

**Te Pūkenga trading as NMIT Academic Committee Meeting – Open**

Room M306 Nelson Campus – 3.15pm 15 May 2024

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Page</b>
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4.1 <a href="#"><u>Academic Standards + Quality Committee Minutes – Meeting of 19.3.2024</u></a> <a href="#"><u>and E-Meetings of 3 to 8.4.2024, 12 to 17.7.2023, 28.2 to 1.3.2023</u></a> – <i>for receipt</i>	KD	<a href="#"><u>19</u></a>
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5. Formal Motion to Moving into the In-committee session		
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, Director Academic and Teaching (Curriculum Directors), Curriculum Area Managers (Curriculum Managers), Pouārahi Director Māori and Pasifika Success (Manager of Ōritetanga), Head of Learner Services, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters 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:

<b>Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of the resolution.</b>
6.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 10.4.2024	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)

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7.1	Quality Enhancement 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.	2023 Degree Self-Assessment Reports – for approval	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.	Exchange Recommendation for approval	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

*Item 2.1 - Draft Minutes of Academic Committee Meeting 10.4.2024-Open tabled for confirmation*

**DRAFT - Te Pūkenga trading as NMIT Academic Committee MINUTES – Open**

Wednesday 10 April 2024

**Minutes**

These are the Open minutes of a meeting of Te Pūkenga trading as NMIT Academic Committee held on Wednesday 10 April 2024 at 3.15pm, face to face and online via Microsoft Teams.

**Present**

**Academic Committee Members**

Kim Davies (Chair)  
Nicole Akuhata (left 3.35)  
Julie Bytheway  
Max Devon  
Trisha Krishnasamy  
Rae Perkins (on-line 3.25pm)  
Susannah Roddick  
Victoria Whitmore  
Pam Wood

**In Attendance**

Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting),  
Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

**Apologies**

Scott Bailey, Reid Carnegie, Soraya Paki Paki, Chanelle Taylor

Kim Davies chaired the meeting.

**Quorum**

The Chair noted that a quorum of members was present and declared the meeting open.

**1. Welcome, Apologies, Notices**

The Chair welcomed everyone and noted:

- Apologies received from S Bailey, R Carnegie, S Paki Paki, C Taylor.
- M Day and M Kneepkens had resigned from the Academic Committee due to new job roles.
- As some Committee Members had indicated the need to leave early the meeting would move first into the in-committee session of the agenda.

The Members received M Day and M Kneepkens' resignation with regret and acknowledged their commitment to the committee over the past few years.

**Action:**

K Davies on behalf of the Academic Committee to send acknowledgement of resignation to M Day and M Kneepkens.

**6. Formal Motion to Moving into the In-committee session.**

The Chair moved the formal motion to move into the in-committee session.

**Resolution:**

08/24 It was resolved:

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

knowledge will be of assistance in relation to the matters above to be discussed, be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters to be discussed.

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Minutes of the In-Committee NMIT Academic Committee Meeting – 13.3.2024	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 8.2	2023 Self-Assessment Reports Bachelor of Arts and Media Bachelor of Computer-Generated Imagery	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1	Other Business Academic Staff Member Appointment	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)

**Moved:** Kim Davies  
**Seconded:** Victoria Whitmore  
**CARRIED**

The Chair noted that a quorum of members was present and declared the open session of the meeting reopened at 3.40pm.

## 2. Administrative

### 2.1 Open Minutes of the Previous Meeting

**Scheduled meeting – 13 March 2024**

**E-Meeting – 12 to 18 October 2023**

**Resolution:**

15/24 The Academic Committee confirmed the minutes of the open meeting of the Academic Committee held on 13 March 2024 as a true and accurate record of the meeting.

**Moved:** S Roddick

**Seconded:** K Davies

**CARRIED**

16/24 The Academic Committee confirmed the minutes of the open e-meeting of the Academic Committee held on 12 to 18 October 2023 as a true and accurate record of the meeting.

**Moved:** J Bytheway

**Seconded:** K Davies

**CARRIED**

## 2.2 Action Items of Academic Committee Meetings

The members reviewed the action items.

Item 1 – Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga.

K Davies requested this action be closed noting the unlikelihood of guidance being received from Te Pūkenga at this stage and that a decision would now need to be made at institute level. She noted that discussion would be needed on the process to reconsider the appeals procedure and requested that M Devon work with SANITI on developing a paper to be tabled at Academic Committee outlining their concerns and a process for addressing the lack of ākonga representation on appeal panels.

**Action:**

M Devon to work with SANITI on developing a paper to be tabled with the committee outlining concerns and a process for addressing the lack of ākonga representation on appeals panels.

Item 2 – Update Academic Development Status Report and make available to Committee Members.

K Davies requested this action be closed due to its age and advised her intention to develop a work plan capturing current academic development and progress against, to be monitored by Academic Committee via sub-committees.

**Action:**

K Davies to develop current academic development work plan to be monitored by Academic Committee via sub-committees.

Item 3 – Details on what Academic Committee need to know for delivery of the failed unit standards.

K Davies advised her intention to table a progress summary on the failed unit standards at the 30.4.2024 Academic Standards and Quality Committee meeting.

Item 4 – Confirm to committee when Iwi partnership agreements have been signed.

K Davies confirmed that two of three agreements had been signed and returned and would be forwarded onto NZQA; the final report will be followed up on.

## 2.3 Correspondence Schedule

There was no outwards correspondence tabled for endorsement.

**Resolution:**

17/24 The Academic Committee received the inwards correspondence.

**Moved:** M Devon

**Seconded:** P Ward

**CARRIED**

**Action:**

K Davies to look back at all correspondence to be scheduled for 2024

## 3 Academic and Quality

### 3.1 Programme and Course Change Approvals

K Davies advised:

- These updates detail changes made earlier in the year for 2024 delivery.
- The Academic Integrity Team are using course change approval information to determine that assessment changes are included in the 2024 moderation plans.

**Resolution:**

18/24 The Academic Committee endorsed the Programme and Course Change Approvals.

**Moved:** T Krishnasamy

**Seconded:** V Whitmore

**CARRIED**

## 4 Te Pūkenga

### 4.1 Transition Update

K Davies requested that this item be removed as a standing agenda item, noting that with the Te Pūkenga disestablishment process underway, any updates would now be reported to the committee via either a Quality Enhancement Report or an Academic Integrity Report.

**Action:**

M Woodward to remove standing agenda item '4 Te Pūkenga' from the agenda template

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**5 Reports from Committees and Working Parties**

**5.1 Academic Standards + Quality Committee**

The Academic Committee received for information the minutes of the meeting of the Academic Standards + Quality Committee held 20 February 2024.

**5.2 Recognition of Academic Credit Committee**

The Academic Committee received for information the minutes of the meetings of the Recognition of Academic Credit Committee held 22 February 2024 and 8 February 2024.

**6 Late Item**

M Devon raised concerns on the use of the Turnitin AI detection tool noting that ākonga are coming to her in distress around their understanding of how the tool works.

**Action:**

S Roddick and M Devon to follow-up on the ākonga AI concerns.

The Open session closed at 3.55pm.

**Academic Committee Action List – 10 April 2024**

	Item NO	ACTION	WHO	WHEN	PROGRESS
1	6.1	Late Item - NMIT Ākonga Appeals Procedure Explore channels for raising concerns about the lack of ākonga representation on appeal panels with Te Pūkenga	Kim Davies	10.4.2024	10.4.2024 - Closed due to the unlikelihood of guidance being received from Te Pūkenga at this stage.
<b>Action Items 22.11.2023 – Open</b>					
2	3.1	Academic Development Status Report Update Academic Development Status Report and make available to Committee Members	Kim Davies	ASAP	10.4.2024 - Closed
<b>Action Items 22.11.2023 – In-Committee</b>					
3	8.1.1	External Moderation Report Briefing Academic Committee on risk – Committee Members have asked for details on what need to know for delivery of the failed unit standards	<del>Jackie Rees</del> / Kim Davies	15.5.2024	10.4.2024 – KD to table progress summary at 30.4.2024 ASQ meeting
<b>Action Items 13.3.2024 – In-Committee</b>					
4	8.1	Confirm to committee when Iwi Partnership agreements have been signed.	K Davies	15.5.2024	10.4.2024 – 2 of 3 signed agreements returned and to be forwarded to NZQA. Final agreement to be followed up on.
<b>Action Items 10.4.2024 – In-Committee</b>					
5	9.1	Academic Staff Member Appointments Notify L Gant and S Akhavan of appointment onto the Academic Committee and arrange induction.	K Davies	ASAP	Completed
6	9.2	Appointment of Degree Monitor Confirm approval process for on-boarding degree monitors.	K Davies	15.5.2024	
7	10.1 1	Academic Committee Resignation Send acknowledgment of resignation to C Taylor, M Day, M Kneepkens.	K Davies	15.5.2024	
<b>Action Items 10.4.2024 – Open</b>					
8	2.2	Action Items Work with SANITI on developing a paper to be tabled with the committee outlining concerns and a process for addressing the lack of ākonga representation on appeals panels.	M Devon	15.5.2024	
9	2.2	Action Items Develop current academic development work plan to be monitored by Academic Committee via sub-committees.	K Davies	15.5.2024	

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10	2.3	Correspondence Schedule Look back at all correspondence to be scheduled for 2024.	K Davies	15.5.2024	
11	4	Te Pūkenga Remove standing agenda item '4 Te Pūkenga' from the agenda template.	M Woodward	15.5.2024	Completed
12	6	Late Item Follow-up on the ākonga AI concerns.	S Roddick / M Devon	15.5.2024	

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## Academic Committee Meeting 15 May 2024

*Item 2.2 - Action Items of Academic Committee Meetings tabled for review.*

	Item NO	ACTION	WHO	WHEN	PROGRESS
<b>Action Items 22.11.2023 – In-Committee</b>					
1	8.1.1	External Moderation Report Briefing Academic Committee on risk – Committee Members have asked for details on what need to know for delivery of the failed unit standards	Jackie Rees / Kim Davies	15.5.2024	10.4.2024 – KD to table progress summary at 30.4.2024 ASQ meeting
<b>Action Items 13.3.2024 – In-Committee</b>					
2	8.1	Confirm to committee when Iwi Partnership agreements have been signed.	K Davies	15.5.2024	10.4.2024 – 2 of 3 signed agreements returned and to be forwarded to NZQA. Final agreement to be followed up on.
<b>Action Items 10.4.2024 – In-Committee</b>					
3	9.1	Academic Staff Member Appointments Notify L Gant and S Akhavan of appointment onto the Academic Committee and arrange induction	K Davies	ASAP	Completed
4	9.2	Appointment of Degree Monitor Confirm approval process for on-boarding degree monitors	K Davies	15.5.2024	
5	10.1 1	Academic Committee Resignation Send acknowledgment of resignation to C Taylor, M Day, M Kneepkens	K Davies	15.5.2024	
<b>Action Items 10.4.2024 – Open</b>					
6	2.2	Action Items Work with SANITI on developing a paper to be tabled with the committee outlining concerns and a process for addressing the lack of ākonga representation on appeals panels.	M Devon	15.5.2024	
7	2.2	Action Items Develop current academic development work plan to be monitored by Academic Committee via sub-committees.	K Davies	15.5.2024	
8	2.3	Correspondence Schedule Look back at all correspondence to be scheduled for 2024.	K Davies	15.5.2024	
9	4	Te Pūkenga Remove standing agenda item '4 Te Pūkenga' from the agenda template.	M Woodward	15.5.2024	Completed
10	6	Late Item Follow-up on the ākonga AI concerns.	S Roddick / M Devon	15.5.2024	

