

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
3.15pm, Wednesday 22 February 2023, Room M306 and via Microsoft Teams

PRESENT: Olivia Hall Business Division Lead, Executive Director Ōritetanga, Teaching and Learners, Dan Bremner Programme Team Lead (proxy for Reid Carnegie), Julie Bytheway Head of Learner Services, Kim Davies Academic Integrity Team Leader, Sarah Fraser PASM, Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Curriculum Director Teaching and Learning (left 4.15pm), Trisha Krishnasamy Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Max Devon NMIT Student, Jackie Rees Quality Enhancement Manager, Chanelle Taylor Programme Team Lead SASM, Pam Wood Curriculum Area Manager (left 3.40pm) Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

APOLOGIES: Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Bradley Hannigan PASM, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager, Lauren Robinson NMIT Student, Victoria Whitmore Curriculum Area Manager

IN ATTENDANCE: Shine Kelly Academic Adviser, Ren Stronach Student Support Advisor Kaimanaaki Ōritetanga and Māori Relationships (3.40 to 4.25pm)

1. Welcome, Apologies, Notices

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

- Dan Bremner Programme Team Lead was in attendance as proxy for Reid Carnegie Curriculum Area Manager

2. Administrative

2.1 Proposed 2023 Academic Committee Membership

Kim Davies advised that:

- with the introduction of Te Kawa Maiooro, Te Pūkenga Academic Regulatory Framework a review to establish the impact of the framework on NMIT related policy and procedures was undertaken
- following this review the NMIT Academic Statute had been retired with the exception of the Academic Committee Terms of Reference, and the Course Result Keys, which will both need to be maintained until more guidance is received from Te Poari Akoranga
- the NMIT restructure will be reflected in the Academic Committee structure and how business will be conducted
- the Academic Standards and Quality Committee will also be affected.

Olivia Hall noted that:

- Julie Bytheway Head of Learner Services and the seven Curriculum Area Managers (CAM) were now attending as Committee Members
- her current Business Division Lead role is only confirmed until mid-2023 after which more direction and decision-making will come from Te Pūkenga
- the Committee will need to ensure the right level of academic rigour, including Committee membership
- there is a concern around the number of voting members from the Academic and Quality Team who work on the documents being addressed at meetings – there is a need to have insights from other business areas
- currently Curriculum Area Managers (CAMs) are attending both Academic Committee (AC) and Academic Standards and Quality Committee (AS+Q) meetings – CAMs may need to decide if they attend AC or AS+Q Committee meetings
- feedback is welcomed from Members on Committee membership and attendance at AC meetings and AS+Q Committee meetings.

ACTION
Committee Members

Feedback to Olivia Hall any viewpoints on Committee membership, and attendance at Academic Committee meetings and Academic Standards and Quality Committee meetings

2.2 Minutes of NMIT Academic Committee Meeting 23 November 2022 - Open

01/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 23 November 2022 - Open be confirmed as a true and accurate record.

Jackie Rees/Susannah Roddick
CARRIED

ACTION
Mary Woodward

Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website

2.3 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:
 - the course result spot-check criteria were being reviewed for 2023 to align with the recently developed Results Committee Meeting guidelines
 - a proposal for an awards' spot-check process would be tabled at the 07.03.2023 AS+Q Committee meeting.

Action Item 2 – Reports from Committee and Working Parties Follow-up with Research Manager on what information is feasible to bring to the Academic Committee

- Susannah Roddick advised that she had taken on the Research Manager role and noted the intention to table a high-level research report twice yearly to this Committee. She requested the action be closed.

Action Item 3 – Reports from Committee and Working Parties Follow-up for including the Disability Report for next meeting

- Julie Bytheway advised that the intention was to table the Disability Report at the next Committee meeting and requested the action be closed.

Action Item 4 – 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 advised that Deidre Hemera was providing advice on this action to ensure there is an awareness of contracts with a delivery component.

Action Item 5 – Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies

- Jackie Rees advised that although no written overview of policy review had been provided this action was being addressed as part of agenda item 3.3 and requested it be closed.

Action Item 7 – Reports from Committees and Working Parties Given the pending approval of Te Kawa Maiororo follow-up with Te Pūkenga on if a full 2023 Academic Statute is required

- Jackie Rees advised that this action was being addressed as part of agenda item 3.3 and requested it be closed.

