OPEN
CONFIRMED Minutes of a meeting of the Academic Committee

15 June 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Director Teaching + Learning, Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Shinn Krammer NMIT Student (left 3.55pm), Susannah Roddick Project Lead (proxy for Darcy Liddell), Pam Wood Curriculum Manager Primary Industries (proxy for Carole Crawford), Shine Kelly Academic Advisor (Non-voting), Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1.   Welcome, Apologies, Notices

Kim Davies opened the meeting and advised that apologies had been received from Nicole Akuhata Director Ōritetanga + Māori Relationships, Carole Crawford Director Marlborough, Dan Hall NMIT Student, Olivia Hall Executive Director Ōritetanga, Teaching + Learners, Shinn Krammer NMIT Student (for leaving early), Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member. She noted that Shinn Krammer had resigned from the Committee. On behalf of the Members Kim Davies thanked him for his contributions to the Committee and wished him well for the future.

2.   Administrative

2.1   Minutes of NMIT Academic Committee Meeting 11 May 2022 - Open

47/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 11 May 2022 - Open be confirmed as a true and accurate record.

Sarah Fraser/Bradley Hannigan
CARRIED

ACTION
Mary Woodward
Upload confirmed Minutes to Academic Committee site

2.2   Action Items of NMIT Academic Committee Meetings

Action Item 1 – Sector Updates – Te Pūkenga Working Groups Reports
Discuss how the Polly Site 'Te Pūkenga Hub, Meeting Updates,' can be shared more widely and kept up to date
-   Kim Davies noted that information is continuing to be added to the hub site and that any information specific to the Academic Committee can be tabled. She requested the action be closed.

Action Item 3 – Academic and Quality – Academic Development Tracking Report
Consider the addition of Operationalisation of Te Pūkenga Unified Programmes as a standing agenda item
-   Kim Davies advised that this item had been added to the agenda as a standing item and requested the action be closed.

2.3   Correspondence Schedule

48/22 **RESOLVED** that the inwards correspondence be received.

Pam Wood/Kim Davies
CARRIED

49/22 **RESOLVED** that the outwards correspondence be endorsed.

3. Academic and Quality

3.1   Academic Development Tracking Report

The Committee reviewed the Academic Development Tracking Report. Kim Davies advised all development was on track.

3.2   NMIT Operating + Financial Parameters (OFP) Report

The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Kim Davies advised that Te Pūkenga had now approved the request for the addition of the Vocational Pathways (NCEA Level 2) (Service Industries) programme.

3.3   Operationalisation of Te Pūkenga Unified Programmes

Kim Davies gave an overview on the work being done by NMIT for the operationalisation of Te Pūkenga unified programme development including the work completed by the Applied Business Team to ensure that learners will not be disadvantaged during the transition process to the new New Zealand Diploma in Business (Level 5) programme.

Sarah Fraser noted that it was a privilege to be part of the Bachelor of Social Welfare Working Group and that she had been impressed by Te Pūkenga support throughout the process.

3.4   Pending Academic Development Proposal

3.4.1   Postgraduate Certificate in Applied Research & Associated Micro-Credentials

Kim Davies advised that a Development Proposal for a set of three Applied Research Micro-Credentials would be forwarded to Committee Members for approval via e-vote once it had been approved by Executive. She noted that these micro-credentials had been proposed due to the need to provide professional development opportunities for emergent researchers within the tertiary sector.

3.5   Approvals

3.5.1   Academic Development Proposal Vocational Pathways (NCEA Level 2) (Service Industries)

Kim Davies advised that NMIT was seeking approval and accreditation to deliver a Vocational Pathways (NCEA Level 2) (Service Industries) programme to provide learners enrolled on the three existing approved ex ComCol programmes to achieve additional unit standards to gain NCEA Level 2. She noted that NMIT was seeking its own approval and accreditation rather than gaining accreditation to deliver the existing ComCol Vocational Pathways programme to future proof delivery. She advised that funding for the programmes is via Youth Guarantee.

50/22 **RESOLVED** that the Academic Development Proposal for the Vocational Pathways (NCEA Level 2) (Service Industries) programme leading to the National Certificate of Educational Achievement (Level 2) Awarded by NZQA be approved.

