

Te Pūkenga trading as NMIT Academic Committee Meeting – 22 November 2023 – Open

Room M306 Nelson Campus – 3.15pm, Wednesday 22 November 2023

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#### 6. Resolution to Exclude the Public

##### Resolution to Exclude the Public

1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Executive Director NMIT, Business Division Lead (Executive Director responsible for Programmes and Delivery (or delegate)), Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers (Curriculum Managers), Quality Enhancement Manager, Paumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 25.10.2023	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	Quality Enhancement Manager (QEM) Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.2	Wintec Site Accreditation Request – New Zealand Certificate in Primary Industry Skills (Level 2)	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Item 2.1 Minutes of the Academic Committee Meeting 25.10.2023-Open for confirmation

OPEN

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

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

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

1. Welcome, Apologies, Notices

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

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

2. Administrative

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

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

Pam Wood / Max Devon  
**CARRIED**

2.2 Action Items of NMIT Academic Committee Meetings

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

It was advised:

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

**ACTION**  
**Kim Davies**

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

2.3 Matters Arising

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

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

2.4 Correspondence Schedule

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

Max Devon / Trisha Krishnasamy  
**CARRIED**

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

Max Devon / Trisha Krishnasamy

### 3. Academic and Quality

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

It was noted that:

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

#### 3.2 Course and Programme changes tabled for endorsement

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

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

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

#### Description of changes:

##### Programme Regulations:

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

##### Course Descriptors:

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

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

#### NZQA Type 1 Changes

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

### Course Descriptors:

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

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

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

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

### Description of changes:

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

### Programme Regulations:

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

### CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

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

### Description of changes:

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

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

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

### Brief description of change/s:

#### STAR BAR202 Bar Services Mocktails

#### ASSESSMENT STANDARDS

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

#### STAR CAF202 Cafe Service Table Service

#### ASSESSMENT STANDARDS

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

#### STAR COF203 Barista Coffee

##### ASSESSMENT STANDARDS

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

#### STAR COK201 Cookery Patisserie and Baking

##### ASSESSMENT STANDARDS

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

#### STAR COK302 Cookery Gourmet to Go

##### ASSESSMENT STANDARDS

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

### ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

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

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

#### Description of changes:

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

#### Programme Regulations:

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

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

Type 1 change, to follow changes by VEE.NZ (previously NZBED) National Curriculum Document, to version 5 (Sept 2022). Te Pūkenga have processed a Type 2 change for all divisions with accreditation to deliver the NZDE L6 (programme number 118501);



this will become the unified programme. VEE.NZ will cease to exist on November 30th and qualification ownership will go to Te Pūkenga or the WDC.

#### Description of changes:

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

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

#### Programme Regulations:

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

### FOUNDATION STUDIES

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

### BULK 3V6 – ALL AREAS

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

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

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Bachelor in Career Development	122147-4	17109	13/02/23	H&W
Bachelor of Computer Generated Imagery	123936-3	18104	20/02/23	CT&SI
Foundation Skills - Introduction to Career Pathways L2	127340	22101	07/02/23	FS
Foundation Skills in Sport, Recreation and Coaching L2	127343	22100	07/03/23	FS
Graduate Diploma in Computer Generated Imagery	123937-3	18104	20/02/23	CT&SI
Graduate Diploma in Information Technology	106817-3	08222	20/02/23	CT&SI
NZ Certificate in Manaaki Marae - Te Kauta, Te Wharekai (Kaupae 2)	124393	18100	11/02/23	MM
NZ Diploma in Horticulture Production (Level 5) Fruit Production (Wine Growing strand)	124077-2	22100	25/01/23	PF&EI
NZ Certificate in Hospitality (Level 2)	127348	22100	07/02/23	FS

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

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

Programme/s	PoS number	Version	Applicable from	Curriculum Area
Aeronautical Engineering (Level 4)	121918-2, 121926-2, 121927-2	17105	20/02/23	EC&I
Aeronautical Engineering Fundamentals Micro-credential	127353	22100	09/01/23	EC&I
Aeronautical Maintenance Fundamentals Micro-credential	127354	22100	07/03/23	EC&I
Certificate in Marine Engineering Class 5 and Class 6	199066-4	15101, 150616	20/02/23	EC&I
Certificate in Superyacht Crewing (Level 3)	119042-3	15101	01/01/23	EC&I
Diploma in Fishing Vessel Operations - Mate Fishing Vessel Unlimited/Skipper Fishing Vessel Unlimited	119527-2	16101	20/02/23	EC&I
Diploma in Marine Engineering Class 3 and Class 4	118032-3	15102	20/02/23	EC&I
Diploma in Nautical Science (L6)	122135-2	17101	20/02/23	EC&I
He Ara Matatau SafePlus Assessor Micro-credential	127425	22100	26/04/23	AB
Maritime Crewing - STCW Able Seafarer Deck / Able Seafarer Engine / STCW Electro-technical Rating	120127	16100	20/02/23	EC&I
Maritime Crewing - STCW Deck Watch Rating / STCW Engine Watch Rating	120126	16100	20/02/23	EC&I
Maritime Operations - Skipper Coastal Offshore	119054	15101	20/02/23	EC&I
Maritime Operations - Skipper Restricted Limits	118033-2	15102	01/01/23	EC&I
Maritime Operations- Mate Fishing Vessel Limited/ Watchkeeper Deck 500t Near Coastal	119055	15101	20/02/23	EC&I
Maritime Operations- Skipper Fishing Vessel Limited/ Master 500t Near Coastal	119056	15101	20/02/23	EC&I
NZ Certificate in Horticulture (General) (Level 3)	120916-2	16102	20/02/23	PF&EI



NZ Certificate in Carpentry L4	122068	17102	01/01/23	EC&I
NZ Certificate in Hairdressing (Emerging Stylist) L4	120661-2	16105	20/02/23	CT&SI
NZ Diploma in Fishing Vessel Operations (L6)	119527-2	16101	20/02/23	EC&I
NZC Cellar Operations L3	122508	17101	01/01/23	FS

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

Chanelle Taylor / Pam Woods  
**CARRIED**

#### 4 Te Pūkenga

##### 4.1 Transition

It was noted:

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

##### 4.2 Unified Programmes

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

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

It was noted that:

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

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

Chanelle Taylor / Pam Woods  
**CARRIED**

#### 5 Reports from Committees and Working Parties

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

It was noted:

- For Marlborough graduation – Tuesday 12 December 2023:
  - RCM minutes for ākonga completing qualifications in 2023 to be uploaded to Sharepoint for approval by 28 November 2023.
  - Awards for ākonga completing qualifications in 2023 to be uploaded to Sharepoint by 4 December 2023.
- For Nelson graduation – Friday 15 December 2023
  - RCM minutes for ākonga completing their qualifications in 2023 to be uploaded to Sharepoint by 30 November 2023.
  - Awards for ākonga completing qualifications in 2023 to be uploaded to Sharepoint by 6 December 2023.

