

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee

20 July 2022 at 03.15PM in Room M306 and via Microsoft Teams

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

1. Welcome, Apologies, Notices

Marja Kneepkens opened the meeting and:

- welcomed new Student Representative Max Devon onto the Committee
- advised apologies had been received from Nicole Akuhata Director Ōritetanga + Māori Relationships, Kim Davies Director Academic + Quality, Dan Hall NMIT Student and Olivia Hall Executive Director Ōritetanga, Teaching + Learners
- advised Pam Wood would now be attending as Acting Director – Marlborough due to Carole Crawford's secondment to the Project Leader role

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 15 June 2022 - Open

63/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 15 June 2022 - Open be confirmed as a true and accurate record.

Sarah Fraser/Chanelle Taylor
CARRIED

ACTION

Mary Woodward

Upload confirmed Minutes to Academic Committee site

2.2 Action Items of NMIT Academic Committee Meetings

Action Item 2 – Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report

Review Course Result Spot-Check List for 2022; Develop an Award spot-check process

- As Silvia Gassebner was not present this action was deferred to the 24 August 2022 meeting

2.3 Correspondence Schedule

64/22 **RESOLVED** that the inwards correspondence be received.

Marja Kneepkens/Bradley Hannigan
CARRIED

65/22 **RESOLVED** that the outwards correspondence be endorsed.

Marja Kneepkens/Bradley Hannigan
CARRIED

3. Academic and Quality

3.1 Academic Development Tracking Report

The Committee reviewed the Academic Development Tracking Report. Shine Kelly advised that the close-off for 2022 degree submissions was at the end of July.

3.2 NMIT Operating + Financial Parameters (OFP) Report

The Committee reviewed the NMIT Operating + Financial Parameters (OFP) report. Shine Kelly advised that the report summarised the recent development projects send to Te Pūkenga for approval.

3.3 Operationalisation of Te Pūkenga Unified Programmes

Marja Kneepkens gave an overview on the work being done by NMIT on the operationalisation of Te Pūkenga unified programme development. She noted that regular meetings are taking place with business support and academic representative groups on how to operationalise changes and put in place actions to meet Te Pūkenga requirements for unified programme delivery.

Sarah Fraser noted that curricula development by the Bachelor of Social Work Working Group was going well with a large amount of feedback received following the consultation process. She advised that a recommendation had been made to Te Pūkenga for a longer time period to prepare for delivery

3.4 Approvals

3.4.1 Micro-Credential Development Proposal Applied Research Micro-Credentials, Research Principles, Planning and Practice Micro-Credential (Working Title), Preparing Research for Publication Micro-Credential (Working Title), Preparing a Research Funding application Micro-Credential (Working Title)

Marja Kneepkens advised that the development of these micro-credentials had been endorsed by the sector research network.

Bradley Hannigan advised that these micro-credentials were a transformation of the current level 7 NMIT Applied Research Training Schemes and were better pitched as postgraduate qualifications.

The Committee Members questioned the RES801 course code RES801 noting that this code was already in use in the Master of Applied Management programme.

66/22 **RESOLVED** that the Micro-Credential Development Proposal Applied Research Micro-Credentials, Research Principles, Planning and Practice Micro-Credential (Working Title), Preparing Research for Publication Micro-Credential (Working Title), Preparing a Research Funding application Micro-Credential (Working Title) be approved.

Bradley Hannigan/Sarah Fraser
CARRIED

ACTION
Kim Davies

Review if course code RES801 can be used a second time

3.5 2022 Consistency Review Overview

Darcy Liddell advised that:

- Pam Wood had represented NMIT at the 15.07.2022 3130 New Zealand Certificate in Seafood Processing (Level 3) workshop
- Review preparation is underway for:
 - 2900 New Zealand Certificate in Aeronautical Engineering (Specialist Support) (L4)

- 2591 New Zealand Certificate in Computing (User Fundamentals) (L2)

3.6 2022 Degree Monitoring and Monitoring

Darcy Liddell advised:

- the 15.07.2022 Bachelor of Nursing degree monitoring visit had gone well with the monitor noting the positive team relationships
- preparation is underway for the 04.08.2022 Nursing Council of New Zealand monitoring visit

3.6.1 A Review of NZQA EER Reports of ITPs as at January 2019

Darcy Liddell presented the review document of NZQA EER Reports of ITPs as at January 2019 for information. She advised that although the information is not current it outlines what 'good' looks like within the sector.

ACTION
Darcy Liddell

Compile and share with Committee Members a list of recommendation themes from document

4. Sector Updates

Marja Kneepkens advised there were no sector updates and noted that it would be good to hear the perspective of Working Group and Steering Group Members on their mahi.

