

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
12 October 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, Silvia Gassebner Team Leader Curriculum + Academic Registry, Lauren Robinson NMIT Student, Susannah Roddick Project Lead (proxy for Quality Enhancement Manager) Marja Kneepkens Director Teaching + Learning (arrived 03.25PM), Soraya Paki Paki Curriculum Manager (proxy for Nicole Akuhata Director Ōritetanga and Māori Relationships), Chanelle Taylor Programme Lead Specialist, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

IN ATTENDANCE: Julie Bytheway Head of Learner Services (03.45 to 3.55PM), Deidre Hemera Chief Risk Officer (04.00 to 04.10PM)

1. Welcome, Apologies, Notices

Olivia Hall opened the meeting and welcomed Members. She advised:

- apologies were received from Nicole Akuhata Director Ōritetanga and Māori Relationships, Max Devon NMIT Student, Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Pam Wood Acting Director – Marlborough
- Susannah Roddick Project Lead was in attendance as proxy for the Quality Enhancement Manager role, Soraya Paki Paki Curriculum Manager as proxy for Nicole Akuhata

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 14 September 2022 - Open
101/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 14 September 2022 - Open be confirmed as a true and accurate record.

Kim Davies/Chanelle Taylor
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

- Silvia Gassebner requested this action be deferred to the 23 November 2022 meeting

Action Item 4 – 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 requested this action be deferred to the 23 November 2022 meeting following discussion with the newly appointed Quality Enhancement Manager

Action item 6 – Reports from Committee and Working Parties

Follow-up with Research Manager on what information is feasible to bring to the Academic Committee

- Olivia Hall requested this action be deferred to the 23 November 2022 following the new Research Manager starting

Action Item 7 – Reports from Committee and Working Parties

Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees

- Olivia Hall advised this action had been completed

Action Item 8 – Reports from Committee and Working Parties

Follow-up for including Te Rito report and possibly Disability Report for next meeting

- Olivia Hall advised Te Rito report had been tabled at this meeting, the Disability Report was still a work in progress

Action Item 10 – Academic Contracts as at 06 September 2022; Develop a statement for the agenda regarding the role of the Committee Members in viewing this item

- Olivia Hall requested this item be deferred to the 23 November meeting

2.3 Correspondence Schedule

102/22 **RESOLVED** that the inwards correspondence be received.

Marja Kneepkens/Silvia Gassebner

CARRIED

103/22 **RESOLVED** that the outwards correspondence be endorsed.

Marja Kneepkens/Silvia Gassebner

CARRIED

3. Academic and Quality

3.1 Self-Assessment

3.1.1 Degree Self-Assessment Reports' Update

Susannah Roddick advised that work had been done on streamlining the Degree Self-Assessment Report templates to make report writing easier and the process more meaningful for degree team engagement. She noted that to aid consistency each report would be prepopulated with identical NMIT text from the four business support managers with the degree teams then adding their own data, analysis, discussion, and reflection. She advised that for a more holistic approach to the KEQs they were now situated together at the end of the report.

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
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MARITIME, ADVENTURE TOURISM & CONSERVATION

Kaitiaki Whenua, and Trainee Ranger	n/a	09.09.22	18102	18 July 2022
<p>Rationale for change/s: 2022/23 rollover updates. New version 18102.</p> <p>Updates to course descriptors resulting from a clarification of current practice, including updates to course completion requirements, and assessments changes for CIC201 Fire and Chainsaws.</p> <p>Description of changes:</p> <ul style="list-style-type: none"> • Health and Safety Risk Management – update wording • Updates to Course Completion requirements • Assessments changes for CIC201 Fire and Chainsaws to read: 				

Programme / Course		Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
Basis of Assessment:		Competency Based assessments are used in this course.			
Assessment	Nature of assessment	Relates to Unit Standard (s)	Learning Outcomes	Pass Criteria	
Assessment 1	Theory	6916	1	Must Pass	
Assessment 2	Practical	6917	2	Must Pass	
Assessment 3	Theory	3285	3	Must Pass	
Assessment 4	Theory	3286	4	Must Pass	
Assessment 5	Practical	3286	4	Must Pass	
Assessment 6	Theory	3287	5	Must Pass	
Assessment 7	Practical	3287	5	Must Pass	

104/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Chanelle Taylor/Susannah Roddick

4. Te Pūkenga

4.1 Transition

Olivia Hall advised that following on from the NMIT transition to Te Pūkenga a process will be put in place to review those NMIT policies that overlap with Te Pūkenga policies and update these to Te Pūkenga ones.

ACTION

Eleanor Upton

Continue work on updating policies and bring to the Committee an overview of these policies

Silvia Gassebner advised that the co-branded award certificates were now in use.

4.2 Unified Programmes

Kim Davies gave an update on current unified programme activity and noted that it was interesting to be part of the programme building conversations.

Marja Kneepkens advised that:

- she was part of the Te Pūkenga Moderation Working Group
- draft moderation documents have been circulated for trialling
- key changes in terms of practice includes, dropping references to internal/external and pre/post
- ITP partners are no longer considered external
- intra moderation is still the only form being currently trialled
- an overview to socialise moderation process changes is currently being prepared and when ready will be shared with the Academic Committee

4.3 Te Poari Akoranga

Kim Davies noted that updated Unified Programme dates for the remaining 2023 programmes had been advised

Marja Kneepkens noted that preparation for 2024 unifications is underway in some areas with some information already released for circulation.

