākongā [redacted] - Let the programme area know the application was approved subject to; receiving confirmation that the Academic Quality and Standards committee approved the exemption for the level 7 course for the ākongā and for the student passing the Massey courses.	Alana		Completed
3.1.1	Ākongā [redacted] - Enter CC as per minutes for ākongā [redacted] once confirmation of exemption and student passing the Massey courses and notify the programme area.	Alana		

**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
E-VOTE MINUTES**

Thursday 9th of February 2023

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

1. Minutes of previous meeting

1.1. Minutes from Tuesday 24th of January 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 24th of January 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**
Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Upload minutes onto the Sharepoint.

1.2. Minutes from Tuesday 31st of January 2023 – for approval

It was resolved that the minutes from the meeting on Tuesday 31st of January 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Upload minutes onto the Sharepoint.

2 Matters arising

2.1 Refer to Active Action List.

3 Student Results

3.1 RAC Applications

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1 Ākonga Protect the privacy of

The following application was for an ākonga who had done previous study and is wanting to use the unit standards they had achieved to gain credit into the New Zealand Certificate in Mechanical Engineering (Trade) with strand in General Engineering (Level 4).

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: NZQA	To: New Zealand Certificate in Mechanical Engineering (Trade) with strand in General Engineering (Level 4)
4433 Select, use, and care for simple measuring devices used in engineering 4435 Select, use, and care for engineering dimensional measuring equipment 4436 Select, use, and care for engineering marking-out equipment 2395 Select, use, and care for engineering hand tools 2396 Select, use and maintain portable hand held engineering power tools	CME303 Engineering Core Skills 1

*It was resolved that the **Cross Credit application for student** Protect the privacy of be approved in full and added to the schedule; subject to receiving additional workplace verification, confirming that the ākonga has met learning outcome 3 of course CME303. This will also need to be added to future applications as per schedule.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Abstained**

Nelly Asmatullayeva – **Not Approve**

Action RACC Secretary

Let the programme area know that the committee would like additional workplace verification, confirming the student has met learning outcome 3 of course CME303.

Action RACC Secretary

Enter CC as per minutes for ākonga Protect the privacy of, add to schedule, once the committee has received confirmation and notify the programme area.

3.1.2 NZ Certificate in Computing addition to schedule

The below application is for ākonga who studied on the New Zealand Certificate in Computing (Intermediate User) (Level 3) prior to 2023 and was needing to have their courses recognised to a newer version of the programme to be able to graduate, as the old version had expired.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: NMIT - New Zealand Certificate in Computing (Intermediate User) (Level 3)	To: New Zealand Certificate in Computing (Intermediate User) (Level 3)
NZC300 Operating in a Digital Environment	CCIU301 Operating in a Digital Environment
NZC301 Spreadsheets and Databases	CCIU302 Spreadsheets and Databases
NZC302 Web Fundamentals	CCIU303 Web Fundamentals
NZC303 Presenting in a Digital Environment	CCIU304 Presenting in a Digital Environment
NZC304 Going Mobile	CCIU305 Going Mobile
NZC305 Online Etiquette and Ethics	CCIU306 Online Etiquette and Ethics

It was resolved that the **Cross Credit application for New Zealand Certificate in Computing** be approved in full and added to the schedule.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Carmen Cayuelas – **Approved**
 Pam Vinluan – **Approved**
 Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Add to the schedule and notify the programme area.

3.1.3 NZ Certificate in Information Technology Essentials addition to schedule

The below application is for ākonga who studied on the New Zealand Certificate in Information Technology Essentials prior to 2023 and was needing to have their courses recognised to a newer version of the programme to be able to graduate, as the old version had expired.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☐ RPL

From: ARA - New Zealand Certificate in Information Technology Essentials (Level 4)	To: New Zealand Certificate in Information Technology Essentials (Level 4)
CTE401 Technical IT Skills	CTTE401 Technical IT Skills
CTE402 Media Design and Development	CTTE402 Media Design and Development
CTE403 Information Management	CTTE403 Information Management
CTE404 Software Design and Development	CTTE404 Software Design and Development

It was resolved that the **Cross Credit application for New Zealand Certificate in Information Technology Essentials** be approved in full and added to the schedule.