Pam Wood/Susannah Roddick
CARRIED

3.6   2022 Consistency Review Overview

Via email Darcy Liddell advised:

- 3627 New Zealand Diploma in Sport & Recreation (Level 5) and 3628 New Zealand Diploma in Sport and Recreation (Level 6):

- Mandy Medcalf-Stephens represented NMIT at these workshops and shared that the process for preparing for the Consistency Review as well as the actual workshop went well, she felt well prepared and received good feedback from the reviewer
- 3765 New Zealand Certificate in Outdoor Education (Level 4)
  - submission materials had been submitted to NZQA
- 3418 New Zealand Certificate in Music (Level 4) had been deemed 'Sufficient'

3.7 2022 Degree Monitoring and Monitoring
Via email Darcy Liddell advised:
- feedback from the 12.05.2022 Bachelor of Viticulture and Winemaking, and 17.05.2022 Bachelor of Commerce and Master of Applied Management degree monitoring visits had been positive
- the Bachelor of Aquaculture and Marine Conservation degree monitoring visit was scheduled for 14.06.2022 with a new monitor conducting the visit
- preparation is underway for the 15.072022 Bachelor of Nursing degree monitoring visit

4. Sector Updates
This item was not discussed.

5. Reports from Committees and Working Parties
5.1 2021 Spot-Check on Course Results Outcome Report
Mary Woodward presented the 2021 Spot-Check on Course Results Outcome Report for information. She noted that the spot-checking of course results was an Academic Committee quality assurance requirement.

Following review of the report the Committee Members agreed that the course result spot-check process continue for 2022 and that a similar process be developed for spot-checking awards.

ACTION
Silvia Gassebner
Review Course Result Spot-Check Check List for 2022
Develop an Award spot-check process

51/22 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Meetings of 05.04.2022, 02.05.2022, 10.05.2022 and E-Meetings of 13 to 20.04.2022, 29.04. to 02.05.2022, 12 to 13.05.2022, 16 to 20.05.2022 be receipted.

Kim Davies / Silvia Gassebner
CARRIED

52/22 **RESOLVED** that the minutes of the Learning and Teaching Committee Meetings of 23.03.2022, 04.05.2022 be receipted.

Marja Kneepkens / Susannah Roddick
CARRIED

53/22 **RESOLVED** that the minutes of the Recognition of Academic Credit Committee Meetings of 27.01.2022, 08.02.2022, 05.04.2022, 03.05.2022 and E-Meetings of 11.01.2022, 07.03.2022 be receipted.

Susannah Roddick / Kim Davies
CARRIED

6. General Business
6.1 Course and Programme Changes

Kim Davies presented the Course and Programme Changes for endorsement.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
APPLIED BUSINESS & ENGLISH LANGUAGE				
Bachelor of Commerce	n/a	12.04.22	05127	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				
Postgraduate Certificate in Applied Management **Postgraduate Diploma in Applied Management** **Master of Applied Management**	20.04.22	26.04.22	17109	21 February 2022

Rationale for change/s:

2022 rollover - COVID-19 vaccination policy wording and update to H&S Risk Management. No version change as update to new version not yet delivered following Type 2 changes remains 17109.

Update to teaching hours in MGT811, WBP801, RES902, RES903 and RES904 to include split between taught and supervision hours to reflect course delivery.

Change to assessment in MGT806 following from the programme area's self-assessment process, the area will transition the majority of postgraduate courses from 3 to 2 assessments. This is response to student, tutor, degree monitor and external moderation feedback. Effective assessment of the learning outcomes is highly achievable within 2 assessments and the team are currently redesigning and pre-moderating new assessments prior to delivery.

Programme Regulations:

- Information for Applicants – inclusion of standard COVID-19 Vaccination information. Computer requirements moved from S36 Other Requirements
- S13 Schedule of Courses – total teaching hours updated for RES903 and RES904 (PGDipAM and MAM only)
- S17 Completion Requirements – reformatted (no material change)
- S18 Teaching and Learning Approaches – included wording that English is the language of instruction for all programmes
- S27 Special Assessment Circumstances – Conceded Pass wording updated, specific courses not available RES901, RES902; RES903; RES904
- S34 Health and Safety Risk Management – updated to align with current wording
- S36 Other Requirements deleted

Course Descriptors:

MGT811 Special Topic 15cr Teaching hours split - total teaching hours unchanged

Teaching hours	20~~30~~
Supervision hours (one on one)	10
Total teaching hours	30

WBP801 Work Based Project 30cr Teaching hours split - total teaching hours unchanged