ACTION
Kim Davies / Mary Woodward
Update agenda item with descriptive commentary

5. Reports from Committees and Working Parties

5.1 Programme Approval Committee Reports

5.1.1 PAC Report for the Vocational Pathways (NCEA Level 2) (Service Industries)

Marja Kneepkens noted that this PAC report was being presented as information only. She advised that approval is being sought to deliver this programme which leads to NCEA Level 2 with a Vocational Pathways endorsement and that as this programme sits within the secondary sector work was required to find the correct fit for the tertiary sector. She noted that as the PAC Members had not approved the initial documents Kim Davies had continued to work on them and once the requirements have been met to the satisfaction of the PAC Chair they will be presented to this committee for approval.

5.1.2 PAC Report for the New Zealand Certificate in Information Technology (Level 5) New Zealand Diploma in Information Technology Technical Support (Level 5) New Zealand Diploma in Web Development and Design (Level 5) Bachelor of Information Technology Graduate Diploma in Information Technology

Marja Kneepkens advised that this PAC report was being presented as information only at this stage as not all the requirements had been met.

67/22 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Meetings of 07.06.2022 and E-Meetings of 20.06.2022, 01.07.2022 be receipted.

Shine Kelly / Chanelle Taylor
CARRIED

6. General Business

6.1 Course and Programme Changes

Marja Kneepkens 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 |
|--------------------|-----------------------|-----------------------------------|-------------|----------------|
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DIGITAL TECHNOLOGIES AND ARTS & MEDIA

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|--------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|-------|--------------|
| NZ Diploma in Information Technology Technical Support (Level 5) | 07.06.22 | 09.06.22 | 16103 | 18 July 2022 |
| Rationale for change/s: Change to the assessments in course OSA501 following tutor's request and student feedback. | | | | |
| Programme Regulations: | | | | |
| • OSA501 Operating Systems and Application Software. Redistribution of weightings, removal of assessment 4: | | | | |
| Assessment | Learning outcomes | % Weightings | | |
| Assessment 1 | 2-6 1-6 | 20% 25% | | |
| Assessment 2 | 2-6 1-6 | 40% 25% | | |
| Assessment 3 | 1-6 2, 4 | 20% 50% | | |
| Assessment 4 | 1-6 | 20% | | |

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| Bachelor of Information Technology Graduate Diploma in Information Technology | 07.06.22 | 09.06.22 | 08221 | 18 July 2022 |
| Rationale for change/s: Change to the assessments in courses following tutor's request. | | | | |
| Programme Regulations: | | | | |
| • OSA501 Operating Systems and Application Software. Redistribution of weightings, removal of assessment 4 as per Diploma above: | | | | |
| • PRJ701 Project - change to assessment titles, distribution, and weightings | | | | |
| Assessment | Learning Outcomes | Pass criteria (minimum) | % Weightings | |
| Assessment 1 | 1, 3, 4 1-4 | 40% | 20 30% | |
| Assessment 2 | 3, 4 | 40% | 10% | |
| Assessment 3 | 3, 4 | 40% | 15% | |
| Assessment 4 | 1, 3, 4 | 40% | 5% | |
| Final Report - Technical Examiner | 2-4 1, 2 | 40% | 35 50% | |
| Final Report - Report Examiner | 2-4 1, 2 | 40% | 15 20% | |

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|----------------------------------------------------------------------------------------------|------------------------|-------------------------|-------------------|--|
| • PRJ702 Graduate Diploma Project- change to assessment titles, distribution, and weightings | | | | |
| Assessment | Learning Outcomes | Pass criteria (Minimum) | % Weightings | |
| Assessment 1 | 1, 3, 4 1-5 | 40% | 20 30% | |
| Assessment 2 | 3, 4 | 40% | 10% | |
| Assessment 3 | 3, 4 | 40% | 15% | |
| Assessment 4 | 1, 3, 4 | 40% | 5% | |
| Final Report - Technical Examiner | 2-4 1, 2, 3 | 40% | 35 50% | |
| Final Report - Report Examiner | 2-4 1, 3 | 40% | 15 20% | |

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| Bachelor of Arts and Media | 01.07.22 | 01.07.22 | 17106 | 18 July 2022 |
| Rationale for change/s: | | | | |
| Increase of teaching hours is required. Over the past 2 years staff have noted issues with these courses. These are the more academic courses in the Level 5 programme, many students are struggling and a lot of extra support and resourcing is needed to ensure students' success. Increasing the time tutors teach will be of benefit for students and would bring these courses into line with all the other Level 5 BAM courses. | | | | |
| Brief description of change/s: New version 17106 | | | | |
| Programme Regulations and Course Descriptors: | | | | |
| Change in Teaching Hours / Learner Managed Hours to 4 x courses, AAD513, AAD514, AAD519, AAD520: | | | | |

