

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
3.15pm, Wednesday 23 November 2022, 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 Marja Kneepkens), Nicole Akuhata Director Ōritetanga and Māori Relationships, Max Devon NMIT Student, Bradley Hannigan Principal Academic Staff Member, Jackie Rees Quality Enhancement Manager, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

IN ATTENDANCE: Julie Bytheway Head of Learner Services (03.45 to 3.55pm)

1. Welcome, Apologies, Notices

Olivia Hall opened the meeting and:

- welcomed Jackie Rees Quality Enhancement Manager onto the Committee
- advised that apologies had been received from Sarah Fraser Principal Academic Staff Member, Marja Kneepkens Director Teaching + Learning, Chanelle Taylor Programme Lead Specialist, Pam Wood Acting Director – Marlborough, Lauren Robinson NMIT Student
- noted that Susannah Roddick Project Lead was attending as proxy for Marja Kneepkens

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 12 October 2022 - Open

110/22 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 12 October 2022 - Open be confirmed as a true and accurate record.

Kim Davies/Silvia Gassebner
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 advised that this action was still a work in progress

Action Item 2 – Approvals

Provide a feedback report to the Committee on the micro-credential development process – include key insights, issues, and challenges, for next meeting

- Following advice from Kim Davies that a feedback report was not ready for review the Committee Members requested that rather than move this action to 2023 Kim Davies complete this action as a verbal overview

Action Item 3 – 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

- Jackie Rees advised this action was to form part of item 3.2 discussion and requested it be closed

Action item 4 – Reports from Committee and Working Parties

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

- Olivia Hall advised that this action remains a work in progress as a decision is still to be made on the Research Manager role

Action Item 5 – Reports from Committee and Working Parties

- 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 next meeting

2.3 Correspondence Schedule

111/22 **RESOLVED** that the inwards correspondence be received.

Bradley Hannigan/Silvia Gassebner
CARRIED

112/22 **RESOLVED** that the outwards correspondence be endorsed.

Bradley Hannigan/Silvia Gassebner
CARRIED

3. Academic and Quality

3.1 Consistency Review

Jackie Rees gave a summary of 2022 Consistency Review activity and noted:

- as of 14 November 2022, nine of the 10 consistency reviews completed this year have been deemed 'Sufficient'
- for the one qualification deemed 'Not Sufficient,' further evidence and action plan have been provided to NZQA with the outcome still pending
- the support given to Programme Areas is reflected in the improved 2022 outcomes
- to further improve good practice:
 - availability of exemplar reports
 - maintaining contact with graduates
 - understanding the why, if graduates do not meet GPOs
 - providing the type of analyses NZQA want by understanding/reflecting/interpreting data information

Kim Davies noted:

- the ongoing change in approach from teams previously scrabbling to pull together paperwork to now starting to systematically collect graduate information at year end
- programme assurance requires maintaining a consistency review process

3.2 Degree Monitoring and Monitoring

Jackie Rees gave a progress report on developing a high-level review of 2022 Degree Monitoring activity and noted:

- the difficulty to establish high themes due to the specificity of each report
- common identified themes are moderation and research
- a high-level thematic report which includes other reports, e.g. the Nursing Council of New Zealand Bachelor of Nursing report, will be developed and presented to the Committee

3.3 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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APPLIED BUSINESS & ENGLISH LANGUAGE

Kia Haumarū! Kia Matatu! SafePlus Micro-credential [127425]	n/a	06.10.22	22100	First delivery 2022
Rationale for change: Requested by client WorkSafe, to reflect the new WorkSafe guidance. Brief description of change/s: <ul style="list-style-type: none"> • Change Learning Outcome wording from 'best practice' to 'good practice' 				