Silvia Gassebner – **Approved**
 Shine Kelly – **Approved**
 Carmen Cayuelas – **Approved**
 Pam Vinluan – **Approved**
 Nelly Asmatullayeva – **Approved**

Action RACC Secretary

Add to the schedule and notify the programme area.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE

ACTION LIST

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

Actions from Thursday 9 th of February 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
1.2	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga Protect the privacy - Let the programme area know that the committee would like additional workplace verification,	Alana		Completed

	confirming the student has met learning outcome 3 of course CME303.			
3.1.1	Ākonga Protect the privacy - Enter CC as per minutes for student Protect the privacy , add to schedule, once the committee has received confirmation and notify the programme area.	Alana		
3.1.2	NZ Cert in Computing - Add to the schedule and notify the programme area.	Alana		Completed
3.1.3	NZ Cert in Info Tech Essentials - Add to the schedule and notify the programme area.	Alana		Completed

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Item 5.3 Learning and Teaching Committee Minutes for receipt

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 20 February 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies, Max Devon, Juan Liang, Angela McLean, Shingai Muchecheherwa, Lauren Robinson, Mary Woodward (Minute taker, non-voting)

7. Mihimihi

Marja Kneepkens opened the meeting and welcomed Members, she advised:

- apologies had been received from Nicole Akuhata, Annie Fay, Bex Machon, Sarah Matthews, Jess Shirley, Pam Wood
- this meeting will focus on what the Committee wants to achieve this year in the current environment.

8. Previous Minutes and Actions

2.1 Learning + Teaching Committee 07.12.2022 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 07 December 2022 be confirmed as a true and accurate record.

Max Devon / Kim Davies

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 items 1, Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops

- Marja Kneepkens advised that this action was still a work in progress

Action Item 2, 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

Action Item 4, Teaching and Learning Coach Update: Feedback on modelling good practice to replicate across Curriculum Areas. Discuss with Kate Neame how to acknowledge staff completing the Open Polytechnic NZCATT programme

Action Item 5, Staff Wellbeing: To attend Curriculum Area Manager meeting to introduce concept of positioning of ASM, SASM PASM within each area

- Marja Kneepkens requested that these three actions be closed as they can be built into the 2023 priorities

Action Item 8, Teaching and Learning Support: Forward the flowchart outlining scenarios on what to do to assist ākonga with accessing services/help to Committee Members for information

- Angela McLean advised that the flowchart was still to be finalised and disseminated campus-wide

Action Item 9, Teaching and Learning Support: Follow-up with Learning Support on behalf of Arts and Media team on how/if progress on Learning Support referrals are available to programme teams

- As neither Jess Shirley nor Sara Matthews were present this action was deferred to the next meeting.

9. Teaching and Learning Support

9.1 Student Representative Update

Max Devon advised:

- the completed interview on her 2022 ākonga experience is available on the NMIT website
 - the response to the interview has been outstanding and she has received many questions on her experience including from people who are not yet students
 - moving forward she will be unpacking what went well and worked for her, including identifying good practice
- in general, there has been a positive start to 2023 in spite of life, with ākonga looking forward to being students and studying.

Marja Kneepkens noted that it would be good to have a clear intent on what the Committee need to take from Max Devon's 2022 experience.

Lauren Robinson noted:

- her agreement with the comment that ākonga were looking forward to starting their study

- her concern that ākongā class zoom access was reverting back to pre-covid availability
 - what happens if ākongā miss five days of class due to contracting covid
 - ākongā will miss study opportunities if not well enough to attend in-person class.

Following discussion, the Committee Members noted:

- the technology challenges for classroom accessibility
- the resources already available online for ākongā unable to attend in-class sessions
- creating a balance of expectations
 - having blended learning delivery but not offering at home accessibility
 - ākongā may choose just to zoom and not attend in-class sessions
 - should on-line access be available for everyone or only for those in need?
 - if made accessible for one, others will ask why not for them
- the use of alternative ways for at-home ākongā to access in-class sessions such as Whatsapp.

ACTION

Mary Woodward

Add to 2023 priorities – accessing on-line learning

9.2 Teaching and Learning Coach Update

Claire Dallison advised:

- she is now 0.5 FTE, giving her more time this year to support kaiako
 - to make a difference
 - to support, help and mentor new tutors on their journey
 - she will be running monthly sessions with tutors on the nuts and bolts of tutoring
 - recently held an online zoom session on what information ākongā need to be given on day one – with around 35 kaimahi joining
- the Assessment and Moderation Induction (A+MI) module is being used
 - completion of the A+MI module is being included as part of probation requirements
 - tutors with primary or early childhood teaching qualifications are still required to complete the A+MI module
- the number of new kaiako this year is lower than normal
- kaiako are now mostly enrolled on the Open Polytechnic delivery of the New Zealand Certificate in Adult and Tertiary Teaching (Level 5) programme
 - unsure if delivery of NZCATT (Level 5) will remain in-house or become part of Te Pūkenga
- she is currently working at Te Toki Pakohe.

