OPEN
CONFIRMED Minutes of a meeting of the Academic Committee

13 April 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Juan Liang Academic Staff Member (proxy for Bradley Hannigan Principal Academic Staff Member), Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry),Marja Kneepkens Director Teaching + Learning, Shinn Krammer NMIT Student (joined 03.31PM), Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member, Sarah Fraser Principal Academic Staff Member, Dan Hall NMIT Student, Nicole Akuhata Director Ōritetanga + Māori Relationships, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices
    Kim Davies opened the meeting and advised apologies had been received from Carole Crawford Director Marlborough, Silvia Gassebner Team Leader Curriculum + Academic Registry, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Bradley Hannigan Principal Academic Staff Member, and Shinn Krammer Student President (for lateness).

2. Administrative
    2.1   Local Government Official Information and Meetings Act (LGOIMA) 1987 and
            Official Information Act (OIA) 1982
    Kim Davies advised that as per the requirements of the Local Government Official Information and Meetings Act (LGOIMA) 1987 and the Official Information Act 1982 the business of the Academic Committee is public unless there are formal reasons for it to move into 'in committee / confidential' business.

    Following discussion, the Committee Members requested clarity on who is able to be present during 'in committee / confidential' business.

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    ACTION
    Kim Davies / Mary Woodward
    Investigate who is able to attend meetings moved into 'in committee / confidential' business
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    2.2   Minutes of NMIT Academic Committee Meeting 16 March 2022 - Open
            30/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 16 March 2022 - Open be confirmed as a true and accurate record.

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    Chanelle Taylor/Shine Kelley
    CARRIED
    </div>

    2.3   Action Items of NMIT Academic Committee Meetings
    Action Item 1 – Matters Arising – Approval of delivery sites
    Follow-up Pelorus permanent delivery site approval application with NZQA
    -     Kim Davies advised that this action was still a work in progress.

    Action Item 3 – Sector Updates – Te Pūkenga Working Group Reports
    Discuss how the Polly site 'Te Pūkenga Hub, Meeting Updates,' can be shared more widely and kept up to date
    -     Marja Kneepkens advised that due to the size and complexity of this action it was still a work in progress.

Action Item 4 – Key Messages
Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update
-   Mary Woodward advised this action had not been done and requested it be closed.

2.4   Correspondence Schedule
31/22 **RESOLVED** that the inwards correspondence be received.

<div align="right">

Sarah Fraser/Darcy Liddell
CARRIED

</div>

32/22 **RESOLVED** that the outwards correspondence be endorsed.

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Chantelle Taylor/Sarah Fraser
CARRIED

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3.   Academic and Quality

3.1   Academic Development Tracking Report
The Committee reviewed the Academic Development Tracking Report. Kim Davies advised:
- At this point in time all developments were on-track
- 2022 developments are yet to be added to this report
- Confirmation is still to be sought from Te Pūkenga regarding workflow and new programmes

3.2   2022 Consistency Review Overview
Darcy Liddell advised:
- Preparation is underway for all currently scheduled Consistency Review workshops
- 2722 New Zealand Certificate in Cellar Operations (Level 3) received a 'Sufficient' rating

3.3   Self-Assessment Overview
Darcy Liddell advised:
- The current focus is on reviewing the Degree SARs by AS+Q Committee Members by 29 April
- A majority of the Sub-Degree and Business Support SARs have been received

Kim Davies noted that a substantial proportion of the Self-Assessment Reports were received earlier than in previous years and acknowledged the Teams for their work in getting reports completed whilst managing business as usual and the implications of the COVID Protection Framework.

3.4   2022 Degree Monitoring and Monitoring
Darcy Liddell advised:
- The majority of 2022 degree monitoring visits were taking place during the first part of the year allowing a timely reflection on 2021 delivery by Monitors, Curriculum Teams, and Support Staff
- Five degree monitoring visits have already taken place with three visits scheduled in May
- Her acknowledgement of the work done by Teams involved in the monitoring process

3.5   Academic Development Proposals
3.5.1 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago]
Kim Davies advised that NMIT is seeking accreditation to deliver this programme which Otago Polytechnic is currently delivering in the region. She noted this programme would provide a pathway for New Zealand Certificate in Apiculture (Level 3) graduates.

