CONFIRMED Minutes of a meeting of the Academic Committee

11 May 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Marja Kneepkens Director Teaching + Learning (Acting Chair), Sarah Fraser Principal Academic Staff
             Member, Bradley Hannigan Principal Academic Staff Member, Shine Kelly Academic Advisor (proxy for
             Silvia Gassebner Team Leader Curriculum + Academic Registry), Shinn Krammer NMIT Student, Darcy
             Liddell Quality Enhancement Manager (left 3.56PM), Chanelle Taylor Senior Academic Staff Member, ,
             Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1.   Welcome, Apologies, Notices
     Marja Kneepkens opened the meeting and noted that she would be chairing. She advised that apologies had
     been received from Carole Crawford Director Marlborough, Silvia Gassebner Team Leader Curriculum +
     Academic Registry, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Kim Davies Director Academic
     + Quality (Chair) (for lateness), Darcy Liddell (for leaving early) Dan Hall NMIT Student, Nicole Akuhata Director
     Ōritetanga + Māori Relationships.

2.   Administrative
     2.1   Minutes of NMIT Academic Committee Meeting 13 April 2022 - Open
             41/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 13 April 2022 - Open be
             confirmed as a true and accurate record.

                                                                                    Chanelle Taylor/Darcy Liddell
                                                                                                    CARRIED

                                                                                                     ACTION
                                                                                              Mary Woodward
                                                             Upload confirmed Minutes to Academic Committee site

     2.3   Action Items of NMIT Academic Committee Meetings
     Action Item 2 – 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 3 – Administrative LOIGMA / OIA
     Investigate who is able to attend meetings moved into 'in committee / confidential' business
     -    Mary Woodward reported that this action up had been followed-up with Kate Redgrove NMIT Board Ltd
          Secretary who had advised that if attendees are members of the Academic Committee and there is nothing
          in the Academic Committee Terms of Reference or other governance documents that makes provision for
          their exclusion or limits their membership as against the rights of other members, then strictly speaking
          they are entitled to remain for the duration of the meeting. However, if they are conflicted in relation to
          the subject matter to be discussed, and that might be an open or in-committee item, as members they
          should declare the conflict and either remove themselves from the discussion or even from the room. It
          was noted that Kate Redgrove had made themselves available to discuss in more detail if there is a level of
          discomfort around this or, for instance, privacy concerns but she would need to properly understand the
          basis of appointments and membership status.

The Committee Members agreed that this information needs to be clearly advised when the meeting does move into in committee/confidential business.

2.4   Correspondence Schedule

42/22 **RESOLVED** that the inwards correspondence be received.

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Shine Kelly/Bradley Hannigan
CARRIED

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43/22 **RESOLVED** that the outwards correspondence be endorsed.

<div align="right">

Shine Kelly/Bradley Hannigan
CARRIED

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3. Academic and Quality

3.1   Academic Development Tracking Report

The Committee reviewed the Academic Development Tracking Report. Shine Kelly advised:

- there is currently a large number of developments being worked through including in the Primary Industries Curriculum Area

Marja Kneepkens advised that the first steps were underway to manage the operationalisation of moving to some unified programmes in 2023. She noted there were implications and an element of risk in not yet having all information pertaining to what unified programmes would be available and that teams would need good communications and guidance to continue to move through business as usual this year in the absence of some key information. She questioned if an overview of the operationalisation of Te Pūkenga unified programmes process should be added as a standing committee agenda item as this will be a key area that the Academic Committee will need to know is being managed.

<div align="right">

ACTION
Kim Davies

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Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item

3.2   NMIT Operating + Financial Parameters (OFP) Report

The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Shine Kelly advised that the report outlines recent submissions made to Te Pūkenga for permission to submit to NZQA.

Marja Kneepkens noted that in regard to the former Community College (Comcol) Blenheim programmes NMIT will be going through the application process for accreditation to deliver NCEA credits to this cohort, identified as YG Marlborough. She advised that the Marlborough campus was looking at how delivery to this target group can be further developed and grown.

3.3   Approvals

3.3.1 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993] Capability Letter and Variance Changes

Shine Kelly noted that NMIT was seeking accreditation to deliver this Otago Polytechnic developed programme and advised that the programme would provide a pathway for New Zealand Certificate in Apiculture (Level 3) graduates.

44/22 **RESOLVED** that the New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago] Capability Letter and Variance Changes be approved.

