

Te Pūkenga trading as NMIT Academic Committee Meeting – 6 September 2023 – Open

Room M306 Nelson Campus – 3.15pm, Wednesday 6 September 2023

Agenda Topic	Presenter	Page
1. Welcome, Apologies, Notices	KD	
2. Administrative		
2.1 Minutes of Academic Committee Meeting 9 to 11.8.2023-Open – for confirmation	KD	3
2.2 Action Items of Academic Committee Meetings – for review	KD	17
2.3 Correspondence Schedule – for receipt/endorsement	KD	18
3. Academic and Quality		
3.1 Quality Enhancement Manager Summary Report – for information	JR	19
3.2 Course and Programme Changes – for endorsement	KD	27
4. Te Pūkenga		
4.1 Academic Integrity Team Leader Summary Report – for information	KD	28
5. Reports from Committees and Working Parties		
5.1 Academic Standards + Quality Committee Minutes – Meetings of 27.6.2023, 1.8.2023, 4to7.8.2023, 10to14.8.2023 – for receipt	SR	34
5.2 Recognition of Academic Credit Committee Minutes – Meeting of 30.6.2023, 11.7.2023 – for receipt	SG	50
5.3 Learning and Teaching Committee – Meetings of 19.6.2023, 31.7.2023 , – for receipt of minutes / verbal report	MK	61
5.4 Head of Learner Services - verbal report/update	JB	
<ul style="list-style-type: none"> • <i>Te Rito Action Plan</i> • <i>Pastoral Care of Tertiary and International Learners Code of Practice Self-Review</i> • <i>Disability Action Plan</i> 		
6. Complaints and Misconduct Report		
<i>There is no Complaints and Misconduct Report for tabling</i>		
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.

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.	Quality Enhancement Manager Summary 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)
8.1	Moderation Updates		
8.1a	2022 NZQA External Moderation Action Plan		
8.1b	External Moderation 2021_2022 Summary		
8.1c	2023 Moderation Improvement Plan		
8.2	Degree Monitoring Updates		
8.2a	2023 Degree Monitoring Update		
8.2b	Degree Monitoring Report		

Item 2.1 Academic Committee Minutes for confirmation

DRAFT Minutes of an e-meeting of the Academic Committee

9 August 2023 at 1.50pm via email closed 11 August 2023 at 1pm

PARTICIPANTS: Kim Davies Chair, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Max Devon NMIT Student, Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager, Sharon Patterson (proxy for Julie Bytheway Head of Learner Services), Rae Perkins Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Chanelle Taylor Programme Team Lead SASM, Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

RESPONSES:

Item	1.1	1.2	2.1
Kim Davies (Chair)	Confirmed	Confirmed	Endorse
Monique Day	Confirmed	Confirmed	Endorse
Marja Kneepkens	Confirmed	Confirmed	Endorse
Trisha Krishnasamy	Confirmed	Confirmed	Endorse
Soraya Paki Paki	Confirmed	Confirmed	Endorse
Susannah Roddick	Abstained	Abstained	Endorse
Chanelle Taylor	Abstained	Abstained	Endorse
Pam Wood	Confirmed	Confirmed	Endorse

1. Administrative

1.1 Minutes of NMIT Academic Committee Meeting 19 July 2023-Open for confirmation

48/23 RESOLVED that the Minutes of NMIT Academic Committee Meeting 19 July 2023-Open be confirmed.

CARRIED

1.2 Minutes of NMIT Academic Committee Meeting 19 July 2023-In-Committee for confirmation

49/23 RESOLVED that the Minutes of NMIT Academic Committee Meeting 19 July 2023-In-Committee be confirmed.

CARRIED

ACTION

Mary Woodward

Upload confirmed Minutes to Academic Committee site

2. Academic and Quality

2.1 Course and Programme Changes for endorsement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES				
ADT207 Trades Academy Gamification	27.06.23	28.06.23	280623	01 January 2024
Rationale: New Trades Academy course in response to stakeholder request (Secondary Schools and TOTSTA). This new course is designed as a pathway into the CGI programmes.				
Description:				

ADT207 TRADES ACADEMY GAMIFICATION

Version	Tbc
Effective from:	01 January 2024
Previous Version	n/a
NMIT Credits	16
Level	2
EFTS	0.175
Teaching hours	154
Workplace learning hours	0
Learner managed hours	6
Total hours of student learning	160

ASSESSMENT STANDARDS (OPTIONAL*)

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
AS91305	Demonstrate understanding of methods and ideas from established practice appropriate to design.	2	4	2	233
AS91445	Use drawing to demonstrate an understanding of conventions appropriate to design.	3	4	2	233
AS91315	Develop ideas in a related series of drawings appropriate to established design practice.	2	4	2	233
AS91449	Use drawing to demonstrate understanding of conventions appropriate to sculpture.	3	4	2	233
Total DAS Credits in the Course:			16		

*Unit standards are optional and not required for successful completion of the course

ADT207 Trades Academy Gamification	27.06.23	28.06.23	280623	01 January 2024
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Rationale: New Trades Academy course based on the previous Year 1 and Year 2 courses, but with new Achievement Standards (AS) in response to stakeholder request (Secondary Schools and TOTSTA).

Description:

ADT208 TRADES ACADEMY ARTS AND DESIGN

Version	tbc
Effective from:	01 January 2024
Previous Version	n/a
NMIT Credits	20
Level	2
EFTS	0.175
Teaching hours	154
Workplace learning hours	0
Learner managed hours	46
Total hours of student learning	200

ASSESSMENT STANDARDS (OPTIONAL *)

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
AS91305	Demonstrate an understanding of methods and ideas from established practice appropriate to design	2	4	2	233
AS91308	Demonstrate an understanding of methods and ideas from established practice appropriate to printmaking.	2	4	2	233
AS91448	Use drawing to demonstrate understanding of conventions appropriate to printmaking.	3	4	2	233
AS91307	Demonstrate an understanding of methods and ideas from established practice appropriate to photography	2	4	2	233
AS91447	Use drawing to demonstrate understanding of conventions appropriate to photography.	3	4	2	233
Total DAS Credits in the Course:			20		

*Unit standards are optional and not required for successful completion of the course

New Zealand Diploma in Arts and Design L5 Bachelor of Arts and Media	27.06.23	28.06.23	17105 17107	20 February 2023
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Changes missed from previous 3v6 – shared rationale and action (#00324). These courses have been updated to meet current stakeholder feedback around the currency of this course and align with other recent changes. It is no longer relevant to just focus on graphic design as there is a need for ākonga to understand more than just the graphic design field of digital art. This allows the teaching of a wider range of content such as video, concept art and animation and matches industry expectations. Also ensures better alignment of learning outcomes with new course titles.

Additional minor changes to learning outcomes for more accurate alignment with Graduate Profile Outcomes and Course Aim statements. Will ensure there is consistency and appropriate context (Kim Davies). This will align with course outlines provided to ākonga.

Brief description of change/s: Change of name and minor change to course aim and learning outcomes to reflect change of focus (no material change to intent). Remove the reference to 'graphic design' in both learning outcomes and course aim and replace with 'Digital Art and Design'.

Additional changes should have been included in update for Semester 1 2023 to Critical Studies courses requested by Curriculum Team but not included in error for AAD519 Critical Studies Lab and AAD520 Critical Studies Project. Minor updates, no material change to learning outcomes.

Error correction AAD526 Object Design Project in LO3.

Course Descriptors:

AAD523

Course Aim:	Exploring and experimenting with a range of graphic digital art and design approaches, technical skills and conceptual thinking methods to solve problems in set project briefs.
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LEARNING OUTCOMES

On successful completion of this course students will be able to:

- 1 Experiment with a range of **graphic-digital art and design** techniques in digital art and design contexts
- 2 Use a variety of creative processes to support and develop **graphic digital art and design** work

AAD524

Course Aim:	Developing technical and conceptual skills and using graphic digital art and design approaches and conceptual thinking methods to solve problems presented in set project briefs.
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LEARNING OUTCOMES

On successful completion of this course students will be able to:

- 1 Apply selected design processes to support and develop **graphic digital art** and design work
- 2 Produce resolved work in response to a **graphic digital art** and design brief or topic.
- 3 Evaluate their own and others **graphic digital art and design work**.

AAD519 Critical Studies Lab

Course Aim: Researching, analysing and communicating ideas in order to understand historical art, craft and design internationally and within Aotearoa

LEARNING OUTCOMES

On successful completion of this course students will be able to:

- 1 Research selected historical art, craft and/or design practices to understand their origins and cultural contexts.
- 2 Discuss aspects of Te Tiriti o Waitangi in relation to art, craft and/or design practices in Aotearoa.

AAD520 Critical Studies Project

Course Aim: Exploring a range of contemporary and other contextual factors impacting on both international and Aotearoa art, craft and/or design practice.

AAD520 Critical Studies Project

Course Aim: Exploring a range of contemporary and other contextual factors impacting on both international and Aotearoa art, craft and/or design practice.

LEARNING OUTCOMES

On successful completion of this course students will be able to:

- 1 Compare ethical practices within contemporary Aotearoa and international art, craft or design practices.
- 2 Use art and design languages to discuss and evaluate your own creative practice, through the work of others.

AAD526 Object Design Project

LEARNING OUTCOMES

On successful completion of this course students will be able to:

- 1 Apply selected design processes to support and develop object design work
- 2 Produce resolved work in response to an object design brief or topic
- 3 Evaluate their own and others' object design work.

New Zealand Certificate in Beauty Therapy (Level 4)	30.05.23	04.07.23	18105	01 January 2023
Diploma in Beauty Therapy (Level 5)			19104	

Rationale: Requested by Curriculum Area

Brief description: Remove statement under Information for Applicants, 'Applicants must be at least 17 years of age at the time the programme commences'.

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

ATA203 Trades Academy Aeronautical Engineering	26.06.23	28.06.23	280623	01 January 2024
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Rationale for change/s: New Trades Academy course in response to stakeholder request (Secondary Schools and TOTSTA). This new course is designed as a pathway to the Level 3 and Level 4 Aeronautical Engineering programmes.

Brief description: This 20 credit TA course is similar to the existing TA Mechanical Engineering course, but it includes US 20677 'Demonstrate knowledge of the principles of aircraft flight' instead of the welding unit standard.

ATA203 TRADES ACADEMY AERONAUTICAL ENGINEERING

Version	tbc
Effective from:	01 January 2024
Previous Versions	n/a

NMIT Credits	20
Level	2
EFTS	0.175
Teaching hours	154
Workplace learning hours	0
Learner managed hours	46
Total student learning hours	200

ASSESSMENT STANDARDS (OPTIONAL *)

ID number	Unit Standard Title	Level	DAS Credits	Version No.	CMR
2387	Assemble mechanical components under supervision	2	2	7	13
20677	Demonstrate knowledge of the principles of aircraft flight	2	2	3	170
21911	Demonstrate knowledge of safety on engineering worksites	2	2	3	13
29670	Demonstrate knowledge of fabrication machinery, materials, and processes	2	3	1	13
2433	Produce simple engineering component drawings using CAD software.	2	6	8	13
2436	Create three-dimensional engineering models using CAD software under supervision	3	5	8	13
Total DAS Credits in the Course:			20		

*Unit standards are optional and not required for successful course completion.

COA207 Trades Academy Building and Construction	27.06.23	28.06.23	280623	01 January 2024
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Rationale: New Trades Academy course to replace COA206. Change in unit standards as agreed with TOTSTA. The material for the BCATS projects is developed and pre-moderated by BCITO. BCITO also do the post moderation.

Brief description of change/s: Remove 'Year 1' from course title. Replace unit standard 12936 with 31812, add unit standard 29677.

LEARNING OUTCOMES					
On successful completion of all unit standards in this course students will be able to:					Assessment Standard ID
1.	Demonstrate knowledge of lines and symbols, and drawing and sketching methods required for BCATS projects, establish job requirements and create sketches, and convert sketches to instrumental drawings for BCATS projects.				24353
2.	Identify, describe, select, maintain, and use portable power tools for the construction of BCATS projects.				24350
3.	Calculate quantities and prepare an order, set out and construct a non-consent timber-framed utility building, and complete work operations. Complete a BCATS project				1293631812
4.	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment.				29677
ASSESSMENT STANDARDS (OPTIONAL*)					
ID No.	Unit Standard Title	Level	DAS Credits	Version Number	CMR
24353	Demonstrate knowledge of and create sketches and drawings for BCATS projects	2	6	3	48
129363	Construct a non-consent timber-framed utility building as a BCATS project. Complete a BCATS project	2	86	61	48
24350	Identify, select, use and maintain portable power tools for BCATS projects	2	6	3	48
ID No.	Unit Standard Title	Level	DAS Credits	Version Number	CMR
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment.	3	2	2	48
Total DAS Credits in the Course:			20		

*Unit standards are optional and not required for successful course completion.

HEALTH AND WELLBEING

Short Courses Nursing. BFA101 Basic Life Support					
Rationale New stand alone, self-funded course linked to allow ākonga completing US6401 to meet the critical health and safety pre-requisite requirement. This will initially be linked to Marlborough Foundation delivery of Vocational Pathways (NCEA Level 2) (Service Industries) courses VHO203 Hospitality 2 and VCP203 Retail Skills for Career Pathways 1 and NZ Cert in Foundation Skills Introduction to Pathways course FCP203 Workplace Skills.					
Description of changes: New course containing unit standard 6402 Provide basic life support					
Std ID	Standard title	Level	DAS credits	Version	CMR
6402	Provide basic life support	1	1	8	0230
Participation only but unit standard must be successfully achieved.					
Generating High-impact Academic Publications Micro-credential		30.05.23	02.06.23	22100	1 June 2023 TBC
Rationale: Correcting alignment of Assessments to Learning Outcomes; this change is result of the development work and has been requested from LII Curriculum Design Advisor and agreed to by SME. Brief description of change/s: No version change, effective date tbc NZQA Type 1: Course Descriptors:					

ASSESSMENTS				
Basis of Assessment	Achievement based assessment			
Methods of Assessment:	Learning Outcomes	% Weightings	Pass Criteria	
Assessment 1	1, 2, 3	70%	50%	
Assessment 2	2 , 3	30%	50%	

Developing a Comprehensive Research Strategy Micro-credential	30.05.23	02.06.23	22100	1 June 2023 TBC
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Rationale: Correcting alignment of Assessments to Learning Outcomes; this change is result of the development work and has been requested from LII Curriculum Design Advisor and agreed to by SME.
Brief description of change/s: No version change, effective date tbc
NZQA Type 1: Course Descriptors:

ASSESSMENTS				
Basis of Assessment	Achievement based assessment			
Methods of Assessment:	Learning Outcomes	% Weightings	Pass Criteria	
Assessment 1	1, 2, 3	70%	50%	
Assessment 2	2 , 3	30%	50%	

MĀTAURANGA MĀORI

TRM101 Introduction to Te Reo Māori and Tikanga	30.05.23	09.06.23	96203	17 July 2023
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Rationale: This is a new non-assessed generic and foundational te reo and tikanga Māori ACE course at Level 1. It will be delivered over 17 weeks. It will prepare ākonga to complete further study on Te Pōkaitahi Reo Māori (Kaupae 1). Effective from 17 July 2023.
Course Descriptors: New course 5 credits at Level 1, 0.051 EFTS ACE, non-assessed.

Te Pōkaitahi Reo L3	N/A	06.07.23	18102	20 February 2023
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Rationale for change/s:
Retrospective change to add clarity around delivery of assessment standards (they are not part of NMIT's delivery in 2023). Student Management System will be updated to remove unit standards and simplify assessment setup information for 9aiako.
Description of changes:
SMS ebs update: remove unit standard information from course REO314 Te Whakatōnga – Pāhekoheko Pāpori Social Interactions.
Add wording to section 5.1 of programme regs to clarify assessment standard delivery.