33/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago] programme of study leading to the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) qualification be approved.

<div align="right">Marja Kneepkens/Shine Kelly
CARRIED</div>

3.5.2 New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT]
Marja Kneepkens advised that NMIT is seeking accreditation to deliver this programme which would be part of a suite of programmes delivered under an Iwi Partnership model.

Kim Davies noted the future intention to have some courses from this programme available as elective business courses for the Bachelor of Aquaculture and Marine Conservation and the Bachelor of Viticulture and Winemaking programmes as currently students on these programme only have the option to use generic elective business courses.

34/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT] programme of study leading to the New Zealand Diploma in Primary Industry Business Management (Level 5) qualification be approved.

<div align="right">Marja Kneepkens/Kim Davies
CARRIED</div>

3.5.3 New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago]
Kim Davies advised that NMIT is seeking accreditation to deliver the Wine Growing strand of this Otago Polytechnic developed programme and noted that Otago Polytechnic had developed the Wine Growing strand following a request from industry.

35/22 **RESOLVED** that the Academic Development Proposal for the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago] programme of study leading to the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing qualification be approved.

<div align="right">Shine Kelly/Sarah Fraser
CARRIED</div>

Kim Davies advised that due to the tight time frames the capability letters and variance would be tabled at the next Academic Standards and Quality Committee meeting for endorsement prior to being submitted for approval via an Academic Committee e-vote.

4   Sector Updates
Kim Davies noted the amount of work taking place across the sectors.

Marja Kneepkens also noted the amount of work taking place across the sectors, she advised that the steering group for moderation practice was underway.

Nicole Akuhata noted the work taking done in the equity space especially in the development of wellbeing and equity frameworks that subsidiaries will be able to measure themselves against and create responsive actions from.

Following discussion on the difficulty of sharing information and what information to make available to stakeholders and across the institution Kim Davies noted that she would welcome suggestions from Committee Members on the sector update content they would like presented at meetings.

5   Reports from Committees and Working Parties

36/22 **RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 17.02.2022 be receipted.

Darcy Liddell/Shine Kelly
CARRIED

37/22 **RESOLVED** that the minutes of the Academic Standards and Quality Committee Meetings of 25.01.2022, 08.02.2022 and E-Meetings of 27.01 to 03.02.2022, 10 to 15.02.2022, 22 to 24.02.2022, 28.02 to 01.03.2022, 11 to 14.03.2022, 18 to 22.03.2022, 25 to 29.03.2022 be receipted.

Kim Davies/Sarah Fraser
CARRIED

6   General Business
    6.1   Course and Programme Changes
Kim Davies advised that these were the notifications of course and programme changes to be sent to NZQA.

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

APPLIED BUSINESS & ENGLISH LANGUAGE

NZ Certificate in Business (Introduction to Small Business) (Level 3) **NZ Certificate in Business (Small Business) (Level 4)**	14.03.22	15.03.22	17102	01 January 2022
2022 Rollover updates. **Programme Regulations:** • Update section 3.7 Health and Safety Risk Management • Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording • Correction to 'Requirements for Successful Course Completion' in all course descriptors: add 'Submit All Assessments'.				
NZ Certificate in Business (Introduction to Team Leadership) (Level 3) **NZ Certificate in Business (First Line Management) (Level 4)**	14.03.22	15.03.22	16102	01 January 2022
2022 Rollover updates. **Programme Regulations:** • Update section 3.7 Health and Safety Risk Management • Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording • Correction to 'Requirements for Successful Course Completion' in all course descriptors: change 'Pass all summative assessments' to 'Submit all assessments'.				
NZ Certificate in Project Management (Level 4)	14.03.22	15.03.22	17102	01 January 2022
2022 Rollover updates. **Programme Regulations:** • Update section 3.7 Health and Safety Risk Management • Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording • Correction to 'Requirements for Successful Course Completion' in all course descriptors: change 'Pass all summative assessments' to 'Submit all assessments'.				
New Zealand Diploma in Business (Level 5)	n/a	31.03.22	17107	01 January 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Business (Administration and Technology) (Level 3) **NZ Certificate in Business (Administration and Technology) (Level 4)**	14.03.22	15.03.22	17105	01 January 2022
2022 Rollover updates. **Programme Regulations:** • Update section 3.7 Health and Safety Risk Management • Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording Correction to 'Requirements for Successful Course Completion' in all course descriptors: add 'Submit All Assessments'.				