Action Item 9 – 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 – Te Rito Report, Disability Action Plan, Te Pae Tawhiti, Tertiary and International Learners Code of Practice, Links to Te Pūkenga national documents

- Julie Bytheway advised that this was a work in progress in collaboration with the Senior Communications Advisor and noted the intention to incorporate information into Te Korihi newsletter. She requested the action be closed.

2.4 Correspondence Schedule

02/23 **RESOLVED** that the inwards correspondence be received.

Max Devon/Kim Davies
CARRIED

03/23 **RESOLVED** that the outwards correspondence be endorsed.

Max Devon/Kim Davies

3. Academic and Quality

3.1 Self-Assessment

Jackie Rees gave a summary of current 2022 Self-Assessment activity and noted:

- the close-off date for receiving 2022 Self-Assessment Reports (SARs) was 17 February 2023
- currently 60% of Academic and 20% of Business Support SARs have been received
- Degree SAR reviewers are still required.

ACTION

Committee Members

Let Jackie Rees know if wanting to review a 2022 Degree SAR

3.2 Degree Monitoring and Monitoring

Jackie Rees gave a summary of Degree Monitoring and Monitoring activity and noted:

- the tracksheet detailing 2023 Degree Monitoring activity has been finalised for sending to NZQA
- work has been done on aligning the information given to Degree Monitors with the Degree SAR template
- four monitoring visits are scheduled for March
 - Bachelor of Information Technology
 - Bachelor of Arts and Media
 - Paetahi Tumu Korero Bachelor of Counselling
 - Postgraduate Certificate in Professional Supervision
- a request has been sent to NZQA for Bachelor of Aquaculture and Marine Conservation self-monitoring status
- three micro-credential reviews are scheduled for March
 - Predator Trapping Methods
 - Aeronautical Engineering Fundamentals
 - Aeronautical Maintenance Fundamentals.

The Committee Members discussed the usefulness of A+Q processes, including the use of templates and checklists, in preparing for Degree Monitoring visits.

3.3 Policy Update

Jackie Rees gave a summary of recent policy update activity and noted:

- at this stage only the minimum requirements had been done on amending policies that have a significant ākonga impact and to ensure there is no contradiction with Te Pūkenga
- these amended policies have been agreed to and will be published on the NMIT website and Polly
- policy updates will continue to be a work in progress as more information is made available by Te Pūkenga.

Olivia Hall noted the challenges to ensure that these policy changes are fully communicated to all areas including ākonga.

3.4 New Delivery Site Applications

Kim Davies advised that:

- these applications had previously been done as a pick-up of delivery
- this process has now been streamlined by Te Pūkenga in negotiation with NZQA
- the programme owner is now asked to add the business division as a delivery site
- this new process will mean less creative control than previously available under the old process.

3.4.1 New Zealand Certificate in Computing (Intermediate user) (Level 3) and New Zealand Certificate in Information Technology (Level 4) – transition to Ara programme leading to version 2 of the qualifications

Kim Davies advised that:

- this is a retrospective approval request
- historically this programme had only been delivered online via the eCampus platform.

04/23 **RESOLVED** that the delivery site application for the New Zealand Certificate in Computing (Intermediate user) (Level 3) and New Zealand Certificate in Information Technology (Level 4) – transition to Ara programme leading to version 2 of the qualifications be approved.

Trisha Krishnasamy/Max Devon

CARRIED

3.4.2 New Zealand Certificate in Apiculture (Level 3) – transition to Otago programme leading to version 2 of the qualification

Kim Davies advised that:

- this is a retrospective approval request to correct a procedural oversight identified by NZQA.

05/23 **RESOLVED** that the delivery site application for the New Zealand Certificate in Apiculture (Level 3) – transition to Otago programme leading to version 2 of the qualification be approved.

Trisha Krishnasamy/Max Devon

CARRIED

3.4.3 New Zealand Certificate in Horticulture Production (Level 4) – transition to EIT programme leading to version 2 of the qualification

Kim Davies advised that:

- by transitioning to version 2 of this EIT programme NMIT will now be able to offer all three programme strands including wine growing.

06/23 **RESOLVED** that the delivery site application for the New Zealand Certificate in Horticulture Production (Level 4) – transition to EIT programme leading to version 2 of the qualification be approved.