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## Academic Committee Meeting 15 May 2024

### *Item 2.3 Correspondence Schedule – Inwards for receipt and Outwards tabled for endorsement*

#### **Inwards for receipt**

1.	NZQA	09.04.24	Interim Consistency Review report for CT2596 NN Diploma in Information Technology Technical Support (Level 5)
2.	TEC	25.03.24	Decline funding application for Kia Haumaru! Kia Matatū! SafePlus Micro-credential (Level 4)
3.	NZQA	11.04.24	Approval of Micro-credentials Reviews for: <ul style="list-style-type: none"> <li>• Aeronautical Engineering Fundamentals (Micro-credential)</li> <li>• Aeronautical Maintenance Fundamentals (Micro-credential)</li> </ul>
4.	Te Pūkenga	14.04.24	MCDM approval Type 2 programme changes to IT suite of programmes, for Sem 2 2024.
5.	Toi Mai	18.04.24	Letter of endorsement, Type 2 programme change - NZ 2595 NZ Cert IT L5, NZ256 NZ Dip IT Tech Support L5, NZ2598 NZ Dip Web Development and Design L5

#### **Outwards for endorsement**

6.	NZQA	22.12.23	Micro-credentials Reviews for: <ul style="list-style-type: none"> <li>• Leadership for Primary Industries Micro-credential</li> <li>• Project Management for Primary Industries Micro-credential</li> </ul>
7.	NZQA	24.03.24	Micro-credentials Reviews for: <ul style="list-style-type: none"> <li>• Aeronautical Engineering Fundamentals (Micro-credential)</li> <li>• Aeronautical Maintenance Fundamentals (Micro-credential)</li> </ul>
8.	Te Pūkenga	03.04.24	MCDM request for Type 2 programme changes to IT suite of programmes, for Sem 2 2024.
9.	Toi Mai	07.04.24	Type 2 programme change endorsement application - NZ2595 NZ Cert IT L5, NZ256 NZ Dip IT Tech Support L5, NZ2598 NZ Dip Web Development and Design L5
10.	L Gant	17.04.24	Email from Committee Chair advising of appointment onto AC at 10.4.2024 meeting
11.	S Akhavan	17.04.24	Email from Committee Chair advising of appointment onto AC at 10.4.2024 meeting
12.	NZQA	19.04.24	Action Plan relating to unit standards 27749, 26627 and 9681
13.	NZQA	23.04.24	Summary of Type 1 programme changes approved January to March 2024
14.	NZQA	02.05.24	Applications C60691-60693. Type 2 changes to NZ2595 NZ Cert IT L5, NZ256 NZ Dip IT Tech Support L5, NZ2598 NZ Dip Web Development and Design L5.

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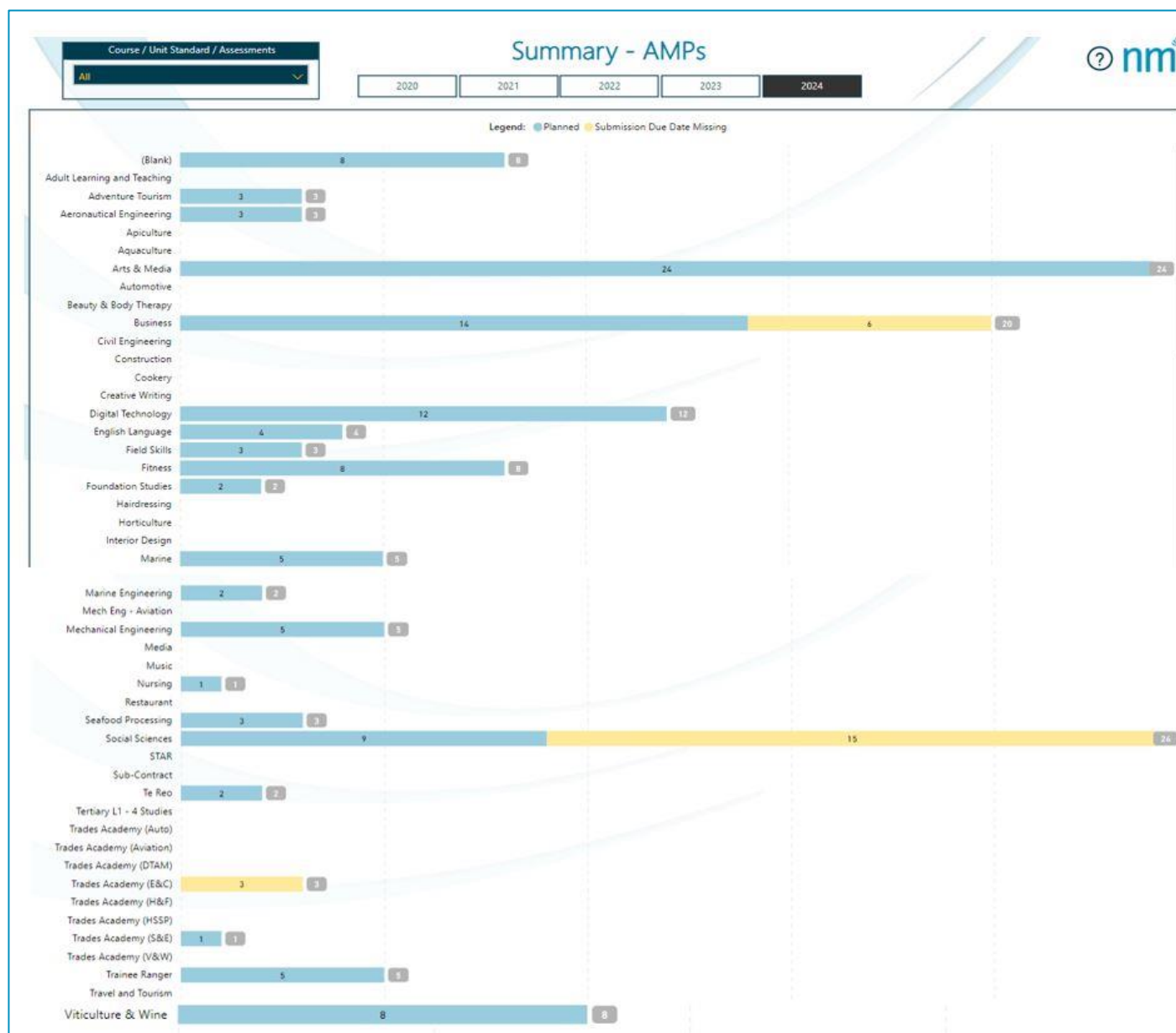
## Item 3.1 Quality Enhancement Summary Report tabled for information

From: Quality Enhancement  
 To: Academic Committee  
 Date: 15.05.2024  
 Subject: Item 3.1 QE Summary Report

3.1.1 **Moderation Activity**

The majority of Annual Moderation Plans have been submitted and will be reviewed prior to addition to the Academic Standards and Quality Committee agenda for the 28 May meeting.

A discussion at the 30 April Committee meeting focused on exploring ways to streamline the AMP process to ensure it efficiently supports Moderation practice at NMIT.

3.1.1a **Monitoring 2023 external moderation events.**

Tracking shows that **53%** of 2023's planned external moderation events have been completed. This is an improvement on the timeliness of 2022 moderation events at the same point in the year, by which date only **40%** had been completed.

Steps have been taken to address the lag further – we have reduced the time for moderators to **respond** with their reports (30 days to 15 days); and reduced the time allocated for Programme Areas to complete the process once the Report has been received. (3 months max).

In order for these directives to have best effect; reminders and encouragement need to be given to Programme Area kaimahi.

### 3.1.2 Consistency Reviews

Work continues to prepare material for the Consistency Reviews scheduled for 2024.

A summary of 2023 Consistency Review Outcomes will be reported at the next Academic Committee Meeting.  
Upcoming

Curriculum Area	Review Date	Qualification	Graduates in scope
Applied Business (eCampus)	10 May	NZ Certificate in Business (Introduction to Small Business) L3 To be submitted late by Open Polytechnic on behalf of NMIT - all information supplied.	18
E&C	10 June	NZ Diploma in Engineering (Civil) L6	50
Creative Industries	25 June	NZ Diploma in Animation L5	36
Creative Industries	25 June	NZ Diploma in Animation L6	15
Primary Industries	04 July	NZ Certificate in Primary Industry Skills L2	287

### 3.1.3 Self-Assessment Reports

2023 Degree SARs – all have been received and reviewed. Final SAR documents were endorsed by the Academic Standards and Quality Committee via e-vote.

### 3.1.4 Learner Voice

Learner Voice Plans – the majority of plans have been confirmed for 2024 and surveys are being conducted in line with these plans.

### 3.1.5 Degree Monitoring

Outcomes – awaiting draft Monitor Reports for two virtual events in April. Curriculum Area Managers tasked with following up with monitors.

Reports pending      Bachelor of Arts and Media (19.03.24)  
Paetahi Tumu Korero Bachelor of Counselling and Postgraduate Certificate in Professional Supervision (10-11.04.24)

### 3.1.6 External Evaluation and Review

Upcoming - A number of external Regulatory Body review visits are scheduled for 2024. Preparations are underway and documentation requests are being managed by Curriculum teams. Academic and Quality will provide support as timelines progress.

- Maritime New Zealand July 2024
- Engineering New Zealand August 2024
- Social Work Registration Board tbc October 2024
- International Maritime Organisation (IMO) November 2024
- Ministry for Primary Industries - Animal Ethics December 2024

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*Item 3.2 Academic Integrity Team Leader Report tabled for information*

From: Academic Integrity Team Leader  
To: Academic Committee  
Date: 15.05.2024  
Subject: Item 3.2 Academic Development Summary Report

3.2.1. Academic Development

[Link to Academic Development Tracking Summary as at 08 May 2024.](#)

The 2024 Academic Development Work Plan is still being finalised. This is being informed by a new overarching 2024 Academic and Quality Work Plan containing key quality milestone dates for each Programme Cluster and identifying programme changes required due to changes in qualifications and proposed changes and new delivery requested by the Curriculum Area Managers.

In addition CAMs have been asked to identify new opportunities for 2025 delivery. Once these projects have been reviewed and approved to progress, they will be added to the Work Plan for tracking through this committee and Academic Committee with expected dates for endorsement/approval.

A “bulk” Matters for Central Decision-Making Request has been approved by Te Pūkenga Quality to support a number of Type 2 programme change applications which will be considered for endorsement by Academic Standards and Quality Committee at upcoming meetings to meet the NZQA 4 October sub-degree submission deadline.

Any risks associated with this plan will be surfaced by the Tracking Summary attached.

3.2.2. Unified Programmes

Te Ata Māhina Bachelor of Social Work and Bachelor of Nursing

Work continues to update documentation for approval of “unified” qualifications.

Te Pūkenga Academic Development has requested documentation for related NMIT Policy and Procedure along with programme structure information to support our application to become a delivery site. Information was provided in late April.

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## Academic Development Status Report for Academic Committee

Report date: 08 May 2024

Updates since last report in red font.