AVIATION

Aeronautical Engineering (Level 3)	14.03.22	15.03.22	19103	01 January 2022
2022 Rollover updates. **Programme Regulations:** • Update section 3.5 Health and Safety Risk Management • Update section 4.2 Information for Applicants				

DIGITAL TECHNOLOGIES AND ARTS & MEDIA

Bachelor of Information Technology (102333) Graduate Diploma in Information Technology (106817)	n/a	28.02.22	08221	01 February 2022
Rational for changes/s Changes to various courses following moderation feedback and review of 2021 delivery, generic updates for 2022 to align with current NMIT policy and procedure. Changes effective from 21 February 2022. No document version change remains 08221 **Brief description of change/s:** **Programme Regulations:** • Removed all references to Diploma in Information Technology as this programme is no longer delivered. • Add Information for Applicants section: included 2022 COVID-19 vaccination wording • Health and Safety Risk Management: update to current NMIT standard wording **Course Descriptors:** • COM502 Communication for IT - Update assessment weightings and LO mapping				

Basis of assessment	Achievement based assessment		
Assessment A		**Learning Outcomes**	**% Weightings**
Assessment 1		1, 4̶ 5	2̶0̶30%
Assessment 2		1	1̶5̶20%
Assessment 3		2, 3,̶ 5	5̶0̶25%
Assessment 4		1,̶ 3, 4,̶ 5	1̶5̶25%

• DAT502 Database Concepts – assessment order changed

Basis of Assessment:	Achievement Based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		1 - 4	40%
Assessment 1̶2		1 - 5	60%
Assessment 2		1 - 4	40%

• TEC501 Technology Support

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

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weighting**
Assessment 1		2,3	25%
~~Assessment 2~~		~~1, 2, 4~~	~~30%~~
Assessment 2~~3~~		1-4	45%
Assessment 3		1, 2, 4	30%

- NET603 Practical Network Development – reduce to two assessments, update LO mapping and weightings

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	1, 2, 4 ~~- 5~~	40%	40~~20~~%
Assessment 2	1 - 5	40%	60~~40~~%
~~Assessment 3~~	~~1 - 5~~	~~40%~~	~~40%~~

- SDV601 Software Development – update of assessment order

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
~~Assessment 1~~	~~1, 4~~	~~40%~~	~~40%~~
Assessment 1~~2~~	2, 3, 5	40%	60%
Assessment 2	1, 4	40%	40%

- WEB601 Dynamic Web Technology

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	1 ~~, 2~~	40%	~~90~~20%
Assessment 2	~~1,~~ 2	40%	~~10%~~50
Assessment 3	1, 2	40%	30%

- DAT701 Enterprise Database Solutions – update of LO mapping following internal moderation

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	2~~1~~, 3	40%	40%
Assessment 2	1 - 4	40%	60%

- NET702 Cloud Services – minor updates to course aim, with no change to the intent and update of assessment order.
  Course Aim: "This course focuses on the planning, implementation and maintenance of corporate cloud services. Students investigate and evaluate a range of cloud computing services and examine the typical architecture of cloud computing deployments. Typical issues of privacy and security are also investigated. Solutions, utilising cloud services features will be planned and implemented, as well as the migration of significant functions of an existing business"

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

Basis of assessment	Achievement based assessment			
Assessment		Learning Outcomes	Pass criteria (Minimum)	% Weightings
Assessment 1		1 - 3	40%	30%
Assessment 2		1 - 4	40%	40%
Assessment 3~~2~~		1 - 3	40%	30%
~~Assessment 3~~		~~1 - 4~~	~~40%~~	~~40%~~

- SDV701 Tiered Software Development - Minor update of LO 5 with no change in intent. "Evaluate the usefulness of a range of models of software development. ~~for tiered applications~~.", in response to moderation feedback, and update to assessment order.