PRIMARY, FOOD & ENVIRONMENTAL INDUSTRIES

Conservation Field Skills [122939-3]	02.05.23	10.05.23	17102	01 January 2023
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Rationale for change/s:
2023 rollover updates. Not offering 2 courses (CFS332 Introduction to Predator Trapping Methods, CFS430 S.M.A.R.T Marine Mammal Monitoring) pending type 2 changes later in 2023.
NZQA Type 1:
• Addition of DNC (Did Not Complete) to course grade key.
Programme Regulations:
• Greying out text relating to CFS332 Introduction to Predator Trapping Methods and CFS430 S.M.A.R.T Marine Mammal Monitoring.
• Updates to relevant policies and procedures to align with Te Kawa Maiooro - Educational Regulatory Framework, including removal of references to NMIT Academic Statute
• Te Kawa Maiooro cover note added
• Addition of Conservation First Aid Certificate award in section 1.3.

Sustainable Aquaculture (Level 4)	30.05.23	02.06.23	19101	20 February 2023
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Rationale for change/s: 2023 rollover updates
Type 1 changes
• SAQ404 Marine Operations and Skills adjustments (assessment and course grade key changes) – in response to delivery review – original intent of course re-instated.

- Addition of DNC to course result keys
- Removal of award of RYA certificate (all content stays and is assessed – just removing the award of the award) – following delivery review it has been determined that logistically we do not have the capacity to effectively award this (staffing changes).

Brief description of change/s:

Programme Regulations:

- S1.2 Awards – remove AWARD of RYA Certificate
- 2023 rollover updates include; Updates to relevant policies and procedures to align with Te Kawa Maiooro- Educational Regulatory Framework, including removal of references to NMIT Academic Statute . Template wording/formatting/error correction changes where applicable

Course Descriptors:

- SAQ404 Marine Operations and Skills adjustments (assessment, course grade key changes)

ASSESSMENT				
Basis of Assessment:	<u>Achievement and</u> Competency based assessments are used in this course.			
Assessment	Relates to Unit Standard	Learning Outcomes	Weighting	Pass Criteria
Assessment 1	n/a	1-5	<u>n/a</u> 50%	Must-pass
Assessment 2	n/a	1-5	<u>n/a</u> 50%	Must pass50% overall
First Aid Certificate				
Assessment 3	6400, 6401, 6402	6, 7, 8	n/a	Must pass
Assessment 4				
<u>RYA Level 2 Powerboat Skills</u>				
Assessment 5	n/a	15 - 16	n/a	Must pass
Assessment 6	n/a	9-16	n/a	Must pass
<u>VHF Radio Operator Certificate Skills</u>				
Assessment 7	19491	5	n/a	Must pass
Assessment 8		5	n/a	Must pass
RESULTS				
Assessment Results:	<u>Results for achievement based assessments are given as a percentage.</u> Results for <u>competency based</u> assessments are given as A (Achieved), N (Not achieved), CT (Credit Transfer), NA (Not Assessed).			
Course Results:	<u>AC-TANZ-01</u> <u>CO-TANZ-01</u>			

WNE304 Trades Academy Cellar Operations NZ Wine Industry	27.06.23	28.06.23	280623	01 January 2024
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Rationale: New Trades Academy course to replace WNE310 Trades Academy Winemaking Processes and Procedures Year 1. This TA course will be offered every 2nd year alternating with WNE305. Increased flexibility of TA programme as no longer any pre-requisites. Benefit to learners of enabling classes to be run together, allowing for better suited class sizes, combined field trips, and therefore increased industry engagement.

Description: Do not include us 29246 from previous course as now in WNE305.

WNE304 TRADES ACADEMY CELLAR OPERATIONS NZ WINE INDUSTRY

Version	tbc
Effective from:	01 January 2024
Previous Version	n/a

NMIT Credits	20
Level	3
EFTS	0.175
Teaching hours	154
Workplace learning hours	0
Total Learner managed hours	46
Total hours of learning	200

Pre-requisites:	N/A
Co-requisites:	N/A
Course Aim:	To provide learners with an introduction to the New Zealand wine industry and a range of skills required in day to day wine cellar operations.
Indicative Curriculum	<ul style="list-style-type: none"> NZ wine industry NZ wines Hazards and personal safety Legislation Winery logistics Cellar Operation equipment, gasses and chemicals Basic wine science

ASSESSMENT STANDARDS (OPTIONAL*)

ID number	Assessment Standard Title	Level	DAS Credits	Version No.	CMR
29239	Demonstrate knowledge of the New Zealand wine industry and New Zealand wines.	3	6	1	0013
29242	Demonstrate knowledge of hazards, legislation, and personal safety in commercial wine cellar operations.	3	6	1	0013
29241	Demonstrate knowledge of equipment, gasses, and chemicals used in a commercial wine cellar operation.	3	8	1	0013
Total DAS Credits Available:			20		

*Unit standards are optional and not required for successful completion of the course

WNE305 Cellar Operations Winemaking Operations	27.06.23	28.06.23	280623	01 January 2024
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Rationale: New Trades Academy course to replace WNE321 Trades Academy Winemaking Processes and Procedures Year 2. This TA course will be offered every 2nd year alternating with WNE304. Increased flexibility of TA programme as no longer any pre-requisites. Benefit to learners of enabling classes to be run together, allowing for better suited class sizes, combined field trips, and therefore increased industry engagement.

Description: Replaced 29248 with 29246 (from previous course) to better streamline between years 1 and 2.

WNE305 TRADES ACADEMY CELLAR OPERATIONS WINEMAKING OPERATIONS					
Version			tbc		
Effective from:			01 January 2024		
Previous Version			n/a		
NMIT Credits			24		
Level			3		
EFTS			0.175		
Teaching hours			154		
Workplace learning hours			0		
Total Learner managed hours			86		
Total hours of learning			240		
Pre-requisites:		N/A			
Co-requisites:		N/A			
Course Aim:		To provide learners with an introduction to red and white winemaking processes and skills and knowledge to work effectively in a wine cellar team.			
Indicative Curriculum		• Winemaking procedure • Winemaking processes • Working in a cellar operations team • Fermentation		• Basic fermentation science • Making additions to wine • Fining and finishing wine • Wine stabilisation	
ASSESSMENT STANDARDS (OPTIONAL*)					
ID number	Assessment Standard Title	Level	DAS Credits	Version No.	CMR
29240	Demonstrate knowledge of winemaking processes and procedures.	3	6	1	0013
29244	Work effectively within a team in a commercial wine cellar operation.	3	5	1	0013
29246	Make additions and add finings to wine and/or juice in a commercial wine cellar operation.	3	8	1	0013
29252	Perform basic fermentation operations in a commercial wine cellar operation.	3	5	1	0013
Total DAS Credits Available:			24		
*Unit standards are optional and not required for successful completion of the course					
WNE321 Trades Academy Winemaking Processes and Procedures		27.06.23	28.06.23	280623	01 January 2023
<p>Rationale: New Trades Academy course to replace WNE320 Trades Academy Winemaking Processes and Procedures Year 2. WNE320 was designed based on an old model, when ML Boys College ran a wine school. This is no longer in operation, and in 2023 would mean we need to teach a pre-requisite to 2 students only. We cannot do this. Have therefore removed the pre-requisite (after consultation with schools). New course WNE321 will only run in 2023, before being updated to WNE305 starting in 2025.</p> <p>Description of changes from previous course:</p> <ul style="list-style-type: none">- Remove Year 2 from the title- Remove US29245 from the course (10 credits)- Reduce overall credits to 21, and total learner managed hours to 56- Remove pre-requisite WNE310- Update indicative curriculum					

WNE3210 TRADES ACADEMY WINEMAKING PROCESSES AND PROCEDURES YEAR-2

Version Effective from:	181021tbc 01 January 20222023
Previous Version	NA181021
NMIT Credits	3121
Level	3
EFTS	0.175
Teaching hours	154
Workplace learning hours	0
Total Learner managed hours	15656
Total hours of learning	310210
Pre-requisites:	N/A WNE310 Trades Academy Winemaking Processes and Procedures Year 1
Co-requisites:	N/A
Course Aim:	To provide learners with an introduction to red and white winemaking processes and skills and knowledge to work effectively in a wine cellar team.
Indicative Curriculum	<ul style="list-style-type: none"> Winemaking processes and procedure Working in a cellar operations team Vineyard technology Cellar operations Wine transfer Tank mixing Fermentation Bottling technology Vine propagation

ASSESSMENT STANDARDS (OPTIONAL*)

ID number	Assessment Standard Title	Level	DAS Credits	Version No.	CMR
29240	Demonstrate knowledge of winemaking processes and procedures	3	6	1	0013
29244	Work effectively within a team in a commercial wine cellar operation	3	5	1	0013
29245**	Transfer wine in a commercial wine cellar operation	3	10	1	0013
29248	Carry out tank mixing in a commercial wine cellar operation	3	5	1	0013
29252	Perform basic fermentation operations in a commercial wine cellar operation	3	5	1	0013
Total DAS Credits Available:			3121		

*Unit standards are optional and not required for successful completion of the course

**Critical Health and Safety Pre-requisite Standard 29241 must be successfully completed before commencing 29245

CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

NZ Diploma in Interior Design (Residential) L5	n/a	24.07.23	19103	20 February 2023
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Rationale: New 14aiako teaching these courses. Retrospective change to courses delivered in Semester 1 to align with information communicated to ākonga. They believed there was only one assessment and therefore handed in one piece of final work. In both DIN502 and DIN504 there are strong connections between the assessments so gathering evidence and submitting a final portfolio of work at the end of the course is an authentic assessment.

Changes to assessment weightings for Semester 2 courses DIN505 and DIN506 to align with revised assessment briefs and course outlines.

Summary of changes: Update to assessment information in course descriptors to align with course outlines provided to ākonga. Added 50% overall as Pass Criteria for all courses.

Description of changes

Error correction added 50% overall as Pass Criteria for DIN502, DIN503, DIN504, DIN505, DIN507, DIN508

DIN502 Design History				
Basis of assessment	Achievement			
Assessment	Assessment Method	Learning Outcomes	Weighting	Pass Criteria
	Assessment 1	1 - 3, 2	10050%	n/a50% overall
	Assessment 2	1, 3	50%	n/a

DIN504 Design Construction				
Basis of assessment	Achievement			
Assessment	Assessment Method	Learning Outcomes	Weighting	Pass Criteria
	Assessment 1	1, 2	50100%	50% overall n/a
	Assessment 2	2	50%	n/a

DIN505 Interior Design Studio				
Basis of assessment	Achievement			
Assessment	Assessment Method	Learning Outcomes	Weighting	Pass Criteria
	Assessment 1	1	560%	50% overall n/a
	Assessment 2	2	540%	n/a

DIN506 Design Specification				
Basis of assessment	Achievement			
Assessment	Assessment Method	Learning Outcomes	Weighting	Pass Criteria
	Assessment 1	1	6050%	50% overall
	Assessment 2	2	4050%	

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

Maritime Operations – Skipper Restricted Limits	17.07.23	19.07.23	15102 211021	01 January 2022
<p>Rationale for change/s: US12310 v5 expired end of 2022 and v6 had not been pre-moderated in time for deliveries running into 2023. Ākonga assessed against the learning outcomes continue to meet all GPOs mapped to this course and MNZ licencing requirements.</p> <p>US will be removed for 2023 delivery with NZQA Type 2 change</p> <p>Description of changes: EXT302 Fire Extinguisher Training and Fire Prevention. US12310 made an optional unit standard for 2022 delivery.</p>				

FOUNDATION STUDIES

Vocational Pathways (NCEA Level 2) (Service Industries)	17.07.23	19.07.23	22100	07 February 2023
<p>Rationale for change/s: Materials for latest version of US not updated by ITO in time for delivery.</p> <p>Description of changes: VSR204 Outdoor Education for Sport, Recreation and Coaching. Unit standard 431 version change (to v6)</p>				

PRIMARY, FOOD & ENVIRONMENTAL INDUSTRIES

Kaitiaki Whenua Trainee Ranger	17.07.23	19.07.23	18103	17 July 2023																																																	
Rationale for change/s: Rollover updates, unit standard version changes. 6916 made optional due to version change to 6917 that means LO and GPO all met)																																																					
Description of changes:																																																					
<ul style="list-style-type: none">Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maiorooro Educational Regulatory Framework replace the NMIT Academic Statute.																																																					
Programme Regulations:																																																					
<ul style="list-style-type: none">Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maiorooro 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 MaiorooroSection 2.7 updated with version information for units 6916, 6917(v9) 3285, 3286 and 3287 (v5)Update of section 5.1 to clarify assessment mapping information.Update graduate profile mapping table to reflect optional unit standard status for 6916																																																					
Course Descriptors:																																																					
<ul style="list-style-type: none">CIC201 FIRE AND CHAINSAWS: Update US 6916 and 6917 to version 9. 6916 made optional. Update US 3285, 3286 and 3287 to V5 of the unit standards.																																																					
<table><tr><th colspan="6">Schedule of Assessment Standards</th></tr><tr><th>Unit Std</th><th>Full Unit Standard Title</th><th>Level</th><th>NZQF DAS Credits</th><th>Version No.</th><th>CMR</th></tr><tr><td>3285</td><td>Demonstrate knowledge of working safely at vegetation fires Demonstrate knowledge of protection of personal safety at vegetation fires</td><td>3</td><td>3</td><td>45</td><td>039</td></tr><tr><td>3286</td><td>Demonstrate knowledge of the use of hand tools and construct a fire line to control vegetation fires Control vegetation fire using dry firefighting techniques</td><td>3</td><td>3</td><td>45</td><td>039</td></tr><tr><td>3287</td><td>Use firefighting deliveries to suppress vegetation fires Suppress vegetation fires with water and with water with additives</td><td>3</td><td>3</td><td>45</td><td>039</td></tr><tr><td>6916*</td><td>Demonstrate knowledge of the Approved Code of Practice rules relating to chainsaw use</td><td>2</td><td>5</td><td>89</td><td>173</td></tr><tr><td>6917</td><td>Demonstrate basic chainsaw operation</td><td>2</td><td>812</td><td>89</td><td>173</td></tr><tr><td colspan="3">Total DAS Credits in the Course</td><td>2122</td><td></td><td></td></tr></table>						Schedule of Assessment Standards						Unit Std	Full Unit Standard Title	Level	NZQF DAS Credits	Version No.	CMR	3285	Demonstrate knowledge of working safely at vegetation fires Demonstrate knowledge of protection of personal safety at vegetation fires	3	3	45	039	3286	Demonstrate knowledge of the use of hand tools and construct a fire line to control vegetation fires Control vegetation fire using dry firefighting techniques	3	3	45	039	3287	Use firefighting deliveries to suppress vegetation fires Suppress vegetation fires with water and with water with additives	3	3	45	039	6916*	Demonstrate knowledge of the Approved Code of Practice rules relating to chainsaw use	2	5	89	173	6917	Demonstrate basic chainsaw operation	2	812	89	173	Total DAS Credits in the Course			2122		
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<i>*This unit standard is not required for successful course completion. It is not part of the 2023/2024 delivery of the programme.</i>																																																					

IISMA Horticulture and IISMA Aquaculture	17.07.23	19.07.23	190723	17 July 2023
<p>Rationale: Creation of a series of self-funded short courses for delivery in Semester 2 2023 via the IISMA (Indonesian International Student Mobility Awards) cohort of ākonga from Indonesia. Courses are based on current approved courses from Bachelor of Aquaculture and Marine Conservation, NZ Dip in Horticulture Production L5, Bachelor of Viticulture and Wine and NZ Dip in Primary Industries Business Management L5. Courses have been modified for the specific ākonga group.</p> <p>Description:</p> <ul style="list-style-type: none"> PIA501 Aquatic Life Support Systems and Animal Husbandry – 15 credits, Level 5 (based on AMC501) PIA502 Āronga Māori and Aquaculture Principles – 15 credits, Level 5 (based on AMC503) PIA503 Te Tai Ao and Environmental Management – 15 credits, Level 5 (based on AMC505) PIA504 Health, Safety and Wellbeing – 15 credits, Level 5 (based on PIB505) PIH501 Tāne rāua ko Rongo and Plant Science – 15 credits, level 5 (based on BVW504) PIH502 Soils, Water and Nutrient Management – 15 credits, level 5 (based on HPW504) PIH503 Weather and Plant Protection – 15 credits, level 5 (based on HPW503) PIH504 Environment and Sustainability – 15 credits, level 5 (based on PIB504) 				

50/23 RESOLVED that the Course and Programme Changes be endorsed.