Title	Ac Dev Type	Development status	Comments
<b>Red – Needs Urgent Resolution</b>			
<b>Orange – At Risk</b>			
<b>Green – Development on track</b>			
Master of Applied Science		NZQA approved. Awaiting SLT TEC approval	3/5 Picked up from 2023 devs. NMIT is an approved delivery site. OH approval required, then PS for AC approval. TEC app and ebs set up. 12/9 NMIT already added as delivery site (SK). Delivering one course at NMIT (dissertation). From Unitec prog. 60 credits will be awarded through RAC from our PGDipSA and learners will complete the 120 credit Thesis course.
China Partners Short Course	Short Course	ASQ next	23/4/24 No updates received. 17/10/23 Development on hold until John I can visit China to discuss. Aiming for November. Proposed short course for cohorts of visitors from Chinese Partner Institutions such as HUT, non-assessed, FCR. Costing to be approved.
NZC Business (FLM) L4	Unified TP	In delivery Moodle development	23/4 Delivery of last 2 courses likely to be pushed back as students have not completed first 2 courses. 5/3 Last 2 courses on track for 15 April, assessments to be moderated next. 16/11 2 x courses underway, remaining 2 to develop for April 2024. 6/11 Programme Guide and assessment plan completed. For online delivery to Pacific Fisheries Officers.
Graduate Diploma in Accounting	Type 2	NZQA application next	15/04 Type 2 change endorsed, 3v6 approved, MCDM approved. 29/11/23 updated MCD draft for review and submission for delivery Sem 2 2024. Replacement of NMIT courses with equivalent unified Bachelor of Accounting courses. For Sem 2 2024.
BIT, <del>Grad Dip IT</del> , NZCD IT L5 x 3	Type 2	NZQA application next	2/5 NZCD Applications submitted NZQA. Revised 3v6 for BIT with AS+Q for endorsement prior to submitting Type 2 to NZQA. 15/04 MDCM and 3v6 approved. 5/3 Learning Outcome change to L5 courses, for Sem 2 2024. Drafting MCD
Supported Learning Micro-credentials	New MC x2 Sem 2 2024	Next step delivery	26/4 TEC approved. UI set up in ebs. Team meeting in 3 wks to discuss delivery. 14/3 2024 delivery TBC. 16/2 NZQA approved, 13/2 RFI response submitted. 15/1 RFI from NZQA. 21/12 Applications submitted to NZQA.

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Title	Ac Dev Type	Development status	Comments
Supported Learning Micro-credentials	New MC x2 Sem 1 2025		27/11 Post PAC decision made by KD/MK to focus on 2 credentials for Sem 1 and 2 for Sem 2 due to short timelines for approval. 15/9 MCDM approved after 2 months.
NZC Fishing Vessel Crewing (L3)	Site Accreditation	Programme Summary AC approval	7/5 CAM to decide if going ahead. 17/4 MCD approved, 3 x learners enrolled for 10 June. 28/3 Prog Summary and Site App drafted. 7/12 site accred from Toi O to deliver to v2 of qual. MD pushing back 2024 delivery to Sem 2.
Te Ata Māhina Bachelor of Social Work (Level 7)	Unified TP	Updates in process for resubmission to NZQA	13/03 Work ongoing to secure NZQA and SWRB approvals. “collaborative” development continues. 16/1 On hold NZQA. 1/11 Approval Panel dates pushed out to Quarter 1, 2024. 26/9 NZQA timeline pushed back to mid-24. NMIT delivering from Sem 1 2025.
Bachelor of Nursing (Level 7)	Unified TP	Updates in process for resubmission to NZQA	13/03 Work ongoing to secure NZQA and NZNZ approvals. “collaborative” development continues. 16/1 On hold NZQA. 1/11 Approval Panel dates pushed out to Quarter 1, 2024. NMIT delivery likely deferred to Sem 1 2025. Nelly and Shingai (LII) part of TP development team.
NZC Tourism L3	Unified TP	Ebs set up required	15/2 No delivery Sem 1, 2024, revisit with CAM for Sem 2.
NZC Hairdressing L3	Unified TP	Resource development	5/3 In delivery. All assessments provided by TP pre-moderated, just course resources to finish. 26/11/23 Moodle dev going well.
NZC Hairdressing (Professional Stylist) L4	Unified TP	TEC approved	26/1 TEC Approved. 24/11. Curriculum team have confirmed no delivery in 2024.
NZC Electrical Pre-Trade (Level 3)	Unified PL	MCDM submitted for approval TP application	16/04 Email RC to confirm status. 15/2 Further info requested by Ako Network Director re MCDM Nov 23, earliest delivery would now be Sem 1, 2025. 21/11/23 now planning to deliver from ML, not Nelson. Missed final Unitec AC meeting for approval of application. Rival PTE delivering this in Te Taihū, further review required. Wintec PoS, NMIT to apply for Delivery Site Accreditation.
NZC Marine Engineering Class 6 (L4)	Unified TP	Resource development	15/04 Prog Guide and Asst Details to be created. 26/3 Learners enrolled on first UIO 8 July. 26/1 NZQA approved. Deliver in Sem 2. 25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October, application on hold as awaiting WDC approval.
NZC Marine Engineering Class 5 (L5)	Unified TP	Resource development	15/04 Prog Guide and Asst Details to be created. 26/3 Learners enrolled on first UIO 30 Sept. 8/3 TEC approved. 26/1 NZQA approved. Deliver in Sem 2. 25/10 Prog Summary approved AC, ebs set up ongoing. Submitted to NZQA 5 October.
NZC Domestic Maritime Operations (Restricted Limits) L4 [SRL]	Unified TP	Resource development	23/04 Simon S working with SME to develop course materials. 15/04 work underway on Prog Guide and Asst Details docs. 5/3 Will enrol new learners on new programme from April, and teach out existing on old, non-unified. 15/2 Working with TP to confirm potential for later Sem 1 start. Resources developed in house 26/1 NZQA approved.
NZC Maritime (Crewing) - Level 3 [Superyacht]	Unified TP	Resource development	23/04 Simon S working with SME to develop course materials. 15/04 work underway on Prog Guide and Asst Details docs. 7/3 9 learners enrolled for May start. 27/2 Ako Network Director decision to push back delivery to Sem 2 2024 as docs not ready. 7/2 Deliver existing programme for Sem 1, 2024. Unified resources not ready, MCDM required to approve this exemption from unified. 26/1 NZQA approved.



Academic Committee Meeting 15 May 2024

Title	Ac Dev Type	Development status	Comments
NZC Construction Trade Skills L3	Unified TP	2025 delivery set up	15/04 Datasheet and UI setup needed for 2025 delivery. 20/2 NZQA approved. NMIT deliver from Sem 1 2025. 8/2 Te Pūkenga directive to deliver existing programme for Sem 1 2024 as not yet NZQA approved, if approved delivery will commence Sem 1, 2025.. Curriculum Team confirm will not add Allied Trades strand for 2024 delivery.
NZC Aeronautical Engineering (Pre-employment Skills) (Level 3)	Type 2	MCD approval	8/5 Type 2 changes being prepared. 22/4 Added to tracking. Update of expired unit standards. Move to latest version of qual (2) 6/3 Docs sent to Robbie for review.
NZC Exercise (L4)	Unified TP	Programme Summary TP Application Form AC approval	8/5 Not currently included on 2024 Workplan. 15/04 KD to confer with MMS to confirm. 17/11/23 PoS NZQA approved. MCD not required. NMIT to talk with Ako Network Director next. 2/11 Become delivery site for unified prog commencing Sem 2, 2024. Kim confirming process with TP. Shine starting on new prog summary

Recently Completed			

Other			
Matauranga Māori	Iwi subcontracts	Await NZQA approval	7/5 2 x applications submitted. Subcontracting agreements with Ngāti Kuia, Rangitāne and Ngāti Koata. For delivery of Te Pokaitahi Tikanga (Matauranga Māori) (Kaupae 2), Te Pokaitahi Tikanga (Matauranga Māori) (Kaupae 3) and Te Pokaitahi Reo Māori (Reo Rua) (Kaupae 2).
Study Abroad Training Schemes	Division request to deliver	KD memo Programme Documentation next	16/04/24 KD to prepare memo for AC confirming BDs accredited by NZQA. 8/1/24 Approved NZQA for all 15 x NZ ITPs. Arranged by Will T so that students can get visas. Regs to do. No MCD used. Needs retrospective AC approval.
NZ Certs Foundation L1 and L2	Motueka delivery	UIO set up	7/5 No update on this, no UIO in ebs. 26/2 NZQA confirm temporary site to end of November 2024. 8/12/23 TP have endorsed 'a trial for a period of 2 years. However, we would expect that minimum numbers are set for the Semester 1 programme to run and any associated teaching staff contracts if new staff are engaged to reflect this'. To commence April (July?) 2024
WBL-SDR Course Descriptors	New	2024 set up in ebs	13/3 2024 set up underway. 9/1/24 2023 CDs no longer required. Need to set up for 2024. 26/10 Course Descriptors drafted. To be completed following urgent set up of new self-funded courses for inclusion in the August SDR

On hold			
NZ Cert in Apiculture L3	Unified TP	Ebs setup complete	15/04 No 24-25 occurrence currently. 15/1 Put development on hold? Sem 2 2023 delivery withdrawn to low enrolments. Delivery info confirmed. NZQA approved. Course resources shared by Otago. Enrolment transfers?

Academic Committee Meeting 15 May 2024

Title	Ac Dev Type	Development status	Comments
NZC Apiculture (Queen Bee) (L4)	Unified TP	Ebs setup complete	15/04 No 24-25 occurrence currently. 15/1 Put development on hold? 6/11 No enrolments for Sem 2 2023. May be withdrawn. Delivery info confirmed. NZQA approved. Course resources shared by Otago. August 2023 start. Enrolment transfers?
NZD Primary Industries Business Management L5	Unified TP	Ebs setup underway	15/04 No 24-25 occurrence currently. 15/1 Put development on hold? 16/11 PW waiting on external decision as we don't have capability to delivery all courses. Aiming for one course per semester. Delivery hours and weeks tbc. Curriculum team confirm delivery from Sem 1, 2024.