Shingai Muchecheterwa advised that feedback from those enrolled in the Assessment and Moderation Induction module has been collated and given to Jackie Rees, it is still to be analysed.

10. 2023 Focus Areas

10.1 Committee Role and Membership

Marja Kneepkens advised:

- during this transition period Olivia Hall has been clear that the mahi is to focus on teaching and learning with ākongā at the core – everything else will settle in Te Pūkenga restructure
 - Olivia Hall is Transition Lead until 30 June 2023
 - what the organisation structure will look like is still to be confirmed
 - until then keep things simple
- she had grappled with the Learning and Teaching Committee role and membership:
 - how the Committee can make a difference
 - how to get people involved– currently Marlborough, male, senior representation is missing
 - the relevance of the Committee in 2023
 - the driver for what the Committee can achieve in 2023 will be what is doable and what will be effective
 - everyone including kaiako will be impacted, and roles influenced by the upcoming changes.

Kim Davies noted that:

- Academic Committee membership is being reviewed in light of new roles within the institute and with a view to what a future Te Pūkenga governance will look like
- a governance pilot is underway with EIT, Wintec and Toi Ohomai
- what individual, regional and Te Poari Akoranga structure will look like is still to be confirmed.

Marja Kneepkens suggested that current membership is retained for the moment and noted that:

- to ensure as many Members as possible can contribute to this forum the meeting days were moved from Thursdays to Mondays.

10.2 Confirm Priorities for 2023

Marja Kneepkens advised:

- previous meeting actions and comments had been brought forward as potential priorities for 2023
- currently the 2023 focus areas are
 - professional development
 - academic integrity
 - learning and teaching practice
 - Te Pūkenga policies
 - Learning and Teaching Committee responsibilities to programme teams
 - building capacity in programme teams

The Committee Members discussed the use of the artificial intelligence chatbot ChatGPT and noted:

- its positives and potential benefits
- it is already being used at NMIT
 - lesson plans
 - creating assessments
- its impact on teaching and learning
 - assessment design
 - maintaining academic rigour
 - skill development
- it doesn't need to be made into gaming between kaiako/ākonga
 - ākonga already using software for paraphrasing
- how to make the most of it
 - how to use these tools for the workforce
 - preparing ākonga for a workforce that will use this technology
 - upskilling kaimahi
 - the need for a consistent response to its use.

Marja Kneepkens noted that Members had identified that the use of artificial intelligence software is an area that needs to be addressed to both share the potential it has to assist kaimahi, and ākonga as well as address threats to academic rigour.

She requested that Committee Members review the current list of 2023 priorities in terms of:

- what would be doable and effective
- how the Committee can impact good learning and teaching practice

and advised that once Members have reviewed the priorities list she will format it to bring to the next meeting.

ACTION

Committee Members

Review list of priorities and note which ones would like to focus on

Marja Kneepkens

Format updated priorities list for next meeting

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- the transition to Te Pūkenga needs to be a priority for the Committee this year
- since Te Kawa Mairorooro (TKM) approval it has been a scramble to incorporate changes into programme regulations and update policies
- there is a need to explain to kaimahi and ākonga what the changes mean, due to timing these important conversations were not able to take place before the start of semester one 2023 classes and development of 2023 course outlines
- the reach of the Academic Committee and this committee is needed to get this information across
- SANITI will need to understand that what ākonga will read in 2023 course outlines will conflict with the new TKM framework.

Marja Kneepkens advised that:

- information on the changes is available on Polly
- there is a lot of important information that kaimahi need to know when applying policy and practice
- how does the Committee support this flow of information.

Claire Dallison requested that if kaimahi have the ability and capacity to teach online they consider supporting our Eastern Institute of Technology colleagues affected by Cyclone Gabrielle. She noted that fitness kaimahi throughout New Zealand had made themselves available to support their EIT colleagues.

Marja Kneepkens noted the good korero and thanked Members for their input.