5. Reports from Committees and Working Parties

5.1 Programme Approval Committee Reports

5.1.1 PAC Report for the Generating High-Impact Academic Publications Micro-Credential (Level 8) Developing a Comprehensive Research Strategy Micro-Credential (Level 8) Preparing a Research Funding Application Micro-Credential (Level 8)

Kim Davies advised that this report was being presented for approval as the requirements of the Programme Approval Committee had been met to the satisfaction of the Committee Chair. She noted development of these micro-credentials was on behalf of Te Pūkenga and that they may become the research vehicle for staff training within the network. She reported the good conversation that had taken place during the PAC meeting including high-level kōrero on acknowledging tikanga principles, and considerations for and against developing this suite of micro-credentials rather than a postgraduate certificate. She advised that resourcing for course content development at NMIT had been included in the development costings.

105/22 **RESOLVED** that the Programme Approval Committee Report for the Generating High-Impact Academic Publications Micro-Credential (Level 8) Developing a Comprehensive Research Strategy Micro-Credential (Level 8) Preparing a Research Funding Application Micro-Credential (Level 8) be approved

Marja Kneepkens/Chanelle Taylor

CARRIED

5.2 Academic Standards + Quality Committee

Kim Davies advised that the 06 September 2022 meeting had been the first meeting that included agenda items that had previously formed part of the Academic Committee agenda.

The minutes of the Academic Standards + Quality Committee Meeting of 06.09.2022 and E-Meetings of 15 to 20.09.2022, 09 to 14.09.22 were received.

5.3 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meeting of 06.09.2022 and E-Meeting of 16.06.2022, 23.06.2022, 26.08.2022 were received.

5.4 Learning and Teaching Committee

Marja Kneepkens reported that:

- she endorsed the opportunity to have ākonga and learner voice feedback involved in the Committee
- Committee Members were/had trialled the Assessment and Moderation course
- Kate Neame had presented an overview of the Professional + Leadership Development Project
- Claire Dallison had updated the committee on the change in the New Zealand Certificate in Adult and Tertiary Teaching (NZCATT) provision from eCampus to Open Polytechnic

The minutes of the Learning and Teaching Committee Meeting of 31.08.2022 were received.

5.5 Research and Ethics Committee

The minutes of the Research and Ethics Committee Meetings of 24.08.2022 were received.

5.6 Te Rito Action Plan

Julie Bytheway presented Te Rito Action Plan for information and noted:

- this is a collaboratively written dynamic document
- it supports other documents – Disability, Code of Pastoral Care (International and Domestic)

- since its initial start in April 2022 progress had been made on all actions
- it supports the transition to Te Pūkenga

Olivia Hall noted that it was reassuring to see how issues were being addressed.

6. Complaints and Misconduct

Deidre Hemera presented Te Kaupapa: Complaints and Misconduct Report as at 10 October 2022 for information. She noted that no new complaints had been received.

Resolution to Exclude the Public

106/22 **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, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), Chief Risk Officer, 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 – 14 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)
9	Academic Contracts as at 07 October 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)

10	Complaint Action Report	Section 9(2)(a) of the Official Information Act 1982, “in order to maintain the effective conduct of public affairs through the free and frank expressions of opinions by or between officers and employees of any organisation in the course of their duty”. Section 9(2) (g)(i) of the Official Information Act 1982 and to enable the crown or any department or organisation or any subsidiary of any organisation to carry on negotiations (including commercial and industrial negotiations): Section 9(2)(j) of the Official Information Act 1982, and to prevent the disclosure or use of official information for improper gain or improper advantage; Section 9(2)(k) of the Official Information Act 1982.	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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Meeting Closed 04.10PM

Academic Committee Action List – 12 October 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 23 November 2022	
Action Items 30.08.2022 - Open					
2	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
Action Items 14.09.2022 - Open					
3	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 12 October 2022	Completed
4	3.1	Degree Monitoring and Monitoring • Set up Curriculum Managers/Programme Support Coordinators Degree Monitoring forums for sharing/supporting practice in	Kim Davies	Report back 23 November 2022	Defer for discussion with Quality Enhancement Manager

		readiness for 2023 Degree Monitoring activity			
		<ul style="list-style-type: none"> Start development of a high-level review of 2022 Degree Monitoring activity 			
5	4.2	Unified Programmes Arrange for a series of Te Kawa Maiororo Te Pūkenga – Educational Regulatory Framework information and feedback sessions	Kim Davies	Report back 12 October 2022	Completed
6	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 23 November 2022	Defer until new Research Manager appointed
7	5.	Reports from Committee and Working Parties Follow-up with Chief Risk Officer on guidance/guidelines for sub-committees	Olivia Hall	Report back 12 October 2022	Completed
8	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 23 November 2022 for Disability Report	Completed for Te Rito report
Action Items 14.09.2022 – In-Committee					
9	8.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 12 October 2022	Completed
10	9	Academic Contracts as at 06 September 2022 Develop a statement for the agenda regarding the role of the Committee Members in viewing this item	Olivia Hall	Report back 23 November 2022	
Action Items 12.10.2022 – Open					
11	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 23 November 2022	
12	4.1	Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies	Eleanor Upton	Report back 14 December 2022	