OPEN
CONFIRMED Minutes of a meeting of the Academic Committee
14 September 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Olivia Hall Executive Director Ōritetanga, Teaching and Learners, Kim Davies Director Academic + Quality Max Devon NMIT Student, 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), Lauren Robinson NMIT Student, Susannah Roddick Project Lead ((left 4.01 returned 4.12PM) proxy for Marja Kneepkens Director Teaching + Learning), Pam Wood Acting Director – Marlborough, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices
    Olivia Hall opened the meeting and advised:
    - she would be chairing the remainder of the 2022 Committee meetings giving Kim Davies the opportunity to only report at these meetings
    - new agenda items were being trialled with a view to moving some conversations onto other committees and enabling a more detailed review of tabled items
    - the transition to Te Pūkenga and removal of the NMIT Board will mean that the Academic Committee will take on a more governance function
    - welcome to NMIT Student Lauren Robinson onto the Committee
    - apologies have been received from Nicole Akuhata Director Ōritetanga and Māori Relationships, Marja Kneepkens Director Teaching + Learning, Chanelle Taylor Programme Lead Specialist, Silvia Gassebner Team Leader Curriculum + Academic Registry
    - Susannah Roddick Project Lead is attending as proxy for Marja Kneepkens, Shine Kelly Academic Advisor is attending as proxy for Silvia Gassebner

2. Administrative
    2.1   Minutes of NMIT Academic Committee Meeting 30 August 2022 - Open
           89/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 20 July 2022 - Open be confirmed as a true and accurate record.

                                                                    Kim Davies/Susannah Roddick
                                                                    CARRIED

                                                                    ACTION
                                                                    Mary Woodward
                                        Upload confirmed Minutes to Academic Committee site and to Academic
                                        Committee site on NMIT website

    2.2   Action Items of NMIT Academic Committee Meetings
    Action Item 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
    -    As Silvia Gassebner was not present this action was deferred to the 12 October 2022 meeting
    Action Item 2 – Sector Updates Update agenda items with descriptive commentary
    -    It was noted that due to the changes to the agenda this item was no longer required

Action item 3 – Approvals Micro-Credential Development Proposal Applied Research Micro-Credentials etc Review if course code RES801 can be used a second time
- Kim Davies advised that following discussion with Te Pūkenga it had been agreed that these micro-credential courses could be assigned the new four digit/number format course codes, she requested the action be closed

Action Item 5 – Academic Development Tracking Report; Follow-up with Ellen Cieraad regarding approval of the costings for the Applied Research Micro-credential
- Kim Davies advised the costings had been approved and requested the action be closed

Action Item 6 – Approvals; Provide a feedback report to the Committee on the micro-credential development process including key insights, issues, and challenges
- Kim Davies noted that this action would be a discussion point at the November meeting and requested that this action be deferred until then

Action Item 7 – Programme Approval Committee (PAC) Reports; Contact Kim Davies if interested in becoming part of the Programme Approval Committee process
- Kim Davies noted that Bradley Hannigan will be a voting member on the upcoming Applied Research Micro-credential PAC meeting and advised that Committee Members are able to attend PAC meetings as observers. She requested the action be closed

    2.3   Correspondence Schedule
       90/22 **RESOLVED** that the inwards correspondence be received.

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Max Devon/Sarah Fraser
CARRIED
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       91/22 **RESOLVED** that the outwards correspondence be endorsed.

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Max Devon/Sarah Fraser
CARRIED
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3. Academic and Quality
    3.1   Degree Monitoring and Monitoring
Kim Davies advised that the Academic Committee role for degree monitoring and monitoring is in assuring that programme deliveries are sound and meeting their approval and accreditation obligations. She suggested that as the degree monitoring reports are tabled at Academic Standards + Quality Committee for review and receipt, an annual high-level review of monitoring reports be undertaken and reported back to this committee. She advised that a similar review could be undertaken for Consistency Reviews.

The Committee Members noted that an annual review of monitoring events would be useful in identifying:
- themes/insights
- good practice
- areas for improvement
- training, mentoring, and induction needs

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ACTION
Kim Davies
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- Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in readiness for 2023 Degree Monitoring activity
- Start development of a high-level review of 2022 Degree Monitoring activity

The Committee Members discussed the current purpose, scope, and role of the Academic Committee and how this might change and/or develop with the transition to Te Pūkenga.

3.2   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				
Master of Applied Management **Postgraduate Diploma in Applied Management**	25.07.22	26.07.22	17110	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 26 JULY 2022

Rationale for change/s
- Ākonga have found it challenging to meet research and academic standards since 2018 launch and have needed significant support from Curriculum Area staff and Learner Services. Changes to the completion requirements for the Logistics and Supply Chain Management majors in the Postgraduate Diploma in Applied Management and Master of Applied Management will build a more robust ākonga research pathway.
- RES801 Applied Management Research (15 credits) and MGT811 Special Topic (15 credits) are the recommended electives for ākonga with no previous research experience. LSCM major ākonga cannot access both courses when required to complete 45 credits in elective LSCM courses out of only 60 total elective credits.
- Operational efficiency – Change aligns completion structure to Healthcare Management and Business Analytics majors which already include MGT811 Special Topic as a compulsory course

Description of changes:
Completion Requirements: Modify to choose two of four Logistics and Supply Chain Management courses (30 credits reduced from 45 credits), include MGT811 Special Topic where topic must align with Logistics and Supply Chain Management.