CARRIED

Academic Committee Action List – 9 to 11 August 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	Report back 6.9.23	Deferred
Action Items 19.7.2023 – Open					
2	2.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	9.8.2023	Completed
3	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	6.9.2023	
4	3.3	Programme Summary (New and Discontinued) New Zealand Diploma in Web Design and Development Advise NZQA Risk Team, following submission of discontinuation request to NZQA Approvals and Accreditation Team	Kim Davies	6.9.2023	
5	3.5	NMIT Breach of Academic Integrity Procedure Update the NMIT Breach of Academic Integrity Procedure to note that a holistic approach is to be used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments section	Jackie Rees	6.9.2023	Completed
6	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	6.9.2023	
Action Items 19.7.2023 – Open					
7	7.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	9.8.2023	Completed
Action Items 9 to 11.8.2023-E-vote					
8	1.1 1.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	9.8.2023	Completed

[Back to agenda](#)

Item 2.2 Action Items of Academic Committee for review

	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	Report back 6.9.2023	Deferred
Action Items 19.7.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	6.9.2023	
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5	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	6.9.2023	

[Back to agenda](#)

Item 2.3 Correspondence Schedule for receipt/endorsement

Inwards for receipt

1.	Te Pūkenga	18.07.23	MCD approval to discontinue of version 21292-2 of our programme leading to the award of version 1 of the NZ Diploma in Web Development and Design L5.
2.	Competenz	19.07.23	Revised Programme Documentation for NZC Mechanical Engineering Level 3 including NMIT as delivery site. NZQA approval of Type 2 changes to deliver version 2 of qualification.
3.	Te Pūkenga	24.07.23	Approval to deliver Unified NZ Diploma in Primary Industries Business Management (Level 5)
4.	NZQA	01.08.23	Notification of Consistency Review for 2459 –NZ Diploma in Business (Level 5) with strands in Accounting, Administration & Technology, Human Resource Management, Leadership & Management, Marketing & Sales & Project Management – 24.10.23
5.	Te Pūkenga	25.08.23	MCD Request to proceed with Type 2 changes to Maritime Operations – Skipper Restricted Limits programme [118033], to remove unit standard 12310.

Outwards for endorsement

6.	B Hannigan	19.7.23	KD on behalf of AC – acknowledgement of AC resignation
7.	L Robinson	19.7.23	KD on behalf of AC – acknowledgement of AC resignation
8.	NZQA	31.07.23	Degree Self-Assessment Reports: <ul style="list-style-type: none"> • Bachelor of Viticulture and Winemaking • Bachelor of Social Work • Bachelor of Computer Generated Imagery • Bachelor of Aquaculture and Marine Conservation Postgraduate Diploma in Sustainable Aquaculture
9.	NZQA	02.08.23	Degree Monitoring Reports: <ul style="list-style-type: none"> • Bachelor of Career Development / Graduate Certificate in Career Development Bachelor of Commerce / Master of Applied Management
10.	NZQA	07.08.23	2452 NZ Certificate in Business (Administration and Technology) (L3) Consistency Review Summary Report / Evidence – eCampus
11.	NZQA	08.08.23	2452 NZ Certificate in Business (Administration and Technology)(L3) Consistency Review Summary Report / Evidence – NMIT
12.	NZQA	08.08.23	2022 External Moderation Action Plan – Progress Report
13.	Te Pūkenga	25.08.23	MCD Approval to proceed with Type 2 changes to Maritime Operations – Skipper Restricted Limits programme [118033], to remove unit standard 12310.

[Back to agenda](#)

Item 3.1 Quality Enhancement Manager Summary Report for information

From: Team Leader – Quality Enhancement Manager (QEM)
To: Academic Committee
Date: 30 August 2023
Subject: Item 3.1 QEM Summary Report

3.1a 2023 Consistency Review Update tabled for information

- NZ Certificate in Business (Administration and Technology) (L3) Consistency Review 22.08.2023. On-campus delivery presentation did not go ahead due to sickness. NMIT will receive a Not Sufficient rating. The eCampus delivery is submission only but may be questions from NZQA evaluators. Nothing received as yet
- NZ Diploma in Business (Level 5) Consistency Review confirmed 24.10.2023. Summary report due 10.10.2023. On-campus and eCampus delivery.

3.1b The Learner Voice Report tabled for information

Report originally tabled Academic Standards and Quality Committee meeting 28.8.2023 (as at 22.08.2023)

Academic Standards and Quality Terms of Reference

Receive and monitor compliance and effectiveness of quality assurance processes, e.g. programme approvals, programme review, degree monitoring, consistency reviews, **student feedback** and self-assessment.

Te Pūkenga - NMIT has designed and initiated numerous processes and procedures to enable the capturing of the Learner Voice.

Please see **Appendix : Data** for the collation of Semester 1 information relating to the following:

- Learner Voice Plans
- Course and Tutor Surveys
- [Te Pūkenga Learner Surveys - Updated](#)
- [Graduate Destinations Survey - Updated](#)
- Student Representatives

Planned actions:

- Replace the Graduate Destination Survey with an annual Graduate Profile Outcome (GPO) Survey. In time this will negate the need for multi-year GPO Surveys when Consistency Reviews are scheduled. **To progress from September 2023**
- Theme Te Pūkenga Learner Surveys (November 2022 / June 2023) – free-text comments. Continue with November 2023 survey outcomes to demonstrate trends. **Complete**
- Identify the areas for improvement, the actions put in place, and the impact of completed actions in response to Course and Tutor Surveys. **In progress**
- Further drill down to Curriculum areas for Te Pūkenga Learner Surveys and GDS, including trends over time. **Complete**

For discussion:

- Findings of the Semester 1 Learner Feedback processes
- What additional actions are required in response to identified Areas of Improvement?
- What other reporting on Learner Feedback processes would the Committee like to see?
- What further analysis / detail does the Committee want to see reported?

Recommendation:

- Report compliance and effectiveness of Learner Feedback processes twice per year (July /December)

APPENDIX: DATA

Learner Voice Plans (LVPs)

Developed for each programme delivery and are a combination of several methods, used within the Curriculum Area, for capturing the Learner Voice.

As a minimum LVPs need to include Course & Tutor Surveys, Progress Conversations/ILPs, and Student Representative Meetings. Focus Groups, GPO surveys (for Consistency Reviews) should be captured if possible.

The plans are created based on the unique features and requirements of individual programmes and take into account course start and end dates, so that feedback loops may be completed.

Due date for completed / signed LVPs – 20 March each year.

2023 LVPs

15/19 complete, including sign-off

3/19 require sign off (Foundation Studies, English Language, Mātauranga Māori)

1/19 still to be completed (Adventure Tourism and Conservation)

Course and Tutor Surveys

Insights: Course delivery and design, accessibility and quality of online and physical resources, engagement, aspects of the kaiako teaching / facilitation of the course/s.

Planned vs Completed – S1 2023

Curriculum Area	No. Planned (S1 2023)	No. Completed (S1 2023) (PowerBI*)	% Completed
Applied Business	29	23	79%
Creative, Technologies and Service Industries	31	24	77%
Engineering, Construction, and Infrastructure	49	58	118%
Foundation Studies	27	11	41%
Health and Wellbeing	17	14	82%
Mātauranga Māori	20	23	105%
Primary, Food and Environmental Industries	19	10	53%
TOTAL	192	163	85%

*Curriculum Area Managers receive results via SharePoint –a slight lag with the PowerBI reports

Response Rates

Curriculum Area	Response rate 2023 (S1)	Response rate 2022 (Full Year)
Applied Business	41%	50%
Creative, Technologies and Service Industries	60%	66%
Engineering, Construction, and Infrastructure	85%	79%
Foundation Studies	54%	49%
Health and Wellbeing	62%	63%
Mātauranga Māori	44%	24%
Primary, Food and Environmental Industries	26%	50%
OVERALL	63%	55%

	Equal or above compared to 2022
	Between 1-5 below compared to 2022
	Greater than 5 below compared to 2022

Comparison of feedback 2023 (S1) vs 2022 (Note: Free text comments provided directly to CAMs)

Curriculum Area	Q1. The expectations of the course are clear				Q2. The tutor is organised for classes				Q3. The feedback from the tutor helps me know what I am doing			
	% Agree		% Disagree		% Agree		% Disagree		% Agree		% Disagree	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
Applied Business	100	100	0	0	100	97	0	3	99	97	1	3
Creative, Technologies and Service Industries	84	90.5	16	9.5	90.5	91	9.5	9	87	91	13	9
Engineering, Construction, and Infrastructure	98	89	2.0	11	97	89	3	11	97	92	3	8
Foundation Studies	100	95	0	5	98.5	100	1.5	0	100	97	0	3
Health and Wellbeing	83.5	97	16.5	3	88.5	98	11.5	2	87.5	97	12.5	3
Mātauranga Māori	95	85.5	5	14.5	98.5	90	1.5	10	94	92	6	8
Primary, Food and Environmental Industries	93	100	7	0	93	100	7	0	87	100	13	0
OVERALL	93.5	93	6.5	7	95	94	5	6	94	94	6	6

Curriculum Area	Q4. The tutor engages me in my learning				Q5. The tutor assists me in achieving a high level of effort in my learning				Q6. The tutor respects my culture *			
	% Agree		% Disagree		% Agree		% Disagree		% Agree		% Disagree	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
Applied Business	100	97	0	3	99	97	1	3	89	63	3	14
Creative, Technologies and Service Industries	84	91.5	16	8.5	84	91	16	9	69	54	1.5	4
Engineering, Construction, and Infrastructure	97	90	3	10	97	94	3	6	68	57	1	4
Foundation Studies	100	98.5	0	1.5	98.5	97	1.5	3	89	70	0	6
Health and Wellbeing	89	96	11	4	87.5	95	12.5	5	75	76	2	3.5
Mātauranga Māori	98.5	95	1.5	5	98	90	2	10	94	94.5	1	1
Primary, Food and Environmental Industries	80	100	20	0	80	100	20	0	47	76	13	0
OVERALL	94	94	6	6	94	94	6	6	77	70.5	1.5	4

* N/A is also an option

	Equal or above compared to 2022
	Between 1-5 below compared to 2022
	Greater than 5 below compared to 2022

Te Pūkenga Learner Surveys (November 2022 / June 2023) - Updated

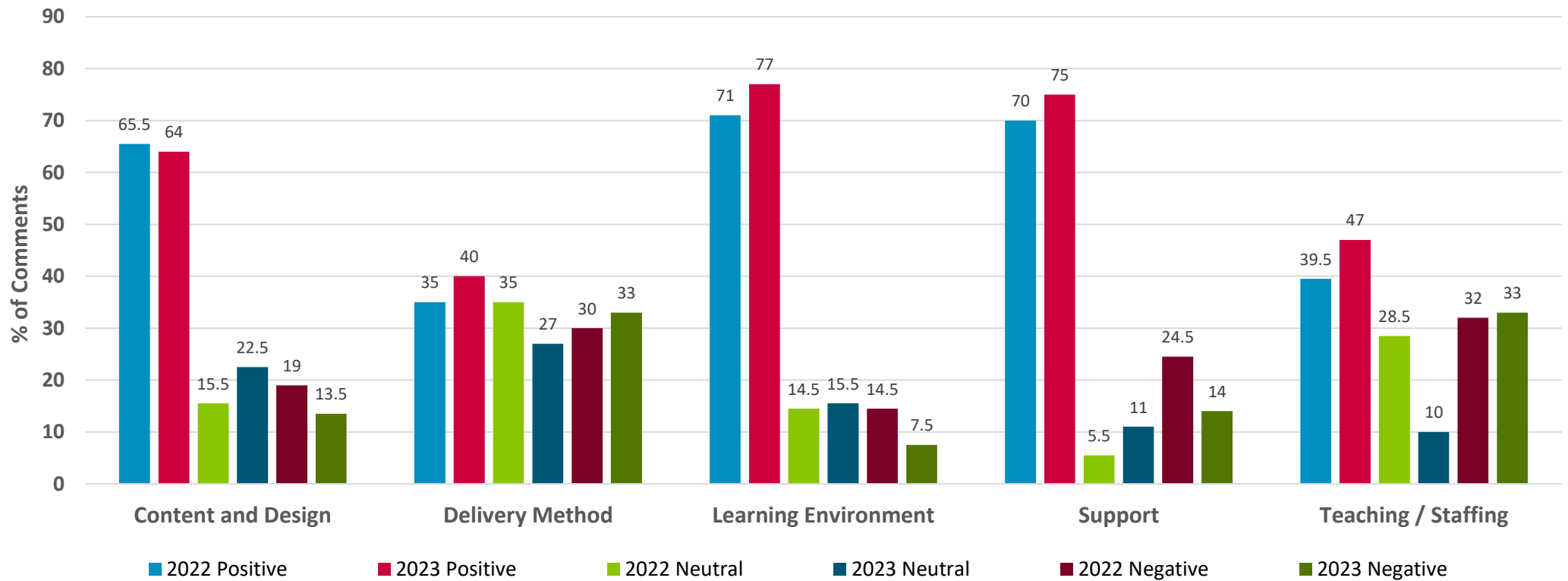
Insights: Ākonga overall satisfaction, Net Promoter Score (recommend to other potential ākonga), overall ākonga wellbeing (specific Pastoral Code of Practice outcomes and processes for ākonga safety and wellbeing).

	November 2022		June 2023 (preliminary)	
	NMIT	ALL	NMIT	ALL
No. Respondents	459	14,423	562	
Response rate	18.8%	14.6%	24.0%	
Net Promoter Score	+13.1	+23.7	+14	
Wellbeing, overall agreement	87.5%	88.6%	89%	
Experience, overall agreement	86.5%	89.1%	87%	

Curriculum Area	Response rate (%)		NPS		Wellbeing - overall agreement		Experience - overall agreement	
	2022	2023	2022	2023	2022	2023	2022	2023
Applied Business	19.9	26.1	+5	-12.7	93.3	87.35	81.7	77
Creative, Technologies and Service Industries	23.5	23.7	-15.7	+8.9	82.4	94.1	76.5	85.3
Engineering, Construction, and Infrastructure	19.4	20.3	-16.3	+23.3	89.8	95	71.4	95
Foundation Studies	20.8	20.6	+31	+60	89.7	95	89.7	100
Health and Wellbeing	24.2	26.3	+11.8	-1.2	91.2	90.9	93.1	79.9
Mātauranga Māori	24.0	30.9	+39.1	+51.6	95.7	96.8	94.2	100
Primary, Food and Environmental Industries	16.3	20.2	+14.4	+17.1	85.7	94.3	84.1	91.43
OVERALL	18.8%	24.0%	+13.1	+14	87.5%	89%	86.5%	87%

	Equal or above compared to 2022
	Between 1-5 below compared to 2022
	Greater than 5 below compared to 2022

Te Pūkenga Learner Survey 2022 / 2023 Net Promoter Score (NPS) comments



Graduate Destinations Survey (GDS) (June / July and August / September) - Updated

Insights: Overall preparedness for employment/further study, confidence against attainment of Graduate Profile, employment outcomes, skills applied from qualification, future study, overall satisfaction, consent to contact employers, and consent to contact individual graduates for future communications.