AVIATION

NZ Diploma in Aeronautical Maintenance Certification (Level 6)	06.10.2 2	06.10.22	21100	1 October 2022
Rationale for change/s: Update expired unit standards to current versions for US 7243, US3413, US 4051; US version have expired but are optional and not used, version should be updated to be correct in ebs. Description of changes: <ul style="list-style-type: none"> • US 7243, change to version 6 (DAM401 and DAM402) • US 3413, change to version 6 (DAM402) • US 4051, change to version 6 (DAM404) 				
DIGITAL TECHNOLOGIES AND ARTS & MEDIA				
ADT206 Trades Academy Arts and Design 1	28.09.2 2	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. Description of changes: <ul style="list-style-type: none"> • Change of title (from Digital 3D 1) • Update of Indicative Curriculum • Remove pre-requisite 				
ADT306 Trades Academy Arts and Design 2	28.09.2 2	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. Description of changes: <ul style="list-style-type: none"> • Change of title (from Digital 3D 2) • Update of Indicative Curriculum • Remove pre-requisite 				
ENGINEERING & CONSTRUCTION				
NZ Certificate in Electric Vehicle Automotive Engineering Level 5	06.10.2 2	06.10.22	21101	1 February 2023
Rationale for change/s: Type 2 change by the programme owner (Otago) Description of changes: Change course title from EVA503 Battery Systems to EVA503 Energy Supply Systems. <i>This change will be superseded by gaining Site Accreditation from Otago Polytechnic.</i>				
New Zealand Certificate in Mechanical Engineering (Trades) (Level 4)	06.10.2 2	12.10.22	18101	1 January 2023
NZQA TYPE 2 CHANGES SUBMITTED 14 OCTOBER 2022 Rationale for change/s: Error in original programme regulations from Toi Ohomai. Learners are disadvantaged in the completion of their qualification and are failing to meet the required Graduate Profile Outcome 8. Description of changes: Remove course CME424 Welding Processes GMAW 2 (Aluminium and Stainless Steel) from General Engineering strand. Add course CME428 Fluid Power to General Engineering strand. Add Graduate Profile Outcome 8 to course CME428 Fluid Power.				
BJA202 Trades Academy Joinery Year 1	28.09.2 2	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery; error correction (CMR 48 for all unit standards). Description of changes: CMR for US 12932, 12927, 24350 updated to 48.				
AUA208 Trades Academy Automotive Year 1	28.09.2 2	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. Description of changes: <ul style="list-style-type: none"> • US 229, change to version 11 • US 3856, change to version 10 • US 21679, change to version 3 				

<ul style="list-style-type: none"> • US 21690, change to version 3 • US 21719, change to version 3 • US 21722, change to version 2 • US21869, change to version 5 				
MEA204 Trades Academy Mechanical Engineering Year 2	28.09.22	18.10.22	181022	1 January 2023
Rationale for change: Trades Academy updates for 2023 delivery. Description of changes: <ul style="list-style-type: none"> • replace unit standard 11662 (which expires in Dec 2022) with US 29671 v1, 29673 v1, 4435 v8. • Create additional LO 3 to align with replacement unit standards • Amend assessment mapping to LOs, add theory test to assessments. 				
HEALTH AND FITNESS				
Certificate in Nursing (CAP) (Level 7) Training Scheme	04.10.22	07.20.22	18106	1 January 2023
TYPE 2 CHANGES APPROVED BY NZQA 21 OCTOBER 2022				
Rationale for change/s Update of English Language Requirements to reflect new Nursing Council New Zealand requirements issued on 19 August 2022. Description of changes: Change to English Language Requirements to read: All applicants must provide evidence that they have the necessary language literacy proficiency set by the NCNZ. Applicants whose first language is not English must have: * An IELTS Academic test with a minimum score of 7.0 in reading, speaking and listening, and a minimum score of 6.5 for writing; or * An Occupational English Test (OET) with a minimum Grade B or minimum score 350 for reading, speaking and listening, and a minimum Grade C+ or minimum score 300 for writing IELTS or OET scores used must be taken from a single IELTS Test Report Form and are valid for two years from the date of the test.				
HOSPITALITY AND SERVICE SECTOR PATHWAYS				
CRE301 Trades Academy Creative Design for Hair and Make-up	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. Description of changes: Assessment method for US 28946 changed to Theory assessment, and US 27644 changed to Theory Assessment and Written Assignment.				
HTA207 Trades Academy Hospitality Year 1	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. Description of changes: Unit standards 167, 13272, 13274, 13285, 14425, 14436 and 17285 updated to latest version.				
HTA303 Trades Academy Hospitality Year 2	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. Description of changes: Unit standards 13325, 13331, 13334, 13316, 22234, and 30916 updated to latest version.				
BEA204 Trades Academy Beauty	28.09.22	03.10.22	031022	1 January 2023
Rationale for change/s: Trades Academy updates for 2023 delivery. Description of changes: Update unit standard 62 to version 10; change of assessment method for US 28025 and US27640				
BFT203 STAR Beauty Fashion Trends	28.09.22	03.10.22	031022	1 January 2023

Rationale for change/s: STAR courses updates for 2023 delivery: Unit standard was sent for external moderation 2022.