Teaching hours~~Teaching hours~~	24~~30~~
Supervision hours (one on one)	6
Total teaching hours	30
Workplace learning hours	120

RES902 Research Proposal 15cr Teaching hours split - total teaching hours unchanged

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

Teaching hours~~Teaching hours~~	24~~30~~
Supervision hours (one on one)	6
Total teaching hours	30

RES903 Research Project 30cr Teaching hours split – reduction in total teaching hours from 30 to 29

Teaching hours~~Teaching hours~~	15~~30~~
Supervision hours (one on one)	14
Total teaching hours	29

RES904 Research Thesis 60cr Teaching hours all supervision and increased from 17 to 24

Teaching hours~~Teaching hours*~~	0~~17~~
Supervision hours (one on one)	24
Total teaching hours	24

MGT806 Agile Management

Basis of assessment	Achievement based assessment	
Assessment	**Learning outcomes**	**% weightings**
Assessment 1	1, 2	~~20%~~40%
Assessment 2	3, 4	~~40%~~60%
~~Assessment 3~~	~~2, 4~~	~~40%~~

DIGITAL TECHNOLOGIES AND ARTS & MEDIA

Bachelor of Arts and Media	06.04.22	06.04.22	17105	21 February 2022

Rationale for change/s:

2022 rollover updates effective from 21 February 2022. Version remains 17105.

AAD513 Minor update to LO1 following post-delivery review of course changes made in 2021. Improves alignment with Course Aim. It is important for students to be researching and exploring rather than focus on the use of skills. Weighting altered to reflect nature of assessment tasks

Brief description of change/s:

NZQA Type 1:

Programme Regulations:

- Minor updates to spelling, formatting and grammar
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- S1.2 Study Pathways – updated diagram to include NZ Cert in Study and Career Preparation L4. Changed order of courses so those currently offered appear first
- S2.6 Schedule of Courses – removed 4b online delivery option for courses not offered in this mode.
- S3 Delivery – updated table to include courses delivered online
- S3.6 Health and Safety Risk Management – update wording to reflect current NMIT practice
- S4.1.1 Information for Applicants - Include course requirements information from s6 Other Requirements with links to website. Added COVID-19 vaccination status statement
- S4.3 Recognition of Credit – removed limit for Credit Transfer to align with current policy
- S6 Other Requirements removed – information transferred to s4.1.1
- Appendix 2 GP and Assessment Mapping – updated AAD513 as per below
- **Course Descriptors:** Updates to effective from date and version control table
- AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)

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

On successful completion of this course students will be able to:		
1	Explore~~Use~~ presentation skills, formats and strategies appropriate to communicate within arts and design practice.
2	Investigate education and employment opportunities relevant to a career in arts, craft and/or design.

Basis of Assessment:	Achievement Based assessment		
Methods of Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		~~1~~-2	55~~45~~%
Assessment 2		1-~~2~~	45~~55~~%

NZ Certificate in Arts and Design L4 NZ Diploma in Arts and Design L5 NZ Diploma in Arts and Design L6	06.04.22	06.04.22	17103	21 February 2022

Rationale for change/s:

2022 rollover updates effective from 21 February 2022. Version remains 17103.

AAD513 Minor update to LO1 following post-delivery review of course changes made in 2021. Improves alignment with Course Aim. It is important for students to be researching and exploring rather than focus on the use of skills. Weighting altered to reflect nature of assessment tasks

Brief description of change/s:

NZQA Type 1:

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
- **Course Descriptors:** Updates to effective from date and version control table
- AAD513 Communication Lab (confirmed Type 1 with NZQA Evaluator)

On successful completion of this course students will be able to:		
1	~~Use~~ Explore presentation skills, formats and strategies appropriate to communicate within arts and design practice.
2	Investigate education and employment opportunities relevant to a career in arts, craft and/or design.