Response Rates

Reporting Year	No. Graduates	No. Respondents	Response Rate
2021 (2020 graduates)	1127	369	33%
2022 (2021 graduates)	1144	350	31%
2023 (2022 graduates) S1	1068	192	18%
AVERAGE			27%

Curriculum Area	No. Respondents		
	2021 (2020 graduates) + Response Rate	2022 (2021 graduates) + Response Rate	2023 (2022 graduates) + Response Rate
Applied Business	111 (33%)	78 (37%)	13 (20%)
Creative, Technologies and Service Industries	51 (29%)	52 (32%)	22 (18%)
Engineering, Construction, and Infrastructure	64 (25%)	51 (19%)	39 (14%)
Foundation Studies	13 (15%)	11 (13%)	7 (9%)
Health and Wellbeing	69 (49%)	68 (52%)	33 (32%)
Mātauranga Māori	21 (35%)	44 (32%)	24 (18%)
Primary, Food and Environmental Industries	40 (44%)	46 (22%)	54 (11%)
OVERALL	369	350	192

Curriculum Area	My qualification prepared me well for work (%)			My qualification has helped my career progress (%)			My qualification has improved my chances of getting a job (%)		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Applied Business	73	81	92	66	81	92	65	79	62
Creative, Technologies and Service Industries	75	63	50	75	60	55	71	75	82
Engineering, Construction, and Infrastructure	84	86	82	84	80	74	88	86	77
Foundation Studies	69	64	86	77	55	100	77	73	71
Health and Wellbeing	86	85	70	88	82	82	78	87	91
Mātauranga Māori	67	77	88	48	57	75	48	59	67
Primary, Food and Environmental Industries	88	91	96	83	78	69	85	85	72
OVERALL	79%	80%	82%	75%	74%	74%	74%	79%	76%

	Equal or above compared to 2022
	Between 1-5 below compared to 2022
	Greater than 5 below compared to 2022

In addition to the GDS, when a Consistency Review is scheduled, the following (qualification specific) surveys are also carried out:

- Graduate Profile Outcome Survey
- Employer Survey
- Next Level Tutor Survey

Student Representatives – No. per Curriculum Area / Campus (S1 2023)

Curriculum Area	Nelson	Richmond	Marlborough	Woodbourne
Applied Business	5		1	
Creative, Technologies and Service Industries				
• Arts and Media	15			
• Information Technology	4			
• Service Industries	5		2	
Engineering, Construction, and Infrastructure				
• Aviation Engineering				9
• Engineering and Construction	10	2	2	
• Maritime	2			
Foundation Studies				
• English Language				
• Foundation and Pathways	2		2	
Health and Wellbeing				
• Fitness	2			
• Nursing	10		2	
• Social Sciences	13			
Mātauranga Māori	4		3	
Primary, Food and Environmental Industries	5			
• Aquaculture				
• Adventure Tourism and Guiding				
• Conservation		2		
• Horticulture		3	1	
• Viticulture			4	
OVERALL	77	7	17	9

[Back to agenda](#)

Item 3.2 Course and Programme Changes for endorsement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES				
HAI214 Trades Academy Hairdressing	01.08.23	02.08.23	020823	1 January 2024
Rationale for change/s: Expiring unit standard to be replaced for 2024 delivery. Description of changes: <ul style="list-style-type: none"> • Replace unit standard 1277 with 9677 				
BFT204 STAR Beauty Skills	01.08.23	02.08.23	020823	1 January 2024
New course: This course replaces BFT203 STAR Beauty - Fashion Trends. The original unit standard used in BFT203 was on fashion trends relating to the beauty industry. This is no longer a focus of the course. Therefore, the course title and aim was changed.				
HTA304 Trades Academy Hospitality – Culinary Arts	14.08.23	18.08.23	180823	1 January 2024
Rationale for change/s: Expiring unit standard versions, change to latest versions for 2024 delivery. Curriculum Area in contact with WDC, will purchase new assessment packs in the next three months or before the unit expires. Brief description of change/s: Update expiring unit standard versions for 22234 and 30916.				
Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817]	01.08.23	02.08.23	08223	17 July 2023
Rationale for change/s: Review of courses for semester 2 delivery requested by Curriculum Area: Updates to assessments for several courses, LO error correction SEC602, remove 40% minimum pass for assessments at Level 6 and 7, amend course completion requirements and add resits/resubmissions to Special Assessment Circumstances. Description of changes: <ul style="list-style-type: none"> • Assessment changes in courses DAT502, SDV502, SYD502, WEB504, WEB502, SEC602, NET701 • Error correction of Learning Outcomes in course SEC602 (LO 3,4, & 5) • Add 'Meet all Learning Outcomes' to course descriptors at Level 5 • Remove 40% minimum pass for all assessments • Amend resit/resubmission to one available for each genuinely attempted assessment 				
ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE				
MEA212 Trades Academy Mechanical Engineering	01.08.23	02.08.23	020823	1 January 2024
Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery. Description of changes: Change of course code and title, replacement of unit standard 29730 with 2433 and 2436, update of unit standard 21684 to latest version 3, credit change to 21 credits, re-mapping of assessments to LOs and unit standards <ul style="list-style-type: none"> • Remove unit standard 29730 • Update unit standard 21684 to version 3 • Add unit standards 2433 and 2436 				
NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication	14.08.23	18.08.23	18101	17 July 2023
Rationale for change/s: Correction of error in Toi Ohomai's original programme document, recently changed by Toi Ohomai as Type 1 error correction. Description of changes: <ul style="list-style-type: none"> • Update of Programmes Regulations. New version 18101 • Course CFE421 Welding Processes FCAWgs 1 (Steel All Positions): Error correction of LO 1 and LO 2, as well as Indicative Content. • No change to Course Aim or LO mapping. 				
HEALTH AND WELLBEING				
HSE202 Trades Academy Sport and Exercise	01.08.23	02.08.23	020823	1 January 2024
Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery. Description of changes: <ul style="list-style-type: none"> • Remove unit standard 7038 • Update unit standard 21649 to version 3 • Add unit standard 22768 				

[Back to agenda](#)

Item 4.1 Academic Integrity Team Leader Summary Report

From: Academic Integrity Team Leader
To: Academic Committee
Date: 29 August 2023
Subject: Item 4.1 Academic Integrity Team Leader Summary Report

4.1.1. Unified Programmes

The A&Q team worked closely with curriculum teams to review and provide feedback for stakeholder consultation on five programmes currently delivered by NMIT which will be unified for 2024.

Common feedback themes were:

- Ensure admission provisions relate to requirements for completion of the programme of study rather than requirements for licencing post completion eg MNZ
- Ensure Learning Outcomes include level and subject appropriate verb, content and context and are measurable. Avoid using language taken directly from GPO statements.
- Ensuring that learning outcomes and indicative content are generic enough to allow national consistency but also allow viable regional contextualisation and delivery
- Are selected delivery modes appropriate for the programme of study? eg Extramural for Maritime programmes
- Delivery teams provided more subject specific feedback, along with indicative delivery information (teaching hours, work placement hours and self-directed hours and delivery weeks) and kaiako information to be included in the NZQA application documentation.

Need to ensure that delivery teams share consultation documentation with key internal kaimahi who may wish to provide feedback eg International, Marketing, Oritetanga and Maori Relationships; Learner Services; Information and Enrolments; Finance; Facilities as per direction from Te Pūkenga.

Consultation Documents were provided to the Academic Standards and Quality Committee for information.

4.1.2. Other unification:

Last Date for Assessment extension requests made by Te Pūkenga have been approved for the following qualifications which had previously been 31 December 2023.

- | | |
|--|----------------------------------|
| - NZ Cert in Manaaki Marae L2 | LDA extended to 31 December 2024 |
| - NZ Cert in Study and Career Preparation L4 | LDA extended to 31 December 2024 |
| - NZ Dip in Animation L5 | LDA extended to 31 December 2025 |
| - NZ Dip in Animation L6 | LDA extended to 31 December 2025 |
| - NZ Dip in Arts and Design L5 | LDA extended to 31 December 2025 |
| - NZ Dip in Arts and Design L6 | LDA extended to 31 December 2025 |

NZ Cert in Cellar Operations L4 Last Date for Assessment 31 Dec 24 but Last Date for Entry 31 Dec 23, we are working with the Ako Network Director to request a change to the Last Date for Entry to allow us to deliver our current programme in 2024 pending development of a new programme leading to NZ4553 the replacement NZ Cert in Cellar Operations L4 qualification.

NZ Cert in Domestic Maritime Operations L4 LDA 31 Dec 23 missed from original LDA extension request sent to WDC. Exploring options including Type 2 change or requesting delivery site accreditation for MIT programme leading to version 2.

4.1.3. Academic General

Matters for Central Decision Making Requests for Approval: we have a number of requests with Te Pūkenga to be followed up due to lengthy turnaround time.

Seeking clarification on fee setting for Provider Led unifications and Delivery Site Accreditation where different sites may be charging different fees. Recent example with NZ Cert in Horticulture (Wine Growing) L4 where EIT deliver with zero fees and NMIT was unsuccessful in its request to match.

Finance working to clarify as we have another Provider Led unification for NZ Cert in Mechanical Engineering L3 for delivery from January 2024. Raises concerns about equity of access for ākonga if fee differentials exist between delivery sites. [Noting that our Site Accreditation application is still to be approved by NZQA]

4.1.4. Academic Development

WBL-SDR courses for Off-job training delivery. Request from Te Pūkenga to modify courses delivered for BCITO, MITO, Competenz and HITO to allow better alignment between information reported in the (Single Data Return) SDR and the (Industry Training Register) ITR submitted by WBL Business Divisions.

Thirty four new self-funded courses created with ākonga being transferred from existing approved self-funded courses. Due to time constraints posed by August SDR submission, courses have been set up based on a Master spreadsheet containing key information. Course Descriptors developed and submitted to committee for endorsement in at a later time.

Academic Development Status Report as at 1 September 2023

Title	Ac Dev Type	Development status	Comments
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Red – Needs Urgent Resolution

Community Living Micro-credentials	New MC x 4	Awaiting MCD approval	MCD with Te Pūkenga since mid-July. Kim will escalate. KD has met with TP MC team and WDC in effort to get TEC indication of funding support. Decision with Ako Network Director. KD to follow up and escalate
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Orange – At Risk

NZC Horticulture Production L4	Site Accreditation	In development	For October 2023 start. Fees Free has been declined. Further issues confirming fee setting if “out of cycle” to be resolved. Finance to confirm.
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Green – Development on track

Skipper Restricted Limits	Type 2	Type 2 to ASQ	Urgent for Sem 1 2023 delivery. Retrospective. Removal of US 12310. MCD approved.
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	Few enrolments for Sem 2 2023, may be withdrawn. Delivery info confirmed. NZQA approved. Course resources shared by Otago. August 2023 start. Enrolment transfers?
NZC Business (FLM) L4	Unified TP	Ebs setup complete	30 Oct start. Costing to be confirmed for online delivery to Pacific Fisheries Officers. Modify previous eCampus material to align with new unified programme.
NZC Hairdressing L3	Unified TP	Ebs setup complete	Delivery hours and weeks confirmed. Curriculum team confirm delivery from Sem 1, 2024. NZQA approved
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 Hairdressing (Professional Stylist) L4	Unified TP	NZQA approved	Curriculum team have confirmed no delivery in 2024. Confirm initial delivery hours and weeks to allow TEC approval to progress in readiness for 2025 delivery.

NZC Mechanical Engineering L3	Unified PL	Awaiting approval to deliver	Site accreditation application sent to Toi Ohomai 23 June. Toi Ohomai PoS, Type 2 changes (leading to v2 of qual) approved. Sem 1, 2024. Query with Finance re fee setting
China Partners Short Course	Short Course	ASQ next	MCD approved. Proposed short course for cohorts of visitors from Chinese Partner Institutions such as HUT, non-assessed, FCR. Costing to be approved
Vocational Pathways (NCEA L2) (Service Industries)	Type 2	Scoping	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.
NZC Electrical Pre-Trade (Level 3)	Unified PL	Scoping MCD in draft	Wintec PoS, NMIT to apply for Delivery Site Accreditation for Sem 1, 2024
NZC Plumbing, Gasfitting and Drainlaying L3	Unified PL	Scoping MCD in draft	Unitec PoS, NMIT to apply for Delivery Site Accreditation for Sem 1, 2024
NZC Construction Trade Skills L3	Unified TP	Not to progress	Curriculum Team confirm will not progress proposal to add Allied Trades strand for 2024 delivery.
NZC Tourism L3	Unified TP	Ebs set up required	Curriculum team still to confirm we will deliver from Feb 2024.
Bachelor of Social Work (Level 7)	Unified TP	Awaiting NZQA/TEC approval	Documents to be resubmitted to NZQA by end August 2023. Awaiting revised NZQA/SWRB Panel date. For Sem 1 2024
Bachelor of Nursing (Level 7)	Unified TP	Awaiting NZQA/TEC approval	Documents to be resubmitted to NZQA by end August 2023. NZQA/Nursing Council Panel date confirmed for late November. For Sem 1 2024
NZC Construction Trade Skills L3	Unified TP	Consultation	Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Domestic Maritime Operations (Restricted Limits) L4 [SRL]	Unified TP	Consultation	Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Maritime (Crewing) - Level 3 [Superyacht]	Unified TP	Consultation	Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Marine Engineering Class 6 (L4)	Unified TP	Consultation	Consultation feedback closed 9 August. For delivery Sem 1, 2024
NZC Marine Engineering Class 5 (L5)	Unified TP	Consultation	Consultation feedback closed 9 August. For delivery Sem 1, 2024
Master of Applied Science	Unified PL		NMIT will not deliver the full programme. Unitec will contract our kaiako. Need to determine how to capture ākonga in our systems to provide access, timetabling etc
Te Reo L5 and 6	Site Accreditation	Scoping MCD in draft	Possible Ara L5-6 certificates combo. No existing capability at L6. No longer going ahead with SIT programme.
NZD Business L5	Unified TP	In delivery	Course development concurrent with delivery, on track to complete end October.
Bachelor of Accounting	Unified TP	In delivery	Course development concurrent with delivery, on track to complete end October.

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
NZD Horticulture Production L5	Site accreditation	In delivery	Otago Poly PoS. Course development to complete, in delivery order.

Recently Completed			
Applied Research Micro-credentials x 3	New Micro-cred.	Complete	TEC funding confirmed. Kaiako to be confirmed before delivery can commence.

Other			
NZD Web Development and Design L5	Discontinuation of version	Submitted to NZQA	Email request sent 16.08.23 with AC minute to discontinue 21292-2 of our programme. Response to NZQA Monitoring 2022 Audit and Risk administrative requirements.
NZC Aeronautical Engineering Pre-Employment Skills L3	Re-activation of accreditation	Approved by NZQA	Last cohort graduated Feb 2023. Preparation for proposed delivery in 2024.
Kia Haumarū! Kia Matatu! SafePlus MC	TEC Funding	Preparing application	Working with Te Pūkenga MCs team to prepare
He Ara Matatau SafePlus Assessor MC	TEC Funding	Preparing application	Working with Te Pūkenga MCs team to prepare
WBL-SDR Course Descriptors	New		To be completed following urgent set up of new self-funded courses for inclusion in the August SDR
NZC Cellar Operations L4	Type 2	LDE extension request required. Scoping	Move to v2 of qual. LDE extension request to WDC - currently 31 Dec 2023. LDA okay at 31 Dec 2025.
NZC Domestic Maritime Operations	Possible Type 2	Scoping	Either Type 2 change or Site Accreditation to delivery MIT's v2 of qual.
NZC Manaaki Marae L2	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZC Ngā Toi L3	Not delivering	Not progressing	LDA extension request declined. In order to deliver with need to make a Type 2 change to deliver v2 of qual. Not currently delivering due to Not Sufficient Consistency Review outcome.