Basis of assessment	Achievement based assessment			
Assessment		Learning Outcomes	Pass criteria (Minimum)	% Weightings
~~Assessment 1~~		~~1, 3, 5~~	~~40%~~	~~35%~~
Assessment 1~~2~~		1 - 5	40%	65%
Assessment 2		1 - 3	40%	35%

Creative Industries Training Schemes x 5	n/a	22.03.22	19102	21 February 2022
2022 Rollover updates **Programme Regulations:** - Minor updates to spelling, formatting and grammar - Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) - List of references amended where appropriate throughout the document - s.4 - Insert Covid Vaccination status statement under Information for Applicants heading - Health and Safety Risk Management – update wording - s5.7 Course Results - removed Completion Requirements - s5.9 Special Assessment Circumstances – updated wording for Aegrotat Pass and Assessment in Te Reo to latest standard **Course Descriptors:** Updates to effective from date and version control table				
New Zealand Diploma in Interior Design (Residential) L5	n/a	08.03.22	19103	21 February 2022
2022 Rollover updates **Programme Regulations:** - Minor updates to spelling, formatting and grammar - Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) - List of references amended where appropriate throughout the document - s.4 - Insert Covid Vaccination status statement under Information for Applicants heading - Health and Safety Risk Management – update wording				
Certificate in Computing (User Fundamentals) L2	n/a	31.03.22	16101	21 February 2022
2022 Rollover updates **Programme Regulations:** - Minor updates to spelling, formatting and grammar - Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) - List of references amended where appropriate throughout the document - s.4 - Insert Covid Vaccination status statement under Information for Applicants heading - Health and Safety Risk Management – update wording				
NZ Certificate in Information Technology Essentials (Level 4)	14.03.22	15.03.22	16105	1 January 2022

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
2022 Rollover updates **Programme Regulations:** • Update section 3.6 Health and Safety Risk Management • Add section 4.2 Information for Applicants with 2022 COVID-19 vaccination wording • Correction to 'Requirements for Successful Course Completion' in all course descriptors: add 'Submit all assessments'.				

ENGINEERING & CONSTRUCTION

NZ Certificate in Automotive Engineering (Level 3)	14.03.22	15.03.22	17101	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.6 Other Requirements moved into s.4 Information for Applicants • Health and Safety Risk Management – update wording • References to 'MITO unit standards' changed to references to 'unit standards'. **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Mechanical Engineering (Level 3)	14.03.22	15.03.22	17102	21 February 2022
2022 Rollover updates **Programme Regulations:** • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s 1.3 Pathways – Nga Huarahi. Add statement: 'Equivalent courses in this Level 3 programme may be used as credits in the NZ Certificate in Mechanical Engineering (Trade) (Level 4) offered by NMIT through Recognition of Academic Credit (RAC)' • s. 4 - Insert Covid Vaccination status statement under Information for Applicants heading • s 4.5 Recognition of Academic Credit. Delete 'RAC is not available for a complete qualification' • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Carpentry (Level 4	14.03.22	15.03.22	17102	1 January 2022
2022 Rollover updates, Clarify ambiguous Learning Outcomes in CAR417, CAR414, CAR413. **Programme Regulations:** • Deleted reference to Ara programme • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.6 Other Requirements moved into s.4 Information for Applicants • Health and Safety Risk Management – update wording • ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council' • Clarify LOs in section 2.8 Graduate Profile and Assessment Map **Course Descriptors:** • Updates to effective from date • CAR417 Exterior Envelope Cladding. Minor change to LO3 'Use sketches / details to describe the installation of external wall claddings' to read 'Use sketches or details….' to match Ara LO and clear up ambiguity. • CAR414 Roof Structures for Building Work. Minor change to LO 2 'Use a manufacturer's specification to plan the installation of prefabricated timber or light gauge steel roof structures' to clear up ambiguity.				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• CAR413 Frames and Structures for Building Work. Minor change to LO4 'Discuss the manufacturer's or engineer's specifications for installation of pre-fabricated beams in construction' to clear up ambiguity.				
NZ Certificate in Light Automotive Engineering (Level 4)	14.03.22	15.03.22	17101	1 January 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.6 Other Requirements moved into s.4 Information for Applicants • Health and Safety Risk Management – update wording • References to 'MITO unit standards' changed to references to 'unit standards'. **Course Descriptors:** Updates to effective from date and version control table				