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## Item 3.3 Programme and Course Change Approvals tabled for endorsement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
<b>APPLIED BUSINESS</b>				
Bachelor of Commerce	08.04.24	15.04.24	18108	19 February 2024
<p><b>Rationale for change/s:</b> Version change to 18108 with retrospective effective from 19 February 2023 Update to include four approved Level 7 courses from unified Bachelor of Accounting as elective options in programmes.</p> <p><b>Brief description of change/s:</b></p> <ul style="list-style-type: none"> <li>Changes to reflect 2024 delivery including updates to version of Te Kawa Maiooro and related policies, procedures and related forms.</li> <li>Addition of ACCY7101 Advanced Management Accounting; ACCY7102 Advanced Financial Accounting; ACCY7103 Auditing and Assurance; ACCY7014 Professional Accounting Project as elective courses.</li> <li>Noted that Grad Dip Accounting and Grad Dip Professional Accounting will not be offered in Sem 1 2024</li> </ul> <p><b>NZQA Type 1 Changes:</b> <b>Programme Regulations:</b></p> <ul style="list-style-type: none"> <li>S2.7 Schedule of Courses – include new ACCY level 7 courses and indicate which courses will not be available for study in 2024.</li> <li>S4.1 Entry Requirements – removal of references to COVID-19 in Information for Applicants</li> <li>s5.6 Special Assessment – removed resit minimum 50% pass requirement for Final Examinations. Noted that Aegrotat Results may not meet CPA/CAANZ registration requirements due to controlled/observed assessment constraints.</li> </ul> <p><b>Course Descriptors:</b> Included course descriptors for</p> <ul style="list-style-type: none"> <li>ACCY7101 Advanced Management Accounting 15 credits</li> <li>ACCY7102 Advanced Financial Accounting 15 credits</li> <li>ACCY7103 Auditing and Assurance 15 credits</li> <li>ACCY7014 Professional Accounting Project 30 credits</li> </ul> <p>These courses replace BAC701 Advanced Financial Accounting; BAC702 Advanced Management Accounting; BAC703 Financial Management and BAC705 Auditing which remain in schedule so they can be used to meet completion requirements if completed prior to 2024.</p>				
<b>CREATIVE, TECHNOLOGIES &amp; SERVICE INDUSTRIES</b>				
New Zealand Certificates in English Language L3 - L5	30.04.24	30.04.24	18105	19 February 2024
<p><b>Rationale for change/s</b> 2024 rollover updates. Continuing process of alignment with the New Zealand Certificates in English Language NZCEL Guiding Document.</p> <p><b>Description of changes:</b> <b>NZQA Type 1</b></p> <ul style="list-style-type: none"> <li>Removal of RAC limits</li> <li>Update to version 5 for US 22749, 22750, 22751, 22891, 22892 (courses ENL413 and ENL414)</li> <li>Rewording of Special Assessment Circumstances language to provide clarity for ākonga and ensure alignment with unit standard and NZCEL Guiding Document.</li> </ul> <p><b>Programme Regulations and CDs:</b></p> <ul style="list-style-type: none"> <li>Update to Te Kawa Maiooro cover note</li> <li>Remove blue refer to policies throughout the documents</li> <li>Template wording/formatting/error correction changes where applicable</li> <li>Addition of Section 4.9 Ākonga Guidance and Support</li> <li>Section 6: Add alignment list of NMIT to TKM policies and procedures (replaces current TKM section list)</li> <li>Error corrections and formatting throughout documents</li> </ul>				
<b>PRIMARY, FOOD &amp; ENVIRONMENTAL INDUSTRIES</b>				
NZC Primary Industry Skills L2	08.04.24	09.04.24	20102	1 January 2024
<p><b>Rationale for change/s</b></p> <ul style="list-style-type: none"> <li>2024 rollover updates. Expired unit standard.</li> </ul> <p><b>Description of changes:</b></p> <ul style="list-style-type: none"> <li>Indicative Pattern of delivery updated to include night classes.</li> <li>Type 1 US <b>version updates</b> NOTE: Optional unit standards will not be offered.</li> </ul>				

Course Code and Title: CPI201 SAFE PRACTICES					
Unit Standard ID	Unit Standard Title	Level	DAS Credits	Version No.	CMR
<i>Optional unit standards which may be achieved in this course</i>					
6400	Manage first aid in an emergency situation	3	2	67	230
6401	Provide first aid	2	1	67	230
6402	Provide basic life support	12	12	89	230
24557	Demonstrate knowledge of the safe operation of a quad bike	2	3	45	52

Course Code and Title: CPI203 SELF-MANAGEMENT AND EMPLOYABILITY SKILLS					
Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
1980	Describe, from an employee perspective, ways of dealing with employment relationship problems.	3	3	910	113
4251	Plan a career pathway	3	3	89	113
4252	Produce a personal targeted CV (cCurriculum vitae)	2	2	89	113
4253	Demonstrate knowledge of job sSearch sSkills	2	3	78	113
12349	Demonstrate knowledge of time management	2	3	67	113
30911	Demonstrate knowledge of a specified workplace	3	3	12	113
31589	Demonstrate self-management and work co-operatively in a public sector context	3	5	12	121

• **Removal of optional expired unit standard 22176**

Course Code and Title: CPI202 INTRODUCTION TO PRIMARY INDUSTRIES					
Unit Standard ID	Unit Standard Title	Level	DAS Credits	Version No.	CMR
<i>Optional unit standards which may be achieved in this course</i>					
21212	Harvest a horticulture crop by hand under close supervision	2	5	5	32
22176	Maintain horticultural property structures	2	5	1	32
22185	Demonstrate knowledge of quality control systems in				

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## Academic Committee Meeting 15 May 2024

*Item 4.1 – Academic Standards + Quality Committee Minutes – Meeting of 19.3.2024 and E-Meetings of 3 to 8.4.2024, 12 to 17.7.2023, 28.2 to 1.3.2023 tabled for receipt*

OPEN

CONFIRMED Minutes of a meeting of the Academic Standards + Quality Committee  
Tuesday 19 March 2024 at 10am Room M306 and via Microsoft Teams

PRESENT:

Committee: Susannah Roddick (Chair), Reid Carnegie, Kim Davies (arrived 10.30am), Silvia Gassebner, Alison Hart (left 10.43am), Camille Nicholls, Rae Perkins (left 10.45am), Eddie Shields, Ren Stronach, Chanelle Taylor, Sharon Thomas, Mary Woodward (Minute taker, non-voting)

### 1. Administrative

#### 1.1 Welcome, Apologies, Notices, Quorum

Susannah Roddick opened the meeting and noted:

- There were no apologies.
- Rostered CAMs Reid Carnegie and Rae Perkins in attendance.

### 2. Academic and Quality

#### 2.1 Quality Enhancement Summary Report

##### 2.1.1 Moderation Activity

##### 2.1.1a External Moderation Reports tabled for receipt

**RESOLVED** that the tabled External Moderation Reports be receipted.

It was noted:

- Of the 15 post moderation reports tabled:
  - 5 Met, 9 Met/Modify, 1 Not Met in relation to Materials.
  - 9 Met, 4 Met/Modify, 2 Not Met in relation to Assessor Judgements.
- The one tabled pre-moderation report met in relation to Materials.
- The length of time it can sometimes take to get moderation reports back from the moderator especially when clarification on outcomes is needed.
- The murkiness around met/modify results.

##### 2.1.1b External Moderation Reporting Spreadsheet tabled for information

##### 2.1.1c Annual Moderation Plans tabled for endorsement.

**RESOLVED** that the tabled Annual Moderation be endorsed:

- Kaitiaki Whenua – Trainee Ranger Programme 2024.
- Conservation Field Skills Programme 2024.
- Adventure Tourism and Guiding Programme 2024.
- Fitness Programme 2024.

Susannah Roddick / Camille Nicholls  
**CARRIED**

##### 2.1.2 Consistency Review Update tabled for information.

- In progress:
  - New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) – presentation 21.3.24.
- Reports submitted by Open Polytechnic for:
  - New Zealand Certificate in Computing (Intermediate User) (Level 3).
  - New Zealand Certificate in Business (First Line Management) (Level 4) eCampus.
  - New Zealand in Business (Introduction to Small Business) (Level 3) eCampus.

##### 2.1.3. Self-Assessment Update tabled for information

- As at 15 March 2024:
  - Degree SARs – five out of 13 submitted.
  - Sub-degree SARS – 10 out of 61 submitted.

##### 2.1.4. Learner Voice Update tabled for information

- Learner Voice plans are due to the Student Feedback Administrator by 20 March 2024.
- As at 18 March 2024:

- 6 of 18 Programme Clusters have submitted completed plans.
- 7 of 18 Programme Clusters have submitted Course-Tutor schedules.

2.1.5. Degree Monitoring Update tabled for information

- Bachelor of Arts and Media degree monitoring is taking place today.

2.1.5a. Recommendation to appoint M Pentecost as Degree Monitor for Programmes: Paetahi Tumu Korero Bachelor of Counselling and Postgraduate Certificate in Professional Supervision was tabled for endorsement.

**RESOLVED** that the recommendation to appoint M Pentecost as Degree Monitor for Programmes: Paetahi Tumu Korero Bachelor of Counselling and Postgraduate Certificate in Professional Supervision be endorsed by this committee and forwarded to the Academic Committee for approval.

**Susannah Roddick / Chanelle Taylor**  
**CARRIED**

2.1.6. Micro-Credential Annual Reviews tabled for information

- Two remaining outstanding reviews from 2023 were confirmed 14 January 2024.
  - Project Management for Primary Industries was approved for 2024 delivery.
  - Leadership for Primary Industries was retired. NMIT will seek accreditation to deliver once replacement micro-credential developed by Muka Tangata is listed.
- For 2024 seven reviews are currently in progress.

2.2. Academic Integrity Team Leader Summary Report

2.2.1. Academic Development

The Academic Development Tracking Summary Report was tabled for information. It was noted:

- The New Zealand Certificate in Tourism (Level 3) programme is not being delivered in 2024 and needs to be removed from status report.

**Action Susannah Roddick**  
Send Academic Development Tracking Summary Report to CAMs for information and review, get back to A+Q for any updates

2.2.2. Re-accreditation Request: Te Pōkaitahi Tikanga (Mātauranga Māori) (Kaupae 3) [124395-1] tabled for information

- Noted that this request was approved by Academic Committee and sent to NZQA.

2.3. 2023 Self-Assessment Reports tabled for endorsement.

2.3.1. Bachelor of Arts and Media

- Noted that this draft report had been forwarded to the Degree Monitor in readiness for today's monitoring event.

**RESOLVED** that the 2023 Self-Assessment Report Bachelor of Arts and Media be endorsed by the committee and forwarded to Academic Committee for approval.

**Chanelle Taylor / Susannah Roddick**  
**CARRIED**

2.4. Te Pūkenga Internal Consent to Assess Unit Standard 29677 Application tabled for endorsement

- Documents tabled to support the endorsement application:
  - Consent and Moderation Requirements (CMR) for Building and Construction
  - Course Descriptor COA207 Trades Academy Building and Construction
  - Unit Standard 29677 Version 2
  - MoU Top of the South Trades Academy Tertiary Provider Partnerships – Tertiary Provider: Nelson Marlborough Institute of Technology
  - Top of the South Trades Academy Management and Policy document 2021 – 2024.

**RESOLVED** that the Te Pūkenga Internal Consent to Assess Unit Standard 29677 Application be endorsed.

**Susannah Roddick / Chanelle Taylor**  
**CARRIED**

3 Course and Programme Changes

- 3.1 3V6 Approval Form Certificate in Superyacht Crewing SBT311 STCW Basic Safety Training, PSI311 Professional Superyacht Interior Training 2024 version 15101 and including the Certificate in Superyacht Crewing Programme Regulations 2024 version 15101 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Certificate in Superyacht Crewing SBT311 STCW Basic Safety Training, PSI311 Professional Superyacht Interior Training 2024 version 15101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

- 3.2 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trade) (Level 4) with strands, All courses in the programme 2024 version 18101 and including the NZ Cert Mechanical Engineering (Trade) (Level 4) Programme Regulations 2024 18101 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form New Zealand Certificate in Mechanical Engineering (Trade) (Level 4) with strands, All courses in the programme 2024 version 18101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

- 3.3 3V6 Approval Form New Zealand Certificate in Engineering Fabrication (Trade) (Level 4) with strands, CFE301 to CFE308 2024 version 18101 and including the NZ Cert Engineering Fabrication (Trade) (Level 4) Programme Regulations 2024 18101 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form New Zealand Certificate in Engineering Fabrication (Trade) (Level 4) with strands, CFE301 to CFE308 2024 version 18101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

- 3.4 3V6 Approval Form Bachelor of Career Development, Graduate Certificate in Career Development and New Zealand Diploma in Career Development BCD601 Employment Relations and Policy, BCD701 Organisations and Human Capability, BCD711 Career Development in Education 2024 versions 17109 and 19102 and including the BCD GradCert Career Development Course Descriptors 2024 17109, the BCD GradCert Career Development Programme Regulations 2024 17109 and the NZDip Career Development Programme Regulations 2024 19102 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Bachelor of Career Development, Graduate Certificate in Career Development and New Zealand Diploma in Career Development BCD601 Employment Relations and Policy, BCD701 Organisations and Human Capability, BCD711 Career Development in Education 2024 versions 17109 and 19102 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