ASSESSMENTS

Basis of Assessment:	Achievement Based assessment		
~~Methods of~~ Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		~~1~~-2	4 55%
Assessment 2		1-~~2~~	5 45%

Contemporary Music Level 4 and Level 5	06.04.22	06.04.22	18103	21 February 2022

2022 Rollover updates. **Programme Regulations:**

- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- s.3.6 Health and Safety Risk Management – update wording
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants
- s.8 Other Requirements deleted - moved under s.4 Information for Applicants

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• s5.11 Requirements for Ensuring Consistency added				
New Zealand Certificate in Computing (Intermediate User) (Level 3)	n/a	12.04.22	16104	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 4.3. Information for Applicants heading • Health and Safety Risk Management – update wording • s.10 - Insert Consistency Arrangements section				
ACE318 Basic Electronics and Electricity for Makers, Developers and Creators	05.04.22	11.04.22	110422	1 April 2022
New course (not assessed) in response to demand. 2 credits (20 Teaching hours), Level 3, with the aim to introduce learners to the principles of electronic systems and electricity, electronic components, and tools, using industry standard techniques to be applied in the creation of artwork and craft				

ENGINEERING & CONSTRUCTION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Certificate in Construction Trade Skills (L3)	n/a	05.04.22	17102	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 4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s. 3.5 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'				
NZ Certificate in Automotive Electrical Engineering (Level 4)	n/a	06.04.22	18100	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 s.4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s.3.5 Health and Safety Risk Management – update wording **Course Descriptors**: Updates to effective from date.				
NZ Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering	06.04.22	06.04.22	18100	1 January 2022
2022 Rollover updates. **Programme Regulations:** • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading • s.4.4 Remove 'RAC is not available for a complete qualification' • Add 4.5 Cross Credit Schedule. Add statement and table: 'The following courses already completed as part of the New Zealand Certificate in Mechanical Engineering (Level 3) will be recognised through Cross Credit towards the New Zealand Certificate in Mechanical Engineering (Trade) with strands in Fitting and Machining and General Engineering.' **Course Descriptors**: Updates to effective from date and version control table				
NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication	06.04.22	06.04.22	18100	1 January 2022
• 2022 Rollover updates. **Programme Regulations:** • s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading • s.4.4 Remove 'RAC is not available for a complete qualification'				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Course Descriptors: Updates to effective from date and version control table				
NZ Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment	20.04.22	26.04.22	17103	21 February 2022
Rationale for change/s: Version change from 17102 to 17103 • 2022 Rollover updates • Correction of course title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (an error in Toi Ohomai 2017 programme documents) **Programme Regulations:** • General updates for 2022 delivery: • 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 4.3. Information for Applicants heading • s.6 Other Requirements moved into s.4.3 Information for Applicants • s. 3.5 Health and Safety Risk Management – update wording • Change of course code and title to HAE428 Heavy Vehicle On-road Telematics and High Voltage Systems (previously 'HAE416 Heavy Vehicle On-road Telematics & Hybrid Systems', error correction)				
HOSPITALITY AND SERVICE SECTOR PATHWAYS				
NZ Certificate in Hairdressing (Salon Support) (Level 3)	n/a	12.04.22	15103	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 • External Regulations – update wording • s.7 – Added Consistency Arrangements section • **Course Descriptors:** Updates to effective from date and version control table				
Trainee Chef (Level 4; , Culinary Arts (Level 5) – Cookery; Culinary Arts (Level 5) – Pastry and Baking	n/a	12.04.22	18102	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 Tourism (Level 3) with strand in Tourism and Travel **NZ Certificate in Tourism (Level 4) (Operations)** **Tourism and Travel (Level 4)**	n/a	12.04.22	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 • s.4.8.1 – Insert heading for Distinction or Merit for Qualifications **Course Descriptors:** Updates to effective from date and version control table				

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Tourism and Hospitality (Level 5); Hospitality Management (Level 5); Tourism Management (Level 5)	n/a	12.04.22	19101	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
- s.7 – Insert Consistency Arrangements

Course Descriptors: Updates to effective from date and version control table

MARITIME, ADVENTURE TOURISM & CONSERVATION

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Diploma in Nautical Science (Level 6)	29.03.22	06.04.22	17101	1 January 2022

2022 Rollover updates. **Programme Regulations:**
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- Update s. 3.5.2 Workplace Learning
- Update s. 3.5.3 Evaluation of Workplace Learning
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
- s.8 Other Requirements deleted - moved under s.4 Information for Applicants
- s.3.6 Health and Safety Risk Management – update wording
- s.7 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

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Certificate in Superyacht Crewing	29.03.22	06.04.22	15101 21100	1 January 2022

2022 Rollover updates. **Programme Regulations:**
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- s.3.6 Health and Safety Risk Management – update wording
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
- s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants
- s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements
- s5.11 Requirements for Ensuring Consistency added
- Update of US 19491 and US 19492 to latest version