HEALTH AND FITNESS

Programme / Course				
Certificate in Nursing (Competence Assessment Programme) (Level 7) Training Scheme	n/a	17.03.22	18105	1 January 2022
2022 Rollover updates. **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4.5 Health and Safety Risk Management – update wording • s.5.2 - Insert Covid Vaccination status statement under Information for Applicants heading **Course Descriptors:** Updates to effective from date				

HOSPITALITY AND SERVICE SECTOR PATHWAYS

Programme / Course				
NZ Certificate in Beauty Therapy (Level 4) [123843] **Diploma in Beauty Therapy (Level 5) [125161]**	n/a	10.03.22	18013 19103	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • s.4 - Insert Covid Vaccination status statement under Information for Applicants • s.3 Health and Safety Risk Management – update wording • s.5 Requirements for Ensuring Consistency – update wording				
NZ Certificate in Hairdressing (Emerging Stylist) (Level 4)	n/a	10.03.22	16105	21 February 2022
2022 Rollover updates. **Programme Regulations:** • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.3 - Health and Safety Risk Management – update wording • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.5 - Requirements for Ensuring Consistency added • s.6 - Other requirements moved to Information for Applicants • Replace references to HITO with Toi Mai WDC where relevant **Course Descriptors:** Updates to effective from date				
Barista and Café Services L3 [121843-3], Restaurant Service L4 [120656-3], Food and Beverage Service (Concurrent Study) L3 L4 [120657-3]	n/a	17.03.22	16102	21 February 2022
2022 Rollover updates.				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Programme Regulations: • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording				

MARITIME, ADVENTURE TOURISM & CONSERVATION

Conservation Field Skills Training Scheme	n/a	17.03.22	17101	01 January 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
Diploma in Fishing Vessel Operations - Mate Fishing Unlimited / Skipper Fishing Vessel Unlimited (Level 6) [119527]	22.03.22	24.03.22	16101	17 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.8 Other Requirements - moved under s.4 Information for Applicants • s.3 Health and Safety Risk Management – update wording • ITO 'The Skills Organisation' changed to WDC 'Toitu te Waiora Community, Health, Education and Social Services Workforce Development Council'. • s5.11 Requirements for Ensuring Consistency added				

PRIMARY INDUSTRIES

Postgraduate Diploma in Sustainable Aquaculture	n/a	22.03.22	14103	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
ACE317 Horticultural Practices	22.03.22	24.03.22	240322	18 April 2022
New course to replace ACE308 **Rationale for change:** To create a product with wider appeal than the original course that was focused on just Viticulture. **Brief description of change/s:** The content is no longer specific to Viticulture and has an application to General Horticulture. It has also been modified with less contact hours from the tutor (20hrs) and with the remaining 10hrs being learner managed. This was with the intention of buy in from				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
students for what is a very practical subject. It also makes the programme more viable, bearing in mind the reduced efts rate for ACE training. This course has been requested by the Major at Kaikōura to help create a task force for the region by offering training. Following feedback in AS+Q meeting EFTS were updated from 0.045 to 0.0688 due to the change in teaching hours, per the ACE calculation.				
Leadership for Primary Industries Micro-credential	n/a	08.03.22	20100	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Added Health and Safety Risk Management wording				
Project Management for Primary Industries Micro-credential	n/a	08.03.22	21100	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Added Health and Safety Risk Management wording				
NZ Certificate in Seafood Processing (Level 4)	n/a	30.03.22	20100	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				