- 3.5 3V6 Approval Form Te Pōkairua Reo Māori (Kaupae 5) REO511 Te Whakaronga. REO512 Te Kōrerorero, REO513 Te Tuhituhi, REO514 Te Pānui, REO515 Te Rangahau 2024 version 18101 and including the Te Pōkairua Reo (Rumaki) (Te Kaupae 5) Programme Regulations 2024 18100 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Te Pōkairua Reo Māori (Kaupae 5) REO511 Te Whakaronga. REO512 Te Kōrerorero, REO513 Te Tuhituhi, REO514 Te Pānui, REO515 Te Rangahau 2024 version 18101 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

- 3.6 3V6 Approval Form NZ Certificate in Information Technology L5 [121290] NZ Diploma in IT Technical Support L5 [121291] NZ Diploma in Web Development and Design L5 [121292] CSA502 Computer Systems Architecture OSA501 Operating Systems and Application Software Sem 2 2024 16107 and including the NZ Certificate and Diplomas in IT (Level 5) Course Descriptors Sem 2 2024 16107 and the NZ Certificate and Diplomas in IT (Level 5) Programme Regulations Sem 2 2024 16107 were tabled for endorsement

**RESOLVED** that the 3V6 Approval Form NZ Certificate in Information Technology L5 [121290] NZ Diploma in IT Technical Support L5 [121291] NZ Diploma in Web Development and Design L5 [121292] CSA502 Computer Systems Architecture OSA501 Operating Systems and Application Software Sem 2 2024 16107 and supporting Academic & Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

Susannah Roddick / Chanelle Taylor  
CARRIED  
Action Mary Woodward

Advise Academic Advisor of 3v6 endorsement  
Forward 3v6 to Director of Academic & Quality for approval

4. Matters Arising (General)

4.1 AS+Q Committee 2024 Meeting Schedule was tabled for information.

Following review of the meeting schedule it was agreed that an analysis of 2023 Learner Voice Plan summary report be tabled at the 30.4.2024 meeting.

There was discussion on how the learner voice is reflected on in self-assessment reporting and team meetings.

**Action Susannah Roddick / Kim Davies**

To discuss 2023 Learner Voice Plan analysis

**Action Kim Davies**

Discuss with Student Feedback Administrator on adding an additional field for noting outcomes on Learner Voice Plan

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

5. Curriculum and Academic Registry Team Leader Summary Report

5.1 Course Results Approval Reports tabled for receipt

**RESOLVED** that the tabled Course Results Approval Reports be receipted.

5.2 Results of Course Results Spot-checks from the 20 February 2024 committee meeting were noted as completed.

5.3 Award Application Approval Reports tabled for receipt

**RESOLVED** that the tabled Award Application Approval Reports be receipted.

5.4 Results of Award Applications Spot-checks from the 20 February 2024 meeting were noted as not started.

**Action Mary Woodward**

Forward course results and award application checklist material to Rae Perkins and Reid Carnegie

Follow-up on incomplete 20.2.2024 Award Applications spot-check

5.5 Course Approvals Update tabled for information

- Course result approval timeframes improved during 2023 and particularly at the end of year.
- This had required a lot of work and effort and was a great outcome.

5.6 Award Approvals Update tabled for information

- To date 196 awards approved in 2024.
- 2747 awards were approved in 2023 compared to 2216 in 2022
- The earlier approval of course results in 2023 has meant the earlier approval of awards.

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

**RESOLVED** that the Academic Standards and Quality 20.2.2024 Draft Minutes be confirmed:

**Susannah Roddick / Ren Stronach**

**CARRIED**

7. Matters Arising

7.1 Action List tabled for information and follow-up

The Committee reviewed the Action List and noted updates.

Following the advice that action item 1 was completed, there was discussion on:

- The Degree Self-Assessment review and editing process being currently undertaken for 2023 reports.
- Current institute self-assessment capability, including objective, meaningful data analysis and reflective practice.
- The skills and resources needed for comprehensive and effective self-assessment practice, including expanding on KEQ prompts to support reflective practice, or having led discussion at SAR meetings to encourage conversation.

**Action Susannah Roddick / Kim Davies**

Start initial conversation/discussion on self-assessment.

# Academic Committee Meeting 15 May 2024

Meeting closed 11.02am

	Item	Action	Who	When	Progress
<b>Action List – Meeting of 23 January 2024</b>					
1	4.1	Agenda Planner Follow-up with Kim Davies on the process for undertaking the review and editing of the 2023 Degree Self-Assessment Reports. Sent reminder email to CAMs to have 2023 Degree SARs into A+Q by end of February for March review process	Susannah Roddick	19.3.2024	Completed
<b>Action List – Meeting of 20 February 2024</b>					
2	3.1-3.4	Course and Programme Changes Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval <b>Use endorsement date 20.2.2024</b>	Mary Woodward	ASAP	Completed
3	5.1	Course Results and Award Applications Forward course results checklist material to Dan Bremner and award application checklist material to Patrick Beatson	Mary Woodward	ASAP	Completed
4	8.1	Student Matters Advise the Programme Team Lead for Applied Business of the Committee's decision not to approve Learner 13478024's request	Susannah Roddick	ASAP	Completed
<b>Action List – Meeting of 19 March 2024</b>					
5	2.2.1	Academic Development Send Academic Development Tracking Summary Report to CAMs for information and review, get back to A+Q for any updates.	Susannah Roddick	30.4.2024	Completed
6	3.1 – 3.6	Course and Programme Changes Advise Academic Advisor of 3v6 endorsement Forward 3v6 to Director of Academic & Quality for approval <b>Use endorsement date 19.3.2024</b>	Mary Woodward	ASAP	Completed
7	4.1	AS+Q Committee 2024 Meeting Schedule To discuss 2023 Learner Voice Plan analysis	Susannah Roddick / Kim Davies	30.4.2024	Completed
8	4.1	AS+Q Committee 2024 Meeting Schedule Discuss with Student Feedback Administrator on adding an additional field for noting outcomes on Learner Voice Plan	Kim Davies	30.4.2024	
9	5.2, 5.4	Course Results and Award Applications Forward course results checklist material to Reid Carnegie and award application checklist material to Rae Perkins Follow-up on incomplete 20.2.2024 Award Applications spot-check	Mary Woodward	ASAP	Completed
10	7.1	Action List Start initial conversation/discussion on self-assessment	Susannah Roddick / Kim Davies	30.4.2024	

CONFIRMED Te Pūkenga trading as NMIT Academic Quality + Standards Committee  
Minutes of an e-meeting of the Academic Standards + Quality Committee  
Wednesday 3 April 2024 at 1.20pm via email closed Monday 8 April 2024 at 4pm

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Alison Hart, Eddie Shields, Ren Stronach, Chanelle Taylor, Sharon Thomas, Mary Woodward (minute-taker, non-voting)

Responses:

	Item 1.1	Item 2.1	Item 2.2	Item 2.3	Item 2.4
Susannah Roddick	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Kim Davies	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Silvia Gassebner	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Alison Hart	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Eddie Shields	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Ren Stronach	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Chanelle Taylor	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Sharon Thomas	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed

1. 2023 Self-Assessment Reports tabled for endorsement.
  - 1.1 Bachelor of Computer Generated Imagery

**Resolved** that the 2023 Self-Assessment Report for the Bachelor of Computer Generated Imagery and including the New Zealand Diploma in Animation (Level 5, Level 6) be endorsed.

**CARRIED**

2. Course and Programme Changes

- 2.1 3V6 Approval Form Bachelor of Commerce [123655] addition of new unified accounting courses ACCY7101 Advanced Management Accounting, ACCY7102 Advanced Financial Accounting, ACCY7103 Auditing and Assurance, ACCY7014 Professional Accounting Project 2024 v18108 and including the Bachelor of Commerce NZQF No 3874 Course Descriptors 2024 18108 and the Bachelor of Commerce No 3874 Programme Regulations 2024 18108 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Bachelor of Commerce [123655] addition of new unified accounting courses ACCY7101 Advanced Management Accounting, ACCY7102 Advanced Financial Accounting, ACCY7103 Auditing and Assurance, ACCY7014 Professional Accounting Project 2024 v18108 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 Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817] OSA501 Operating Systems and Application Software, CSA502 Computer Systems Architecture, SEC602 Systems Security Semester 2 2024 08225 and including the BIT GradDipIT Course Descriptors Semester 2 2024 08225 and the BIT GradDipIT Programme Regulations Semester 2 2024 08225 were tabled for endorsement subject to the approval of the associated Matters for Central Decision Making form.

**RESOLVED** that, subject to the approval of the associated Matters for Central Decision Making form, the 3V6 Approval Form Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817] OSA501 Operating Systems and Application Software, CSA502 Computer Systems Architecture, SEC602 Systems Security Semester 2 2024 08225 and supporting Academic + Quality documents be endorsed by this Committee and, once the associated Matters for Central Decision Making form has been approved, sent to the Director of Academic & Quality for approval.

**CARRIED**

- 2.3 3V6 Approval Form New Zealand Certificate in Primary Industry Skills (Level 2) CPI202 Introduction to Primary Industries 2024 20102 and including the New Zealand Certificate in Primary Industry Skills (Level 2) Programme Regulations 2024 20102 were tabled for endorsement.

Kim Davies advised that their approval was subject to an update to the wording in the 3V6 to:

- Remove the Type 2 change.
- Include the statement "confirmation received from NZQA that as the course aim and learning outcomes are not impacted by removal of this optional standard it can be treated as a Type 1 change."

**RESOLVED** that, subject to an update to the wording in the 3V6, the 3V6 Approval Form New Zealand Certificate in Primary Industry Skills (Level 2) CPI202 Introduction to Primary Industries 2024 20102 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 2.4 3V6 Approval Form Graduate Diploma in Accounting [123656] various courses Semester 2 2024 18109 and including the Bachelor of Commerce NZQF No3874 Programme Regulations Semester 2 2024 18109 and the Bachelor of Commerce NZQF No3874 Course Descriptors Semester 2 2024 18109 were tabled for endorsement subject to the approval of the associated Matters for Central Decision-Making form.

**RESOLVED** that, subject to the approval of the associated Matters for Central Decision-Making form, the 3V6 Approval Form Graduate Diploma in Accounting [123656] various courses Semester 2 2024 18109 and supporting Academic + Quality documents be endorsed by this Committee and, once the associated Matters for Central Decision Making form has been approved, sent to the Director of Academic & Quality for approval.

**CARRIED**

**Action**

**Mary Woodward**

For item 2.3 - Advise Academic Advisor of the requested updates to the New Zealand Certificate in Primary Industry Skills (Level 2) 3V6:

- Removal of wording Type 2 change.



## Academic Committee Meeting 15 May 2024

- Inclusion of statement "confirmation received from NZQA that as the course aim and learning outcomes are not impacted by removal of this optional standard it can be treated as a Type 1 change."

For items 2.1 and 2.3 - Once confirmation received of update for item 2.3 forward the 3V6 Approval Forms to the Director of Academic & Quality for approval

For items 2.2 and 2.4 - Once the associated Matters for Central Decision-Making forms have been approved forward the 3V6 Approval Forms to the Director of Academic & Quality for approval.