Meeting Closed: 04.35pm

Learning and Teaching Committee Action List – 20 February 2023

	Minute Item	Action	Who	Progress	When
Action List 04 May 2022					
1	3.3	Establish what the intention is for the Blended Online Delivery (BOLD) professional development project and planned workshops	Marja Kneepkens	Advised 09.11.2022 work in progress	20.03.2023
Action List 19 October 2022					
2	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	2023	Closed
Action List 09 November 2022					
3	3.1	Student Representative Update When able to discuss how to present this experience / good news story: <ul style="list-style-type: none"> • how to take learnings and share as good practice • how to benefit from this good mahi 	Angela McLean / Max Devon	When able to	Completed https://www.nmit.ac.nz/news/i-was-held-by-everybody/
4	3.2	Teaching and Learning Coach Update <ul style="list-style-type: none"> • Feedback on modelling good practice to replicate across Curriculum Areas • Discuss with Kate Neame how to acknowledge staff completing the Open Polytechnic NZCATT programme 	Claire Dallison	2023	Closed
5	4.1	Staff Wellbeing To attend Curriculum Area Manager meeting to introduce concept of positioning of ASM, SASM PASM within each area	Claire Dallison	2023	Closed
Action List 07 December 2022					
6	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
7	Various	Add to draft 2023 focus/priority area list <ul style="list-style-type: none"> • BOLD professional development • Academic integrity – linked to Te Pūkenga guidance, addressing inconsistencies and variations in the guidance provided to staff and ākonga • using statistical information on ākonga usage of SANITI and Learner Services support services to inform learning and teaching practice • Programme Learning and Teaching Observations (PLATO) - process, role, purpose, goals etc • Professional Development – raising awareness of what is available and how to access 	Mary Woodward	20.02.2023	Completed

Academic Committee Meeting – Wednesday 05 April 2023 – Reports from Committees and Working Parties

		<ul style="list-style-type: none"> • embedding Mātauranga Māori in teaching practice guidance on how to use particularly for the different teaching areas • development and roll out of a student focussed Assessment and Moderation Induction module • ensure staff are familiar with changes to policies/new Te Pūkenga policies / how to effectively communicate these policy changes • should a focus of the Committee be on guiding, supporting, and taking responsibility for what programme teams need to know 			
8	3.1	Teaching and Learning Support Forward the flowchart outlining scenarios on what to do to assist ākonga with accessing services/help to Committee Members for information	Angela McLean	20.02.2023 Should be finalised end of this week then disseminated campus-wide	Follow up in next meeting
9	3.1	Teaching and Learning Support Follow-up with Learning Support on behalf of Arts and Media team on how/if progress on Learning Support referrals are available to programme teams	Jess Shirley / Sara Matthews	20.02.2023	Follow up in next meeting
Action List 20 February 2023					
10	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
11	3.1	Teaching and Learning Support Add to 2023 priorities – accessing on-line learning	Mary Woodward	ASAP	Completed
12	4.2	Confirm Priorities for 2023 Review list of priorities and note which ones would like to focus on	Committee Members	Before next meeting	
13	4.2	Teaching and Learning Support Format updated priorities list for next meeting	Marja Kneepkens	Before next meeting	

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Item 5.4.1 Research and Ethics Committee Minutes for receipt

Te Pūkenga t/a NMIT
Research and Ethics Committee Statutory Meeting
Approved Minutes
 16 Nov 2022, 1-2pm , on Zoom

In attendance:

Eric Buenz	Research Professor (Chairing the meeting)
Mark Baskett	Committee member
Annie Fay	Committee member / Māori rep
Raewyn Laurenson	Committee member
Theresa Parker	On behalf of Saniti
Velma Vermaat	Note taker

Absent: Ellen Cieraad, Kirsten Coppell, Hamish Duncan, Petra Crone

Apologies: Bradley Hannigan, Sobhan Akhavan

Note: this meeting did not have a quorum. The items that were decided on, including the approval of these minutes, were voted through a Special e-vote and circulated among Committee Members.

LINK TO FOLDER WITH ALL DOCUMENTS: Term 4 - 20221116 - statutory meeting

Agenda number	Items	Person	Action
1	Approve minutes of last meeting dated: Sept 21, 2022	Secretary	Approve
2	Ethics applications:	Chair	Discuss – approve
3	Research Manager's report: N/A	RM	Accept
4	Discussion topics arising from Research Manager's report	Members	Discuss
5	PBRF updates	RM	Discuss
6	External collaboration/Research Contracts: - RAINZ Collaboration Agreement - DOC Collaboration Kea Agreement	RM	Inform
7	Other business - application to reinstate to committee - Draft research survey questions - Te Ara Framework workshop scheduled	Members	Discuss

(Shaded items are standing items)

Action	Person responsible	Actioned Y/N
Sent out a draft survey	Velma	Y
Set date for tutorial on Te Ara Framework	Velma and Annie	Y

In absence of Bradley Hannigan, Eric Buenz will be chairing the meeting.

1. Minutes and Action Items from meeting on 21 Sept 2022:

- Annie will workshop on Te Ara Framework at first REC meeting next year (21st Feb)
- Velma prepared questions for survey prepared which were sent around for approval (deadline: End of Nov);

Minutes approved by Annie Fay, Seconded by Mark Baskett

2- 4. N/A: Research Manager position has not yet been filled.

5. PBRF updates:

Eric comments that the only change will be a more holistic view on context. In the past no restrictions on time for producing output; but in the future there will be. Quantity of output will depend on whether Academic works Full-time/Part-time on research. Currently the rules are different throughout the country. At NMIT, currently, there is an expectation of at least one verified research output per year. This will most likely be unified under Te Pūkenga.

Velma comments that she is currently updating ROMS entries which will assist with end of year updates on Research Plans. Question: When is the deadline for finalising Research Plans? Velma will consult with Olivia Hall as overseeing manager of the Research Office

6. External collaborations:

- RAINZ Collaboration Agreement: Collaboration agreement in support of Wendy Olsen's PhD with Univ Of Auckland, Victoria Univ. of Wellington; and NMIT
 - DOC Collaboration Kea Agreement: Collaborative Research Agreement with DOC, Univ of Melbourne and University of California; recently signed and executed.
- External collaborations noted by REC members.

7. Other Business:

- Reinstate Ethics Committee; Yes by Annie; Seconded by everyone.
- Bradley Hannigan is voted to be chair of REC again.
- Next year reinstate: Quarterly lunch time meetings with academics with presentations.
- Instead of Christmas get-together, Research office will organise a New Year's/New term get-together: Early/Mid Feb (around 13th Feb); Send a Save The Date around to Academic staff.
- Annie only available for first term, on maternity leave after Easter holidays.
- Tuesday (1pm) for next year's meeting dates. Velma to discuss with Bradley next year's meeting schedule.

Meeting finished: 13.30

How effective was this meeting

1

2

3

4

5

(for timing and efficiency)

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Item 5.4.2 Research Output Annual Report for receipt

2022 Annual report on research outputs and activities from curriculum areas

To: Academic Committee

From: Research and Ethics Committee

Please see the following data, provided in confidence and note the following processes supporting these results for 2022.

1. Every degree included staff (37 across NMIT) allocated research time, who were all mentored by the two Research Professors. The Research Office and mentors continue to support ASMs' confidence and outcomes in research activity within curriculum areas.
2. 2022 saw increased collaboration between researchers within Digital Technology and Arts, and within Applied Business, which improved the motivation and outputs in those areas.
3. In 2022 research funds were also used to support research projects by Business Support teams, and by kaimahi Māori who were mentored by Pourangahau Māori.
4. There were no changes to monitoring systems, nor strategic decisions regarding Research.

Overall statistics for 2022

69 individual Research outputs were achieved being:

- 55 quality assured (ie Peer reviewed)
- 14 non-quality assured

Quality Assured Outputs per degree:**TABLE 1 DATA AS PER 06/03/2023**

Count of Research Output Area/Degree programme	Quality Assured		Grand Total
	Non-QA	QA	
Applied Business	3	16	19
Ōritetanga Māori		1	1
Digital Tech & Arts	4	18	22
Health	2		2
Learner Services & LIIT	1		1
Primary Industries	1	5	6
Research Office	2	13	15
Social Science		2	2
Volunteer Researchers	1		1
Grand Total	14	54	69

Type of output per area

Area/Degree programme	
Conference Contribution- Oral Presentation	10
Journal Article	3
Conference Contribution- Paper in published Proceedings	1
Conference Contribution- Poster Presentation	2
Presentation (non-conference)	3
Applied Business Total	19
Conference Contribution- Oral Presentation	1
Ōritetanga Māori Total	1

Conference Contribution- Oral Presentation	1
Conference Contribution- Paper in published Proceedings	4
Presentation (non-conference)	5
Artifact/ Object/ Craftwork	7
Conference Contribution- Abstract	3
Exhibition - Group	1
Performance	1
Digital Technology & Arts Total	22
Presentation (non-conference)	2
Health Total	2
Presentation (non-conference)	1
Learner Services and LIIT Total	1
Conference Contribution- Oral Presentation	2
Journal Article	2
Presentation (non-conference)	1
Book Chapter	1
Primary Industries Total	6
Conference Contribution- Oral Presentation	3
Journal Article	10
Presentation (non-conference)	1
Artifact/ Object/ Craftwork	1
Research Office Total	15
Conference Contribution- Oral Presentation	1
Awarded Doctoral Thesis	1
Social Science Total	2
Presentation (non-conference)	1
Volunteer Researchers Total	1
Grand Total	69

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