SOCIAL SCIENCES

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Certificate in Foundation Skills L1 & L2	n/a	08.03.22	17102 16104	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording • Added section 5.7 Authenticity of Learner Work/Academic Integrity **Course Descriptors:** Updates to effective from date and version control table				
Postgraduate Certificate in Professional Supervision	n/a	17.03.22	18103	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • s.3 - Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
Community Living Training Schemes x 32	n/a	22.03.22	20100	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Study and Career Preparation L4	22.03.22	24.03.22	16106	18 July 2022
Type 2 change to align with NMIT Standardised Entry Requirements. New version. Not yet submitted to NZQA. **Programme Regulations:** • Update Entry Requirements Academic to replace NCEA literacy and numeracy wording with" A minimum of 40 credits NCEA Level 2 across four subjects, including 10 NCEA Level 1 literacy credits and 10 NCEA Level 1 numeracy credits"				
Applied Research L7 Training Schemes	n/a	30.03.22	17101	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
Bachelor of Social Work	n/a	31.03.22	18104	14 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				

TE TOKI PAKOHE

Te Pōkaitahi Tikanga (Mātauranga Māori) (Kaupae 2) [124394] **Te Pōkaitahi Tikanga (Mātauranga Māori) (Kaupae 3) [124395]**	n/a	18.03.22	18100	21 February 2022
2022 Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
Te Pōkaitahi Reo (Reo Rua) (Kaupae 1-4)	n/a	17.03.22	18102	1 February 2022

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
NZ Certificate in Manaaki Marae - Marae – Te Kāuta, Te Wharekai (Kaupae 2)	n/a	08.03.22	18100	1 February 2022
Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				
Te Pōkairua Reo (Rumaki) (Te Kaupae 5)	N/A	08.03.22	18100	1 February 2022
Rollover updates **Programme Regulations:** • Minor updates to spelling, formatting and grammar • Academic Statute references added/updated where relevant (includes minor policy/procedure title changes) • List of references amended where appropriate throughout the document • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors:** Updates to effective from date and version control table				

38/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Chanelle Taylor / Shine Kelly

CARRIED

6.2 Key Messages from Meeting
- Acknowledgement of the work Teams have done in completing Degree, Sub-Degree and Business Support SARs whilst managing implications of the COVID Protection Framework.
- The amount of degree monitoring activity taking place so early in the year allowing timely reflection on 2021 delivery by Monitors, Curriculum teams and Support staff.
- The development of three new Primary Industry programmes to be in place by semester 2 and which meet RoVE expectations:
    - Clear engagement
    - Opportunity with learning partnerships, Iwi, industry, and Transitional Industry Training Organisations (TITOs)
    - Flexible learning
    - Strategic priorities

ACTION
Mary Woodward / Kim Davies
Forward key message list to Caroline Elworthy for inclusion

7. Resolution to Exclude the Public

   39/22 **RESOLVED**

   1   That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session).

   2   Furthermore, NMIT resolves that the Director of Academic + Quality (Executive Director responsible for Programmes and Delivery (or delegate), Academic Advisor, Director Teaching + Learning (Curriculum Director), Quality Enhancement Manager, Director of Ōritetanga + Māori Relationships (Manager of Ōritetanga), Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
8.1	Te Pūkenga Programmes 2023 Unified Delivery	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

Meeting Closed 4.20PM

Academic Committee Action List – 13 April 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 19.01.2022					
1	1.5	Matters Arising – Approval of delivery sites Follow-up Pelorus permanent delivery site approval application with NZQA	Kim Davies	Report back 11 May 2022	WIP
Action Items 16.03.2022					
2	1.1 1.2 1.3	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 13 April 2022	Completed
3	4.1	Sector Updates Te Pūkenga Working Group Reports	Kim Davies / Marja Kneepkens	Report back 11 May 2022	WIP

		Discuss how the Polly site 'Te Pūkenga hub, Meeting updates,' can be shared more widely and kept up to date			
4	6.2	Key Messages Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update	Mary Woodward / Kim Davies	ASAP	Closed
5	7.2	Process Redesign Workstream Academic Committee – Streamlining Send email to Committee Members requesting EOI to join the AC Implementation Group	Kim Davies	Report back 13 April 2022	Completed
Action Items 13.04.2022					
6	2.1	Administrative LGOIMA/OIA Investigate who is able to attend meetings moved into 'in committee / confidential' business	Kim Davies / Mary Woodward	Report back 11 May 2022	
7	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 11 May 2022	
8	6.2	Key Messages Forward key message list to Caroline Elworthy for inclusion in the weekly Chief Executive update	Mary Woodward / Kim Davies	ASAP	Completed