Action List – E-Meeting of 3 to 8 April 2024					
1	2.3	Course and Programme Changes 3V6 Approval Form New Zealand Certificate in Primary Industry Skills (Level 2) CPI202 Introduction to Primary Industries 2024 20102 Advise Academic Advisor of the requested updates to the New Zealand Certificate in Primary Industry Skills (Level 2) 3V6: <ul style="list-style-type: none"> <li>• Removal of wording Type 2 change.</li> <li>• Inclusion of statement "confirmation received from NZQA that as the course aim and learning outcomes are not impacted by removal of this optional standard it can be treated as a Type 1 change."</li> </ul>	Mary Woodward	ASAP	Completed
2	2.1 2.3	Once confirmation received of update forward 3v6 Approval Forms for items 2.1 and 2.3 to the Director of Academic & Quality for approval <b>Use endorsement date 8.4.2024</b>	Mary Woodward	ASAP	Completed
3	2.2 2.4	Once associated Matters for Central Decision Making forms have been approved forward the 3V6 Approval Forms to the Director of Academic & Quality for approval <b>Use endorsement date 8.4.2024</b>	Mary Woodward	2.4 - MCDM approved 11.4.2024 – 3V6 approved 15.4.2024 2.2 – MCDM approved 12.4.2024 – 3V6 approved 15.4.2024	2.4 Completed

Te Pūkenga trading as NMIT Academic Quality + Standards Committee  
 CONFIRMED Minutes of an e-meeting of the Academic Standards + Quality Committee  
 Wednesday 12 July 2023 at 5pm via email closed Monday 17 July 2023 at 2pm

Participants: Susannah Roddick (Chair), Kim Davies, Silvia Gassebner, Alison Hart, Trisha Krishnasamy, Camille Nicholls, Soraya Paki Paki, Jackie Rees, Ren Stronach, Mary Woodward (minute-taker, non-voting)

Responses:

	1.1	1.2	1.3	1.4	1.5	2.1
Susannah Roddick	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Kim Davies	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Silvia Gassebner	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Alison Hart	Endorsed**	Not Endorsed	Not Endorsed	Endorsed**	Endorsed**	Endorsed
Trisha Krishnasamy	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Camille Nicholls	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Soraya Paki Paki	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed
Jackie Rees	Endorsed*	Endorsed*	Endorsed*	Endorsed*	Endorsed*	Endorsed
Ren Stronach	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed	Endorsed

### 1. Course and Programme Changes

- 1.1 3V6 Approval Form Kaitiaki Whenua Trainee Ranger CIC201 Fire and Chainsaws 2023 2024 18103 including the New Zealand Certificate in Conservation (Level 4) Course Descriptors 2023 2024 18103 Kaitiaki Whenua and Trainee Ranger, and the New Zealand Certificate in Conservation (Level 4) Programme Regulations 2023 2024 18103 Kaitiaki Whenua and Trainee Ranger were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Kaitiaki Whenua Trainee Ranger CIC201 Fire and Chainsaws 2023 2024 18103 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 1.2 3V6 Approval Form IISMA Aquaculture Short Courses PIA501 Aquatic Life Support Systems and Animal Husbandry, PIA502 Ākonga Māori and Aquaculture Principles, PIA503 Te Tai Ao and Environmental Management, PIA504 Health, Safety and Wellbeing 2023 including the PIA501, PIA502, PIA503 and PIA504 Course Descriptors 2023 were tabled for endorsement

**RESOLVED** that the 3V6 Approval Form IISMA Aquaculture Short Courses PIA501 Aquatic Life Support Systems and Animal Husbandry, PIA502 Ākonga Māori and Aquaculture Principles, PIA503 Te Tai Ao and Environmental Management, PIA504 Health, Safety and Wellbeing 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 1.3 3V6 Approval Form IISMA Horticulture Short Courses PIH501 Tāne rāua ko Rongo and Plant Science, PIH502 Soils, Water and Nutrient Management, PIH503 Weather and Plant Protection, PIH504 Environment and Sustainability 2023 including the PIH501, PIH502, PIH503 and PIH504 Course Descriptors 2023 were tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form IISMA Horticulture Short Courses PIH501 Tāne rāua ko Rongo and Plant Science, PIH502 Soils, Water and Nutrient Management, PIH503 Weather and Plant Protection, PIH504 Environment and Sustainability 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 1.4 3V6 Approval Form Maritime Operations – Skipper Restricted Limits [118033] leading to NZ Cert in Domestic Maritime Operations (Restricted Limits) (Level 4), NZQF 2505 version 2 EXT302 Fire Extinguisher Training and Fire Prevention, EXT302A Fire Extinguisher Training and Fire Prevention (Self-funded) 2022 V15102 including the Marine Course Descriptors 2022 211021 Retrospective 12310 and the Maritime Operations SRL Programme Regulations 2022 15102 Retrospective were tabled for endorsement

**RESOLVED** that the 3V6 Approval Form Maritime Operations – Skipper Restricted Limits [118033] leading to NZ Cert in Domestic Maritime Operations (Restricted Limits) (Level 4), NZQF 2505 version 2 EXT302 Fire Extinguisher Training and Fire Prevention, EXT302A Fire Extinguisher Training and Fire Prevention (Self-funded) 2022 V15102 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 1.5 3V6 Approval Form Vocational Pathway NCEA Service Industries Level 2 VSR204 US431 version change 2023 22100 including the Vocational Pathways (NCEA Level 2) (Service Industries) Programme Regulations 2023 22100 are tabled for endorsement.

**RESOLVED** that the 3V6 Approval Form Vocational Pathway NCEA Service Industries Level 2 VSR204 US431 version change 2023 22100 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

## 2. Academic and Quality

- 2.1 2022 Self-Assessment Reports tabled for endorsement

- 2.1.1 Bachelor of Computer Generated Imagery (BCGI) including Graduate Diploma in Computer Generated Imagery

The Quality Enhancement Manager noted that:

- the draft BCGI 2022 SAR was reviewed and discussed with the report author/s with updates subsequently made.
- the deadline for getting the SAR to NZQA is 31 July following Academic Committee approval; the Degree Monitor on-campus visit is scheduled for 8 August 2023.

**RESOLVED** that the 2022 Self-Assessment Report Bachelor of Computer-Generated Imagery (BCGI) including Graduate Diploma in Computer Generated Imagery be endorsed by this Committee and sent to the Academic Committee for approval.

**CARRIED**

Meeting closed 04.26PM

**Action List – E-Meeting of 6 April 2023**

<b>Action List – E-Meeting of 6 April 2023</b>					
1	1.1 1.2	Course and Programme Changes 3V6 Approval Form Bachelor of Arts and Media [112687] AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project, AAD531 Website Design 2023 v17107 New Zealand Certificate in Arts and Design (Level 4), New Zealand Diploma in Arts and Design (Level 5), New Zealand Diploma in Arts and Design (Level 6) AAD603 Advanced Digital Art and Design Lab, AAD604 Advanced Digital Art and Design Project 2023 V17105 -Update both 3V6 Approval Forms, section 'signoff of the proposed change/s authorised by Curriculum Director' with the wording 'approved by Marja Kneepkens on behalf of Susannah Roddick, CD, in her absence' Advise Academic Advisor of 3V6 Approval Form endorsement Forward 3v6 Approval Forms to Director of Academic & Quality for approval <b>Use endorsement date 17.7.2023</b>	Mary Woodward	ASAP	Completed
2	1.1 1.2	Follow up on questions from Jackie Rees <ul style="list-style-type: none"> <li>course AAD603 - to be able to track any moderation requirements it would be good to know if there are any changes to assessment with the slightly updated LOs</li> <li>course AAD604 – does it need a new course code if the Course Aim has changed slightly</li> <li>course AAD531 –if there are any changes to assessment needed to reflect updated LOs</li> </ul>	Kim Davies	ASAP	

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

Tuesday 28 February 2023 at 10.09am via email closed Wednesday 01 March 2023 at 10.06am

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

Responses:

	<b>1.1</b>	<b>1.2</b>	<b>1.3</b>
Kim Davies	Approved	Approved	Approved
Monique Day	Approved	Approved	Approved
Silvia Gassebner	Approved	Approved	Approved
Marja Kneepkens	Approved	Approved	Approved
Trisha Krishnasamy	Approved	Approved	Approved
Kate Neame	Approved	Approved	Approved
Ren Stronach	Approved	Approved	Approved
Soraya Paki Paki	Approved	Approved	Approved
Jackie Rees	Approved	Approved	Approved
Pam Wood	Approved	Approved	Approved

1. Course and Programme Changes
  - 1.1 3V6 Approval Form Automotive Short Courses AUI301 Electric Vehicle Block Course (4 days, Level 3) 2023

- a. 3V6 Approval Form Automotive Short Courses AUI301 Electric Vehicle Block Course (4 days, Level 3) 2023
- b. AUI301 Electric Vehicle Block Course - Course Descriptor 2023

For items 1.1, 1.2, and 1.3, Silvia Gassebner, Marja Kneepkens and Kim Davies advised their approval was subject to the EFTS figure being updated to bring them in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery.

For item 1.1, Jackie Rees advised their approval was subject to the course code noted in the 3V6 Approval Form being corrected to AUI301.

For items 1.1, 1.2, and 1.3, Jackie Rees advised their approval was subject to a review of the Sub-Contracted / Consortium tick-boxes to ensure that only 'yes' or 'no' is ticked.

Following a question from Jackie Rees on why the Course Aim was the same for all three courses, Carmen Cayuelas advised that the courses are preparing ākonga for a number of different unit standards within the qualification and all have the same general learning outcome.

**RESOLVED** that subject to:

- the EFTS figure being updated to bring it in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery
- the course code noted in the 3V6 Approval Form being corrected to AUI301.
- The Sub-Contracted / Consortium tick-boxes are reviewed to ensure that only 'yes' or 'no' is ticked

the 3V6 Approval Form Automotive Short Courses AUI301 Electric Vehicle Block Course (4 days, Level 3) 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

- 1.2 3V6 Approval Form Automotive Short Courses AUI402 (now AUI403) Electric Vehicle Block Course (1 day, Level 4) 2023
  - a. 3V6 Approval Form Automotive Short Courses AUI402 (now AUI403) Electric Vehicle Block Course (1 day, Level 4) 2023
  - b. AUI402 (now AUI403) Electric Vehicle Block Course Course Descriptor 2023

**RESOLVED** that subject to:

- the EFTS figure being updated to bring it in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery
- the Sub-Contracted / Consortium tick-boxes are reviewed to ensure that only 'yes' or 'no' is ticked

the 3V6 Approval Form Automotive Short Courses AUI402 (now AUI403) Electric Vehicle Block Course (1 day, Level 4) 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

*It is noted that on Monday 06 March 2023 following approval of the 3V6 Approval Form Automotive Short Courses AUI402 Electric Vehicle Block Course (1 day, Level 4) 2023 and supporting Academic + Quality documents the course code was updated to AUI403 from AUI402 after it was identified that course code AUI402 had previously been used.*

- 1.3 3V6 Approval Form Automotive Short Courses AUI501 Electric Vehicle Block Course (2 days, Level 5) 2023
  - a. 3V6 Approval Form Automotive Short Courses AUI501 Electric Vehicle Block Course (2 days, Level 5) 2023
  - b. AUI501 Electric Vehicle Block Course Course Descriptor 2023

**RESOLVED** that subject to:

- the EFTS figure being updated to bring it in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery
- the Sub-Contracted / Consortium tick-boxes are reviewed to ensure that only 'yes' or 'no' is ticked

the 3V6 Approval Form Automotive Short Courses AUI501 Electric Vehicle Block Course (2 days, Level 5) 2023 and supporting Academic + Quality documents be endorsed by this Committee and sent to the Director of Academic & Quality for approval.