Trisha Krishnasamy/Max Devon

CARRIED

4. Te Pūkenga

4.1 Transition

Olivia Hall advised that:

- consultation is currently underway with Property and Finance kaimahi, with Marketing and Communication Teams to follow
- Ako Delivery, Engagement and Academic Functions will begin shortly.

4.2 Unified Programmes

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

- currently NMIT is offering three unified programmes
 - two strands of the New Zealand Diploma of Business (Level 5)
 - Bachelor of Accounting
 - New Zealand Certificate in Food and Beverage (Level 3)
- it had been good to be part of the process and she commended the programme teams for their work
- a pause has been put on unified programme mahi by the Academic Centre and Learning Systems DCE to ensure the process is correct and working
- guidance from the Academic Centre and Learning Systems DCE will be needed to understand the 2023 workplan for 2024 delivery
- the Operating + Financial Parameters (OFP) process has been replaced by the Matters for Central Decision Making (MCDM) process and will be driven by delivery areas rather than A+Q.

Olivia Hall noted:

- the MCDM form will also be used for large capital expenditures
- the unification process has been concluded for the Bachelor of Nursing and Bachelor of Social Work programmes, the next step will be to establish the implementation support processes.

Sarah Fraser advised that she has been appointed as one of the two transition leads for the Bachelor of Social Work unified programme.

4.3 Te Poari Akoranga

Kim Davies advised that the first 2023 Te Poari Akoranga meeting was scheduled to take place today.

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

Kim Davies noted that:

- she will be co-chairing AS+Q Committee meetings with Susannah Roddick.

5.2 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meetings of 26.07.2022, 09.08.2022, 01.11.2022, 15.11.2022 and 29.11.2022 were received.

5.3 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meetings of 09.11.2022 and 07.12.2022 were received.

5.4 Research and Ethics Committee

The minutes of the Research and Ethics Committee Meeting of 21.09.2022 were received.

Susannah Roddick noted that:

- Research and Ethics Committee meetings will be held every six weeks
- two more Academic Staff members are needed to join the Committee.

5.5 Te Rito Action Plan

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

- this continues to be a dynamic document
- clarification on what Te Pūkenga's plan is for this report, whether it continues to be updated or a new 2023 report is started
- currently working with the Student Advisory Groups on how they want to engage with NMIT.

Ren Stronach advised:

- this is an aspirational document
- funding to set up a number of on-campus community groups was applied for and received.

Olivia Hall noted that this was a lovely snapshot on the work being done by Julie Bytheway and Ren Stronach, she advised that issues of Te Korihi now include a Te Tautoko Ākonga update.

5.6 Complaints and Misconduct

Olivia Hall reviewed the Complaints and Misconduct report with Members and noted this was a high-level overview on current complaints and misconduct cases.

Following review of the report the Committee Members noted:

- if the new Te Kawa Maiororo complaints process was being used
- the work and support being done by the Chief Risk Officer especially around de-escalation.

Meeting Closed 04.28pm

Academic Committee Action List – 22 February 2023

	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 30.03.23	22.02.2023 Work in progress
Action Items 14.09.2022 – Open					
2	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	Closed
3	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 22.02.23 for Disability Report	Completed for Te Rito report Advised Disability Report to be tabled at next meeting. Closed
Action Items 14.09.2022 – In-Committee					
4	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 22.03.23	22.02.2023 Advised OH working with DH to provide advice on this action
Action Items 12.10.2022 – Open					
5	4.1	Te Pūkenga Transition Continue work on updating policies and bring to the committee an overview of these policies	Eleanor Upton Jackie Rees	Report back 22.02.23	Completed
Action Items 23.11.2022 – Open					
6	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 22.02.23	Completed
7	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 22.02.23	Completed
8	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 22.03.23	Work in progress to come to March 2023 meeting
9	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	Julie Bytheway	Report back 22.02.23	Closed

		<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 			
Action Items 22.02.2023 – Open					
10	2.1	Proposed 2023 Academic Committee Membership Feedback to Olivia Hall on any viewpoints on Committee membership, and attendance at Academic Committee meetings and Academic Standards and Quality Committee meetings	Committee Members	Report back 22.03.23	
11	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 22.03.23	Completed
12	3.1	Self-Assessment Let Jackie Rees know if wanting to review a 2022 Degree SAR	Committee Members	ASAP	