Programme Regulations:
New version, 17110
S17.3 Completion Requirements: Postgraduate Diploma in Applied Management – Logistics and Supply Chain Management
S17.9 Completion Requirements: Master of Applied Management – Logistics and Supply Chain Management
Modify to choose two of four Logistics and Supply Chain Management courses (30 credits reduced from 45 credits), include MGT811 Special Topic where topic must align with Logistics and Supply Chain Management.

AVIATION				
Aeronautical Engineering (Level 4)	30.08.22	31.08.22	17105	15 August.22

Rationale for change/s
Stakeholder would like to employ a person with a different trade background and train them through part-time study with NMIT while employed. Stakeholder would look at extending employment with this arrangement to ensure workforce in times of significant shortage

Description of changes in Programme Regulations:
Add part-time option to be available for this programme (update Section 3 - Delivery);

RNZAF General Engineering Officer Training (GEOT)	25.07.22	26.07.22	270722	1 January 2022

Rationale for change/s:
This is to update our regulations to reflect the current agreement (variation 3) between NMIT, RNZAF and Defence Force.
This is a business-to-business arrangement and financial information should not be held within programme regulations.
The change to 19 weeks delivery length is requested by RNZAF. EFTS correction to align self-funded EFTS with course EFTS in programmes.

Brief description of change/s:
- New version effective from 01 January 2022 - v270722
- Reflect amendments as per 'variation 3' of the agreement
- Add 'variation 3' to agreement number
- Remove Finance related information from the programme document
- Change delivery from 20 to 19 weeks
- Correct course EFTS

PRIMARY INDUSTRIES				
Bachelor of Viticulture and Winemaking	25.07.22	26.07.22	14110	20 February 2023

NZQA TYPE 2 CHANGES SUBMITTED 28 JULY 2022				
Rationale for change/s Removing BLM501 and BMG638 courses - implications of new NZDB L5/BAcc 2023 Te Pūkenga unification. Clarifying the language around general electives (this will ensure we get Ākonga into courses that are primary industry focused as per previous monitor feedback and also student feedback **Summary of Type 2 changes:** Removing BLM501 and BMG638 courses S13 Schedule of Courses: adjusted to reflect removal of BLM501 and BMG638 S15.5 Completion Requirements - edited to reflect changes above and improve clarity S15.7 Subject Progression - remove BLM501 and BMG638 from table				
Bachelor of Aquaculture and Marine Conservation	12.07.22	18.07.22	14107	20 February 2023
NZQA TYPE 2 CHANGES SUBMITTED 26 JULY 2022				
Rationale for change/s Removing BLM501 and BMG638 courses - implications of new NZDB L5/BAcc 2023 Te Pūkenga unification. Clarifying the language around general electives (this will ensure we get Ākonga into courses that are primary industry focused as per previous monitor feedback and also student feedback **Summary of Type 2 changes:** Removing BLM501 and BMG638 courses S13 Schedule of Courses: adjusted to reflect removal of BLM501 and BMG638 S15.5 Completion Requirements - edited to reflect changes above and improve clarity S15.7 Subject Progression - remove BLM501 and BMG638 from table				

92/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Sarah Fraser/Max Devon

4.   Te Pūkenga
   4.1   Transition
Olivia Hall advised that NMIT's transition to Te Pūkenga on 01 October 2022 would mean a number of process changes including:
   - Academic Committee minutes to be forwarded to Te Poari Akoranga
   - increased expectation around sharing of resources across ITP network
   - approval line change from NMIT Chief Executive to Te Pūkenga Chief Executive

   4.2   Unified Programmes
Kim Davies advised that:
   - ten programmes have been identified for unification
   - delivery of the Bachelor of Nursing and Bachelor of Social Work unified programmes will start at NMIT in 2024
   - Te Kawa Maiorooro Te Pūkenga – Educational Regulatory Framework is out for consultation
     - feedback on the framework is open until 07 October
     - information on the framework is available via Polly on the Te Pūkenga hub
     - encourage colleagues to be part of the consultation process
   - NZQA is currently consulting on a number of proposed rule changes including the approval and accreditation of micro-credentials

ACTION
Kim Davies
Arrange for a series of Te Kawa Maiorooro Te Pūkenga – Educational Regulatory
Framework information and feedback sessions

   4.3   Te Poari Akoranga
This item was discussed as part of agenda item 4.1 Transition

5. Reports from Committees and Working Parties
   5.1   Programme Approval Committee Reports
          5.1.1   PAC Report for the He Ara Matatau SafePlus Micro-Credential
          Kim Davies advised that this report was being presented for approval as the requirements of the
          Programme Approval Committee have been met to the satisfaction of the Committee Chair.