<div align="right">

Sarah Fraser/Chanelle Taylor

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3.3.2 New Zealand Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2} Capability Letter and Variance Changes

Shine Kelly noted that NMIT was seeking accreditation to deliver this Southern Institute of Technology developed programme.

45/22 **RESOLVED** that the New Zealand Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2} Capability Letter and Variance Changes be approved.

Bradley Hannigan/Sarah Fraser
CARRIED

3.3.3 New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes

Shine Kelly noted that NMIT was seeking accreditation to deliver this Otago Polytechnic developed programme.

46/22 **RESOLVED** that the New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077] Capability Letter and Variance Changes be approved.

Marja Kneepkens/Darcy Liddell
CARRIED

3.4   2022 Consistency Review Overview
Darcy Liddell advised:
- 3418 New Zealand Certificate in Music (Level 4) and 3431 New Zealand Diploma in Music (Level 5) workshop had been held with no further evidence requested
- planning is currently underway for four review workshops
- all 2022 reviews and some 2023 reviews have now been scheduled and communications sent to Curriculum Managers and Business Support Coordinators

Following a question on how confident she was that following their engagement in consistency reviews, Curriculum Areas have in place the processes needed to collect and provide evidence and information to meet consistency for future reviews, Darcy Liddell advised that it was not as consistent as it could be across all areas but that she was hopeful areas were starting to incorporate these processes as part of business as usual.

3.5   Self-Assessment Overview
Darcy Liddell advised that currently the focus is on endorsing and approving the Degree Self-Assessment reports.

3.6   2022 Degree Monitoring and Monitoring
Darcy Liddell advised:
- five Degree Monitoring visits have so far taken place this year with preparation underway for four visits
- new resources have been developed to support and add value to the degree monitoring process

Following advice from Darcy Liddell that she was leaving the meeting Marja Kneepkens made the decision to close the meeting as quorum would no longer be met.

4   Sector Updates

It was noted that due to no longer meeting quorum this item was not discussed.

5   Reports from Committees and Working Parties
   5.1   Learning and Teaching Committee Minutes – Meeting of 23.03.2022
   5.2   Recognition of Academic Credit Committee Minutes – Meetings of 27.01.2022, 08.02.2022 and E-
           Meetings of 11.01.2022, 07.03.2022

   It is noted that due to no longer meeting quorum these Committee Minutes were not receipted and will be
   resubmitted for receipt at the 15 June 2022 Academic Committee meeting.

                                                                                    ACTION
                                                                              Mary Woodward
                                                    Resubmit Committee Minutes for receipt at the 15 June 2022
                                                                      Academic Committee meeting

6   General Business
   6.1   Course and Programme Changes

   It was noted that due to no longer meeting quorum these Course and Programme Changes were not reviewed
   for endorsement and will be resubmitted for endorsement at the 15 June 2022 Academic Committee meeting.

                                                                                    ACTION
                                                                              Mary Woodward
                                              Resubmit Course and Programme Changes for endorsement at the 15 June 2022
                                                                      Academic Committee meeting

   6.2   Key Messages from Meeting

   It was noted that due to no longer meeting quorum this item was not reviewed.

Meeting Closed 03.57PM

Academic Committee Action List – 11 May 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	*NZQA approval as permanent delivery received 19.01.22* Closed
Action Items 16.03.2022					
2	4.1	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	Kim Davies / Marja Kneepkens	Report back 15 June 2022	WIP
Action Items 13.04.2022					
3	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	Closed
4	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 11 May 2022	*Minutes confirmed and uploaded to Standing Committees SharePoint as old-intranet site no longer in use – to*

					be uploaded to new shared site once available
5	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
Action Items 11.05.2022					
4	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 15 June 2022	
5	3.1	Academic and Quality Academic Development Tracking Report Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item	Kim Davies	Report back 15 June 2022	
6	5.1 5.2	Reports from Committee and Working Parties Learning and Teaching Committee Minutes – Meeting of 23.03.2022 Recognition of Academic Credit Committee Minutes – Meetings of 27.01.2022, 08.02.2022 and E-Meetings of 11.01.2022, 07.03.2022 Resubmit Committee Minutes for receipt at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	
7	6.1	General Business Course and Programme Changes Resubmit Course and Programme Changes for endorsement at the 15 June 2022 Academic Committee meeting	Mary Woodward	Prior to 15 June 2022	