Description of changes: Unit standard 28027 changed from an assignment to a theory assessment.

MARITIME, ADVENTURE TOURISM & CONSERVATION

VHF301 STAR Maritime VHF Radio Operator	28.09.22	03.10.22	031022	1 January 2023
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Rationale for change/s: STAR courses updates for 2023 delivery, unit standard version expiring.

Description of changes: Unit standard 19491 updated to version 4.

PRIMARY INDUSTRIES

NZ Certificate in Apiculture L3	04.10.22	07.10.22	21101	18 July 2022
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Rationale for change/s

Following 2021/22 delivery and complicated results entry to ebs – changes have been proposed to ease this process and ensure timely results for ākonga. Changes also clarify and form a more accurate picture of assessment events in NMIT's delivery.

Description of changes:

Rearrangement of assessment order and LO mapping for courses API304 Beekeeping Fundamentals, API305 Manipulating Beehives and API307 Beehive Disease Management Control. Update GPO mapping to reflect this.

SOCIAL SCIENCES

Bachelor of Social Work	28.09.22	03.10.22	18104	18 July 2022
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Rationale for change/s

BSK606 Te Weu – assessment weightings approved for 2022 not updated in student's course outline, students were working to old weightings.

Description of changes:

BSK606 Te Weu:

- Change assessments weightings to 40/60 for Semester 2 **2022**.
- Revert weightings to 50/50 from Semester 1 **2023**.

Bachelor of Counselling				
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Rationale for change/s

BCG606 Te Weu – assessment weightings approved for 2022 not updated in student's course outline, students were working to old weightings.

Description of changes:

BCG606 Te Weu:

- Change assessments weightings to 40/60 for Semester 2 **2022**.
- Revert weightings to 50/50 from Semester 1 **2023**.

113/22 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Susannah Roddick/Bradley Hannigan

3.4 Micro-credential Development Process

Kim Davies gave a verbal overview on key insights from the micro-credential development process. She noted:

- the amount of work involved in developing micro-credentials to meet an industry need that may not result in a substantial return
- the challenge to meet industry needs when industry may not know what their needs are in an academic sense
- actual demand can only be determined once delivery has started
- in regard to the development of the three Research Micro-credentials in 2022, the then Research Manager had felt their development as micro-credentials had been foisted on NMIT as initial application to Te Pūkenga had been for the development of a postgraduate qualification
- NMIT is continually improving its micro-credential development processes

- issues/challenges
 - the lack of micro-credential funding when the same study would be funded if part of a programme
 - the lack of loan and allowance availability that could act as barriers to learning
 - accessibility

Following questions from Committee Members, Kim Davies noted:

- future guidance will be needed from Te Pūkenga regarding:
 - if development of courses will continue or if courses will be taken from already established training schemes
 - if development will be at a national level or as a response to specific regional needs
- self-funded stand-alone courses can do the same as a micro-credential plus do not need to go through the NZQA Quality Assurance process

3.5 Matters Arising – Applied Research Micro-credentials

Kim Davies advised that the addition of '*Criterion 6 Ongoing review and monitoring to the Applied Research Micro-credentials*' application document was made following Academic Committee approval and that the application document template has been updated for future applications.

4. Te Pūkenga

4.1 Transition

Olivia Hall advised that:

- Wayne Jackson NMIT Transitional Executive Lead will be leaving at the end of the year
- currently two teams are being consulted with:
 - People Culture and Wellbeing
 - People and Organisation Development, and Health and Safety
- Digital Technologies consultation will be underway shortly
- beginning to see first potential role disestablishments
- development of Marketing/Communications/Financial information is beginning
- Deputy Chief Executives role holders will be announced in December
- it is hoped that an announcement will be made shortly on which of the two possible regions NMIT will join

4.2 Unified Programmes

Kim Davies gave an update on current unified programme activity and noted:

- international fees for New Zealand Diploma in Business (Level 5) are still to be confirmed
- approximately 20 unified programmes are sitting with NZQA
- changes to the Bachelor of Accounting programme have been made
- Bachelor of Social Work is being reviewed to strengthen research application content

4.3 Te Poari Akoranga

Kim Davies advised that:

- with the pending approval of Te Kawa Maiooro a clear understanding and expectation on how to socialise policy changes will be needed
- a review of regional and local committee structures and how they will feed into one another is underway

5. Reports from Committees and Working Parties

Olivia Hall advised that moving forward committee membership, size, and responsibilities will be looked at to ensure good practice is happening with the future expectation that Te Pūkenga will advise how committees will run with possibly some local nuance included. She noted how different our processes are from other ITPS although they were not necessarily right or wrong.