93/22 **RESOLVED** that the Programme Approval Committee Report for the He Ara Matatau SafePlus Micro-
Credential be approved

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Bradley Hannigan/Susannah Roddick
CARRIED
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5.2   Academic Standards + Quality Committee
94/22 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Meeting of 09.08.2022 and
E-Meetings of 09.08.2022, 26 to 30.08.2022 be receipted.

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Kim Davies/Bradley Hannigan
CARRIED
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5.3   Recognition of Academic Credit Committee
95/22 **RESOLVED** that the minutes of the Recognition of Academic Credit Committee Meeting of 31.05.2022
and E-Meeting of 15.07.2022 be receipted.

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Kim Davies/Bradley Hannigan
CARRIED
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5.4   Learning and Teaching Committee
96/22   **RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 25.05.2022 be
receipted.

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Kim Davies/Bradley Hannigan
CARRIED
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5.5   Research and Ethics Committee
Bradley Hannigan advised that the Research and Ethics Committee was focussing on streamlining and
improving processes as well as transitioning into Te Pūkenga from a rangahau and research point of view.

97/22   **RESOLVED** that the minutes of the Research and Ethics Committee Meetings of 16.02.2022, 25.05.2022,
20.07.2022 be receipted

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Kim Davies/Susannah Roddick
CARRIED
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Olivia Hall reminded Committee Members that in documents students should be referred to only by their
Person Code and use of staff names should be kept to a minimum. She noted that updates on the Te Rito
Report would in future be included in this section.

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ACTION
Olivia Hall / Bradley Hannigan
Follow-up with Research Manager on what information is feasible to bring to the Academic Committee
Olivia Hall
Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees
Follow-up for including Te Rito report and possibly Disability Report for next meeting
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5.6   Te Pae Tawhiti – Te Tiriti o Waitangi
This item was not discussed

6. Complaints and Misconduct

   Olivia Hall presented Te Kaupapa: Complaints and Misconduct Report as at 06 September 2022. She noted that this report was a high level mechanism for key findings and on how we improve on the complaints process.

Resolution to Exclude the Public

98/22 **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 Executive Director Ōritetanga, Teaching and Learners (Executive Director responsible for Programmes and Delivery (or delegate)), Director of Academic + Quality (Academic Integrity Team Leader), Academic Advisor, Director Teaching + Learning (Curriculum Director), Acting Director – Marlborough (Director – Marlborough), 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 – 30 August 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	- Academic Contracts as at 06 September 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)

Meeting Closed 04.30PM

Academic Committee Action List – 14 September 2022

	RES NO	ACTION	WHO	WHEN	PROGRESS

Action Items 15.06.2022					
1	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 12 October 2022	
Action Items 20.07.2022 - Open					
2	4	Sector Updates Update agenda item with descriptive commentary	Kim Davies / Mary Woodward	Report back 14 September 2022	Closed
3	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 14 September 2022	Closed Courses to be assigned new Te Pūkenga format course codes
Action Items 30.08.2022 - Open					
4	2.1 2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 14 September 2022	Completed
5	3.1	Academic Development Tracking Report Follow-up with Ellen Cieraad regarding approval of the Applied Research Micro-credential costings	Kim Davies	Report back 14 September 2022	Closed Approved of costings advised
6	3.4	Approvals Provide a feedback report to the Committee on the micro-credential development process – including key insights, issues and challenges for next meeting	Kim Davies / Carmen Cayuelas	Report back 23 November 2022	For tabling as a discussion point at 23 November meeting
7	5.1	Programme Approval Committee Reports Contact Kim Davies if interested in becoming part of the Programme Approval Committee process	Committee Members	Report back 14 September 2022	Closed
8	6.2	Key Messages from Meeting Forward key message list to Caroline Elworthy for inclusion	Mary Woodward / Kim Davies	ASAP	Completed
Action Items 14.09.2022 - Open					
9	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 12 October 2022	
10	3.1	Degree Monitoring and Monitoring • Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in readiness for 2023 Degree Monitoring activity • Start development of a high-level review of 2022 Degree Monitoring activity	Kim Davies	Report back 12 October 2022	
11	4.2	Unified Programmes Arrange for a series of Te Kawa Maiorooro Te Pūkenga – Educational Regulatory Framework information and feedback sessions	Kim Davies	Report back 12 October 2022	Completed
12	5.	Reports from Committee and Working Parties Follow-up with Research Manager on what information is feasible to bring to the Academic Committee	Olivia Hall / Bradley Hannigan	Report back 12 October 2022	
13	5.	Reports from Committee and Working Parties	Olivia Hall	Report back 12 October 2022	

		Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees			
14	5.	Reports from Committee and Working Parties Follow-up for including Te Rito report and possibly Disability Report for next meeting	Olivia Hall	Report back 12 October 2022	