Course Descriptors:
- No version change: 21100, effective 01 January 2022
- US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)
  - US 19491 version 4
  - US 19492 version 4

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Certificate in Domestic Maritime Operations (Restricted Limits) (L4)	06.04.22	06.04.22	15102	1 January 2022

2022 Rollover updates. **Programme Regulations:**
- Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
- s.3.6 Health and Safety Risk Management – update wording
- s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
- s.8 Other Requirements deleted - moved under s.4.2 Information for Applicants
- s.7 ITO organisation names changed to corresponding WDC organisation names for unit standard assessment requirements
- s5.11 Requirements for Ensuring Consistency added

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

• Update of US 19491 and US 19492 to latest version
Course Descriptors:
• No version change: 21100, effective 01 January 2022
• US versions change to courses: RTO304 Maritime Restricted Radiotelephone Operators Certificate (MRROC)
    ○ US 19491 version 4
    ○ US 19492 version 4				

Adventure Tourism and Guiding (Level 4) and (Level 5)	06.04.22	06.04.22	18104	1 January 2022

2022 Rollover updates. **Programme Regulations:**

• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
• s.8 Other Requirements deleted - moved under s.4.1.3 Information for Applicants
• New section 4.1.4 Gear Requirements linked to information on NMIT website
• s.7 ITO changed to WDC titles

Course Descriptors: Correct mapping of LOs and assessments in course **ATG401 Core Adventure Guiding Skills**

ASSESSMENT AND RESULTS

Basis of Assessment	Graded competency-based assessment is used in this course.		
Assessment	**Relates to Assessment Standard ID**	**Learning Outcomes**	**Pass Criteria**
Assessment 1 (25%)	30689 *	1, 2, 3	Must Pass
Assessment 2 (50%)	30689 *	2, 3, 4	Must Pass
Assessment 3 (25%)	30689 *	2, 3, 4	Must Pass with 100%

* Optional unit standard.

NZ Diploma in Marine Engineering Class 3 and Class 4 (Level 6)	06.04.22	06.04.22	15102	21 February 22

2022 Rollover updates. **Programme Regulations:**

• Academic Statute references added/updated where relevant (includes minor policy/procedure title changes)
• Update s. 3.5.2 Workplace Learning
• Update s. 3.5.3 Evaluation of Workplace Learning
• s.4.2 Insert Covid Vaccination status statement under Information for Applicants heading, update Information for Applicants, and 4.3 Selection
• s.8 Other Requirements deleted - moved under s.4 Information for Applicants
• s.3.6 Health and Safety Risk Management – update wording
• s.7 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

Predator Trapping Methods	n/a	12.04.22	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

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
Bachelor of Career Development	n/a	22.04.22	17109	1 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

APPLIED BUSINESS & ENGLISH LANGUAGE

	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Bachelor of Commerce [123655-3] **Graduate Diploma in Accounting [123656-3]** **Graduate Diploma in Management [123658-4]** **Graduate Diploma in Marketing [123659-3]**	02.05.22	02.05.22	18106	21 February 2022

Rationale:

Following a delivery review for BUS750 Advanced Business Project it is proposed that the following assessment weighting changes be made to more accurately reflect learner workload to meet the requirements of this level 7 course.

This would accurately reflect the work required for each of these assessments by the student:

- For Assessment 2 (Research proposal – LO's 1 & 2), learners are required to complete a research proposal (up to 40 pages) and a Research Ethics application.
- Assessment 5 (Viva voce LO's 2 & 3) is a fifteen-minute oral reflection (meeting with two supervisors) on project.

Course Descriptors:
- BUS750 Advanced Business Project. Assessment weighting change to Ass 2 – 20%, Ass 5 – 10%.