**CARRIED**

**Action Carmen Cayuelas**

- For items 1.1, 1.2, 1.3
- update the EFTS figures to bring them in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery
- review the Sub-Contracted / Consortium tick-boxes to ensure that only 'yes' or 'no' is ticked
  - For item 1.1, correct the course code noted in the 3V6 Approval Form to AUI301
  - Advise Jackie Rees on why the Course Aim is the same for all three courses
  - Confirm with Committee Secretary that all required updates have been made

**Action Mary Woodward**

- Once completion of required updates has been confirmed:
  - Advise Academic Advisor of 3V6 Approval Form endorsements
  - Forward 3v6 Approval Forms to Director of Academic & Quality for approval

**Meeting closed 04.26PM**

**Action List – E-Meeting of 20 February to 01 March 2023**

<b>Action List – E-Meeting of 20 February to 01 March 2023</b>					
1	1.1 1.2 1.3	Course and Programme Changes 3V6 Approval Form Automotive Short Courses AUI301 Electric Vehicle Block Course (4 days, Level 3) 2023 3V6 Approval Form Automotive Short Courses AUI402 (now AUI403) Electric Vehicle Block Course (1 day, Level 4) 2023 3V6 Approval Form Automotive Short Courses AUI501 Electric Vehicle Block Course (2 days, Level 5) 2023 For items 1.1, 1.2, 1.3 <ul style="list-style-type: none"> <li>• update the EFTS figures to bring them in line with the latest Te Pūkenga information for block courses linked to Work-based Learning Division (WBL) delivery</li> <li>• review the Sub-Contracted / Consortium tick-boxes to ensure that only 'yes' or 'no' is ticked.</li> </ul> For item 1.1 <ul style="list-style-type: none"> <li>• correct the course code noted in the 3V6 Approval Form to AUI301</li> </ul> Advise Jackie Rees on why the Course Aim is the same for all three courses. Confirm with Committee Secretary that all required updates have been made.	Carmen Cayuelas	ASAP	Completed
2	1.1 1.2 1.3	Course and Programme Changes 3V6 Approval Form Automotive Short Courses AUI301 Electric Vehicle Block Course (4 days, Level 3) 2023. 3V6 Approval Form Automotive Short Courses AUI402 (now AUI403) Electric Vehicle Block Course (1 day, Level 4) 2023. 3V6 Approval Form Automotive Short Courses AUI501 Electric Vehicle Block Course (2 days, Level 5) 2023. Once confirmation of required updates has been confirmed. Advise Academic Advisor of 3V6 Approval Form endorsement. Forward 3v6 Approval Forms to Director of Academic & Quality for approval. Use endorsement date <b>01.03.2023</b>	Mary Woodward	ASAP	Completed

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Item 4.2 - Recognition of Academic Credit Committee Minutes – Meetings of 20.03.2024 07.03.2024, 04.04.2024 tabled for receipt

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

Wednesday 20 March 2024

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

1. Minutes of previous meeting

1.1. E-vote minutes from Thursday 7 of March 2024 – for approval

*It was resolved that the minutes from the meeting on Thursday 7 March 2024 be accepted as a true and accurate record.*

Silvia Gassebner – Approved  
Shine Kelly – Approved  
Pam Vinluan - Approved  
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

ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie

3.1.1 Ākonga [REDACTED]

The below application is for an ākonga who studied at Whitireia/ WelTec and is wanting to External Credit transfer the courses they had achieved into the same qualification here at NMIT.

☐ Cross Credit

☒ External Credit Transfer – Addition to schedule

☐ RPL

From: Whitireia/ WelTec - New Zealand Diploma in Engineering (Civil)	To: New Zealand Diploma in Engineering (Civil)
DE4102 Engineering Mathematics 1	DEN412 Engineering Mathematics
DE4101 Engineering Fundamentals	DEN411 Engineering Fundamentals
DE4103 Technical Literacy	DEN413 Technical Literacy
DE4201 Materials (Civil)	DEC421 Materials (Civil)
DE4202 Land Surveying 1	DEC422 Land Surveying
DE5202 Civil and Structural Drawing	DEC522 Civil and Structural Drawing
DE5203 Hydraulics (Civil)	DEC523 Hydraulics
DE2504 Highway Engineering 1	DEC524 Highway Engineering 1
DE5207 Geotechnical Engineering 1	DEC527 Geotechnical Engineering 1
DE6106 Engineering Management	DEN611 Engineering Management
DE6102 Engineering Project	DEN612 Engineering Project
DE6206 Water and Waste Management	DEC626 Water and Waste Management

*It was resolved that the CR application for ākonga [REDACTED] be approved in full and added to the schedule subject to; the assessor dating the form where their signature is. The RAC for this application will be recorded as CR/RPL as per NZDE Programme regulations.*

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

Marie Nolan - **Approved**  
**Action RACC Secretary**

Notify the programme area to have the assessor sign the application next to their signature.

**Action RACC Secretary**

Enter CR as per minutes for ākongā [redacted], add to the schedule and notify the programme area.

### 3.1.2 Ākongā [redacted]

The below application is for an ākongā who studied at the ASL Aviation Services Ltd ASPEQ and is wanting to cross credit this into two courses in the New Zealand Diploma in Aeronautical Maintenance Certification.

☒ Cross Credit – Addition to schedule

☐ Credit Transfer

☒ RPL

From: ASL Aviation Services Ltd ASPEQ	To: New Zealand Diploma in Aeronautical Maintenance Certification
ASL AME 001 Aeronautical Science	DAM606 Maths and Physics NZQA unit standard 26963
	DAM607 Electrical Fundamentals NZQA unit standard 26964

*It was resolved that the CC application for ākongā [redacted] be approved in full and added to the schedule.*

Silvia Gassebner – **Approved**

Shine Kelly – **Approved**

Pam Vinluan - **Approved**

Sarah Arnold - **Approved**

Marie Nolan - **Approved**

**Action RACC Secretary**

Enter CC as per minutes for ākongā [redacted], add to the schedule and notify the programme area.

## 4. E-vote Responses

If you would like to see the responses of this e-vote please click [here](#).

## RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

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

Actions from Wednesday 20 March 2024				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed
3.1.1	Ākongā [redacted] Notify the programme area to have the assessor sign the application next to their signature.	Alana		Completed
3.1.1	Ākongā [redacted] Enter CR/RPL as per minutes for ākongā [redacted], add to the schedule and notify the programme area.	Alana		Completed
3.1.2	Ākongā [redacted] Enter CC as per minutes for ākongā [redacted] add to the schedule and notify the programme area.	Alana		Completed



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

Thursday 7 of March 2024

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

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

**Apologies:**

**1. Minutes of previous meeting**

**1.1. E-vote minutes from Thursday 22 February 2024 – for approval**

*It was resolved that the minutes from the meeting on Thursday 22 February 2024 be accepted as a true and accurate record.*

Silvia Gassebner – Approved

Shine Kelly – Approved

Carmen Cayuelas – Approved

Pam Vinluan - Approved

Sarah Arnold - Approved

Marianna Deynzer – Abstained

Marie Nolan - Approved

**Action RACC Secretary**

Upload minutes onto 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** Protect the privacy of name

The below application is for ākonga using their work experience to gain two courses into a Bachelor of Viticulture and Winemaking.

☐ Cross Credit

☐ Credit Transfer

☒ RPL

From: Work experience at Marisco Vineyard	To: Bachelor of Viticulture and Winemaking
Please see attached mapping	BVW502 Wine Production
	BVW606 Industry Practice - Winery

*It was resolved that the RPL application for ākonga Protect the privacy of name be approved in full.*

*A committee member commented on the extent of the task required from Committee members when considering more extensive RAC applications. The Chair clarified that it is the RAC Committee's responsibility to carry out a quality check of the assessment ensuring that complete, adequate and relevant evidence has been provided and used as part of the assessment. The assessment of the mapping and meeting of learning outcomes itself can only be carried out by a subject matter expert and is not the responsibility of the RAC Committee.*

Silvia Gassebner – Approved

Shine Kelly – Approved

Carmen Cayuelas – Approved

Pam Vinluan - Approved

Sarah Arnold - Approved

Marianna Deynzer – Abstained



Marie Nolan - Approved  
**Action RACC Secretary**

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

#### NURSING– Applications received from Victoria Whitmore

##### 3.1.2 Ākongā [redacted]

The below application is for ākongā using the courses gained in New Zealand Diploma in Enrolled Nursing to cross credit into a Bachelor of Nursing.

- ☒ Cross Credit  
☐ Credit Transfer  
☐ RPL

From: The New Zealand Diploma in Enrolled Nursing	To: Bachelor of Nursing
726.404 Clinical skills for Enrolled Nursing 726.502 Enrolled Nursing Practice: Mental Health and Addictions 726.405 Foundations for Enrolled Nursing Practice 726.402 Applied Social Science for Enrolled Nursing	NIR511 Interpersonal Relationships
725.503 Enrolled Nursing Practice: Rehabilitation 726.405 Foundations for Enrolled Nursing Practice 726.402 Applied Social Science for Enrolled Nursing	NPR511 Professional Responsibility
726.402 Applied Social Science for Enrolled Nursing 726.502 Enrolled Nursing Practice: Mental Health and Addictions	NHE512 Health and Wellness
726.405 Foundations for Enrolled Nursing Practice 726.404 Clinical skills for Enrolled Nursing 726.501 Enrolled Nursing Practice: Acute Care 725.503 Enrolled Nursing Practice: Rehabilitation	NMN511 Management of Nursing Care 1

*It was resolved that the Cross Credit application for ākongā [redacted] be approved in full and added to the schedule subject to; receiving the assessor's signatures for the other three courses the ākongā is wanting RAC for and receiving the CAM's signature on the application.*

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

Notify the programme area that the assessor will need to sign off the application for the other three courses and the CAM will need to sign the application as well.

**Action RACC Secretary**

Enter CC as per minutes for ākongā [redacted] add to the schedule and notify the programme area.

#### 4. E-vote Responses

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

#### RECOGNITION OF ACADEMIC CREDIT COMMITTEE ACTION LIST

See [redacted] in Central Academic Committee site on Intranet for completed actions.

Actions from Thursday 07 March 2024

# Academic Committee Meeting 15 May 2024

Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto the Sharepoint.	Alana		Completed 08.03.2024
3.1.1	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify the programme area.	Alana		Completed 08.03.2024
3.1.2	Ākonga [redacted] - Notify the programme area that the assessor will need to sign off the application for the other three courses and the CAM will need to sign the application as well.	Alana		Completed 11.03.2024
3.1.2	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted], add to the schedule and notify the programme area.	Alana		Completed

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

Thursday 4 April 2024

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

### 1. Minutes of previous meeting

#### 1.1. Minutes from Wednesday 20 March 2024 – for approval

*It was resolved that the minutes from the meeting on Wednesday 20 March 2024 be accepted as a true and accurate record.*

Pam Vinluan / Shine Kelly  
**CARRIED**

**Action RACC Secretary**

Upload minutes to Sharepoint.

### 2. Matters arising

#### 2.1. Refer to Active Action List.

### 3. Student Results

#### 3.2 RAC Applications

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

##### 3.2.1 Ākonga [redacted]

The below application is for ākonga who is wanting to use the assessments they had passed inside the course of CFS426 and would like to receive the course itself through the RAC process.