The Committee Members discussed if a 2023 Academic Statute was required given the pending approval of Te Kawa Maiooro.

ACTION

Jackie Rees / Kim Davies

Given the pending approval of Te Kawa Maiooro follow-up with Te Pūkenga on if a full 2023 Academic Statute is required

Silvia Gassebner gave an update on the 2022 graduation ceremonies and advised:

- there will be two Nelson ceremonies with approximately 130 graduates attending each ceremony
- currently there are 34 graduates attending the Marlborough ceremony
- end of year course results, awards and extension requests are starting to come through the approval process
- priority will be given to results for ākonga attending graduation or needing results for visa processing

Max Devon advised:

- she has been officially appointed SANITI President for 2023
- in her SANITI role she is on a number of Te Pūkenga committees where NMIT Ākonga feedback is nationally known and is being seen and heard

5.1 Academic Standards + Quality Committee

The minutes of the Academic Standards + Quality Committee Meeting of 04.10.2022 and E-Meetings of 15 to 20.09.2022, 09 to 14.09.22 were received.

5.2 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meeting of 18.10.2022 were received.

5.3 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meeting of 21.09.2022 and 19.10.2022 were received.

5.4 Research and Ethics Committee

Bradley Hannigan noted the ongoing issue of not being able to hold Research and Ethics Committee meetings due to lack of quorum, and the negative impact this could have for ākonga if their research applications are not approved in a timely manner.

The Committee Members discussed the type of research information that should be being presented at Academic Committee meetings.

ACTION

Mary Woodward

Request 2022 Research Outputs report from Research Support Coordinator for tabling at next meeting

5.5 Tiriti / Te Pae Tahiti

Nicole Akuhata advised that in acknowledgement of high workloads reporting on Te Pae Tawhiti was on hold.

5.6 Te Rito Report

Julie Bytheway gave a verbal update on Te Rito Report and advised:

- there had been little change since the last report update at the 12 October Committee Meeting
- all actions noted in the report are either in place or underway
- the report's focus is on providing equitable access for Māori, Pasifika and disabled ākonga
- the report will be shared via the Polly portal

The Committee Members noted the value in having Te Rito Report made more accessible and visible to teams.

ACTION

Julie Bytheway

Contact Senior Communications Advisor regarding uploading the following documents to an area of the Polly Portal to ensure their transparency and accessibility

- Te Rito Report
- Disability Action Plan
- Te Pae Tawhiti
- Tertiary and International Learners Code of Practice
 - Links to Te Pūkenga national documents

Meeting Closed 04.36pm

Academic Committee Action List – 23 November 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 next meeting	Work in progress
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	Closed
Action Items 14.09.2022 - Open					
3	3.1	Degree Monitoring and Monitoring <ul style="list-style-type: none"> • 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 23 November 2022	Closed
4	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	Deferred	Defer until a decision is made on the Research Manager role
5	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 at next meeting for Disability Report	Completed for Te Rito report
Action Items 14.09.2022 – In-Committee					
6	9	Academic Contracts as at 06 September 2022	Olivia Hall	Report back at next meeting	Work in progress

		Develop a statement for the agenda regarding the role of the Committee Members in viewing this item			
Action Items 12.10.2022 – Open					
7	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 23 November 2022	Completed
8	4.1	Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies	Eleanor Upton	Report back next meeting	
Action Items 23.11.2022 – Open					
9	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back next meeting	
10	5	Reports from Committees and Working Parties Given the pending approval of Te Kawa Maiooro follow-up with Te Pūkenga on if a full 2023 Academic Statute is required	Jackie Rees / Kim Davies	Report back next meeting	
11	5.5	Reports from Committees and Working Parties Request 2022 Research Outputs report from Research Support Coordinator for tabling at next meeting	Mary Woodward	Report back next meeting	Work in progress to come to March 2023 meeting
12	5.6	Te Rito Report Contact Senior Communications Advisor regarding uploading the following documents to an area of the Polly Portal to ensure their transparency and accessibility <ul style="list-style-type: none"> Te Rito Report Disability Action Plan Te Pae Tawhiti Tertiary and International Learners Code of Practice Links to Te Pūkenga national documents 	Julie Bytheway	Report back next meeting	