| Programme / Course | | | | Date endorsed by AS&Q | Date approved by DA&Q or delegate | Version no. | Effective from |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|-----------------------|-----------------------|-----------------------------------|-------------|----------------|
| Course Title | Teaching Hours | Workplace Learning Hours | Learner Managed Hours | | | | |
| AAD519 Critical Studies Lab | 49 | 0 | 51 | | | | |
| AAD520 Critical Studies Project | 49 | 0 | 51 | | | | |
| AAD513 Communication Lab | 49 | 0 | 51 | | | | |
| AAD514 Communication Project | 49 | 0 | 51 | | | | |
| NZ Certificate in Arts and Design (L4), NZ Diploma in Arts and Design (L5), NZ Diploma in Arts and Design (L6) | | | | 01.07.22 | 01.07.22 | 17104 | 18 July 2022 |
| Rationale for change/s: Increase of teaching hours is required. Over the past 2 years staff have noted issues with these courses. These are the more academic courses in the Level 5 programme, many students are struggling and a lot of extra support and resourcing is needed to ensure students' success. Increasing the time tutors teach will be of benefit for students and would bring these courses into line with all the other Level 5 BAM courses. Brief description of change/s: New version 17104 Programme Regulations and Course Descriptors: Change in Teaching Hours / Learner Managed Hours to 4 x courses, AAD513, AAD514, AAD519, AAD520 as per BAM above. | | | | | | | |

ENGINEERING & CONSTRUCTION

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| AEV501 Electric Vehicle Block Course | 01.07.22 | 01.07.22 | 010722 | 04 July 2022 |
| New self-funded course block course. 40 hours of delivery at level 5. Non-assessed, participation only. Rationale: To provide Otago Polytechnic (OP) students with practical workshop training as part of the requirements to complete the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5), as per 'Academic Delivery Sub-Contact for New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)' (available upon request). To offer a solution to students studying online and located in the Te Tau Ihu rohe (The Top of the South region). | | | | |

SOCIAL SCIENCES

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| NZ Diploma in Career Development (Level 6) | n/a | 07.06.22 | 19102 | 21 February 2022 |
| 2022 rollover updates: <ul style="list-style-type: none"> 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 Health and Safety Risk Management – update wording Section 6 Other Requirements removed; info added to Information for Applicants in Entry section. Special Assessment section updated with current wording Course Descriptors updated with effective from date and version number | | | | |

68/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Max Devon / Pam Wood
CARRIED

6.2 Key Messages from Meeting

- Acting Student Chair, Max Devon, was welcomed onto the Academic Committee
- the Committee Members acknowledged the mahi of the Bachelor of Nursing team in preparing for the Degree Monitoring visit and the positive feedback received from the degree monitor
- the Committee Members acknowledged the mahi of staff this year for Consistency Reviews and Monitoring visits despite COVID-19 and other sicknesses

ACTION

Mary Woodward / Marja Kneepkens

Forward key message list to Caroline Elworthy for inclusion

Resolution to Exclude the Public

69/22 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 Teaching + Learning (Curriculum Director), Academic Advisor, Quality Enhancement Manager, Appointed Academic Staff Members, Appointed NMIT Students, Acting Director – Marlborough, 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. |
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| 8.1 | Minutes of the In-Committee NMIT Academic Committee Meeting – 15 June 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 | 2021 Self-Assessment Reports - Bachelor of Nursing including Competence Assessment Programme (CAP) - Bachelor of Commerce including Graduate Diploma in Accounting, Graduate Diploma in Management, Graduate Diploma in Marketing, Graduate Diploma in Professional Accounting - Master of Applied Management, Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied | 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) |

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| | Management, Postgraduate Diploma in Logistics and Supply Chain Management - Postgraduate Certificate in Professional Supervision | | |
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Meeting Closed 04.20PM

Academic Committee Action List – 20 July 2022

| | RES NO | ACTION | WHO | WHEN | PROGRESS |
|-----------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|-----------|
| Action Items 15.06.2022 | | | | | |
| 1 | 2.2 | Upload confirmed Minutes to Academic Committee site | Mary Woodward | Report back 20 July 2022 | Completed |
| 2 | 5.1 | Reports from Committee and Working Parties 2021 Spot-Check on Course Results Outcome Report Review Course Result Spot-Check List for 2022 Develop an Award spot-check process | Silvia Gassebner | Report back 24 August 2022 | |
| 3 | 6.2 | Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion | Mary Woodward / Kim Davies | ASAP | Completed |
| Action Items 15.06.2022 - In-Committee | | | | | |
| 4 | 8.1 | Upload confirmed Minutes to Academic Committee site | Mary Woodward | Report back 20 July 2022 | Completed |
| Action Items 20.07.2022 - Open | | | | | |
| 5 | 2.1 | Upload confirmed Minutes to Academic Committee site | Mary Woodward | Report back 24 August 2022 | Completed |
| 6 | 3.6.1 | A Review of NZQA EER Reports of ITPs as at January 2019 Compile and share with Committee Members a list of recommendation themes from document | Darcy Liddell | Report back 24 August 2022 | Completed |
| 7 | 4 | Sector Updates Update agenda item with descriptive commentary | Kim Davies / Mary Woodward | Report back 24 August 2022 | |
| 8 | 3.4.1 | Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time | Kim Davies | Report back 24 August 2022 | |
| 9 | 6.2 | Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion | Mary Woodward / Kim Davies | ASAP | Completed |