- Other results can be processed slightly later but will need to be available for ākonga to ensure they are able to continue 2024 study.
- An information meeting will be scheduled for Academic Administrators, BSCs, PTLs and CAMs.
- Graduates not attending graduation will be able to collect their awards from 18 December 2023.

#### Outstanding course results as at 11 October 2023

It was noted:

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

#### 5.2 Academic Standards + Quality Committee

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

#### 5.3 Recognition of Academic Credit Committee

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

#### 5.4 Learning and Teaching Committee

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

### 6 Late Item

#### 6.1 NMIT Ākonga Appeals Procedure tabled for discussion

Te Pūkenga Ākonga Appeals Policy tabled for information

Te Ohu Whakahaere Appeals May 2023 tabled for information

It was advised:

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

The Member noted:

- Their belief in the importance of having ākonga representation on the appeals panel:
  - To address power imbalances
  - To have ākonga at the centre of the process – “where are we in the system”
  - For ākonga to see themselves on the panel
  - If following natural justice to have a panel of peers.
- That this was not a question of integrity but of the intention that ākonga are at the centre of the process.
- Just because it may be difficult doesn’t mean it is not worth doing – “how we can make this happen”

Discussion focussed on:

- To include the requirement to appoint ākonga to appeal panels in the NMIT Ākonga Appeals Procedure would be outside the requirements of the Te Pūkenga Ākonga Appeals Policy which does not have provision for ākonga as appeal panel members.

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

Following discussion, it was agreed that:

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

**ACTION**

**Kim Davies**

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

## 7. Resolution to Exclude the Public

### Resolution to Exclude the Public

1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers (Curriculum Managers), Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
8.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 6.9.2023	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1	Action Plan – NZD Web Development and Design	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Meeting Closed 4.15pm

### Academic Committee Action List – 25 October 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	25.10.2023	Completed
		To be revisited when the new Te Pūkenga work plan is released, refer agenda item 4.2			
Action Items 19.07.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	25.10.2023	Completed
3	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	22.11.2023	25.10.2023 – SR to provide update after next R+EC meeting
Action Items 06.09.2023 – Open					
4	3.1b	Learner Voice Report Arrange for QEM to access of ‘Have Your Say’ feedback data with Student Relationships Coordinator	Julie Bytheway	25.10.2023	Completed
5	4.1.5	Academic Development Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting	Rae Perkins	25.10.2023	Completed
		NZABE have put forward a programme committee structure proposal for the unified accounting degree. This has been challenging, as this is the first unified degree to be deployed without an organisational structure in place and there is no guidelines for what this should look like. The proposal is sitting with the Quality team at Te Pukenga, and we are awaiting feedback.			
6	5.4	Head of Learner Services Update Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members	Julie Bytheway	25.10.2023	Completed
		All Pastoral Doc available online Publications   Te Pūkenga – New Zealand Institute of Skills and Technology (xn--tepkenga-szb.ac.nz), including tepūkenga.ac.nz/assets/Publications/Self-review-report-2022.pdf (xn--tepkenga-szb.ac.nz)			
Action Items 25.10.2023 – Open					
7	2.2	Advise at next CAM meeting that looking for a new ASM Committee Member Follow-up with nominated ASM	Kim Davies	22.11.2023	
8	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	22.11.2023	

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Item 2.2 Action Items of Academic Committee Meetings for review

	RES NO	ACTION	WHO	WHEN	PROGRESS
<b>Action Items 19.07.2023 – Open</b>					
1	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	22.11.2023	25.10.2023 – SR to provide update after next R+EC meeting
<b>Action Items 25.10.2023 – Open</b>					
2	2.2	Advise at next CAM meeting that looking for a new ASM Committee Member Follow-up with nominated ASM	Kim Davies	22.11.2023	
3	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	22.11.2023	

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*Item 2.3 Correspondence Schedule for receipt/endorsement*

**Academic Committee Correspondence – 22 November 2023**

**Inwards for receipt**

1.	NZQA	08.11.23	Notification of Consistency Review for 2592 – NZ Certificate in Computing (Intermediate User)(Level 3) – 04.03.2024
2.	NZQA	09.11.23	Notification of Consistency Review for 2456 – NZ Certificate in Business (First Line Management)(Level 4) – 26.03.2024
3.	NZQA	09.11.23	Approval for Otago Polytechnic to be added as delivery site for NMIT's NZC Foundation Skills (Level 1) [122429-2]
4.	Wintec	10.11.23	Request to deliver NMIT's NZC Primary Industry Skills L2 (126362-2)

**Outwards for endorsement**

5.	NZQA	24.10.23	Bachelor of Nursing Monitoring Report
6.	NZQA	26.10.23	2963 – NZ Certificate in Conservation (Operations) (Level 4) Consistency Review Summary Report / Evidence
7.	Te Pūkenga Quality Network	26.10.23	NZ Diploma in Web Development and Design Action Plan

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Item 2.4.1 Unsatisfactory Academic Progress Procedure Approved 18.10.2023 Revised Wording for information

UAPP for AC Matters Arising

😊 ↩ Reply ↩ Repl



To

📧 You replied to this message on 21/11/2023 11:13 am.

At the approval of the Unsatisfactory Academic Progress Procedure (UAPP) on 18.10.2023, some revised wording was suggested in order to make it clear that ākonga must be advised and offered support prior to commencement of the Procedure. Initial Steps wording, prior to initiating the Procedure, has been added along with the requirement to record that ākonga have been given the necessary contact information for support services, that any support plan is recorded, and that the Head of Learner Services will ensure all reasonable steps have been taken to inform the ākonga of the process and support available to them. The latter is a change from the role of Academic Integrity Team Leader.

All other steps remain the same as approved.

**PROCEDURE**

Ākonga must be advised of, and offered support, before commencing the Unsatisfactory Academic Progress Procedure

	INITIAL STEPS	RESPONSIBILITY
1	Unsatisfactory academic progress identified.	Kaiako/Learning Advisor/ Programme Support Coordinator
2	Advise and offer ākonga support appropriate to the needs of the ākonga.  Support may include, but is not limited to: <ul style="list-style-type: none"> <li>• Te Puna Manaaki</li> <li>• Pasifika Support</li> <li>• Learning Support</li> <li>• Equity Services</li> <li>• Wellbeing Support</li> <li>• International Support</li> <li>• Advocacy Services SANITI</li> </ul> Document that the ākonga has been provided the appropriate contact information regarding each of these services.	Kaiako/Learning Advisor/ Programme Support Coordinator in consultation with Curriculum Area Manager
3	Record support plan, including any meeting dates	Kaiako/Learning Advisor/ Programme Support Coordinator
4	Contact the Head of Learner Services to ensure all reasonable steps have been taken to inform the ākonga of the process and the support available to them.	Curriculum Area Manager

**Hei konā mai**

Jackie Rees  
Quality Enhancement Manager

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## Item 2.4.2 New Programme Summaries – NZC Construction Trade Skills (Level 3) Unified Approved 25.10.2023 Revised Course Codes and Titles for information

### 1. Unified / New Programme Details

Programme Title	New Zealand Certificate in Construction Trade Skills
PoS number, if known	Awaiting NZQA approval. Submitted 5 October 2023
Division holding Approval and Accreditation	n/a Te Pūkenga Unified
Curriculum Area	Engineering, Construction, and Infrastructure
NMIT Delivery Start Date	Sem 1 2024
NZQA Approval Date	Awaiting NZQA approval. Submitted 5 October 2023

### Courses:

Title	Level	Credits	Standards	Comp/Elec	Pre/Coreq
<b>Carpentry strand</b>					
CARP3001 Workplace Safety Fundamentals	3	15	<a href="#">n/a 6400, 6401, 6402</a>	Core Comp	none
CARP3002 Core Construction and Communication Skills	3	15	<a href="#">n/a</a>	Core Comp	none
CARP3101 Preliminary Works for Construction	3	15	<a href="#">n/a</a>	C	none
<a href="#">CARP3102 Support Structures for Building Work</a> <a href="#">CARP3102 Skills Development for Construction</a>	3	15	<a href="#">n/a</a>	C	none
<a href="#">CARP3103 Wall Structures for Building Work</a> <a href="#">CARP3103 Support Structures for Building Work</a>	3	15	<a href="#">n/a</a>	C	none
<a href="#">CARP3104 Roof Structures for Building Work</a> <a href="#">CARP3104 Wall and Roof Structures for Building</a>	3	15	<a href="#">n/a</a>	C	none
CARP3105 Exterior Envelope	3	15	<a href="#">n/a</a>	C	none
CARP3106 Interior Linings and Finishing	3	15	<a href="#">n/a</a>	C	none
<b>Joinery strand</b>					
CARP3001 Workplace Safety Fundamentals	3	15	<a href="#">n/a 6400, 6401, 6402</a>	Core Comp	none
CARP3002 Core Construction and Communication Skills	3	15	<a href="#">n/a</a>	Core Comp	none
CARP3201 Timber and Board	3	15	<a href="#">n/a</a>	C	none
CARP3202 Machining and Assembly	3	15	<a href="#">n/a</a>	C	none
CARP3203 Interior <a href="#">and Exterior</a> Joinery	3	<del>15</del> 30	<a href="#">n/a</a>	C	none
<a href="#">CARP3204 Exterior Joinery</a>	<del>3</del>	<del>15</del>	<a href="#">n/a</a>	<del>C</del>	<del>none</del>

### 3. Assessment Standards

<a href="#">Std no:</a> <a href="#">CARP3001 Workplace Safety Fundamentals</a> <a href="#">Title</a> <a href="#">Credits</a> <a href="#">Level</a>
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LO				
Std no.	Title	Credits	Level	LO
6400	Manage first aid in an emergency situation	2	3	2
6401	Provide first aid	1	2	2
6402	Provide basic life support	2	2	2

[n/a optional](#)

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Item 3.1 Academic Development Status Report as at 7 November 2023 for information

Title	Ac Dev Type	Development status	Comments
<b>Red – Needs Urgent Resolution</b>			
<b>Orange – At Risk</b>			
Vocational Pathways (NCEA L2) (Service Industries)	Type 2	ASQ approval to apply next	7/11 NZQA confirm will support 80 credits over 34 weeks full time to reflect YG funding conditions. 24/10 KD to confirm EFTS info with NZQA. 12/10 Doc draft progressing, NZQA best efforts for Type 2 approval outside deadline. Waiting MOE confirmation of addition of standards to Service Industries VP. Reviewing standards in VP programme and proposal to deliver without NZ Certs alongside in 2024. We only hold accreditation for those and can't update standards easily.
Maritime Operations (Level 4) with strands in Fishing, and Watchkeeping	Type 2	MCDM in draft	7/11 KD drafting MCDM for submission, draft nearing completion. May need to push back Sem 1, 2024 delivery if not NZQA approved in time. 12/10 Doc draft progressing, NZQA best efforts for Type 2 approval outside deadline. MCDM being drafted. Missed off LDA extension request. Type 2 to move current programme to award version 2 of qual.
<b>Green – Development on track</b>			
China Partners Short Course	Short Course	ASQ next	Development on hold until John I can visit China to discuss. Aiming for November. Proposed short course for cohorts of visitors from Chinese Partner Institutions such as HUT, non-assessed, FCR. Costing to be approved
NZC Business (FLM) L4	Unified TP	Moodle development	6/11 Programme Guide and assessment plan completed. Assessments require internal moderation asap. Moodle development ongoing. First courses started 30 Oct. For online delivery to Pacific Fisheries Officers.
NZC Information Technology (L5) NZD IT Technical Support (L5) NZD Web Development & Design (L5)	Type 2 to align with new qual version.	In delivery	Long tail of course development to complete. Will be completed by end November.
NZC Tourism L3	Unified TP	Ebs set up required	Curriculum team yet to confirm if we will deliver from Feb 2024.
NZC Hairdressing L3	Unified TP	Ebs setup complete	5/10 Notification, with required actions, sent to all affected teams. Fully approved for delivery Sem 1 2024.
NZC Hairdressing (Professional Stylist) L4	Unified TP	NZQA approved	Curriculum team have confirmed no delivery in 2024. Yet to confirm initial delivery hours and weeks to allow TEC approval to progress in readiness for 2025 delivery.
NZC Mechanical Engineering L3	Unified TP	Ebs set up ongoing	6/11 Data sheet uploaded. Pre-delivery moderation of assessment materials nearing completion including unit standards. 25/10 Prog Summary approved AC. NZQA approved. No longer provider led. Now Te Pūkenga unified, using Toi Ohomai programme.

NZC Plumbing, Gasfitting and Drainlaying L3	Unified PL	Scoping MCD in draft	Unitec PoS, NMIT to apply for Delivery Site Accreditation now may be for Sem 2, 2024 delivery.
NZC Electrical Pre-Trade (Level 3)	Unified PL	Scoping MCD in draft	Rival PTE delivering this in Te Taihū, further review required. Wintec PoS, NMIT to apply for Delivery Site Accreditation for Sem 1, 2024
NZC Construction Trade Skills L3	Unified TP	Await NZQA approval	25/10 Prog Summary approved AC, ebs set up ongoing. TP Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Consultation feedback closed 9 August. For delivery Sem 1, 2024. Curriculum Team confirm will not add Allied Trades strand for 2024 delivery
NZC Marine Engineering Class 6 (L4)	Unified TP	Await NZQA approval	25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Marine Engineering Class 5 (L5)	Unified TP	Await NZQA approval	25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Domestic Maritime Operations (Restricted Limits) L4 [SRL]	Unified TP	Await NZQA approval	25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Maritime (Crewing) - Level 3 [Superyacht]	Unified TP	Await NZQA approval	25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October, application on hold as awaiting WDC approval. Revisions made in response to feedback. To Ohu for approval 18/09. Consultation feedback closed 9 August. For delivery Sem 1, 2024
Community Living Micro-credentials	New MC x 4	In development	6/11 Internal timeline confirmed. CDs to be finalised mid week. Drafts to PAC committee members on 9 <sup>th</sup> . 10/10 Consultation starting to come in via email. Development underway. 15/9 MCDM approved after 2 months. Short development timeline for Sem 1 2024.
Bachelor of Social Work (Level 7)	Unified TP	NZQA approval	1/11 Approval Panel dates pushed out to Quarter 1, 2024. 26/9 NZQA timeline pushed back to mid-24. NMIT delivering from Sem 1 2025. November dates for combined NZQA/SWRB panel confirmed.
Bachelor of Nursing (Level 7)	Unified TP	NZQA approval	1/11 Approval Panel dates pushed out to Quarter 1, 2024. NMIT delivery likely deferred to Sem 1 2025. Nelly and Shingai (LII) part of TP development team.
NZC Adult and Tertiary Teaching (L5)	Site Accreditation	NZQA approval of Ara Type 2	19/10 Await Ara Type 2 changes to deliver new version of qual. Then NMIT (and some other ex TANZ divisions) become delivery sites.
NZC Exercise (L4)	Unified TP	Programme Summary AC approval	2/11 Become delivery site for unified prog commencing Sem 2, 2024. Kim confirming process with TP. Shine starting on new prog summary

Te Reo L5 and 6	Site Accreditation	Scoping MCD in draft	15/9 No update from Ara, this project may not progress. Ara request application by end Sept. Delivery for Sem 1 24 at risk. Ara L5-6 certificates combo. No existing capability at L6. No longer going ahead with SIT programme.
NZD Horticulture Production L5	Site accreditation	In delivery	Otago Poly PoS. Course development to complete, in delivery order.
NZC Horticulture Production L4	Site Accreditation	In delivery	6/11 EIT working through internal approval for correction of Nursery Production credits and delivery weeks in programme documentation. Winegrowing strand started 19 September. 9/10 Working with EIT to confirm, close to resolving weeks and strand credit error corrections in Nursery Production strand. Wine Growing strand ready for delivery. Fees Free has been declined. Further issues confirming fee setting if "out of cycle" to be resolved. Finance to confirm.
Trainee Ranger	Type 2	MCD next, not urgent	Remove US9616 chainsaw. For mid-year 2024.
NZ Cert in Apiculture L3	Unified TP	Ebs setup complete	Sem 2 2023 delivery withdrawn to low enrolments. Delivery info confirmed. NZQA approved. Course resources shared by Otago. Enrolment transfers?
NZC Apiculture (Queen Bee) (L4)	Unified TP	Ebs setup complete	6/11 No enrolments for Sem 2 2023. May be withdrawn. Delivery info confirmed. NZQA approved. Course resources shared by Otago. August 2023 start. Enrolment transfers?
NZD Primary Industries Business Management L5	Unified TP	Ebs setup underway	Delivery hours and weeks tbc. Curriculum team confirm delivery from Sem 1, 2024.
NZC Cellar Operations L4	Type 2	Prepare and submit MCD request	6/11 LDE and LDA for version 2 approved. 3/10 Supplied more info to WDC via Liz. 26/9 Now aiming for mid-year, not so urgent. Move to v2 of qual. LDE extension request to WDC - currently 31 Dec 2023. LDA okay at 31 Dec 2025.
<b>Recently Completed</b>			
NZD Business L5	Unified TP	In delivery	Course development complete. Exam papers being finalised.
Bachelor of Accounting	Unified TP	In delivery	Course development complete. Exam papers being finalised.
<b>Other</b>			
Kia Haumarū! Kia Matatū! SafePlus MC	TEC Funding	Preparing application	12/10 Application progressing, gathering letters of support. Working with Te Pūkenga MCs team to prepare
He Ara Matatau SafePlus Assessor MC	TEC Funding	Preparing application	12/10 Application progressing, gathering letters of support. Working with Te Pūkenga MCs team to prepare
WBL-SDR Course Descriptors	New	3v6 approval next	26/10 Course Descriptors drafted. To be completed following urgent set up of new self-funded courses for inclusion in the August SDR

NZC in Foundation Skills (Level 1)	Division request to deliver	Awaiting NZQA approval	19/10 submitted to NZQA. Request by Otago Poly to be added as a business division delivery site to NZ2861 NZC Foundation Skills (Level 1) [122429-2].
On hold			
Graduate Diploma in Accounting	Type 2, Sem 2 24	MCD in draft	Paused. Will revisit for delivery Sem 2 2024. Replacement of NMIT courses with equivalent unified Bachelor of Accounting courses pending unification of Business suite
Graduate Diploma in Professional Accounting	Type 2, Sem 2 24	MCD in draft	Unlikely to progress. Will revisit for delivery Sem 2 2024. Replacement of NMIT courses with equivalent unified Bachelor of Accounting courses pending unification of Business suite
Computing Fundamentals L2	New		15/8 We only deliver for Pasifika Trust. Can no longer enrol learners on current programme. Looking at foundation programme to deliver instead of this qual. 1/5 Replacement programme? Qual review. New qual created, old qual being discontinued. LDE June, LDA Dec. EIT and OPNZ have new prog
Manu Taiko – Toro Parirau, NZC Māori Governance L4	New programme	Fully approved in 2021	Development on hold as no SME. Had intended to deliver from Sem 2 2022. In ebs I19-21. No delivered yet.
NZC Horticulture (Amenity) L3 and 4	New site accreditation MIT	No milestones yet	Wait for unified timeline before decision. MIT accreditation may have lapsed and MIT not delivering.
NZC Electric Vehicle Automotive Engineering (Level 5)	Unified TP		27/6 WBL Service Delivery Trial. Integrated delivery is the key focus, unification will be planned in future. Continue delivering block courses to support.

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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  
17 October 2023 at 10am Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Patrick Benson, Silvia Gassebner, Alison Hart (to 10.45am), Camille Nicholls, Jackie Rees, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (Minute taker, non-voting)

In Attendance: Trisha Krishnasamy, (to 10.25am), Eleanor Upton

Apologies: Monique Day (Rostered CAM), Kim Davies, Sharon Patterson

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- Apologies received from Kim Davies, Sharon Patterson and rostered CAM Monique Day.
- Trisha Krishnasamy in attendance to speak to the NZ Diploma in Web Development and Design Action Plan.
- Rostered PTL Patrick Benson in attendance.

2. Academic and Quality

2.1 Quality Enhancement Manager (QEM) Summary Report

2.1.1 Moderation Activity

2.1.1a External Moderation Reports tabled for receipt

**RESOLVED** that these External Moderation Reports be receipted:

- AAD527 Digital Photography Training Scheme 23EX-S1
- CAE303, CAE401, CAE402, US3894 v6, 3896 V6, 28036 v2, 28140 v2, 28464 v2, 28466v2
- CAE403, CAE404, CAE405, US3897 v6, 28465 v2, 28463 v2, 28467 v2, 28468 v2, 28470 v2, 3906 v6, 4062 v6, 3907 v7
- CHP405 Crop Protection 22ML-S1
- BVW605 Applied Research 22ML-S1
- BVW503 Wine Chemistry and Analysis 22ML-S1
- AAD605 Advanced Object Design Lab 23NN-S1
- BCD602 Careers in Context 23EX-S1
- CAE302 Introduction to Aircraft Systems 23WO-FY
- CAE303 US3894 v6, 3896 v6 23WO-FY
- AAD531A Website Design Training Scheme 23EX-S1

2.1.1b External Moderation Reporting Spreadsheet tabled for information

2.1.2 Bachelor of Nursing Degree Monitoring Report 12 September 2023 tabled for receipt

It was noted:

- H+WB CAM is currently working on an action plan to address the recommendations outlined in the report.
- If a new monitor should be appointed for the 2024 visit as the current monitor has been in place since 2012.

**RESOLVED** that the Bachelor of Nursing Degree Monitoring Report 12 September 2023 be receipted.

2.1.3 2023 Degree Monitoring Update tabled for information

It was noted:

- Bachelor of Social Work monitoring visit confirmed for 8.12.2023.

2.1.4 2023 Consistency Review Update tabled for information

It was noted:

- NZ Diploma in Business (Level 5) Consistency Review.
  - Summary reports and supporting documentation (on-campus and eCampus) submitted to NZQA 10.10.23.
  - Presentation only required for on-campus delivery 24.10.23.
- NZ Diploma in Information Technology Technical Support (Level 5) confirmed for 19.02.2024.
  - Summary report due 05.02.2024.

#### 2.1.5 Action Plan – New Zealand Diploma in Web Development and Design tabled for information

It was noted:

- The last date for assessment of version 2 of the qualification was December 2022.
- Following the qualification review significant changes were made to the new version 3 of the qualification.
- A large amount of work has been done by the IT Team in redeveloping the programme to align to the new version of the qualification.
- The lessons that were learnt from the poor outcome of the 2022 NZQA programme monitoring audit especially in regard to moderation processes and outcomes, and document filing.
- The NZQA programme monitoring audit of the redeveloped programme is scheduled for January 2024.

**ACTION**

**Susannah Roddick**

Send acknowledgement to IT Team for work done in redevelopment of programme

#### 2.2 Academic Integrity Team Leader Summary Report

##### 2.2.1. Unified Programmes Update tabled for information

It was noted:

- Unified programmes approved at the 20 September Ohu Whakahaere Approvals meeting:
  - NZ Cert in Maritime Crewing (Superyacht) L3.
  - NZ Cert in Domestic Maritime Operations Restricted Limits L4 [Skipper Restricted Limits].
  - NZ Cert in Marine Engineering Class 6 L4 [previously MEC5/6 Level 4].
  - NZ Cert in Marine Engineering Class 5 L5 [previously MEC5/6 Level 4].
  - NZ Cert in Construction Trade Skills with strands in Carpentry, Allied Trades and Joinery L3.
- Programme Summaries for these programmes will be tabled for approval at next Academic Committee.

##### 2.2.2 Other Unification Update tabled for information

It was noted:

- The Last Date for Entry (LDE) extension request for NZ Cert in Cellar Operations L4 has been submitted for consideration to Muka Tangata.

##### 2.2.3 Academic Development Update tabled for information

It was noted:

- Urgent Type 2 changes are being prepared for submission to this committee and then to NZQA for:
  - Vocational Pathway (NCEA 2) (Service Industries)
  - NZ Cert in Maritime Operations (Level 4) with strands in Fishing and Watchkeeping.
- As the NZQA sub-degree Type 2 change deadline of 8 October has passed there is a minor risk of these not being in place for January 2024 delivery.
- NZQA have indicated they have capacity to work with us to progress the approvals in good time.

#### 3. Course and Programme Changes tabled for endorsement

There were no Course and Programme Changes tabled.

#### 4. Matters Arising (General)

##### 4.1 Agenda Planner tabled for information

It was noted that the Degree Monitoring update scheduled for this meeting will now be tabled at the 14.11.2023 meeting.

Susannah Roddick moved the meeting into In-Committee (Confidential) business. Student Representative Alison Hart left the meeting.

## 5. Course Result Reports and Award Application Approvals

### 5.1 Course Results Approval Reports tabled for receipt

**RESOLVED** that these Course Results Approval Reports be receipted:

- 70 REPORT Course Results 18.9.2023
- 71 REPORT Course Results 22.9.2023
- 72 REPORT Course Results 22.9.2023
- 73 REPORT Course Results 26.9.2023
- 74 REPORT Course Results 28.9.2023
- 75 REPORT Course Results 3.10.2023
- 76 REPORT Course Results 2.10.2023

5.2 Results of Course Results Spotcheck from 19.9.2023 meeting were noted as pending.

### 5.3 Award Application Approval Reports tabled for receipt

**RESOLVED** that these Award Application Approval Reports be receipted:

- 59 REPORT Award Applications 13.9.2023
- 60 REPORT Award Applications 15.9.2023
- 61 REPORT Award Applications 20.9.2023
- 62 REPORT Award Applications 21.9.2023
- 63 REPORT Award Applications 22.9.2023
- 64 REPORT Award Applications 25.9.2023
- 65 REPORT Award Applications 27.9.2023
- 66 REPORT Award Applications 27.9.2023
- 67 REPORT Award Applications 4.10.2023
- 68 REPORT Award Applications 5.10.2023

5.4 Results of Award and Applications Spotcheck from 19.9.2023 meeting were noted as pending.

### **ACTION Mary Woodward**

Follow-up on September spotchecks with assigned staff:

Forward course results checklist and award application checklist material to Monique Day

### 5.5 Graduation Readiness

It was noted:

- For Marlborough graduation – Tuesday 12 December 2023:
  - RCM minutes for ākongā completing qualifications in 2023 to be uploaded to Sharepoint for approval by 28 November 2023.
  - Other results can be submitted later.
  - Awards for ākongā completing qualifications in 2023 to be uploaded to Sharepoint by 4 December 2023.
- For Nelson graduation – Friday 15 December 2023
  - RCM minutes for ākongā completing their qualifications in 2023 to be uploaded to Sharepoint by 30 November 2023.
  - Other results can be submitted later.
  - Awards for ākongā completing qualifications in 2023 to be uploaded to Sharepoint by 6 December 2023.
- Other results can be processed slightly later but will need to be available for ākongā to ensure they are able to continue their studies in 2024.
- An information meeting will be scheduled for Academic Administrators, BSCs, PTLs and CAMs.

- Awards will be available for collection by graduates not attending graduation from 18 December 2023.

#### 5.6 Outstanding course results as at 11 October 2023

It was noted:

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

#### 5.7 Extensions 2019-2022

An overview of the number of courses with extensions that were completed with a pass result or fail result was given.

#### 6. Minutes of the previous Academic Standards and Quality Draft Minutes tabled for confirmation

**RESOLVED** that these Academic Standards and Quality Draft Minutes be confirmed

- 2023-9-19 ASQ Minutes – Draft
- 2023-10-2to4 ASQ Minutes – Draft

Jackie Rees/Ren Stronach  
**CARRIED**

#### 7. Matters Arising

##### 7.1 Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates.

#### 8. Student Matters

There were no Student Matters tabled for endorsement.

**Meeting closed 11.04am**

#### Academic Standards + Quality Committee Action List 17 October 2023

	Item Reference	Action	Who	When	Progress
<b>Action List – E-Meeting of 10 to 14 August 2023</b>					
1	1.2	Course and Programme Changes Provide update to ASQ Committee once the new HTA304 assessment material received for 3V6 Approval Form New Zealand Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication CFE421 Welding Processes FCAWgs 1 (Steel All Positions) v18101 effective 17 July 2023 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024	Carmen Cayuelas	14.11.2023	19.9.2023 – deferred to November meeting
<b>Action List – Meeting of 22 August 2023</b>					
2	2.1.3a	Quality Enhancement Manager (QEM) Summary Report Table CAMs response to Degree Monitoring actions plans at 19 September meeting	Jackie Rees	14.11.2023	17.10.2023 deferred to November meeting
<b>Action List – Meeting of 19 September 2023</b>					
3	2.4	NMIT Ākonga Appeals Procedure tabled for endorsement Finalise wording once Nursing Council of New Zealand requirements confirmed	Jackie Rees / SANIT / CAM HWB	ASAP	Completed
4	2.5.2	Update on Other Unification tabled for information	Kim Davies	14.11.2023	

		Follow up with CAM ECI-Maritime for transition/implications on the Maritime Programmes that are not being unified			
5	4.1	Schedule and Rationale for Agenda Items tabled for information Update Agenda Planner schedule and table at next meeting	Mary Woodward	17.10.2023	Completed
6	5	Course Result Reports and Award Application Approvals Forward course results checklist, spreadsheet, and reports to John Inglis / Reid Carnegie Forward award application checklist, spreadsheet, and reports to John Inglis / Reid Carnegie	Mary Woodward	ASAP	Completed
7	5.5	Academic Results and Award Summary Reports To report on Graduation Readiness at next meeting	Silvia Gassebner	17.10.2023	Completed
8	9	Student Matters Advise RAC Committee Secretary of approval of request to allow ākongā, to receive RAC outside of the Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme Programme Regulations version 18105 2023	Mary Woodward	ASAP	Completed
<b>Action List – Meeting of 17 October 2023</b>					
9	2.1.5.	Action Plan – New Zealand Diploma in Web Development and Design Send acknowledgement to IT Team for work done in redevelopment of programme	Susannah Roddick	17.11.2023	
10	5	Course Result Reports and Award Application Approvals Follow-up on September spotchecks with assigned staff: Forward course results checklist and award application checklist material to Monique Day	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 10<sup>th</sup> of October 2023

**Members:** Silvia Gassebner (Chair), Shine Kelly, Pam Vinluan, Marianna Deynzer and Marie Nolan.

**Non voting:** Alana Cohen (Secretary)

**Apologies:**

#### 1. Minutes of previous meeting

##### 1.1. E-vote minutes from Monday 11<sup>th</sup> of September 2023 – for approval

*It was resolved that the minutes from the meeting on Monday 11<sup>th</sup> of September 2023 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Abstained**

Marianna Deynzer - **Abstained**

Marie Nolan – **Approved**

##### **Action RACC Secretary**

Upload minutes onto the Sharepoint.

##### 1.2. Minutes from Tuesday 19<sup>th</sup> of September 2023 - for approval

*It was resolved that the minutes from the meeting on Tuesday 19<sup>th</sup> of September 2023 be accepted as a true and accurate record.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Marianna Deynzer - **Abstained**

Marie Nolan – **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

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

##### 3.1.1 Ākonga

The below application is for ākonga who would like to use their previous study to cross credit into the Conservation Field Skills Training Scheme. This application is also to reapprove back onto the schedule, CAM had also confirmed there is still an 80% match or more to the learning outcomes and no significant changes have been made since the original approval.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Predator Trapping Methods Micro-credential	To: Conservation Field Skills Training Scheme
PRT301 Predator Trapping Methods Micro-credential	CFS322 Introduction to Predator Trapping Methods



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

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan – **Approved**

Marianna Deynzer - **Abstained**

Marie Nolan – **Approved**

**Action RACC Secretary**

Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.

**4. E-vote Responses**

If you would like to see the responses of this e-vote please click here.

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE  
ACTION LIST**

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

Actions from Tuesday 10 <sup>th</sup> of October 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed 13/10/2023
1.2	Upload minutes onto the Sharepoint.	Alana		Completed 13/10/2023
3.1.1	Ākonga - Enter CC as per minutes for ākonga, add to the schedule and notify the programme area.	Alana		Completed 13/10/2023

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

Friday 20<sup>th</sup> of October 2023

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

**Non voting:** Alana Cohen (Secretary)

**Apologies:**

**1. Minutes of previous meeting**

**1.1.** E-vote minutes from **Tuesday 10<sup>th</sup> of October 2023** – for approval

It was resolved that the minutes from the meeting on Tuesday 10<sup>th</sup> of October 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas - **Abstained**

Pam Vinluan – **Approved**

Sarah Arnold - **Approved**

Marianna Deynzer - **Approved**

Marie Nolan – **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

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

##### 3.1.1. Ākonga

The below application is for ākonga who studied at Southern Institute of Technology and wants to use these courses to gain credit into the New Zealand Diploma in Interior Design (Residential) (Level 5).

The ākonga were enrolled at NMIT for the whole programme but due to NMIT not teaching DIN507 and DIN508 the ākonga were unable to complete the programme. It had been decided they could complete two courses in the New Zealand Diploma in Interior Design through Southern Institute of Technology to cross credit back into the NMIT programme so they are able to graduate.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Southern Institute of Technology - New Zealand Diploma in Interior Design	To: New Zealand Diploma in Interior Design (Residential) (Level 5)
IDR503 Design Development	DIN507 Interior Design Imaging
IDR504 Design Planning	DIN508 Business Practice

It was resolved that the **Cross Credit application for ākonga** be approved in full.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas - **Approved**

Pam Vinluan – **Approved**

Sarah Arnold - **Approved**

Marianna Deynzer - **Approved**

Marie Nolan – **Approved**

#### Action RACC Secretary

Enter CC as per minutes for ākonga and notify the programme area.

##### 3.1.2. Ākonga

The below application is for ākonga who studied at Southern Institute of Technology and is wants to use these courses to gain credit into the New Zealand Diploma in Interior Design (Residential) (Level 5).

The ākonga were enrolled at NMIT for the whole programme but due to NMIT not teaching DIN507 and DIN508 the ākonga were unable to complete the programme. It had been decided they complete two courses in the New Zealand Diploma in Interior Design through Southern Institute of Technology to cross credit back into the NMIT programme so they are able to graduate.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Southern Institute of Technology - New Zealand Diploma in Interior Design	To: New Zealand Diploma in Interior Design (Residential) (Level 5)
IDR503 Design Development	DIN507 Interior Design Imaging
IDR504 Design Planning	DIN508 Business Practice

It was resolved that the **Cross Credit application for ākonga** be approved in full.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Carmen Cayuelas - **Approved**  
 Pam Vinluan – **Approved**  
 Sarah Arnold - **Approved**  
 Marianna Deynzer - **Approved**  
 Marie Nolan – **Approved**

**Action RACC Secretary**

Enter CC as per minutes for ākonga and notify the programme area.

### 3.1.3. Ākonga

The below application is for ākonga who studied at Southern Institute of Technology and wants to use these courses to gain credit into the New Zealand Diploma in Interior Design (Residential) (Level 5).

The ākonga were enrolled at NMIT for the whole programme but due to NMIT not teaching DIN507 and DIN508 the ākonga were unable to complete the programme. It had been decided they complete two courses in the New Zealand Diploma in Interior Design through Southern Institute of Technology to cross credit back into the NMIT programme so they are able to graduate.

- ☒ Cross Credit  
☐ Credit Transfer  
☐ RPL

From: Southern Institute of Technology - New Zealand Diploma in Interior Design	To: New Zealand Diploma in Interior Design (Residential) (Level 5)
IDR503 Design Development	DIN507 Interior Design Imaging
IDR504 Design Planning	DIN508 Business Practice

It was resolved that the **Cross Credit application for ākonga** be approved in full.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Carmen Cayuelas - **Approved**  
 Pam Vinluan – **Approved**  
 Sarah Arnold - **Approved**  
 Marianna Deynzer - **Approved**  
 Marie Nolan – **Approved**

**Action RACC Secretary**

Enter CC as per minutes for ākonga and notify the programme area.

## HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

### 3.1.4. Ākonga

The below application is for ākonga who had done previous study at Florida State University and is wanting to use these courses and work experience to gain credit into the Bachelor of Viticulture and Winemaking.

- ☒ Cross Credit  
☐ Credit Transfer  
☐ RPL

From: Florida State University - Bachelor of Science	To: Bachelor of Viticulture and Winemaking
MAN3240 Organisational Behaviour	GEL501A General Elective, 15 Credits, Level 5

MAR3023 Marketing Applications	GEL501B General Elective, 15 Credits, Level 5
ACG2021 Intro to Accounting & Taxation	GEL501C General Elective, 15 Credits, Level 5
<input checked="" type="checkbox"/> RPL	
<b>From: Work experience on vineyards</b>	<b>To: Bachelor of Viticulture and Winemaking</b>
Please see mapping	BVW506 Industry Practice - Vineyard
	BVW606 Industry Practice - Winery
	BUS502 Business Environment

It was resolved that the **Cross Credit and RPL application for ākonga** be approved in full.

Silvia Gassebner – **Approved**  
 Shine Kelly – **Approved**  
 Carmen Cayuelas - **Approved**  
 Pam Vinluan – **Approved**  
 Sarah Arnold - **Approved**  
 Marianna Deynzer - **Abstained**  
 Marie Nolan – **Approved**

**Action RACC Secretary**

Enter CC and RPL as per minutes for ākonga and notify the programme area.

#### 4. E-vote Responses

If you would like to see the responses of this e-vote please click here.

#### RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Friday 20 <sup>th</sup> of October 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākonga - Enter CC as per minutes for ākonga and notify the programme area.	Alana		Completed
3.1.2	Ākonga - Enter CC as per minutes for ākonga and notify the programme area.	Alana		Completed
3.1.3	Ākonga - Enter CC as per minutes for ākonga and notify the programme area.	Alana		Completed
3.1.4	Ākonga - Enter CC and RPL as per minutes for ākonga 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 18 September 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison (from 4pm), Kim Davies, Juan Liang, Shingai Muchecheterwa, Pam Wood (from 3.45pm), Mary Woodward (Minute taker, non-voting)

1. Mihimihi

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

- Apologies had been received from Nicole Akuhata, Scott Bailey, Ange McLean, Bex Machon, Jess Shirley.
- As two members had advised their late arrival the meeting would start without quorum present.

2. Previous Minutes and Actions

2.1 Learning + Teaching Committee 28.8.2023 Draft Minutes for confirmation

**RESOLVED** that the minutes of the Learning and Teaching Committee meeting 28.8.2023 be confirmed as a true and accurate record.

Shingai Muchecheterwa / Kim Davies  
CARRIED

2.2 Action List

The Committee Members reviewed and updated the Action List.

3. Teaching and Learning Support

3.1 Student Representative Update

There was no Student Representative Update

3.2 Teaching and Learning Coach Update

It was advised:

- New process underway with POD for ensuring completion of course ATT501 Introduction to Adult and Tertiary Teaching to meet academic probation requirements.
- A number of kaiako are on-track to complete NZCATT this year.
- Kaiako with 5 years' experience who have completed one NZCATT paper and can prove equivalency for NZCATT are now eligible to go through salary progression.

3.3 Academic Staff PD Day Feedback

- Review of feedback and determinate actions

Discussion focussed on:

- Why some workshops went better than others.
- Given the current environment; what could the Committee do as a follow-up, including with other business divisions.

3.4 Generative AI

- Focus on assessments and further staff development

Discussion focussed on:

- If the Generative AI Unlock the Potential short course training module (L+T Meeting 19.6.2023), currently sitting with the LII Team, is worth actioning.
- Follow-up with kaimahi has indicated that the advised addition of a generative AI statement to semester two assessment instructions was not fully actioned, and if the addition of a statement should continue to be encouraged especially with the Te Pūkenga position still to be released.

- How to effectively share/communicate good AI practice including assessment design: e.g. forums, staff meetings, before/after assessment examples.

**ACTION**

**Shingai Muchecheerwa**

Follow-up with team on progress of the Generative AI Unlock the potential short course training module

**ACTION**

**Claire Dallison**

For beginning term 4 interview the IT tutor regarding their experience in modifying assessments for AI

4. 2023 Focus Areas

4.1 2023 Priorities Update

Members were reminded to update their 2023 focus area actions.

**ACTION**

**Committee Members**

Continue to update 2023 focus area actions

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

It was noted:

- The CEM and team were acknowledged for their work in updating moderation practices to align with Te Pūkenga moderation policy
- A+Q Team are continuing to attend/support Results Committee meetings.

Discussion focussed on:

- The role and future focus of the Learning and Teaching Committee in supporting programme teams and kaiako development in the new organisation structure.

Meeting Closed: 04.30pm

**Learning and Teaching Committee Action List – 18 September 2023**

Minute Item	Action	Who	Progress	When
<b>Action List 07 December 2022</b>				
1 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	since July - staff have clear instructions online, which was also highlighted on Polly and Te korihi - Referring ākonga to support services - Nelson Marlborough Institute of Technology (nmit.ac.nz).	Completed
<b>Action List 28 August 2023</b>				
2 2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
3 3.1	Student Representative Update Korero with Max Devon to identify specific areas of concern for the Committee to act on	Scott Bailey	30.10.2023	18.9.2023 - deferred
4 3.3	Kaimahi Engagement Day Feedback via the Academic Kaimahi Professional Development feedback form on Polly	Committee Members	1.9.2023	Completed
5 3.4	Generative AI Follow-up with CAMs regarding the addition of a relevant statement	Marja Kneepkens	30.10.2023	18.9.2023 – in progress



		regarding the use of AI to assessment instructions			
5	5.1	Transitioning to Te Pūkenga Policy and Practice Confirm with QEM process for socialising changes to Policies and Procedures with both TP and NMIT	Kim Davies	30.10.2023	18.9.2023 – KD to follow-up with CEM
<b>Action List 18 September 2023</b>					
6	3.4	Follow-up with LII Team Leader on progress of on-line AI course for kaiako	Shingai Muchecheherwa	30.10.2023	Followed up and he said he is working on it.
7	3.4	Beginning of term 4 interview the IT tutor regarding their experience in modifying assessments for AI	Claire Dallison	30.10.2023	
8	4.1	2023 Priorities – Continue to update 2023 focus area actions	Committee Members	30.10.2023	

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