NZC Study and Career Preparation L4	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZD Animation L5* (BCGI)	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZD Animation L6* (BCGI)	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZD Arts and Design L5* (BAM)	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZD Arts and Design L6* (BAM)	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.
NZC Cellar Operations L3	No need to progress	Not progressing	LDA extension approved by NZQA to allow delivery of our current programme in 2024.

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
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.

[Return to agenda](#)

Item 5.1 Academic Standards and Quality Committee Minutes for receipt

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
27 June 2023 at 10.00AM Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Silvia Gassebner, Alison Hart (left 10.50am), Sara Matthews, Camille Nicholls, Sharon Patterson (proxy for Julie Bytheway), Jackie Rees, Eddie Shields (on-line 10.23am), Robbie Stewart, Mary Woodward (Minute taker, non-voting)

Apologies: Kim Davies, Ren Stronach

In Attendance: Eleanor Upton (on-line 10.10am)

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- apologies received from Kim Davies, Ren Stronach
- rostered Programme Team Leads; Robbie Stewart and Sara Matthews were in attendance
- invited Academic Staff Member, Eddie Shields was in attendance.

2. Academic and Quality

2.1 Quality Enhancement Manager (QEM) Summary Report

2.1.1 Moderation Activity

It was noted:

- although the timeline for submitting 2023 AMPs for endorsement has passed there are still some conversations needed to take place around 2023 planned moderation activity
- for 2023 AMPs with only listed external activity the QEM is confident that internal 2023 moderation activity information is held elsewhere by the programme area.

2.1.1a 2023 Annual Moderation Plans tabled for endorsement

RESOLVED that these 2023 Annual Moderation Plans be endorsed:

- Adventure Tourism and Guiding
- Conservation Field Skills Training Skills Training Scheme
- Seafood Processing
- Kaitiaki Whenua Trainee Ranger Programme
- Apiculture
- Aquaculture
- Nursing
- Social Sciences
- Viticulture

Susannah Roddick / Sharon Patterson
CARRIED

2.1.1b External Moderation Reports tabled for receipt

RESOLVED that these External Moderation Reports be receipted:

- BCG503 He Tangata/Human Development and Psychology 22NN-FY
- BCG501 Te Timatanga/Introduction to Counselling 21NN-FY
- BCG601 Kaupapa Akoako Counselling Theory and Practice 21NN-FY
- CGI702 Advanced Modelling 22NN-T1
- AMC702 applied Marine Science 22NN-T1
- GSA801 Sustainable Aquaculture Practices 22NN-T1
- CPI201 Safe Practices 22ML-CS05B
- CPI202 Introduction to Primary Industries 22ML-CS05B
- ATG540 Advanced Rafting US31727 22NN-S1

- HSE202 US21649 v2 Apply knowledge of basic anatomy to the performance of sport skills 23NN-S1

2.1.1c External Moderation Reporting Spreadsheet tabled for information

It was noted that development of a Moderation Action Plan to address identified issues/themes is underway.

2.1.1d 2022 and 2023 External Moderation Summary – Events tabled for information

It was noted that Programme Teams were working hard to meet planned moderation activity.

2.1.2 2023-2024 Consistency Review Spreadsheet tabled for progress update

It was noted:

- 3766 New Zealand Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5) - final Sufficient rating received
- 2754 New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5) - Open Polytechnic will include the one eCampus 2019 graduate in their CR report
- 2612 New Zealand Diploma in Engineering (Level 6) - CR postponed until June 2024
- planning is underway for remaining scheduled 2023 CRs

2.1.3 2023 Degree-Monitoring and Monitoring Overview including outcome of micro-credential reviews Spreadsheet tabled for progress update

It was noted:

- draft 2023 monitoring reports received:
 - Bachelor of Viticulture and Winemaking – factual accuracy check completed
 - Bachelor of Arts and Media
- 2023 monitoring dates still to be confirmed:
 - Bachelor of Aquaculture and Marine Conservation / Postgraduate Diploma in Sustainable Aquaculture – possibly July
 - Bachelor of Computer Generated Imagery – sometime in October
 - Bachelor of Nursing including NCNZ visit

2.2 2022 Degree Self-Assessment Reports tabled for endorsement

There was discussion on:

- the process for reviewing SARs to ensure they are in a reasonable state for Committee endorsement
- how the Committee can have confidence that the 2023 actions noted in the reports have been applied.

RESOLVED that these 2022 Degree Self-Assessment Reports be endorsed:

- Bachelor of Aquaculture and Marine Conservation
- Bachelor of Social Work (BSW)
- Bachelor of Viticulture and Winemaking
- Postgraduate Diploma in Sustainable Aquaculture

Alison Hart / Silvia Gassebner
CARRIED

2.3 Unification and Programme Development tabled for information

2.3.1 Academic Development Tracking tabled for information

It was noted:

- late Type 2 changes have been required to address unit standard version expiries – there is need to tighten processes to ensure a proactive update of Programme Regulations especially where programmes/course occurrences span academic years
- Applied Business Degree programme changes must be through internal approval and with NZQA by 28 July 2023
- lapsed accreditation due to programmes not being delivered within the last 12 months needs to be addressed.

2.3.1a Academic Development Status Report at 22 June 2023 tabled for information

2.3.2 Te Pūkenga Unification Update tabled for information

It was noted:

- kaiako socialisation is in progress with feedback open until 5 July 2023
- this includes five programmes currently delivered on site
 - 2506 New Zealand Certificate in Maritime Crewing (Level 3) Superyacht Crewing strand
 - 2505 New Zealand Certificate in Domestic Marine Operations (Restricted Limits) (Level 4)
 - 2509 New Zealand Certificate in Marine Engineering Class 6 (Level 4)
 - 4321 New Zealand Certificate in Marine Engineering Class 5 (Level 5)
 - 2834 New Zealand Certificate in Construction Trade Skills Level 3
- consultation will then run for three weeks from 19 July
- documents to be with Te Ohu by 5 September for their 19 September meeting

3. Course and Programme Changes

3.1 3V6 Approval Form Trades Academy TOTSTA WNE304 Trades Academy Cellar Operations NZ Wine Industry 2024 including the WNE304 Trades Academy Cellar Operations NZ Wine Industry Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3V6 Approval Form Trades Academy TOTSTA WNE304 Trades Academy Cellar Operations NZ Wine Industry 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Silvia Gassebner / Jackie Rees
CARRIED

3.2 3V6 Approval Form Trades Academy TOTSTA WNE305 Trades Academy Cellar Operations Winemaking Operations 2024 including the WNE305 Trades Academy Cellar Operations Winemaking Operations Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3v6 Approval Form 3V6 Approval Form Trades Academy TOTSTA WNE305 Trades Academy Cellar Operations Winemaking Operations 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Silvia Gassebner / Jackie Rees
CARRIED

3.3 3V6 Approval Form Trades Academy TOTSTA WNE321 Trades Academy Winemaking Processes and Procedures 2023 including the WNE321 Trades Academy Winemaking Processes and Procedures Course Descriptor 2023 tabled for endorsement

RESOLVED that the 3V6 Approval Form Trades Academy TOTSTA WNE321 Trades Academy Winemaking Processes and Procedures 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Silvia Gassebner / Jackie Rees
CARRIED

3.4 3V6 Approval Form Trades Academy TOTSTA ATA203 Trades Academy Aeronautical Engineering 2024 including the ATA203 Trades Academy Aeronautical Engineering Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3v6 Approval Form 3V6 Approval Form Trades Academy TOTSTA ATA203 Trades Academy Aeronautical Engineering 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Robbie Stewart / Silvia Gassebner
CARRIED

- 3.5 3V6 Approval Form Trades Academy TOTSTA ADT207 Trades Academy Gamification 2024 including the ADT207 Trades Academy Gamification 2024 Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3V6 Approval Form Trades Academy TOTSTA ADT207 Trades Academy Gamification 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Sara Matthews
CARRIED

- 3.6 3V6 Trades Academy TOTSTA ADT208 Trades Academy Arts and Design 2024 including the ADT208 Trades Academy Arts and Design Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3v6 Approval Form 3V6 Trades Academy TOTSTA ADT208 Trades Academy Arts and Design 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Sara Matthews
CARRIED

- 3.7 3V6 TOTSTA Trades Academy COA207 Trades Academy Building and Construction 2024 including the COA207 Trades Academy Building and Construction Course Descriptor 2024 tabled for endorsement

RESOLVED that the 3V6 TOTSTA Trades Academy COA207 Trades Academy Building and Construction 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Camille Nicholls / Sara Matthews
CARRIED

- 3.8 3V6 Approval Form BAM and NZDip Arts and Design (Level 5) AAD523 Digital Art and Design Lab, AAD524 Digital Art and Design Project, AAD519 Critical Studies Lab, AAD520 Critical Studies Project, AAD526 Object Design Project 17105 17107 2023 including the BAM Course Descriptors 17107 2023, BAM Programme Regulations 17107 2023, NZ CertDips Arts and Design L4-6 Course Descriptors 17105 2023, NZ CertDips Arts and Design L4-6 Programme Regulations 17105 2023 tabled for endorsement

RESOLVED that the 3v6 Approval Form changes to the 3V6 Approval Form BAM and NZDip Arts and Design (Level 5) AAD523 Digital Art and Design Lab, AAD524 Digital Art and Design Project, AAD519 Critical Studies Lab, AAD520 Critical Studies Project, AAD526 Object Design Project 17105 17107 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Sara Matthews
CARRIED

CARRIED

Action Mary Woodward

Advise Academic Advisor of 3V6 endorsements

Forward 3V6 forms to Director of Academic & Quality for approval

4. Quality Management System

- 4.1 NMIT Academic Integrity Policy tabled for endorsement

- 4.2 NMIT Breach of Academic Integrity Procedure tabled for endorsement

It was noted that as the equivalent Te Pūkenga policy has not yet been released updating of this NMIT policy and procedure was given priority to include information on generative artificial intelligence.

The inclusion of the sentence "Academic misconduct is also variously referred to as 'dishonest academic practice' or 'academic fraud'," in the definitions section was questioned. Following discussion, the Committee agreed that this wording be removed.

The use of the term ‘transparently’ in the sentence; “Alleged instances of academic misconduct will be investigated fairly, transparently, and consistently,” was questioned in the context of how principles of transparency can be upheld when ākonga do not have the same access as other parties to Turnitin Artificial Intelligence similarity scores when facing challenges of academic misconduct. Following discussion, it was noted that it is stated in the Breach of Academic Integrity Procedure that “where AI misuse is alleged, a holistic approach should be used to collect all available evidence” and that more work may have to be done to ensure this process is followed.

RESOLVED that subject to the removal of the sentence “Academic misconduct is also variously referred to as ‘dishonest academic practice’ or ‘academic fraud’,” from the Definitions section of both documents the NMIT Academic Integrity Policy and the NMIT Breach of Academic Integrity Procedure be endorsed and forwarded to the Academic Committee for approval.

Jackie Rees / Silvia Gassebner
CARRIED

4.3 Coversheet of changes to NMIT Academic Integrity Policy and NMIT Breach of Academic Integrity Procedure tabled for information

5. Matters Arising (General)

5.1 30 May 2023 ASQ Committee Endorsement of 3V6 Approval Form Bachelor of Arts and Media New Zealand Diploma of Arts and Design Level 5 AAD523 Digital Art and Design Lab, AAD524 Digital Arts and Design Project 2023 V17105 tabled for rescinding

RESOLVED that the 30 May 2023 ASQ Committee endorsement of 3V6 Approval Form Bachelor of Arts and Media New Zealand Diploma of Arts and Design Level 5 AAD523 Digital Art and Design Lab, AAD524 Digital Arts and Design Project 2023 V17105 be rescinded

Susannah Roddick / Sara Matthews
CARRIED

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

6. Course Result Reports and Award Application Approvals

6.1 Course Results Approval Reports tabled for receipt

RESOLVED that these Course Results Approval Reports be receipted

- 32 REPORT Course Results 29.5.2023
- 33 REPORT Course Results 2.6.2023
- 34 REPORT Course Results 8.6.2023
- 35 REPORT Course Results 12.6.2023
- 36 REPORT Course Results 15.6.2023
- 37 REPORT Course Results 19.6.2023

6.2 Results of Course Results Spotcheck from 30.5.2023 meeting tabled for information

6.3 Spotcheck Checklist for Course Results tabled for information

6.4 Award Application Approval Reports tabled for receipt

RESOLVED that these Award Application Approval Reports be receipted

- 32 REPORT Award Applications 24.5.2023
- 33 REPORT Award Applications 2.6.2023
- 34 REPORT Award Applications 7.6.2023

- 35 REPORT Award Applications 14.6.2023

6.5 Results of Award and Applications Spotcheck from 02.05.2023 meeting tabled for information

6.6 Spotcheck Checklist for Awards Processing and Approval tabled for information

ACTION Mary Woodward

For spotchecks:

Forward course results checklist, spreadsheet, and reports to Sara Matthews
Forward award application checklist, spreadsheet, and reports to Robbie Stewart

6.7 2023 Academic Results and Awards tabled for information

It was noted that since 15 May 2023:

- 1496 course results approved, equates to 119.24 EFTS
- 1287 courses passed; 209 courses failed; course completion EPI 83.6 for these courses
- 109 awards approved, including 72 Micro-credentials and Training Schemes
- currently 85 outstanding awards eligible to be approved
- 60 RPL and Cross Credit results have been approved.

6.7.1 Outstanding Course Results as at 22 June 2023 tabled for information

This included information and data showing:

- current 2022 outstanding course results
- current 2023 outstanding course results
- summary of the total outstanding course results for the period April to June 2023

Following discussion on the number of outstanding course results it was noted that the Team Leader Curriculum and Academic Registry would continue to monitor outstanding course result numbers and report back to the Committee as required.