- ☐ Cross Credit
- ☐ Credit Transfer
- ☒ RPL

From: Course assessments from course CFS426	To: Conservation Field Skills Training Schemes
Course assessment	CFS426 Five Minute Bird Count

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

Shine Kelly / Sarah Arnold  
**CARRIED**

**Action RACC Secretary**

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

**ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie**

**3.2.2 Ākonga [redacted]**

The below application is for ākonga who had done previous study and would like to use this to gain courses into the New Zealand Diploma in Engineering (Civil) (Level 6).

- ☒ Cross Credit  
☐ Credit Transfer  
☐ RPL

From: Council for Technical Education & Vocational Training – Diploma Examination in Computer Engineering	To: New Zealand Diploma in Engineering (Civil) (Level 6)
Engineering Physics I E61104 SH	DEN411A Engineering Fundamentals
Engineering Physics II E61202 SH	
Electrical Engineering E61207 EE	
Engineering Math I E61103	DEN412 Engineering Mathematics
Engineering Math II E61201	
Computer Fundamentals E61107	
Communication English E61102	DEN413 Technical Literacy
Engineering Drawing E61104	

*It was resolved that the **Cross Credit application for ākonga [redacted]** be approved in full. The RAC for this application will be recorded as CR/RPL as per NZDE Programme regulations.*

*The committee members had a question for the programme area; would there be more ākonga who are coming to study at NMIT from this Institute in Nepal with the above courses? If so, the application can go back through the next committee meeting to be approved onto the schedule.*

*Sarah Arnold / Pam Vinluan*

**CARRIED**

**Action RACC Secretary**

Enter CC as per minutes for ākonga [redacted] and notify programme area.

**Action RACC Secretary**

Ask the programme area if this would be something that will need to be approved onto the schedule.

**APPLIED BUSINESS - Applications received from Rae Perkins**

**3.2.3 Ākonga [redacted]**

The below application is for ākonga who had done previous study through Open Polytechnic and would like to use this to gain courses into Bachelor of Accounting.

- ☐ Cross Credit  
☒ Credit Transfer  
☐ RPL

From: Open Polytechnic – New Zealand Diploma in Business (Level 5)	To: Bachelor of Accounting
BSNS5001 Organisations in an Aotearoa New Zealand context	BSNS5001 Organisations in an Aotearoa New Zealand context

*It was resolved that the **Credit Transfer application for ākonga [redacted]** be approved in full and added to the schedule.*

Marianna Deynzer / Sarah Arnold

**CARRIED****Action RACC Secretary**

Enter CT as per minutes for ākonga [redacted] and notify programme area.

**4. Late items****4.1. RAC Application****ENGINEERING, AVIATION AND CONSTRUCTION - Applications received from Reid Carnegie****4.1.1. Ākonga [redacted]**

The below application is for ākonga who had achieved previous unit standards and an assessment from course CFE403 to gain credit into the New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication.

☐ Cross Credit☐ Credit Transfer☒ RPL

From: Assessment from course CFE403 and NZQA Unit Standards	To: New Zealand Certificate in Engineering Fabrication (Trade) strands in Heavy and Light Fabrication
Assessment from course CFE403	
US 2401 Shut down, isolate and start up machines and equipment.	CFE402 Fabrication Skills 1
US29670 Demonstrate knowledge of fabrication machinery, materials, and processes.	

*It was resolved that the RPL application for ākonga [redacted] be approved.*

Shine Kelly/ Marianna Deynzer

**CARRIED****Action RACC Secretary**

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

**RECOGNITION OF ACADEMIC CREDIT COMMITTEE****ACTION LIST**

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

Actions from Thursday 04 April 2024				
Item No.	ACTION	WHO	WHEN BY	PROGRESS + DATE
1.1	Upload minutes onto Sharepoint.	Alana		Completed 08.04.2024
3.1.1	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 08.04.2024
3.1.2	Ākonga [redacted] - Enter CC as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 08.04.2024
3.1.2	Ākonga [redacted] - Ask the programme area if this would be something that will need to be approved onto the schedule.	Alana		Completed 08.04.2024
3.1.3	Ākonga [redacted] - Enter CT as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 08.04.2024
4.1.1	Ākonga [redacted] - Enter RPL as per minutes for ākonga [redacted] and notify programme area.	Alana		Completed 08.04.2024

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*Item 4.3 Learning and Teaching Committee – Meeting of 12.2.2024 tabled for receipt*

CONFIRMED Minutes of a meeting of the Learning and Teaching Committee  
3.30pm Monday 12 February 2024 Room M306 and via Microsoft Teams

PRESENT:

Committee: Marja Kneepkens (Chair), Kim Davies, Max Devon (left 4.19pm), Ange McLean, Shingai Muchecheherwa, Jess Shirley, Pam Wood (left 4pm), Mary Woodward (Minute taker, non-voting)

1. Mihimihi

Marja Kneepkens opened the meeting and welcomed Members to the first 2024 meeting. She noted:

- Apologies received from Nicole Akuhata, Claire Dallison, Juan Liang.
- Welcomed Jess Shirley onto the Committee.

Jess Shirley advised that due to a change to her teaching timetable she was now able to attend Committee meetings.

2. Previous Minutes and Actions

2.1 Learning + Teaching Committee 27.11.2023 Draft Minutes tabled for confirmation

**RESOLVED** that the minutes of the Learning and Teaching Committee meeting 27.11.2023 be confirmed as a true and accurate record.

Ange McLean / Kim Davies  
CARRIED

2.2 Action List

Action Item 3: Advise/remind/alert PTLs and kaimahi that AI guidance statements need to be added to 2024 assessment materials/information now and at the beginning of 2024

It was advised that this action was completed with information and updated guideline statements emailed to programme areas today.

3. Teaching and Learning Support

3.1 Student Representative Update

Max Devon advised:

- Ākonga feedback received so far this year has concerned the lack of pre-course specific information available to ākonga. The lack of this information has impacts on:
  - The ability to apply for course related cost funding such as the Ministry of Social Development Training Incentive Allowance.
  - Timetabling to meet family and work obligations.

The Committee discussed the mechanism for ākonga to access course information and noted that a more systematic approach to providing this information could be needed for:

- NMIT website.
- Ākonga hub.
- Programme Areas.

**ACTION**  
**Marja Kneepkens**

Discuss at next CAM Group meeting – how do ākonga get pre-course/starting information

It was noted that the next Programme Representative meeting is scheduled for 13 March 2024. Learning and teaching specific feedback from that meeting will be presented at the next meeting.

3.2 Teaching and Learning Coach Update

On behalf of Claire Dallison, Marja Kneepkens advised on the New Zealand Certificate in Adult and Tertiary Teaching (NZCATT) equivalency process and noted:

- Claire Dallison had worked on the guidelines for evidencing NZCATT equivalency.
- These documents to be made available on Polly.

4. 2023 Focus Areas

4.1 Finalised 2023 L+T Committee Priorities Report with Completed Actions tabled for confirmation

The Committee reviewed the finalised 2023 priorities report. Marja Kneepkens noted:

- The report provides an overview on what the Committee felt was important and what was achieved.
- Moodle Assessment and Moderation Induction module.
  - Acknowledged Claire Dallison and Shingai Muchecheherwa for their work on this module.
  - How to promote this module to Programme Areas to increase uptake?
- ChatGPT.
  - Acknowledged Ange McLean for her work in this area.
  - NMIT was one of the first business divisions to focus on and address the implications of generative artificial intelligence (AI).
- Ākonga-centred teaching and learning.
  - More focus required on this area including building capability in programme teams.

**RESOLVED** that the finalised 2023 Learning and Teaching Priorities Report with completed actions be confirmed.

Max Devon / Ange McLean

CARRIED

**ACTION**

**Mary Woodward**

Table finalised 2023 L+T Committee Priorities Report with Completed Actions at the next Academic Committee meeting

5. General Business

5.1 Academic Integrity

Generative AI; Supporting Kaimahi

Marja Kneepkens advised:

- The Recap of Assessment Guidelines for Generative Artificial Intelligence (AI) document has been sent to programme areas.
- Consultation on the document had taken place before it was sent out.
- The purpose of the guidelines is to ensure that every assessment document contains one of three available statements pertaining to the use of generative AI tools.
- Where the use of generative AI tools is permissible ākonga are now only being asked to appropriately acknowledge its use.
- The guidelines will be made available on Polly.

Ange McLean noted that to further support ākonga on how to appropriately acknowledge generative AI use, kaimahi can book a session with Learner Services.

**ACTION**

**Marja Kneepkens**

At next CAM meeting advise that sessions on supporting ākonga to appropriately acknowledge generative AI can be booked by kaimahi with Learner Services

NZQA Draft Guidelines

Marja Kneepkens noted:

- NZQA had asked for feedback on their developed draft academic integrity policy guidelines.
- Individual business divisions and educational institutes are developing their own rules on the use of different AI detection methods resulting in a huge disparity in ways of working.
- Should we be making a call on turning off the Turnitin add on and making generative AI results available to ākonga, nothing is provided on this in the guidelines, and it is unknown what feedback will be considered.

The Committee Members discussed the guidelines and noted the need for surety in the sector.

5.2 2024 Committee Mahi

Marja Kneepkens presented the draft proposal on reviewing the Learning and Teaching Committee membership and ways of working for 2024 to meet the committee's purpose and responsibilities while navigating organisational change. She noted the proposal addressed:

- How this committee can support its kaupapa and be proactive.
- Struggling membership especially academic staff availability to attend committee meetings.
- Building SASM/PASM consistency of practice.

Committee Members were asked to review and feedback on the proposal by Friday 8 March.

**ACTION**

Feedback on the Draft Proposal for Learning + Teaching Committee 2024 by Friday 8 March.

Meeting Closed: 04.35pm

**Learning and Teaching Committee Action List – 12 February 2024**

	Minute Item	Action	Who	Progress	When
<b>Action List 27 November 2023</b>					
1	3.1	Work with Student Body to ensure they continue to be regularly updated and kept informed	Marja Kneepkens	2024	Completed – will be on-going
2	3.3	Forward draft Te Pūkenga Generative AI Position Statement to Committee Members to feedback on	Kim Davies	ASAP	Completed
3	3.3	Advise/remind PTLs that AI guidance statements need to be added to assessment materials	Marja Kneepkens	ASAP	Completed
4	4.1	Forward 2023 Learning and Teaching Priorities document to Committee Members for final review and update	Mary Woodward	ASAP	Completed
5	5.1	Forward Whiria Te Ako Learning and Teaching Framework to Committee Members for information	Kim Davies	2024	Completed
6	5.2	Agenda items for discussion at next meeting: The work of the Committee moving forward, including updating and planning Learning and teaching kaupapa, including an update of where at and what to do moving forward. Generative Artificial Intelligence recommendations.	Mary Woodward	2024	Completed
<b>Action List 12 February 2024</b>					
7	3.1	Student Representative Update Discuss at next CAM Group meeting – how do ākongas get pre-course/starting information	Marja Kneepkens	Next meeting	
8	4.1	Table finalised 2023 L+T Committee Priorities Report with Completed Actions at the next Academic Committee meeting	Mary Woodward	6.3.2024	Completed
9	5.1	Academic Integrity At next CAM meeting advise that sessions on supporting ākongas to appropriately acknowledge generative AI can be booked by kaimahi with Learner Services	Marja Kneepkens	Next meeting	
10	5.2	2024 Committee Mahi Feedback on the Draft Proposal for Learning + Teaching Committee 2024 by Friday 8 March.	Committee Members	8 March 2024	Completed

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