DIGITAL TECHNOLOGIES AND ARTS & MEDIA

	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Bachelor of Information Technology **Graduate Diploma in Information Technology**	02.05.22	02.05.22	08221	18 July 2022

Programme Regulations:
- Course Descriptor SEC602 Systems Security 1 assessment weighting change to be: Ass 1 30%, Ass 2 50%, Ass 3 20%

	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
NZ Diploma in Animation L5 and L6	13.05.22	13.05.22	18103	21 February 2022

2022 Rollover updates and minor change to assessment for CGI501.

Programme Regulations:
- S3.6 Health and Safety Risk Management – updated to current wording
- S4.1 Information for Applicants added standard COVID-19 vaccination, information from Other Requirements section included
- S6 Other Requirements section removed
- Appendix 3 Graduate Profile and Assessment Maps – updates to mapping CGI501

Course Descriptors:
- CGI501 Professional Practice 1 – change in order of assessment and LO mapping:

Basis of Assessment:	Achievement Based assessment	
Assessment	**Learning Outcomes**	**% Weighting**
Assessment 1 ~~Assessment 1~~	3, 6~~1, 2, 4, 5~~	50%~~40%~~
Assessment 2	1, 2, 4, 5	40%
~~Assessment 2~~	~~3, 6~~	~~50%~~
Professionalism	1 -5	10%

- CGI603 Rigging and Animation 2 – minor update of content statement

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Bachelor Computer Generated Imagery **Graduate Diploma in Computer Generated Imagery**	13.05.22	13.05.22	18104	21 February 2022

2022 Rollover updates and minor change to assessment for CGI501.

Programme Regulations:

- S3.6 Health and Safety Risk Management – updated to current wording
- S4.1 Information for Applicants added standard COVID-19 vaccination, information from Other Requirements section included
- S6 Other Requirements section removed
- Appendix 1 and Appendix 2 Graduate Profile and Assessment Maps – updates to mapping a selection of L5 and L6 courses

Course Descriptors:

- CGI501 Professional Practice 1 – change in order of assessment and LO mapping:

Basis of Assessment:	Achievement Based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1 ~~Assessment 1~~		3, 6 ~~1, 2, 4, 5~~	50% ~~40%~~
Assessment 2		1, 2, 4, 5	40%
~~Assessment 2~~		~~3, 6~~	~~50%~~
Professionalism		1 -5	10%

- CGI603 Rigging and Animation 2 – minor update of content statement
- CGI703 Advanced Animation – minor update of content statement

ENGINEERING & CONSTRUCTION

NZ Certificate in Heavy Automotive Engineering (Level 4) with strands in Road Transport, and Plant and Equipment	20.04.22	26.04.22	17103	21 February 2022

Rationale for change/s: Error correction from commencement of delivery (1 January 2018). Error was in original documents from Toi Ohomai.

- Correct Course Title to HAE416 Heavy Vehicle On-road Telematics and High Voltage Systems (previously 'HAE416 Heavy Vehicle On-road Telematics & Hybrid Systems')
- No requirement to create new course HAE428

MARITIME, ADVENTURE TOURISM & CONSERVATION

Conservation Field Skills Training Scheme	10.05.22	13.05.22	17102	1 June 2022

Rational for change: Department of Conservation have undertaken a review of the course, based on staff needs and a desire not to replicate what is delivered in the Predator Trapping Methods Micro-credential PRT301. This was carried out internally in DoC by the Biodiversity Threats Management team. DoC have now asked NMIT to implement these changes.

Description of changes:

Version change to 17102

- Changes to course 'CFS428 Advanced Animal Pest Control Methods':
  - Rename to 'to CFS432 Vertebrate Pesticide Control Methods'
  - Remove content and field work associated with trapping.
  - Add Agricultural compounds and veterinary medicines (ACVM) content.

NZQA TYPE 2 CHANGES APPROVED 25 MAY 2022

PRIMARY INDUSTRIES

NZ Certificate in Primary Industry Skills (Level 2)	13.05.22	13.05.22	20102	30 May 2022

Type 2 change to replace expiring unit standards. Version change. 2022 Rollover updates. Type 2 change to replace expiring unit standards.

Programme Regulations: Version change to 20102.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
• 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.2.7 Schedule of Assessment Standards (updated US versions, remove 21221, 24552, replace with 29844, 31913 and 31914 • 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. • Update unit standards as per above. *NZQA TYPE 2 CHANGES APPROVED 20 MAY 2022*				
NZ Certificate in Horticulture (General) (Level 3)	10.05.22	13.05.22	16102	23 May 2022
Type 2 change. Qualification changed to version 2 [2677-2] (the version difference does not include changes to GPOs) **Programme Regulations**. Version change to 16102. • Update document to reflect version change from Version 1 to Version 2 • Version control table • S1.1 Qualification Information • Appendix 1: Qualification Details *NZQA TYPE 2 CHANGES APPROVED 25 MAY 2022*				