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

RESOLVED that the 2023-05-30 Academic Standards and Quality Draft Minutes be confirmed

Susannah Roddick / Camille Nicholls

CARRIED

8. Complaints Reporting

8.1 There were no Complaints Reporting tabled for information

9. Matters Arising

9.1 Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates. Following discussion on Action Item 4 "Discuss the overlaying of ASQ agenda items to other Committee/organisations needs/timelines," the following agenda item schedule was suggested:

AS+Q Committee Agenda Plan 12 Months June 2023 to May 2024											
June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
RCM Awards	Learner Feedback	Degree SARs	RCM Awards Graduation Readiness		RCM Awards	No scheduled face to face meeting		Degree SARs	RCM Awards		
	Surveys	Degree Monitoring						Degree Monitoring			
		Moderation Action Plan			Moderation			Learner Feedback	Moderation		Moderation
								Surveys			

Meeting closed 11.18am

Academic Standards + Quality Committee Action List 27 June 2023

Item Reference	Action	Who	When	Progress
Action List – Meeting of 10 February 2023				
1	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	27.6.23 27.6.23 – underway and will be on-going Closed
Action List – Meeting of 7 March 2023				
2	2	Moderation Form moderation working group to review moderation processes	Marja Kneepkens / Jackie Rees / Susannah Roddick / Kim Davies	27.6.23 27.6.2023 - refer Action 5 below Closed
3	9	Student Complaints/Misconduct Report 01 March 2023 (Confidential) Report back to Committee on the process for the new Te Pūkenga Complaints and Appeals Policy Procedure	Kim Davies/Deidre Hemara	25.7.23 27.6.2023 – KD to follow-up with DH for progress
Action List – Meeting of 30 May 2023				
4	1.1	Discuss the overlaying of ASQ agenda items to other Committee/organisations needs/timelines	Susannah Roddick / Kim Davies	27.6.23 27.6.2023 – discussed at meeting with scheduling of items agreed Completed
5	2.1.2a	Moderation Reports Review Moderation information to identify issues or themes for an Action Plan	Susannah Roddick / Kim Davies / Jackie Rees	22.8.23 27.6.2023 – present Action Plan at 22.8.2023 meeting
6	2.1.3a	Follow-up with Te Pūkenga on decision of responsibility of eCampus graduate consistency reviews	Kim Davies	25.7.23 27.6.2023 – deferred
7	2.1.4c	Advise Jackie Rees of 2023 BN Monitoring Dates	Victoria Whitmore	25.7.23 27.6.2023 – deferred
8	2.3.3	Consider possible unified programme scrutiny avenue	Kim Davies	27.6.23 27.6.2023 – not being considered Closed
9	3.1	Course and Programme Changes Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 30.05.2023	Mary Woodward	ASAP Completed
10	6	Course Results and Award Application Approvals for receipt and information For spotchecks: Forward course results checklist, spreadsheet, and reports to Victoria Whitmore Forward award application checklist, spreadsheet, and reports to Hannah Emms-Healey	Mary Woodward	ASAP Completed
Action List – Meeting of 27 June 2023				
11	3.1	Course and Programme Changes Advise Academic Advisor of 3V6 Approval Form endorsements	Mary Woodward	ASAP Completed

		Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 27.6.2023			
13	6	Course Results and Award Application Approvals for receipt and information For spotchecks: Forward course results checklist, spreadsheet, and reports to Sara Matthews Forward award application checklist, spreadsheet, and reports to Robbie Stewart	Mary Woodward	ASAP	Completed

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee
1 August 2023 at 9am Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Kim Davies (from 9.10am), Catherine Harris, Alison Hart (left 9.50am), Camille Nicholls, Sharon Patterson, Jackie Rees, Adelaide Reid, Mary Woodward (Minute taker, non-voting)

Apologies: Silvia Gassebner, Eddie Shields, Ren Stronach, Chanelle Taylor

1. Administrative

1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- apologies received from Silvia Gassebner, Eddie Shields, Ren Stronach, Chanelle Taylor
- rostered Programme Team Leads; Catherine Harris and Adelaide Reid were in attendance
- reminder for Members to organise a proxy if unable to attend meetings.

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:

- AME320 US2678 v9 Join steel using the oxyacetylene welding process 22WO-S1
- AUA208 Trades Academy automotive US3856 v10 Demonstrate knowledge of carrying out emergency procedures in the automotive and related industries 23NN/ML-FY
- BEA204 US27637 v2 Maintain order and supplies for a beauty salon or clinic 23NN/ML-FY
- BEA204 US27638 v2 Provide client service and care and assist the operator to prepare for service in a beauty salon or clinic 23NN/ML-FY
- BEA204 US27639 v2 Describe key concepts and maintain personal presentation for beauty salon or clinic 23NN/ML-FY
- BEA204 US27640 v2 Demonstrate knowledge of current fashion trends and history related to beauty 23NN/ML-FY
- BEA204 US27641 v2 Describe the relevance of anatomy and physiology knowledge to beauty therapy practice 23NN/ML-FY
- BEA204 US62 V10 Maintain personal presentation and a positive attitude in a workplace involving customer contact 23NN/ML-FY
- HSE202 US21784 v1 Demonstrate, instruct, and monitor static stretching
- AEM303 Aeronautical Maintenance Basics 23WO-CS03
- AEM304 Aeronautical Maintenance Practical 23WO-CS03

2.1.1b External Moderation Reporting Spreadsheet tabled for information

2.1.2 2023 Consistency Review Update

It was noted:

- New Zealand Certificate in Business (Administration and Technology) (L3) summary report due to NZQA 07.08.2023
 - request sent to NZQA for 'submission only' of eCampus delivery summary report
 - access to eCampus documentation has been granted for collation of relevant information, to be shared across all partner business divisions with a collaborate approach to producing the summary report
 - the PTL AB will be presenting to the review panel on the on-campus delivery
 - the risk of receiving a not-sufficient rating due to the paucity of learner feedback, and moderation evidence
 - changes have been proposed to ensure evidence is available for future consistency review.

The Committee acknowledged the work done by the CEM in preparing for the New Zealand Certificate in Business (Administration and Technology) (Level 3) consistency review for both the eCampus delivery and the on-campus delivery.

2.3.3 2023 Degree-Monitoring Update

It was noted:

- Bachelor of Commerce / Master of Applied Management monitoring reports have been received and are being checked for factual accuracy.
- Bachelor of Career Development monitoring report has been finalised by the monitor
- on-site Bachelor of Computer Generated Imagery monitoring visit confirmed for 8.8.2023
- Bachelor of Nursing monitoring visit confirmed for 12.9.2023
- monitoring visit dates are still to be confirmed for:
 - Bachelor of Social Work -if still taking place in 2023
 - Bachelor of Aquaculture and Marine Conservation / Postgraduate Diploma in Sustainable Aquaculture

2.3.4 2023 NZQA Degree Monitoring Reports tabled for receipt

RESOLVED that these 2023 NZQA Degree Monitoring Reports be receipted

- NMIT Bachelor of Arts and Media March 2023
- NMIT Bachelor of Viticulture and Winemaking May 2023
- NMIT Bachelor of Career Development / Graduate Certificate in Career Development May 2023
- NMIT Bachelor of Commerce / Master of Applied Management May 2023

2.3.5 The Learner Voice Report was tabled for discussion

The intention was noted that this report with recommendations and actions will be tabled twice yearly

ACTION
Jackie Rees

Table report at August meeting for final Committee decision

3. Course and Programme Changes

- 3.1 3V6 Approval Form New Zealand Certificate and Diploma in Information Technology (Level 5) all courses in programme 16105 17 July 2023 including NZC+D in IT (Level 5) Course Descriptors 16105 17 July 2023 and NZC+D in IT (Level 5) Programme Regulations 16105 17 July 2023 was tabled for endorsement

RESOLVED that the 3V6 Approval Form New Zealand Certificate and Diploma in Information Technology (Level 5) all courses in programme 16105 17 July 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Camille Nicholls
CARRIED

- 3.2 3V6 Bachelor of Information Technology Graduate Diploma in Information Technology All courses in the programme 08223 17 July 2023 including the BIT GDIT Course Descriptors 08223 17 July 2023 and BIT GDIT Programme Regulations 08223 17 July 2023 was tabled for endorsement

RESOLVED that the 3V6 Bachelor of Information Technology Graduate Diploma in Information Technology All courses in the programme 08223 17 July 2023 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**Susannah Roddick / Camille Nicholls
CARRIED**

- 3.3 3V6 Approval Form TOTSTA HAI214 Trades Academy Hairdressing 2024 including the TOTSTA HAI214 Trades Academy Course Descriptor 2024 was tabled for endorsement

RESOLVED that the 3V6 Approval Form TOTSTA HAI214 Trades Academy Hairdressing 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**Sharon Patterson / Susannah Roddick
CARRIED**

- 3.4 3V6 Approval Form TOTSTA MEA212 Trades Academy Mechanical Engineering 2024 including the TOTSTA MEA212 Trades Academy Mechanical Engineering Course Descriptor 2024 was tabled for endorsement

RESOLVED that the 3V6 Approval Form TOTSTA MEA212 Trades Academy Mechanical Engineering 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**Alison Hart / Susannah Roddick
CARRIED**

- 3.5 3V6 Approval Form TOTSTA HSE202 Trades Academy Sport and Exercise 2024 including the TOTSTA HSE202 Trades Academy Sport and Exercise Course Descriptor 2024 was tabled for endorsement

RESOLVED that the 3V6 Approval Form TOTSTA HSE202 Trades Academy Sport and Exercise 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**Alison Hart / Camille Nicholls
CARRIED**

- 3.6 3V6 Approval Form STAR Courses BFT204 STAR Beauty Skills 2024 including the STAR Courses BFT204 STAR Beauty Skills Course Descriptor 2024 was tabled for endorsement

RESOLVED that the 3V6 Approval Form STAR Courses BFT204 STAR Beauty Skills 2024 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**Alison Hart / Camille Nicholls
CARRIED**

Action Mary Woodward

Advise Academic Advisor of 3V6 endorsements

Forward 3V6 forms to Director of Academic & Quality for approval

6. Quality Management System
There were no Quality Management Systems documents tabled.

7. Matters Arising (General)

- 5.1 12 Month Committee Agenda plan June to May 2024 tabled for discussion
Following discussion a number of changes were made to the 12 month agenda plan.

AS+Q Committee Agenda Plan 12 Months June 2023 to May 2024											
June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
RCM Awards	Learner Voice	Self-Assessment - <i>deferred</i>	RCM Awards Graduation Readiness		RCM Awards	No scheduled face to face		Degree SAR	RCM Awards		
		Degree Monitoring			Moderation			Degree Monitoring	Moderation		

		Moderation Action Plan						Learner Voice			
		Learner voice – final review									

Action Mary Woodward

Update 12 Month Committee Agenda plan June to May 2024 and make available to Committee Members

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

6. Course Result Reports and Award Application Approvals

6.1 Course Results Approval Reports tabled for receipt

RESOLVED that these Course Results Approval Reports be receipted

- 38 REPORT Course Results 22.6.2023
- 39 REPORT Course Results 26.6.2023
- 40 REPORT Course Results 26.6.2023
- 41 REPORT Course Results 3.7.2023 approved 4.7.2023
- 42 REPORT Course Results 3.7.2023
- 43 REPORT Course Results 4.7.2023
- 43 REPORT Course Results 7.7.2023

6.2 Results of Course Results Spotcheck from 27.6.2023 meeting tabled for information

6.3 Spotcheck Checklist for Course Results tabled for information

6.4 Award Application Approval Reports tabled for receipt

RESOLVED that these Award Application Approval Reports be receipted

- 36 REPORT Award Applications 22.5.2023
- 37 REPORT Award Applications 26.6.2023
- 38 REPORT Award Applications 28.6.2023
- 39 REPORT Award Applications 5.7.2023
- 40 REPORT Award Applications 7.7.2023

6.5 Results of Award and Applications Spotcheck from 27.6.2023 meeting tabled for information

6.6 Spotcheck Checklist for Awards Processing and Approval tabled for information

ACTION Mary Woodward

For spotchecks:

Forward course results checklist, spreadsheet, and reports to Adelaide Reid
Forward award application checklist, spreadsheet, and reports to Catherine Harris

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

RESOLVED that these Academic Standards and Quality Draft Minutes be confirmed

- 2023-06-27 ASQ Minutes - Draft

**Susannah Roddick / Camille Nicholls
CARRIED**

10. Complaints Reporting

8.1 There were no Complaints Reporting tabled for information

11. Matters Arising

11.1 Action List tabled for information and follow-up
The Committee reviewed the Action List and noted updates.

Meeting closed 10am

Academic Standards + Quality Committee Action List 1 August 2023

Item Reference		Action	Who	When	Progress
Action List – Meeting of 7 March 2023					
1	9	Student Complaints/Misconduct Report 01 March 2023 (Confidential) Report back to Committee on the process for the new Te Pūkenga Complaints and Appeals Policy Procedure	Kim Davies/Deidre Hemara	22.8.23	27.6.2023 – KD to follow-up with DH for progress
Action List – Meeting of 30 May 2023					
2	2.1.2a	Moderation Reports Review Moderation information to identify issues or themes for an Action Plan	Susannah Roddick / Kim Davies / Jackie Rees	22.8.23	27.6.2023 – present Action Plan at 22.8.2023 meeting
3	2.1.3a	Follow-up with Te Pūkenga on decision of responsibility of eCampus graduate consistency reviews	Kim Davies	1.8.23	Agreement reached with NZQA to submit eCampus report without presenting for NZ Cert in Business (A&T).
4	2.1.4c	Advise Jackie Rees of 2023 BN Monitoring Dates	Victoria Whitmore	1.8.23	Completed – BN monitor confirmed for 12.9.2023
Action List – Meeting of 27 June 2023					
5	3.1	Course and Programme Changes Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 27.6.2023	Mary Woodward	ASAP	Completed
6	6	Course Results and Award Application Approvals for receipt and information For spotchecks: Forward course results checklist, spreadsheet, and reports to Sara Matthews Forward award application checklist, spreadsheet, and reports to Robbie Stewart	Mary Woodward	ASAP	Completed
Action List – Meeting of 1 August 2023					
7	2.1.5	Learner Voice Report Table report at August meeting for final Committee decision	Jackie Rees	22.8.2023	
8	3.1 to 3.6	Course and Programme Changes Advise Academic Advisor of 3V6 Approval Form endorsements Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 1.8.2023	Mary Woodward	ASAP	Completed
9	5.1	12 Month Committee Agenda plan June to May 2024 Update 12 Month Committee Agenda plan June to May 2024 and make available to Committee Members	Mary Woodward	22.8.2023	
10	6	Course Results / Awards Forward course results checklist, spreadsheet, and reports to Adelaide Reid	Mary Woodward	ASAP	Completed

		Forward award application checklist, spreadsheet, and reports to Catherine Harris			
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CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
Friday 4 August 2023 at 4.10pm via email closed Monday 7 August 2023 at 6pm

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Catherine Harris, Camille Nicholls, Sharon Patterson (proxy for Julie Bytheway), Jackie Rees, Adelaide Reid, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1
Susannah Roddick	Approved
Kim Davies	Approved
Silvia Gassebner	Approved
Catherine Harris	Approved
Camille Nicholls	Approved
Sharon Patterson	No Response
Jackie Rees	Approved
Adelaide Reid	Approved
Eddie Shields	Approved
Ren Stronach	Approved
Chanelle Taylor	Approved

1. Student Matters

- 1.1 Request for an exemption to the Bachelor of Viticulture and Winemaking Programme Regulations RAC provisions to enable ākonga - and - to gain cross credit for a compulsory level 7 Bachelor of Viticulture and Winemaking course.

It was advised that an application for cross crediting BUS750 into BVW706 was approved by the RAC Committee subject to AS+Q Committee approval of an exemption to the RAC provision for level 7 compulsory courses.

RESOLVED that the request for an exemption to the Bachelor of Viticulture and Winemaking Programme Regulations RAC provisions to enable ākonga - and - to gain cross credit for a compulsory level 7 Bachelor of Viticulture and Winemaking course be approved.

CARRIED

ACTION

Mary Woodward

Advise approval of exemption request:

- RAC Committee Chair
- RAC Secretary
- PI PSC

Action List – E-Meeting of 4 to 7 August 2023					
1	1.1	Student Matters Request for an exemption to the Bachelor of Viticulture and Winemaking Programme Regulations RAC provisions to enable ākonga - and - to gain cross credit for a compulsory level 7 Bachelor of Viticulture and Winemaking course Advise approval of exemption request - RAC Committee Chair, RAC Secretary, PI PSC Use approval date 7.8.2023 for any notifications	Mary Woodward	ASAP	Completed

CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee
Thursday 10 August 2023 at 3.45pm via email closed Monday 14 August 2023 at 1.10pm

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Catherine Harris, Alison Hart, Camille Nicholls, Sharon Patterson (proxy for Julie Bytheway), Jackie Rees, Adelaide Reid, Eddie Shields, Ren Stronach, Chanelle Taylor, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2	2.1
Susannah Roddick	Endorsed	Endorsed	Approved
Kim Davies	Endorsed*	Endorsed	Approved
Silvia Gassebner	Endorsed	Endorsed	Approved
Catherine Harris	No Response	No Response	No Response
Alison Hart	No Response	No Response	NA
Camille Nicholls	Endorsed	Endorsed	Approved
Sharon Patterson	No Response	No Response	No Response
Jackie Rees	Endorsed**	Endorsed**	Approved
Adelaide Reid	Endorsed	Endorsed	Approved
Eddie Shields	Endorsed	Endorsed	Approved
Ren Stronach	Endorsed	Endorsed	Approved
Chanelle Taylor	Endorsed	Endorsed	Approved

2. Course and Programme Changes

2.1 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 including the NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication Programme Regulations v18101 effective 17 July 2023 were tabled for endorsement.

*Kim Davies noted that this course has not yet been delivered or assessed and that *“our kaimahi identified what appears to be a copy and paste error in the Toi Ohomai programme document which NMIT based its programme on following the “pickup” of that programme. The original LOs and content related to GTAW techniques rather than FCAW techniques mentioned in the course title.”*

** Jackie Rees noted:

- they were only endorsing the change as they expected *“the learners have already been given (or should have been given) the revised information about the course LOs*
- *there are likely to be a number of changes to the assessments to align with these revised LOs. With the delivery effective from 17 July, what progress has been made in regards to moderation.”*

In response to this the Academic Advisor has advised:

- this course has not been delivered yet, and assessment materials are still to be developed and moderated
- moderation will be finalised before delivery
- the effective from date 17 July refers to the changes made by Toi Ohomai, who have followed the correction as proposed by NMIT’s SME with a Type 1 change.

RESOLVED that the 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 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

CARRIED

- 2.2 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024 including the TOTSTA HTA304 Trades Academy Hospitality – Culinary Arts Course Descriptor 2024 were tabled for endorsement

** Jackie Rees asked if there could be an update given once the new assessment material has been received.

RESOLVED that the 3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED
ACTION**

Carmen Cayuelas

Provide update to ASQ Committee once the new HTA304 assessment material received

Mary Woodward

Advise Academic Advisor of 3V6 Approval Form endorsements

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

3. Student Matters

- 3.1 The Curriculum Area Manager for Applied Business requests approval for an exemption to the limitation of only up to 50% of a course's total assessment aegrotat consideration available in the Master of Applied Management Programme Regulations to allow an aegrotat for 60% of course RES801 Applied Research Methods assessment 2 for Ākonga - to be applied.

RESOLVED that the request for an exemption to the limitation of only up to 50% of a course's total assessment aegrotat consideration available in the Master of Applied Management Programme Regulations to allow an aegrotat for 60% of course RES801 Applied Research Methods assessment 2 for Ākonga - to be applied. be approved.

CARRIED

ACTION

Mary Woodward

Advise approval of exemption request:

- CAM Applied Business
- PTL Applied Business

Action List – E-Meeting of 10 to 14 August 2023					
1	1.2	Course and Programme Changes 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 Provide update to ASQ Committee once the new HTA304 assessment material received	Carmen Cayuelas	19.9.2023	
2	1.1 1.2	Course and Programme Changes 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 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	Mary Woodward	ASAP	Completed

		3V6 Approval Form TOTSTA Creative Technologies and Service Industries HTA304 Hospitality Culinary Arts 2024 Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval Use endorsement date 14.8.2023			
3	2.1	Student Matters Requests approval for an exemption to the limitation of only up to 50% of a course's total assessment aegrotat consideration available in the Master of Applied Management Programme Regulations to allow an aegrotat for 60% of course RES801 Applied Research Methods assessment 2 for Ākonga - to be applied. Advise approval of exemption request – CAM Applied Business, PTL Applied Business Use approval date 14.8.2023 for any notifications	Mary Woodward	ASAP	Completed

[Return to agenda](#)

Item 5.2 Recognition of Academic Credit Committee Minutes for receipt



**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE**

E-VOTE MINUTES

Friday 30th of June 2023

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

Non voting: Alana Cohen (Secretary)

Apologies: Marianna Deynzer

1. Minutes of previous meeting

1.1. Minutes from Wednesday 14th of June 2023 – for approval

It was resolved that the minutes from the meeting on Wednesday 14th of June 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Abstained**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Upload minutes onto the Sharepoint.

1.2. Minutes from Thursday 8th of June – for approval

It was resolved that the minutes from the meeting on Thursday 8th of June 2023 be accepted as a true and accurate record.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Abstained**

Sarah Arnold - **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

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.1 Ākonga -

The below application is for ākonga who had done previous study at Wellington Institute of Technology and would like to use these courses to gain credit into the Paetahi Tumu Kōrero Bachelor of Counselling.

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Wellington Institute of Technology – Bachelor of Counselling and Addiction Practice	To: Paetahi Tumu Korero Bachelor of Counseling
CA5100 Introduction to Psychology and Human Development	BCG503 Human Development and Psychology
CA5101 Te Reo Maori and Tikanga	BCG505 Te Pū
CA5102 Te mana o Te Tiriti o Waitangi	

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

A member of the committee had commented that they weren't able to see any mention of specific Māori content made for the mapping for CA5100 Introduction to Psychology and Human Development into BCG503 Human Development Psychology. It was specifically mentioned in the target course outcomes and not in the source. There was some Māori content used in the other parts of the application. Clarification needs to be sought if this was a background consideration or how otherwise specific Māori content was covered in the source courses to satisfy this aspect of BCG503 Human Development Psychology.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Abstained**

Sarah Arnold - **Approved**

Marie Nolan – **Approved**

Action RACC Secretary

Ask the programme area for clarification on how specific Māori content is covered in the source courses to satisfy this aspect of BCG503 Human Development Psychology.

Action RACC Secretary

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

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.2 Ākonga -

The below application is for ākonga who had done previous study at Victoria University of Wellington and would like to use these courses to gain credit into the Bachelor of Commerce (Management).

☒ Cross Credit

☐ Credit Transfer

☐ RPL

From: Victoria University	To: Bachelor of Commerce (Management)
QUAN102 Statistics for Business	QNT565 Quantitative Analysis
MGMT101 Introduction to Management	BEL501 Business Degree Course, Level 5, 15 Credits

It was resolved that the **Cross Credit application for student** - be approved in full and added to the schedule subject to: amending learning outcome two for course QNT565 Quantitative Analysis on the mapping table as it says 'Correlation' which is not a learning outcome for this course.

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Carmen Cayuelas – **Approved**

Pam Vinluan – **Approved**

Sarah Arnold - **Approved**
Marie Nolan - **Approved**

Action RACC Secretary

Ask the programme area to amend the learning outcome two on the mapping table for course QNT565 Quantitative Analysis.

Action RACC Secretary

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

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.3 Ākonga -

The below application is for ākonga who has done work experience and gained their NZCAA Aircraft Maintenance Engineer Licence and would like to use this to get three courses in the New Zealand Diploma in Aeronautical Maintenance Certification programme.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL

From: NZCAA Aircraft Maintenance Engineer Licence, experience record and workplace training/experience report	To: New Zealand Diploma in Aeronautical Maintenance Certification
As per mapping	DAM402 Aeronautical Engineering: Powerplant Turbine
As per mapping	DAM403 Aircraft Maintenance Workplace Experience
As per mapping	DAM404 Rotorcraft

*It was resolved that the **RPL application for student 12606294** be approved in full.*

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

Action RACC Secretary

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

4. E-vote Responses

- The responses of this e-vote please can be accessed [here](#).

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE
ACTION LIST**

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

Actions from Friday 30 th of June 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 - - Ask the programme area for clarification on how specific Māori content is covered in the source	Alana		Completed

	courses to satisfy this aspect of BCG503 Human Development Psychology.			
3.1.1	Ākonga - - Enter CC as per minutes for ākonga -, add to the schedule and notify the programme area.	Alana		Completed
3.1.2	Ākonga - - Ask the programme area to amend the learning outcome two on the mapping table for course QNT565 Quantitative Analysis.	Alana		Completed
3.1.2	Ākonga - - Enter CC as per minutes for ākonga -, add to the schedule and notify the programme area.	Alana		Completed
3.1.3	Ākonga - - Enter RPL as per minutes for ākonga - and notify the programme area.	Alana		Completed



**NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
RECOGNITION OF ACADEMIC CREDIT COMMITTEE
MINUTES**

Tuesday 11th of July 2023

Members: Silvia Gassebner (Chair), Shine Kelly, Carmen Cayuelas, Sarah Arnold and Marie Nolan.

Non voting: Alana Cohen (Secretary)

Apologies: Pam Vinluan and Marianna Deynzer

1. Minutes of previous meeting

1.1 Minutes from Friday 30th of June 2023 – for approval

It was resolved that the minutes from the meeting on Friday 30th June 2023 be accepted as a true and accurate record.

Carmen Cayuelas / Shine Kelly
CARRIED

Action RACC Secretary
Upload minutes to Sharepoint.

2. Matters arising

2.1. Refer to Active Action List.

3. Student Results

3.1 RAC Applications

HORTICULTURE, VITICULTURE AND AQUACULTURE - Applications received from Pam Wood

3.1.1 Ākonga -

The below application is for an ākonga who has done work experience and would like to use this to gain credit into three courses that sit inside the Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience (Elk Cove Vineyards, The Lodge Bar Group and Valli Vineyard Limited)	To: Bachelor of Viticulture and Winemaking
Please see mapping	BVW506 Industry Practice – Vineyard
	BVW606 Industry Practice – Winery
	BUS502 Business Environment

It was resolved that the **RPL application for ākonga** - be approved in full.

The committee were really impressed with this application and commented that this is how all applications should be coming to the committee for approval, it was a 10/10 application.

Carmen Cayuelas / Shine Kelly
CARRIED

Action RACC Secretary

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

The below two applications are for ākonga who had done first two years of study in China through an agreement with NMIT and have now come here to study their final year in the Bachelor of Viticulture and Winemaking.

3.1.2 Ākonga -

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Beijing University of Agriculture	To: Bachelor of Viticulture and Winemaking
General Viticulture Investigation & Analyzation on production and market	BVW501 Āronga Māori and Viticultural Practice
Brewing Technology Wine Appreciation	BVW502 Wine Production
Organic Chemistry Food Analysis and Testing Food Analysis and Testing Experiments	BVW503 Wine Chemistry and Analysis
Agricultural Products and Storage Transportation Post-harvest Physiology Plant Nutrition	BVW504 Plant Science
Soil Fertilizer and Science Soil and Agriculture Chemistry Analysis	BVW505 Soil Science
Wine Marketing History and Culture of Alcoholic Beverage Production Standards and Regulations of Alcohol Beverage Catering Beverage Management	BUS502 Business Environment
Food Chemistry Experiments Computer Fundamentals	RES501 Research and Communication Skills
Wine Tasting Alcoholic Drinks Tasting Catering and Beverage Management Food Microbiology Analysis and Inspection of Alcoholic Beverage Brewing Technology Flavour Chemistry of Alcoholic Beverage Wine Production Practice	BVW602 Wine Science
Modern Instrument Analysis Food Analysis and Testing Food Experiment Design and Data Processing	BVW605 Applied Research
Probability and Statistics Food Microbiology Experiments Modern Instrument Analysis Food Analysis and Testing	RES601 Statistics and Experimental Design

BUS750 Advanced Business Project	BVW706 Applied Industry Project
Organic Chemistry	GEL501A General Elective, 15 Credits, Level 5
Fundamentals Biochemistry Food Biotechnology	GEL501B General Elective, 15 Credits, Level 5
Advanced Mathematics II	GEL501C General Elective, 15 Credits, Level 5

It was resolved that the **Cross Credit application for ākonga** - be approved in full and added to the schedule subject to; receiving confirmation that the ākonga has completed course BUS750 and confirmation from the Academic Standards and Quality Committee approving the cross credit for course BUS750 going into BVW706 as an exception outside of the regulations.

Sarah Arnold / Carmen Cayuelas
CARRIED

Action RACC Secretary

Let programme area know that course BVW706 is approved subject to AS&Q Committee approving the course as an exception outside the regulations.

Action RACC Secretary

Enter CC for course BVW706, once confirmation has been received of it being approved through the AS&Q committee and BUS750 has been achieved.

Action RACC Secretary

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

3.1.3 Ākonga -

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Beijing University of Agriculture	To: Bachelor of Viticulture and Winemaking
General Viticulture Investigation & Analyzation on production and market	BVW501 Āronga Māori and Viticultural Practice
Brewing Technology Wine Appreciation	BVW502 Wine Production
Organic Chemistry Food Analysis and Testing Food Analysis and Testing Experiments	BVW503 Wine Chemistry and Analysis
Agricultural Products and Storage Transportation Post-harvest Physiology Plant Nutrition	BVW504 Plant Science
Soil Fertilizer and Science Soil and Agriculture Chemistry Analysis	BVW505 Soil Science
Wine Marketing History and Culture of Alcoholic Beverage Production Standards and Regulations of Alcohol Beverage Catering Beverage Management	BUS502 Business Environment
Food Chemistry Experiments Computer Fundamentals	RES501 Research and Communication Skills
Wine Tasting Alcoholic Drinks Tasting Catering and Beverage Management	BVW602 Wine Science

Food Microbiology Analysis and Inspection of Alcoholic Beverage Brewing Technology Flavour Chemistry of Alcoholic Beverage	
Modern Instrument Analysis Food Analysis and Testing Food Experiment Design and Data Processing	BVW605 Applied Research
Probability and Statistics Food Microbiology Experiments Modern Instrument Analysis Food Analysis and Testing	RES601 Statistics and Experimental Design
BUS750 Advanced Business Project	BVW706 Applied Industry Project
Organic Chemistry	GEL501A General Elective, 15 Credits, Level 5
Fundamentals Biochemistry Food Biotechnology	GEL501B General Elective, 15 Credits, Level 5
Advanced Mathematics II	GEL501C General Elective, 15 Credits, Level 5

It was resolved that the **Cross Credit application for ākonga** - be approved in full and added to the schedule subject to; receiving confirmation that the ākonga has completed course BUS750 and confirmation from the Academic Standards and Quality Committee approving the cross credit for course BUS750 going into BVW706 as an exception outside of the regulations.

Sarah Arnold / Carmen Cayuelas
CARRIED

Action RACC Secretary

Let programme area know that course BVW706 is approved subject to AS&Q Committee approving the course as an exception outside the regulations.

Action RACC Secretary

Enter CC for course BVW706, once confirmation has been received of it being approved through the AS&Q committee and BUS750 has been achieved.

Action RACC Secretary

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

APPLIED BUSINESS - Applications received from Rae Perkins

3.1.4 He Ara Matatau SafePlus Micro-credential Addition to Schedule

This application is for ākonga who have done work experience and would like to use this to gain the He Ara Matatau SafePlus Micro-credential.

- ☐ Cross Credit
☐ Credit Transfer
☒ RPL – Addition to schedule

From: Work experience	To: He Ara Matatau SafePlus Micro-credential Level 6
Applicant is a HASANZ registered assessor Applicant is a current SafePlus assessor The applicant has completed at least one SafePlus Onsite Assessment	WSF601 He Ara Matatu SafePlus Micro-credential Level 6

At least one SafePlus Onsite Assessment Report has been peer reviewed against the performance requirements	
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It was resolved that the **RPL application for He Ara Matatau SafePlus Micro-credential** be approved in full.

Shine Kelly/ Carmen Cayuelas

CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.5 Ākonga -

The following application is for ākonga who had done previous unit standards and work experience to gain credit for course CAU301 into a New Zealand Certificate in Automotive Engineering (Level 3).

☒ Cross Credit – Addition to Schedule

☐ Credit Transfer

☐ RPL

From: NZQA and work placement	To: New Zealand Certificate in Automotive Engineering (Level 3)
Please see mapping	CAU301 Automotive Workplace Safety

It was resolved that the **Cross Credit application for ākonga** - be approved in full for the application but for addition to schedule it is subject to; confirmation that all unit standards are needed to receive course CAU301 or a combination of the unit standards will be sufficient to meet the learning outcomes for the course.

Shine Kelly/ Sarah Arnold

CARRIED

Action RACC Secretary

Ask the programme area for confirmation that ākonga need to have all the unit standards to receive CC for CAU301 or a combination of the unit standards for future applications.

Action RACC Secretary

Add to the schedule when we have received confirmation from the programme area.

Action RACC Secretary

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

SOCIAL SCIENCES AND FITNESS – Applications received from Victoria Whitmore

3.1.6 Ākonga -

The below application is for an ākonga who had done previous study at Massey University and previous work experience and is wanting to use this knowledge to gain credit into a Graduate Certificate in Career Development.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Massey University – Postgraduate Diploma in Education with Distinction in Counselling and Guidance (Conferred 2021) and work experience	To: Graduate Certificate in Career Development
Please see mapping	BCD702 Cultural Humility

It was resolved that the **RPL application for ākonga** - be approved in full.

Carmen Cayuelas / Sarah Arnold
CARRIED

Action RACC Secretary

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

4. Late items

4.1. RAC Application

APPLIED BUSINESS - Applications received from Rae Perkins

4.1.1. Business Addition to Schedule

The below application is for addition to schedule for transition from the Bachelor of Commerce (Accounting) into the new Unified Bachelor of Accounting programme. The programme area would also like the courses to be approved in reverse onto the schedule; Unified Bachelor of Accounting to be able to go back into the Bachelor of Commerce (Accounting).

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Bachelor of Commerce (Level 5, 6 and 7)	To: Unified Bachelor of Accounting
LAW510 Commercial Law	ACCY5105 Commercial Law
ECN620 Economic Thinking	ACCY5106 Economics
BAC602 Management Accounting	ACCY6101 Intermediate Management Accounting
BAC601 Financial Accounting	ACCY6102 Intermediate Financial Accounting
BAC606 Taxation	ACCY6103 Taxation in Aotearoa New Zealand
BAC603 Business Finance	ACCY6104 Introduction to Finance
QNT565 Quantitative Analysis	ACCY6105 Data Analytics
LAW610 Company Law	ACCY6106 Law of Business Entities
RES680 Research Methods	ACCY6107 Research Methods
BAC604 Accounting Information Systems	ACCY6108 Accounting Information Systems
BAC702 Advanced Management Accounting	ACCY7101 Advanced Management Accounting
BAC701 Advanced Financial Accounting	ACCY7102 Advanced Financial Accounting
BAC705 Auditing	ACCY7103 Auditing and Assurance

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

Shine Kelly/ Carmen Cayuelas
CARRIED

Action RACC Secretary

Add to the schedule and notify programme area.

4.1.2. Ākonga -

- ☒ Cross Credit
☐ Credit Transfer
☐ RPL

From: Queenstown Resort College Limited (QRC) – New Zealand Diploma in Hotel Management	To: Bachelor of Commerce
716.506 Marketing 716.505 Business Accounting and Analysis 716.507 Internship A	CBC504A Core Business Credits, 60 credits, level 5
716.501 Tourism Fundamentals 716.502 Information Technology	CMC504A Core Management Credits, 60 credits, level 5

716.503 Business Research and Communication 716.504 Cultural Intelligence 716.508 Internship B	
716.601 Business Development 716.603 Law 716.602 Leadership 716.604 Human Resource Management 716.605 Economics 716.606 Managerial Accounting	BEL603A Business Degree Course Level 6, 45 credits
716.612 Hospitality Operations and Cost Control 716.513 Hotel Operations	BEL501A Business Degree Course Level 5, 15 credits

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

Shine Kelly / Sarah Arnold
CARRIED

Action RACC Secretary

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

The RAC committee would also like to thank the RAC secretary for all her hard work putting these complicated applications together so they were presentable for the committee members to look at in a timely manner.

RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Tuesday 11 th of July 2023				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint	Alana		Completed
3.1.1	Ākonga - - Enter RPL as per minutes for ākonga - and notify programme area.	Alana		
3.1.2	Ākonga - - Let programme area know that course BVW706 is approved subject to AS&Q Committee approving the course as an exception outside the regulations.	Alana		
3.1.2	Ākonga - - Enter CC for course BVW706, once confirmation has been received of it being approved through the AS&Q committee and BUS750 has been achieved.	Alana		
3.1.2	Ākonga - - Enter CC as per minutes for ākonga -, add to the schedule and notify programme area.	Alana		
3.1.3	Ākonga - - Let programme area know that course BVW706 is approved subject to AS&Q Committee approving the course as an exception outside the regulations.	Alana		
3.1.3	Ākonga - - Enter CC for course BVW706, once confirmation has been received of it being approved through the AS&Q committee and BUS750 has been achieved.	Alana		

3.1.3	Ākonga - - Enter CC as per minutes for ākonga -, add to the schedule and notify programme area.	Alana		
3.1.4	He Ara Matatau SafePlus Micro-credential - Add to the schedule and notify programme area.	Alana		
3.1.5	Ākonga - - Ask the programme area for confirmation that ākonga need to have all the unit standards to receive CC for CAU301 or a combination of the unit standards for future applications.	Alana		
3.1.5	Ākonga - - Add to the schedule when we have received confirmation from the programme area.	Alana		
3.1.5	Ākonga - - Enter CC as per minutes for ākonga - and notify programme area.	Alana		
3.1.6	Ākonga - - Enter RPL as per minutes for ākonga - and notify programme area.	Alana		
4.1.1	Business Bachelor of Accounting - Add to the schedule and notify programme area.	Alana		
4.1.2	Ākonga - - Enter CC as per minutes for ākonga - and notify programme area.	Alana		

[Back to agenda](#)

Item 5.3 Learning and Teaching Committee Minutes for confirmation

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 19 June 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison (arrived 3.35pm), Kim Davies, Ang McLean, Juan Liang, Sara Matthews, Shingai Muchecheheterwa, 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, Max Devon, Bex Machon, Jess Shirley, Lauren Robinson, Pam Wood

2. Previous Minutes and Actions

2.1 Learning + Teaching Committee 22.5.2023 Draft Minutes for confirmation

RESOLVED that the minutes of the Learning and Teaching Committee meeting 22.5.2023 be confirmed as a true and accurate record.

Angela McLean / Marja Kneepkens

CARRIED

ACTION

Mary Woodward

Forward confirmed minutes for tabling at next Academic Committee meeting

2.2 Action List

The Committee Members reviewed the Action List and noted:

Action Item 2, Matters Arising from 20.03.2023 Meeting, Report back to LTC on agreed PD actions: discuss with the Digital Workplace Manager to get the hub and PD events more visible and easier to navigate to

- Deferred to next meeting

Action Item 5 Kaimahi Engagement Day, Further develop Committee's ideas and present at next Committee meeting

- On agenda for discussion

3. Teaching and Learning Support

3.1 Student Representative Update

There was no Student Representative Update

3.2 Teaching and Learning Coach Update

Claire Dallison noted that currently semester one assessments are taking place.

3.3 Kaimahi Engagement Day

Marja Kneepkens advised:

- due to the current restructure the Engagement Day will now run as an Academic Staff PD day
- the proposed format has been sent to the Interim Operations Lead for confirmation
- Proposed format
 - 8.45am – 9.00am - Te Pūkenga karakia, waiata, welcome from Olivia Hall and Mark Oldershaw
 - 9.00am – 9.30am - Keynote speaker
 - 9.35am – 10.30am - Expert Panel 1
 - 10.35am – 11.00am - Morning tea
 - 11.05am – 12.00am - Workshop
 - 12.00pm – 12.30pm - SASMs and PASMs
 - Afternoon - Team activities

- Keynote Speaker (everyone)
 - Generative AI Technology – what it means for us
 - What is it?
 - Opportunities and challenges for teaching and learning
- Expert Panel 1 (everyone)
 - Strengthening assessment practice and design
 - Sharing good practice
 - Student's perspective
- Workshop (options; choose 1)
 - Good assessment practice
 - Ākonga-focused teaching and learning – Rainbow perspectives
 - Ākonga-focused teaching and learning – Neurodiversity
 - New academics – what you need to know
 - Beginners guide to Te Pūkenga Reo
- SASMs and PASMs hui
 - Roles, responsibilities, expectations as academic leaders

3.4 Generative AI

“Generative AI – unlock the potential” short course for kaimahi

Kim Davies noted:

- WelTec has provided the short course files which have been forwarded onto the Learning Innovation and Insights (LII) Team Leader
- the potential for the course to become a cross campus training course

The Committee discussed the merits of NMIT going forward with the short course if it was going to be taken up by Te Pūkenga.

Outcomes from SANITI/Class Rep hui sharing AI guidelines with ākonga

Via email Max Devon had advised:

“After the Ākonga hui about the AI guidelines. Ākonga want to know:

- why they do not get to see the AI score on Turnitin
- if this stance is going to change any time soon
- what is done with the score and how is it used
- “Ākonga say that they do not like this lack of transparency. They feel that this could limit their ability to understand how to improve their studies. There is a feeling that there is an opportunity to utilise AI as a teaching/learning tool within the classroom rather than ākonga exploring on their own and getting into trouble without clear answers from tutors/kaiako/kaimahi.”

Following discussion on the points raised from the SANITI/Class Rep hui the Committee noted:

- the lack of visibility of the AI similarity score is due to Turnitin functionality
- the need for ākonga to have clarity, certainty, and transparency
- the accuracy issues around the Turnitin AI similarity scores and if the transparency feature should be turned off
- the need to adapt to the AI environment; for example, prioritising staff training, a focus on supporting capability, adapting assessments to support use of AI
- the need for a holistic approach to be taken and educating kaimahi to talk to ākonga
- the need to elevate these issues to help guide a response either at Academic Committee or Te Pūkenga
- the need to keep an ongoing focus on actions that support and guide kaimahi eg
 - a decision on Turnitin
 - identifying how to start upskilling people now
 - information bites to send out to kaimahi

- how to continue to respond to ākonga

ACTION
Mary Woodward

Add the bullet point 'keep an ongoing focus on actions that support and guide kaimahi' as an on-going agenda item for MK and AM

4 2023 Focus Areas

4.1 2023 Priorities Update

Support the transition within Te Pūkenga

- the amount of information needing to be disseminated
- the difficulty in disseminating information
- ensuring kaimahi are not overwhelmed by the information being disseminated
- the timing of the August engagement day in the middle to the consultation period

Following discussion on the impact of the proposed restructure on kaimahi it was noted:

- from a learning and teaching perspective the Committee needs to continue to support our teams and focus on good practice
- if business as usual continues, what does it look like
- in regards to the consultation process has it been considered where is the change management process fits in

5. General Business

5.1 Transitioning to Te Pūkenga Policy and Practice

Kim Davies advised:

- Curriculum Teams are asking for Academic and Quality Team support at Results Committee Meetings to advise and ensure people are thinking about how Te Pūkenga policy and practice impacts on course results

Meeting Closed: 04.32pm

Learning and Teaching Committee Action List – 19 June 2023

	Minute Item	Action	Who	Progress	When
Action List 07 December 2022					
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	31.7.2023	On hold until HofLS returns (late June)
Action List 01 May 2023					
2	2.3	Matters Arising from 20.03.2023 Meeting Report back to LTC on agreed PD actions: discuss with the Digital Workplace Manager to get the hub and PD events more visible and easier to navigate to	Kate Neame	31.7.2023	Deferred
3	2.3	Matters Arising from 20.03.2023 Meeting Support CAMs to speak to kaimahi regarding PD opportunities	Marja Kneepkens	19.06.2023	Completed
Action List 22 May 2023					
4	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
5	3.3	Kaimahi Engagement Day Further develop Committee's ideas and present at next Committee meeting	Marja Kneepkens / Claire Dallison	19.06.2023	On Agenda

6	4.1	AI Update Share short course link “Generative AI – unlock the potential” with Committee Member for review and comment, with notation that at this stage the link is not to be shared outside the Committee Add as agenda item for discussion at next meeting “Generative AI – unlock the potential” short course	Mary Woodward	19.06.2023	Completed
7	4.1	AI Update Add as agenda item for discussion at next meeting “Generative AI – unlock the potential” short course	Mary Woodward	19.06.2023	Agenda item 3.4 19.6.2023
8	4.1	AI Update Report back on outcomes of SANITI and Class Rep hui on plan for sharing AI guidelines at next meeting	Angela McLean	19.06.2023	Agenda item 3.4 19.6.2023
9	5.1	Transitioning to Te Pūkenga Policy and Practice Add the last four comments as a discussion agenda item at next meeting	Mary Woodward	19.06.2023	Agenda item 4.1 19.6.2023
Action List 19 June 2023					
10	2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
11	3.4	Generative IT Add the bullet point ‘keep an ongoing focus on actions that support and guide kaimahi’ as an on-going agenda item for MK and AM	Mary Woodward	31.7.2023	

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee
3.30pm Monday 31 July 2023 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Claire Dallison, Kim Davies, Max Devon, Juan Liang, Bex Machon, Angela McLean, Sara Matthews, Shingai Muchecheherwa, Lauren Robinson, Pam Wood

1. Mihimihi

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

- apologies had been received from Nicole Akuhata, Bex Machon, Jess Shirley, Mary Woodward

2. Previous Minutes and Actions

There were no minutes/actions reviewed at this meeting

3. Teaching and Learning Support

3.1 Kaimahi Engagement Day

Members discussed the plan for the Academic Staff Professional Development Day and noted the following comments, recommendations and actions:

- The plan includes workshops that would be useful for LiIT, A&Q, and Learner Services kaimahi to attend. Suggested that we seek approval for this.
- Add a Plenary session at the end of the day to wrap things up; make it interactive
- Change ‘Option 3’ to a plenary session that involves the LiIT team
- Change the order of some workshops
- Add a workshop option that focuses on all priority ākonga
- Check to ensure no classes are timetabled on this day

Action

Marja Kneepkens

Incorporate these comments, recommendations and actions into the Academic Staff PD Day programme

- seek approval for LiIT, A&Q, and Learner Services kaimahi to attend workshops
- add an interactive plenary session at the end of the day to wrap things up
 - change 'Option 3' to a plenary session that involves the LiIT team
 - change the order of some workshops
- add a workshop option that focuses on all priority ākonga
 - check to ensure no classes are timetabled on this day

4. 2023 Focus Areas

4.1 2023 Priorities Update

There was no review of 2023 Priorities at this meeting

5. General Business

There was no General Business reviewed at this meeting

Meeting Closed: 04.30pm

Learning and Teaching Committee Action List – 31 July 2023

Minute Item	Action	Who	Progress	When
Action List 07 December 2022				
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	28.8.2023 - further attestation of Code has meant this flowchart is still in progress.	On hold until HofLS returns (late June)
Action List 01 May 2023				
2 2.3	Matters Arising from 20.03.2023 Meeting Report back to LTC on agreed PD actions: discuss with the Digital Workplace Manager to get the hub and PD events more visible and easier to navigate to	Kate Neame	28.8.2023	19.6.2023 - deferred
Action List 19 June 2023				
3 2.1	Forward confirmed minutes for tabling at next Academic Committee meeting	Mary Woodward	ASAP	Completed
4 3.4	Generative IT Add the bullet point 'keep an ongoing focus on actions that support and guide kaimahi' as an on-going agenda item for MK and AM	Mary Woodward	31.7.2023	
Action List 31 July 2023				
5 3.1	Incorporate these comments, recommendations, and actions into the Academic Staff PD Day programme <ul style="list-style-type: none"> • seek approval for LiIT, A&Q, and Learner Services kaimahi to attend workshops • add an interactive plenary session at the end of the day to wrap things up • change 'Option 3' to a plenary session that involves the LiIT team 	Marja Kneepkens	ASAP	

		<ul style="list-style-type: none"> • change the order of some workshops • add a workshop option that focuses on all priority ākonga • check to ensure no classes are timetabled on this day 			
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[Back to agenda](#)