SOCIAL SCIENCES

Paetahi Tumu Kōrero Bachelor of Counselling	20.05.22	24.05.22	18104	14 February 2022
Rational for Changes: • 2022 rollover updates • BCG602 and BCG702: There are currently 50 hours of counselling practice (25 face to face + 25 hours agency) attached to BCG602 which is not a practicum course. There is no need for these hours to continue to be attached. BCG702 currently has 100 hours of counselling practice (50 face to face + 50 agency) and the 50 hours from 602 needs to be attached to 702 making a total of 150 hours for students to complete in their final year of study. • The sector has advised (via monitor report in 2021) that more hours at level 7 is preferable (to more hours at level 6) as by L7 learners are able to demonstrate greater skills in facilitating change for clients. • BCG603: Correction to assessment weightings • BCG604– Currently has in the course content involving working with couples yet there are no learning outcomes reflective of this content. Couples counselling is not appropriate for year two students. The focus needs to be on working with whānau as whānau. **Description of changes:** (Version Change from 18103 to **18104**) **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 documents2.9 – Added information around agency hours. • s.4 - Insert Covid Vaccination status statement under Information for Applicants heading • Health and Safety Risk Management – update wording **Course Descriptors**: • BCG602 Change and Wellbeing. Remove 50 workplace learning hours (25 hours face to face + 25 hours agency), add 50 Learner managed hours. • BCG603 He Oranga Tangata/Foundations of Practice In Mental Health And Addictions. Change assessment weightings.				

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

ASSESSMENT AND RESULTS

Basis of Assessment:	Achievement-based assessment is used in this course.		

Assessment Task:	Learning Outcomes	% Weightings	Pass Criteria
Assessment 1	1, 2, 3, 4	~~35~~30%	
Assessment 2	1, 2, 3, 4	35%	50% overall
Assessment 3	5	~~30~~35%	

- BCG604 Working with Whānau. Remove indicative content relating to couples.
- BCG702 Presentation and Review of Counselling Practice. Add 50 work place learning hours (25 hours face to face + 25 hours agency). Remove 50 hours from learner managed hours. Add information for 'agency hour'.

54/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Sarah Fraser / Silvia Gassebner

CARRIED

6.2   Key Messages from Meeting

- Five 2021 Degree Self-Assessment Reports approved for submission to NZQA
- Further recognition of the expertise and time NMIT whānau are contributing to a variety of Te Pūkenga Steering Groups, Working Groups and Communities of Practice such as programme unification and academic regulation development. There is also significant mahi happening within NMIT to operationalise the new Te Pūkenga unified programmes for 2023 delivery
- Approval of the Academic Development Proposal for the Vocational Pathways (NCEA Level 2) (Service Industries) programme. This programme will increase the ways NMIT can work with second chance learners and creating pathways for learners progressing into other programmes. The Committee acknowledged the mahi done by Pam Wood and the Marlborough campus Foundation Team in developing this proposal.

ACTION

Mary Woodward / Kim Davies

Forward key message list to Caroline Elworthy for inclusion

Resolution to Exclude the Public

55/22 **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	Minutes of the In-Committee NMIT Academic Committee Meeting – 13 April 2022	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 9.1.1 9.1.2 9.1.3 9.1.4 9.1.5	2021 Self-Assessment Reports - Bachelor of Arts and Media including NZ Diplomas in Arts and Design (Levels 5, 6) - Postgraduate Certificate in Professional Supervision - Bachelor of Career Development including Graduate Certificate in Career Development - Bachelor of Viticulture and Winemaking - Bachelor of Social Work	Section 9(2) (a) of the Official Information Act – protect the privacy of natural persons, including that of deceased natural persons 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 04.20PM

Academic Committee Action List – 15 June 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 16.03.2022					
1	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	Closed
Action Items 11.05.2022					
2	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 15 June 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*
3	3.1	Academic and Quality Academic Development Tracking Report	Kim Davies	Report back 15 June 2022	Completed – added as standing agenda item

		Consider addition of Operationalisation of Te Pūkenga Unified Programmes as standing agenda item			
4	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	Completed
5	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	Completed
Action Items 15.06.2022					
6	2.2	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 20 July 2022	
7	5.1	Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check Check List for 2022 Develop an Award spot-check process	Silvia Gassebner	Report back 20 July 2022	
8	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed