OPEN
CONFIRMED Minutes of a meeting of the Academic Committee
3.15pm, Wednesday 05 April 2023, Room H127 and via Microsoft Teams

PRESENT: Olivia Hall Business Division Lead, Executive Director Ōritetanga, Teaching and Learners, Julie Bytheway Head of Learner Services, Kim Davies Academic Integrity Team Leader, Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Max Devon NMIT Student, Scott Bailey NMIT Student, Jackie Rees Quality Enhancement Manager, Soraya Paki Paki Curriculum Area Manager, Chanelle Taylor Programme Team Lead SASM

APOLOGIES: Reid Carnegie Curriculum Area Manager, Monique Day Curriculum Area Manager, Sarah Fraser PASM, Bradley Hannigan PASM, Rae Perkins Curriculum Area Manager, Victoria Whitmore Curriculum Area Manager, Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

1. Welcome, Apologies, Notices
    Olivia Hall opened the meeting and welcomed Members.

    Max Devon advised that SANITI Vice-President Scott Bailey would now be attending meetings as the second Committee student representative, NMIT Student Lauren Robinson would no longer be attending meetings. Following introductions, the Members welcomed Scott Bailey onto the Committee.

    Olivia Hall noted that as the Committee Secretary was absent apologies would be added when the minutes were drafted.

2. Administrative
    2.1   Academic Committee Membership
    Olivia Hall advised that feedback on the proposed Academic Committee Membership as per action item 4 from 22 February 2023 meeting had been received and put forward the proposed Academic Committee Membership:
    - Executive Director NMIT Business Division Lead
    - Academic Integrity Team Leader
    - Curriculum Area Managers x 7
    - Curriculum Directors x 2
    - Head of Learner Services
    - Poumanaaki, Ōritetanga and Māori Relationships
    - Appointed Members
      - Academic Staff Members x 2
      - NMIT Students x 2

    Olivia Hall noted that:
    - a main reason for this proposed membership change was to reduce the number of Academic and Quality team members generating Committee business attending as voting members
    - for these types of decisions that previously would have gone through a statutory NMIT Board meeting, they will now be brought to this Committee, with changes minuted and then processed through to Te Pūkenga.

    Silvia Gassebner noted that she has delegated authority to approve all course results and awards, and that with the proposed removal of the Curriculum + Academic Registry Team Leader from the Committee that role would no longer be represented, and questioned if the Committee would still be fulfilling its delegation responsibilities without the Curriculum + Academic Registry Team Leader representation.

Olivia Hall noted that the proposed Committee Membership did not necessarily mean the removal of Members from the Committee but rather a delineation between voting Members and Members tabling and voting on their items. She recommended that the proposed changes to the Committee Membership be approved subject to establishing if the Curriculum + Academic Registry Team Leader needs to be a voting Member.

10/23 **RESOLVED** that, subject to establishing if the Curriculum + Academic Registry Team Leader needs to be a voting Committee Member, the proposed changes to the Committee Membership be approved.

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Olivia Hall / Kim Davies
CARRIED

ACTION
Olivia Hall / Kim Davies
Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee Member

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Susannah Roddick advised that she and Kim Davies had had discussion on the membership of the Academic Standards and Quality Committee (AS+Q). She noted:
- membership was discussed at the last AS+Q Committee meeting with consensus that as Curriculum Area Managers (CAMs) were now also Academic Committee Members they would attend AS+Q meetings on rotation with the ability to delegate attendance to a Programme Team Lead (PTL)
- two CAMs will be invited to attend each AS+Q meeting
- Administration Team Leader Camille Nicolls will join the AS+Q Committee as her team is crucial to the administration of results that the CAMs and their teams approve
- two academics, ideally SASM or PASM will be invited onto the Committee to ensure a layer of academic scrutiny, due to the scheduled time of the AS+Q meetings different sets of academics may be needed to attend semester one and semester two
- SANITI/Student Representative and Learner Services representation will continue
- like other committees, work will be done outside meetings with items, especially written material, brought to meetings for robust discussion.

2.2   Minutes of NMIT Academic Committee Meeting 22 February 2023 - Open
10/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 22 February 2023 - Open be confirmed as a true and accurate record.

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Kim Davies / Trisha Krishnasamy
CARRIED

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

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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 this item was complete, she noted that the course results spot-check list has been submitted to and accepted by the Academic Standards and Quality Committee as well as an award spot-check process.
Action Item 2 – 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 the statement "oversight of Academic Contracts (contracts which relate to academic delivery) had been developed and requested the action be closed.
Action Item 3 – Reports from Committees and Working Parties, Request 2022 Research Outputs report from Research Support Coordinator for tabling at next meeting
- It was noted that the 2022 Research Outputs report had been tabled for information at this meeting.

Action Item 6 – Self-Assessment – Let Jackie Rees know if wanting to review a 2022 Degree SAR
- Jackie Rees reiterated that Committee Members let her know if keen to review Degree SAR reports as it would be good to have more reviewers. She noted her thanks to those that had already carried out reviews. Olivia Hall noted that this action would be marked as complete as Members had had opportunity to contact Jackie Rees.

2.4   Correspondence Schedule

11/23 **RESOLVED** that the inwards correspondence be received.

Trisha Krishnasamy / Max Devon
CARRIED

12/23 **RESOLVED** that the outwards correspondence be endorsed.

Trisha Krishnasamy / Max Devon
CARRIED

3.   Academic and Quality
3.1   Self-Assessment
Jackie Rees gave a summary of current 2022 Self-Assessment activity and noted:
- with confirmation of committee membership and clarity of functions these reports would be more appropriate to be viewed by the AS+Q Committee as not high level enough for Academic Committee although the format can be changed if this information is to continue coming to this committee
- three Degree, five Sub-Degree, and eight Business Support Self-Assessment Reports (SARs) are still to be submitted
- she is not confident that all Business Support SARs will be submitted
- there is some really good stuff happening, with good explanation, reflection, and good practice, although there are some areas for improvement including self-reflection
- for a number of possible reasons, she feels that more help with writing Self-Assessment Reports is required
- going forward Te Pūkenga will have different policies in place for self-assessment with maybe a slightly different process but she still feels the over-arching guidance on how to complete a self-assessment report won't go away
- there are a number of recommendations that would likely still apply regardless of Te Pūkenga developing a Self-Assessment Framework, including: better preliminary workshops, communications and one to one support
- this is a starting point on how we can move going forward but that she was not suggesting we can jump straight into this now as the timing is not quite right
- it will be interesting to see what comes out nationally across the network, but from what she has heard and from discussions she has had she did not think the KEQs are going to go away any time soon.

Olivia Hall noted:
- it would be good to raise some of the areas for improvement with Curriculum Areas and Curriculum Area Managers for discussion
- it was good to have this high-level view of where we are at
- with Business Support Areas moving towards reporting into other areas the window to receive outstanding reports is getting smaller.

3.2   2022 Degree Monitoring Update
Jackie Rees gave an update on 2022 Degree Monitoring and noted:
- she had collated all the recommendations and requirements that had come out of 2022 Degree Monitoring activity to see how they had been progressed, tracked, and completed
- she had only been able to access this information from the 2022 Degree Self-Assessment Reports submitted up to Friday 31 March
- she had compiled requirements and recommendations around a number of themes
- a number of actions and recommendations had been closed
- the 2022 Aquaculture Monitoring was an outlier due to the back and forth that went on with this report

- regarding the Bachelor of Social Work self-monitoring status, it was not felt appropriate to send an application to NZQA now as a request for self-monitoring status had not been previously noted by the Degree Monitor, the 2023 Degree Monitoring visit is not scheduled until later in the year and the unified programme is starting in 2024
- during a Degree Monitoring visit, it has to be made clear to the Monitor that they include a self-monitoring status request in their Monitoring Report.

Following a comment from Kim Davies on the ProTecht risk management platform being a suitable way to track this type of work Jackie Rees noted that any actions from monitoring visits, moderation or NZQA visits could be put into ProTecht to determine the degree of academic risk.

3.3 Policy Update
Jackie Rees gave a summary of recent policy update activity and noted:
- she had compiled a list of updated, progressing, and deleted policy and procedures
- deletion of the Recruitment, Selection and Appointments policy is a work in progress as work is required to align the procedure with Te Pūkenga national policy
- deletion of the Child Protection at NMIT policy and procedure will remain a work in progress as this has more detail than Te Pūkenga national policy
- this work will be on-going as new national Te Pūkenga policies are developed.

The Committee Members discussed accessing policy documentation on the NMIT website especially only being able to download documents rather than being able to link to them.

ACTION
Jackie Rees
Check that there are active links to current PDF formatted Te Pūkenga policies and if required request IT to change access from downloadable policies to PDF formatted linked policies

3.4 External Moderation Update
Jackie Rees advised:
- this review did not cover all external moderation activity but the three she felt needed an NMIT response or action plan
- Ringa Hora Aviation Unit Standards
    - Ringa Hora visited the Woodbourne Campus to look at the various Aeronautical Engineering Unit Standards in regard to ensuring pre-assessment moderation is completed before material is made available to ākonga for assessment purposes
    - Ringa Hora were happy with the visit and the fact that now all relevant pre-assessment materials have been made available to them to carry out their pre-assessment materials moderation
    - it is a good reminder that material for post assessment needs to have had WDC pre-assessment moderation
- NZQA – Programme Monitoring of the New Zealand Diploma in Web Development and Design
    - following receiving negative outcomes for this exercise discussion was held with NZQA on what they would like to see and a letter from them outlining requirements was received
    - Kim Davies followed up with Te Pūkenga in regard to the confusion around requirements and for clarification
    - thanks to Trisha Krishnasamy for your teams work in putting together the required information/action plan and also working with the LIIT Team to ensure assessment design and course changes are reflected in the course outline that will be made available to ākonga
    - we need to be able to track all these actions through ProTecht and for the Academic Committee to be reviewing how we are going against the action plan and to have visibility and any learnings from this exercise to inform future development, changes and or monitoring events like this.
- NZQA – 2022 External Moderation Summary

- the English Language and the Foundation Area Teams have worked to put their action plans together for the English for Academic Purposes, and the Numeracy Systems Unit Standards
- they have developed detailed action plans which have been sent off to NZQA
- the plans included actions on staff capability and course assessment design
- these action plans also need to be tracked in ProTecht and viewed by the Academic Committee on a regular basis
- the good work done by both the English Language and the Foundation Teams.

Kim Davies noted that:
- this had been a great example of utilising capability within the network to support our delivery teams and was an indication of how ako networks might work and how kaiako across delivery areas could support each other
- both teams had been proactive in going to Ako Aotearoa and seeking support
- she echoed Jackie Rees in noting the work done by both teams.

The Committee Members discussed the ProTecht software and how it can be used to track risk and formalise and manage processes. Kim Davies advised that she had spoken with the Chief Risk Officer about tracking academic risk via ProTecht and would have a follow-up conversation with them and perhaps pilot the ProTecht software in the first instance.

Julie Bytheway noted that external review of accommodation will be taking place in May/June.

3.5   Course and Programme Changes
Kim Davies advised:
- the changes to the Applied Business suite of programmes were done to align to the new Te Pūkenga unified programmes
- there have been interesting ongoing conversations on how moderation links into programme changes.

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
APPLIED BUSINESS				
Bachelor of Commerce (NZQF No.3874) [123655] **Graduate Certificate in Management [126989]** **Graduate Diploma in Management (NZQF No.3878) [123658]** **Graduate Diploma in Marketing (NZQF No.3876) [123659]** **Graduate Diploma in Accounting [123656]** **Graduate Diploma in Professional Accounting [123657]**	14.12.22	20.12.22	18107	1 January 2023

NZQA TYPE 2 CHANGES APPROVED 24 JANUARY 2023

Rationale for change/s:
Updates to align with new Te Pūkenga unified programmes. Effective from 1 January 2023.
Replacement of Level 5 and some Level 6 courses with equivalent courses from the unified New Zealand Diploma in Business Level 5 (NZDB)and Bachelor of Accounting (BAcc). Previous courses can still be used to meet completion requirements to retain continuity for ākonga completing their programmes. New ākonga wishing to study Accounting and ākonga going into year 2 of their Bachelor of Commerce Accounting study will be enrolled in the new Bachelor of Accounting programme for 2023. All other ākonga will complete their current programme.
Brief description of change/s:
Bachelor of Commerce
Type 2 changes
Programme Regulations:
Addition of 18 new compulsory courses, 8 from the unified NZDB L5 and 10 from the unified BAcc – updates throughout to reflect. New courses will be delivered from 2023 but previous courses can still be used to meet completion requirements.

S2.7 Schedule of Courses

Core Business Courses

BSNS5001 Organisations in and Aotearoa New Zealand Context *replaces NZB501 Organisations in the New Zealand Context*

BSNS5002 Business Environments *replaces NZB502 Business Environment*

BSNS5003 Business Functions *replaces NZB503 Business Functions*

BSNS5004 Change and Innovation *replaces NZB504 Understanding Change*

Core Management Courses

BSNS5401 Introduction to Leadership *replaces BLM503 Leadership*

BSNS5402 Operations Management and Compliance *replaces BLM501 Operations Management and Compliance*

BSNS5403 Business Planning *replaces BLM502 Business Planning*

BSNS5404 Managing Projects *replaces BLM504 Managing Projects*

Compulsory courses for all BCom majors

ACCY5105 Commercial Law *replaces LAW510 Commercial Law*

ACCY5106 Economics *replaces ECN620 Economic Thinking*

ACCY6105 Data Analytics *replaces QNT565 Quantitative Analysis*

ACCY6107 Research Methods *replaces RES680 Research Methods*

Compulsory courses added for ākonga completing the Bachelor of Commerce (Accounting)

ACCY6101 Intermediate Management Accounting *replaces BAC602 Management Accounting*

ACCY6102 Intermediate Financial Accounting *replaces BAC601 Financial Accounting*

ACCY6103 Taxation in Aotearoa New Zealand *replaces BAC606 Taxation*

ACCY6104 Introduction to Finance *replaces BAC603 Business Finance*

ACCY6106 Law of Business Entities *replaces LAW610 Company Law*

ACCY6108 Accounting Information Systems *replaces BAC604 Accounting Information Systems*

Type 1 changes

Programme Regulations

Update throughout to reflect that no new enrolments will be accepted in Bachelor of Commerce Accounting major or the Accounting and Management and Accounting/Marketing double majors

Removed references to eCampus as new enrolments are being directed to TP trading as Open Polytechnic

Addition of 4 new elective courses from the unified NZDB – updates throughout to reflect.

S2.7 Schedule of Courses

ACCY5101 Introduction to Accounting and Taxation *(BAC501 Introduction to Accounting and Taxation no longer delivered)*

ACCY5102 Applied Accounting *(BAC502 Applied Accounting no longer delivered)*

ACCY5103 Analysis of Financial Information (*BAC503 Analysis of Financial Information no longer delivered*)

ACCY5104 Budgets for Planning and Control (*BAC504 Budgets for Planning and Control no longer delivered*)

Information for Applicants section for each programme updated to remove specific wording regarding COVID-19 vaccination status

S4.3 Recognition of Academic Credit – removal of RAC limits to align with Te Pūkenga. Applications to be considered by on a case-by-case basis. Removed detail in pathway from NZ Diploma in Business to BCom and included reference to Appendix 1 Recognition of Academic Credit table.

S5.1 Assessment Rationale – updated to align with unified programmes with ākonga required to show evidence all learning outcomes are met.

S5.8 Course Results – inclusion of new course result key AC-TPK-01 all courses delivered in 2023 will use this to align with unified programme delivery.

Appendix 1 – included previous Level 5 Core Business and Core Accounting courses which map to new Level 5 Bachelor of Accounting courses

Graduate Certificate in Management; Graduate Diploma in Management; Graduate Diploma in Marketing

Type 2 change

Programme Regulations

Addition of 1 new compulsory course from the unified Bachelor of Accounting. New course will be delivered from 2023 but previous course can still be used to meet completion requirements.

S2.7 Schedule of Courses ACCY6107 Research Methods *replaces RES680 Research Methods* **Type 1 change** *S4.3 Recognition of Academic Credit* – removal of RAC limits to align with Te Pūkenga. Applications to be considered by on a case by case basis *S5.8 Course Results* – inclusion of new course result key AC-TPK-01 all courses delivered in 2023 will use this to align with unified programme delivery. Removed references to eCampus as new enrolments are being directed to TP trading as Open Polytechnic **Course Descriptors:** Include unified descriptors for all 22 new courses. Updated pre-requisite information for current courses where required **Graduate Diploma in Accounting** **Graduate Diploma in Professional Accounting** **Programme Regulations** • Update throughout to reflect that Grad Dip Accounting and Grad Dip Professional Accounting will not be offered in 2023.				
Kia Haumaru! Kia Matatu! SafePlus Micro-credential	n/a	22.02.23	22100	27.10.2022
Rationale for change/s Correction to documentation. Learning Outcomes met for Assessments 1 and 2 had been transposed in Course Descriptor. **Description of changes:** • Assessment 1 maps to LO1, Assessment 2 maps to LO2. No change to Assessment 3 mapping.				

CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES

ADT206 Trades Academy Arts and Design 1	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. **Description of changes:** • 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery.				
ADT306 Trades Academy Arts and Design 2	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. **Description of changes:** • 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. • Changes will be carried through to 2023 delivery.				
ADT206 Trades Academy Arts and Design 1	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. **Description of changes:** • 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. Changes will be carried through to 2023 delivery.				
ADT306 Trades Academy Arts and Design 2	n/a	27.10.22	271022	1 January 2022
Rationale for change: Trades Academy assessment updates for 2022 delivery. Required so results can be correctly entered into ebs. **Description of changes:** • 1 x portfolio assessment covering all assessment standards and LO's changing to 4 x portfolio assessments each relating to one specific assessment standard and LO. • Changes will be carried through to 2023 delivery.				
Website Design Training Scheme	14.12.22	20.12.22	19103	20 February 2023
Rationale for change/s *NZQA TYPE 2 CHANGES APPROVED 16 JANUARY 2023* Remove 'Front End' from title as ākonga completing this training scheme are not needing to learn coding, they can complete the design they need by using available website design software **Description of changes:** • Type 2 change. Change title of Training Scheme from Front End Website Design to **Website Design**				

• Minor update Graduate Profile Outcomes, course aim and learning outcomes to reflect this.				
HTA304 Trades Academy Hospitality – Culinary Arts	01.02.23	01.02.23	010223	January 2023

New course to replace HTA303 Trades Academy Hospitality Year 2
Rationale for change/s: TOTSTA wishes to change the title for this course for 2023 delivery. New course created for SDR reporting.

Certificate in Information Technology (Level 5)	20.02.23	20.02.23	16104	20 February 2023
NZ Diploma in Information Technology Technical Support (Level 5)				
NZ Diploma in Web Development and Design (Level 5)				

Rationale for change/s

Update for 2023 delivery adding reference to Te Kawa Maiorooro policies on page 2

NZQA Type 1: Assessment changes in LO alignment and weighting for courses TEC501, CSA502, DES502, COM502, SDV503; add DNC (Did Not Complete) to the course result key AC-NMIT-06

Brief description of change/s: no version change, effective from 20 Feb 2023

Change assessment information in course descriptors and programme regulations - Appendix 4: Graduate Profile Outcomes and Assessments Maps; add DNC to the course result key AC-NMIT-06

o **COM502 Communication for IT**

ASSESSMENTS

Basis of assessment	Achievement-based assessment		
Assessment		**Learning Outcomes**	**% Weightings**
Assessment 1		2, 31, 3, 4	2520%
Assessment 2		1, 32, 3, 4	2540%
Assessment 3		1, 2, 41, 3, 4	2540%
Assessment 4		1, 4	25%

o **CSA502 COMPUTER SYSTEMS ARCHITECTURE**

ASSESSMENTS

Basis of assessment	Achievement-based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 22, 3, 4	2530%
Assessment 2		2, 3, 41, 3	2030%
Assessment 3		1, 53, 4, 5	2540%
Assessment 4		2, 3, 4, 5	30%

o **DES502 SYSTEMS, PROCESSES AND DESIGN**

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		1, 24	30%
Assessment 2		1, 32	4030%
Assessment 3		41, 3	3040%

o **TEC501 TECHNOLOGY SUPPORT**

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weighting**
Assessment 1		2, 3	2520%
Assessment 2		1-3, 4	5020%
Assessment 3		1 - 4	2560%

o **SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT**

ASSESSMENTS

Basis of assessment	Achievement-based assessment		
Assessment		**Learning Outcomes**	**% Weighting**
Assessment 1		1 - 3	30%
Assessment 2		1 - 4	15%
Assessment 3		1 - 4	55%

Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817]	20.02.23	20.02.23	08222	20 February 2023

Rationale for change/s

Update for 2023 delivery adding reference to Te Kawa Maiorooro policies on page 2;

NZQA Type 1: Assessment changes in LO alignment and weighting for courses COM502, CSA502, DES502, TEC501 (elective), SDV503, SYD601, DAT601, DAT602, WEB701; correct alignment to graduate profiles in PRJ703 Capstone Project; add DNC (Did Not Complete) to the course result key AC-NMIT-06. Description of changes:

Brief description of change/s: no version change, effective from 20 Feb 2023

Change assessment information in course descriptors and programme regulations - Appendix 4: Graduate Profile Outcomes and Assessments Maps; add DNC to the course result key AC-NMIT-06

- o COM502 COMMUNICATION FOR IT

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment A		**Learning Outcomes**	**% Weightings**
Assessment 1		2, 3 1, 3, 4	25 20%
Assessment 2		1, 3 2, 3, 4	25 40%
Assessment 3		1, 2, 4 1, 3, 4	25 40%
Assessment 4		1, 4	25%

- o CSA502 COMPUTER SYSTEMS ARCHITECTURE

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2 2, 3, 4	25 30%
Assessment 2		2, 3, 4 1, 3	20 30%
Assessment 3		1, 5 3, 4, 5	25 40%
Assessment 4		2, 3, 4, 5	30%

- o DES502 SYSTEMS, PROCESSES AND DESIGN

ASSESSMENTS

Basis of assessment	Achievement Based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1, 2 4	30%
Assessment 2		1, 3 2	40 30%
Assessment 3		4 1, 3	30 40%

- o TEC501 TECHNOLOGY SUPPORT (elective)

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		2, 3	25 20%
Assessment 2		1 - 3 1, 4	50 20%
Assessment 3		1 - 4 4	25 60%

- o SDV503 INTRODUCTION TO SOFTWARE DEVELOPMENT (error correction)

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment		**Learning outcomes**	**% Weightings**
Assessment 1		1 - 3	30%
Assessment 2		1 - 4	15%
Assessment 3		1 - 4	55%

- o SYD601 SYSTEMS ANALYSIS AND DESIGN

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	1	40%	25%
Assessment 2	~~1 - 3~~2 - 4	40%	30%
Assessment 3	1 - 4	40%	45%

- o DAT601 DATABASE DESIGN AND ADMINISTRATION

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (minimum)**	**% Weightings**
Assessment 1	~~1 - 4~~1, 3, 4	40%	~~90~~40%
Assessment 2	~~1 - 4~~1, 2, 3, 4	40%	~~10~~60%

- o DAT602 DATABASE APPLICATION DEVELOPMENT

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	~~1 - 4~~1, 2, 3	40%	~~90~~40%
Assessment 2	1 - 4	40%	~~10~~60%

- o WEB701 WEB TECHNOLOGIES

ASSESSMENTS

Basis of assessment	Achievement based assessment		
Assessment	**Learning Outcomes**	**Pass criteria (Minimum)**	**% Weightings**
Assessment 1	~~1 - 3~~1, 4	40%	~~50~~40%
Assessment 2	~~1 - 4~~2, 3	40%	~~10~~60%
~~Assessment 3~~	~~3, 4~~	~~40%~~	~~40%~~

- o PRJ703 CAPSTONE PROJECT: remove Graduate Diploma in IT from 'Alignment to graduate profiles' as this is an error.

Alignment to graduate profiles	This course contributes to achievement of the graduate outcomes of the following qualifications: - Bachelor of Information Technology (Information Systems Major, Systems Development Major, ICT Infrastructure Major) - ~~Graduate Diploma in Information Technology (elective)~~

ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE

MEA301 Mechanical Engineering Assessment Only	26.10.22	31.10.22	311022	21 February 2022
Summary of changes: Add unit standard to assessment only (self-funded) course MEA301 Mechanical Engineering Assessment Only to support additional replacement unit standards 22899 (v3) for learners to complete the expiring National Certificate (qualification expiry date is 31 Dec 2022). Unit standard 22899 v2 currently in ebs has expired on 31 Dec 2021, and assessment material for current v3 is available to be purchased.				
WEL102 STAR Engineering Welding - Intermediate	26.10.22	31.10.22	311022	01 January 2023

Rationale for change/s: STAR courses updates for 2023 delivery: Correct course aim, Indicative curriculum and Learning Outcome 1 to reflect actual delivery. Correct NMIT credits from 0.5 to 1 (Total 10 hours of student learning).

Description of changes:

- Update credits to 1.
- Update Course Aim, Indicative Curriculum and Learning Outcomes:

Co-requisites	N/A
Course Aim	To provide students with an intermediate understanding of basic Mig welding. ~~and an introduction to Arc and Tig welding.~~
Indicative Curriculum	• Intermediate mig welding techniques • ~~Basic arc and tig welding~~ • Flat and horizontal welding positions • Safe work practices • Career pathways in mechanical engineering

LEARNING OUTCOMES

	On completion of this course students will be able to:	Relates to Assessment Standard No.
1	~~Identify engineering equipment and tools required for arc and tig welding.~~ Build on basic mig welding skills to a level of intermediate understanding.	N/A
2	Identify and mitigate welding hazards and employ safe work practices.	N/A
3	Use flat and horizontal welding positions.	N/A

FRB402 STCW Proficiency in Fast Rescue Boats Refresher	08.11.22	08.11.22	081122	11 November 2022

Summary of change/s:

- Remove 'Evidence of a record of on-board training, drills and experience, or a company letter, or equivalent…' from pre-requisites.
- General template updates and formatting.

AUI301 Electric Vehicle Block Course	01.03.23	02.03.23	020323	6 March 2023

Rationale for change/s

New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Tauihu.

Description:

4 days, Level 3

This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.

AUI403 Electric Vehicle Block Course	01.03.23	02.03.23	020323	14 March 2023

Rationale for change/s

New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Tauihu.

Description:

1 day, Level 4

This course is very similar to the Open Polytechnic one that was set up in 2022. This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.

AUI501 Electric Vehicle Block Course	01.03.23	02.03.23	020323	23 May 2023

Rationale for change/s

New course to deliver practical workshop training for ākonga enrolled on the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) with Te Pūkenga trading as MITO. Also, to offer a solution to ākonga studying online and located in Te Tauihu.

Description:

2 days, Level 5

Course AUT501 Electric Vehicle Block Course includes 2 days of teaching. This course will comprise of practical training aligned with the NZ Certificate in Electric Vehicle Automotive Engineering (Level 5) – Automotive Management, Drive Systems, Battery Systems, High Voltage Auxiliary Systems.

New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) and associated Training Schemes	07.03.23	08.03.23	21100	9 January 2023

Rationale for change/s

- Update a number of unit standards to the latest version (see below), previous versions expire on 31 Dec 2024
- Correct US28466 to version 2 in course DAM401 – was updated in Oct 2022
- Update for 2023 delivery adding reference to Te Kawa Maiorooro policies on page 2

Description of changes:

- Update a number of unit standards to the latest version (see below), previous versions expire on 31 Dec 2024.
- Add DNC (Did Not Complete) to course result key

Programme Regulations/Course Descriptors:

- Add DNC (Did Not Complete) to course result key
- Update Unit Standards:

2.7 SCHEDULE OF ASSESSMENT STANDARDS

Compulsory unit standards:

Course Code and Title: DAM601 Aircraft Engineering Knowledge

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20895	Apply knowledge of aircraft engineering to the certification of aeronautical maintenance	6	20	3~~4~~	28
		Total DAS Credits in the Course	20		

Course Code and Title: DAM602 Aircraft Materials

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20896	Apply knowledge of aircraft materials to the certification of aeronautical maintenance	6	25	3~~4~~	28
		Total DAS Credits in the Course	25		

Course Code and Title: DAM603 Avionics 1

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20902	Apply knowledge of avionics to the certification of aeronautical maintenance	6	25	3~~4~~	28
		Total DAS Credits in the Course	25		

Course Code and Title: DAM604 Air Law

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20904	Apply knowledge of air law to the certification of aeronautical maintenance	6	25	3~~4~~	28
		Total DAS Credits in the Course	25		

Course Code and Title: DAM605 Human Factors

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
21060	Apply knowledge of human factors to the certification of aeronautical maintenance	6	20	3~~4~~	28
		Total DAS Credits in the Course	20		

Course Code and Title: DAM606 Mathematics and Physics

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
26963	Apply knowledge of mathematics and physics to the certification of aeronautical maintenance	6	20	~~2~~3	28
	Total DAS Credits in the Course		**20**		

Course Code and Title: DAM607 Electrical Fundamentals

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
26964	Apply knowledge of electrical fundamentals to the certification of aeronautical maintenance	6	20	~~2~~3	28
	Total DAS Credits in the Course		**20**		

Course Code and Title: DAM608 Aeroplanes 1

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20897	Apply knowledge of basic aeroplanes to the certification of aeronautical maintenance	6	20	~~3~~4	28
	Total DAS Credits in the Course		**20**		

Course Code and Title: DAM609 Compass Compensation

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20903	Apply knowledge of compass compensation to the certification of aeronautical maintenance	6	10	~~3~~4	28
	Total DAS Credits in the Course		**10**		

Course Code and Title: DAM610 Turbine Engines

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20901	Apply knowledge of turbine engines to the certification of aeronautical maintenance	6	25	~~3~~4	28
	Total DAS Credits in the Course		**25**		

Course Code and Title: DAM611 Rotorcraft

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
20899	Apply knowledge of rotorcraft to the certification of aeronautical maintenance	6	20	~~3~~4	28
	Total DAS Credits in the Course		**20**		

Optional unit standards:

A selection of optional unit standards <u>are</u> available in the courses below and those achieved will reflect the specific portfolio of evidence collected to meet the course learni[ng] outcomes.

Course Code and Title: DAM401 Aeronautical Engineering: Aeroplane

Unit Standard ID	Full Unit Standard Title	Level	DAS Credits	Version No.	CMR
7243	Demonstrate knowledge of aircraft mechanical system maintenance practices	4	15	6	28
28466	Apply aeronautical engineering knowledge and skills to maintain generic aircraft mechanical systems	4	15	~~1~~2	28
	Total DAS Credits in the Course		**0 - 30**		

FOUNDATION STUDIES

Foundation Skills (Level 2) Introduction to Career Pathways	14.12.22	20.12.22	22101	8 March 2022

- **Rationale for change/s** Clarifying range of assessment standard versions to cover issue arising from rolling intakes

Programme Regulations:

- 57 Provide customer service, versions 9-10
- 28145 Interact with customers in a service delivery context, versions 1-2

Foundation Skills in Sport, Recreation and Coaching (Level 2)	14.12.22	20.12.22	22101	8 March 2022

- **Rationale for change/s** Clarifying range of assessment standard versions to cover issue arising from rolling intakes

Programme Regulations:

- 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10
- 9677 Communicate in a team or group which has an objective, versions 10-11
- 20159 Demonstrate knowledge of weather information for an outdoor activity, versions 2-3
- 21649 Demonstrate knowledge of basic anatomy to the performance of a complex sport skill, versions 2-3
- 22768 Conduct and review a beginner level coaching session, versions 2-3
- 22769 Demonstrate knowledge of basic skills and rules at a beginner level for a sport, versions 2-3

Foundation Skills in Sport, Recreation and Coaching (Level 2)	14.12.22	20.12.22	22100	8 March 2022

- **Rationale for change/s** Clarifying range of assessment standard versions to cover issue arising from rolling intakes

Programme Regulations:

- 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10

- 167 Practice food safety methods in a food business under supervision, versions 8-9
- 1277 Communicate information in a specified workplace, versions 7-8
- 9677 Communicate in a team-group which has an objective, versions 10-11
- 13280 Prepare fruit and vegetable cuts in a commercial kitchen, versions 6-7
- 13281 Prepare and assemble, and present basic sandwiches for service, versions 6-7
- 13283 Prepare and assemble, and present salads for service, versions 5-6
- 13284 Clean food production areas and equipment, versions 5-6
- 13285 Handle and maintain knives in a commercial kitchen, versions 5-6
- 20159 Demonstrate knowledge of weather information for an outdoor activity, versions 2-3
- 20666 Demonstrate basic knowledge of contamination hazards and control methods used in a food business, versions 6-7
- 21649 Demonstrate knowledge of basic anatomy to the performance of a complex sport skill, versions 2-3
- 28145 Interact with customers in a service delivery context, versions 1-2

NZ Certificate in Hospitality (Level 2)	14.12.22	20.12.22	22100	8 March 2022

- **Rationale for change/s** Clarifying range of assessment standard versions to cover issue arising from rolling intakes

Programme Regulations:

- 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact, versions 9-10
- 9677 Communicate in a team or group which has an objective, versions 10-11
- 1277 Communicate information in a specified workplace, versions 7-8
- 167 Practise food safety methods in a food business under supervision, versions 8-9
- 20666 Demonstrate basic knowledge of contamination hazards and control methods used in a food business, versions 6-7
- 28145 Interact with customers in a service delivery context, versions 1-2
- 13280 Prepare fruit and vegetable cuts in a commercial kitchen, versions 6-7
- 13281 Prepare and assemble, and present basic sandwiches for service, versions 6-7
- 132884 Clean food production areas and equipment, versions 5-6
- 13285 Handle and maintain knives in a commercial kitchen, versions 5-6
- 13283 Prepare and assemble, and present salads for service, versions 5-6
- 14441 Provide cafe counter service in a hospitality establishment, versions 6-7
- 17284 Demonstrate knowledge of coffee origin and production, versions 6-7
- 17288 Prepare and present espresso beverages for service, versions 7-8

HEALTH AND WELLBEING

Bachelor of Nursing	n/a	01.11.22	9	01 January 2022

Rationale for change/s: Retrospective correction to entry information. No version change.

Description of changes:

- "**Hauora Pathway**" added to Entry Requirement of …'OR New Zealand Certificate in Study and Career Preparation (L 4) Hauora Pathway or equivalent

Programme Regulations:

> **OR**
>
> **New Zealand Certificate in Study and Career Preparation (L 4) Hauora Pathway or equivalent**

Bachelor of Nursing	15.11.22	17.11.22	10	01 January 2023

Rationale for change/s: Following delivery review and consultation with Director of School of Nursing, Health and Wellness, WITT who also deliver ARA programme, an adjustment was made to pre-requisite requirements for two courses in this programme.

Description of changes: Version change from 9, to 10

- Remove NKN611/NKN601, NNP611/NNP601 as a pre-requisite for NKN612 Knowledge for Nursing Practice 3: Physical Health
- Remove NKN611/NKN601, NNP611/NNP601 as a pre-requisite for NNP612 Nursing the Person With Altered Physical Health
- Add "All BN Level 5 courses" as a pre-req for NKN612 and NNP612

Bachelor of Nursing	01.02.23	03.02.23	11	1 January 2023

NZQA TYPE 2 APPROVED 1 MARCH

Rationale for change/s

To realign entry requirements with programme developer (Ara) version. Rollover updates

Description of changes:

- s4.1 Entry requirements, Additional Requirements. Remove unit standard 6400.

Programme Regulations:

- Updates to relevant policies and procedures to align with Te Kawa Maiorooro- Educational Regulatory Framework, including removal of references to NMIT Academic Statute
- Template wording/formatting/error correction changes where applicable including removal of Ara logo.

Study and Career Preparation – He Ara Hiringa	n/a	27.02.23	16106	20 February 2023

Rationale for change/s

- SCP404 was submitted for moderation with Otago Polytechnic, the moderator highlighted that the learning outcomes need to be adjusted across the assessments to more accurately reflect the leaning outcomes assessed in the exams.
- Amendment to course grade key to include DNC (Did Not Complete)

Description of changes: Type 1

- Addition of DNC result to course grade key AC-NMIT-12
- Change to LO to GPO mapping in SCP404

Programme Regulations:

- 2023 rollover updates
- CD SCP404: Change to assessment LO to GPO mapping.

PRIMARY, FOOD & ENVIRONMENTAL INDUSTRIES

Adventure Tourism and Guiding (Level 5) [124177]	09.11.22	09.11.22	18104	21 February 2022

Summary of change in programme regulations:

- Change US 19491 to current version 4 (in ATG530 Advanced Sea Kayaking)

Bachelor of Viticulture and Winemaking	n/a	08.02.23	14110	1 January 2023

Description of changes:

- Change of assessment weightings for BVW502 Wine Production to: A1=15%, A2=20%, A3=25%, A4=40%

Adventure Tourism and Guiding (Level 4)	20.02.23	20.02.23	16104	20 February 2023

Rationale for change/s

- ATG404 Environmental Science: Change assessment/LO mapping following external moderation feedback and recommendation.
- Update for 2023 delivery adding reference to Te Kawa Maiorooro policies on page 2; add DNC (Did Not Complete) to course result key CO-TANZ-02

Description of changes:

- ATG404 Environmental Science: Remove LO 3 from Assessment 1, as this is sufficiently assessed in Assessment 3.
- Add DNC (Did Not Complete) to the course result key

13/23 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Max Devon / Trisha Krishnasamy
CARRIED

4. Te Pūkenga

4.1   Unified Programmes

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

- the March 2023 Unification Proposed Programme of Work Pānui led by Megan Gibbons had been tabled for information to shed light on the 2023 unification programme plans
- she is working her way through what is supposed to happen so she can advise the Curriculum Areas
- there is a level of concern in Curriculum Areas regarding if their programmes are in the mix for unification this year
- she has picked ten programmes which she believes will be unified of these there are a number where it appears Te Pūkenga will be asking for extensions which would mean we continue to deliver existing programmes until transformation or unification conversations happen
- for sub-degree programmes the driver for unification is the last date of assessment for the qualification, if that is 31 December 2023 and if Te Pūkenga ask for extensions and an extension is not given Te Pūkenga will chose one programme to deliver, and we will have to get accreditation to deliver that programme, this scenario might multiply the number of unifications that we need to go through

- she hasn't heard anything on how Te Pūkenga are getting on with requesting extensions, the majority of which will be going now to the individual WDCs
- an Academic Leaders hui is taking place at the end of April where there should be some clarity on new programmes, timelines, and degree changes
- due to the process involved it is now too late for Te Pūkenga to be putting degree programmes together for 2024 delivery
- it is exciting to be part of unification and transformation conversations and to be shaping the future.

The Committee Members noted the impact on Curriculum Areas if suddenly required to resource any new transformational developments scheduled for 2024 delivery.

Trisha Krishnasamy noted her thanks to Chanelle Taylor for her work on the unified New Zealand Certificate in Food and Beverage (Level 3) programme.

Olivia Hall noted that the level of concern and stress has been raised for kaimahi from seeing Te Pūkenga driven programme development and resourcing that has not gone well and that it would be good if there was opportunity for more online sessions outlining phase 2 of the unification programme of work.

4.2 Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022 - 2023

Nicole Akuhata advised that Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022 – 2023 had been provided for information and noted:
- she has spoken to Te Pae Tawhiti Director who had indicated that a refresh is currently happening where Te Pae Tawhiti will be lifted up for Regional Director and Co-Leads to take responsibility across the four regions
- currently summary reports are being compiled and will be supplied to new directors as they come onboard
- there is a push from Te Tiriti Outcomes team to see all the other reporting that feeds out from Te Pae Tawhiti
- each business division and corporate function will have their own Te Pae Tawhiti plan.

The Committee Members noted the overlap of information being recorded and the inefficiencies of that.

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee
Jackie Rees noted the change to the e-meeting process with the use of Microsoft forms which enables comments and responses to be included with approvals.

> 14/23 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Minutes Meeting of 10.02.2023 and E-Meetings of 26.01 to 01.02.2023, 01.02.2023, 16 to 20.02.2023 be received.
>
> Max Devon / Susannah Roddick
> **CARRIED**

5.2 Recognition of Academic Credit Committee
Silvia Gassebner noted that:
- RAC e-meetings were also using Microsoft forms
- the Committee was an effective group, with great discussion happening and a good learning opportunity for those involved.

> 15/23 **RESOLVED** that the minutes of the Recognition of Academic Credit Committee Meetings of 24.01.2023, 31.01.2023 and E-Meetings of 06.12.2022, 01.02.2023, 09.02.2023 be received.
>
> Trisha Krishnasamy / Scott Bailey
> **CARRIED**

5.3 Learning and Teaching Committee
Marja Kneepkens noted:
- that the minutes being receipted were from the first 2023 meeting

- that meeting had focused on; the open actions from 2022, how learners were feeling coming back at the start of the year, what does the Committee's focus areas and priorities need to be this year for supporting teaching and learning.

16/23 **RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 20.02.2023 be received.

Marja Kneepkens / Julie Bytheway

CARRIED

5.4   Research and Ethics Committee

17/23 **RESOLVED** that the minutes of the Research and Ethics Committee Meeting of 16.11.2022 be received.

Marja Kneepkens / Julie Bytheway

CARRIED

5.4.2   2022 Research Output Annual Report

Susannah Roddick advised that the 2022 Research Output Annual Report had been submitted for information. She noted the following processes supporting these results for 2022:

- every degree included staff allocated research time, who were all mentored by the two Research Professors with the Research Office and mentors continuing to support ASMs' confidence and outcomes in research activity within curriculum areas
- 2022 saw increased collaboration between researchers within Digital Technology and Arts, and within Applied Business which improved the motivation and outputs in those areas
- in 2022 research funds were also used to support research projects by Business Support teams, and by kaimahi Māori who were mentored by Pourangahau Māori
- there were no changes to monitoring systems, or strategic decisions regarding Research

Following review of the report the Members discussed how the Committee can be assured and confident that degree deliveries are supported by tutors actively engaged in research as per the accreditation approval to deliver degrees.

Susannah Roddick noted her confidence that this was happening but that there was still work to do.

Kim Davies noted that:
- the roll-out of the new Research Micro-Credentials will build research capability
- the need to ensure we are connected in with Te Pūkenga research.

Meeting Closed 04.30pm

Academic Committee Action List – 05 April 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 05.04.23	Completed
Action Items 14.09.2022 – In-Committee					
2	9	Academic Contracts as at 06 September 2022 Develop a statement for the agenda	Olivia Hall	Report back 05.04.2023	Completed – oversight of Academic Contracts (contracts which relate to academic delivery)

		regarding the role of the Committee Members in viewing this item			
Action Items 23.11.2022 – Open					
3	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 05.04.2023	Completed
Action Items 22.02.2023 – Open					
4	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 05.04.2023	• Executive Director NMIT Business Division Lead • Academic Integrity Team Leader • Curriculum Area Managers (7) • Curriculum Director (2) • Head of Learner Services • Poumanaaki, Ōritetanga and Māori Relationships Appointed Members: • Two Academic Staff Members • Two NMIT Students
5	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 05.04.23	Completed
6	3.1	Self-Assessment Let Jackie Rees know if wanting to review a 2022 Degree SAR	Committee Members	ASAP	Completed
Action Items 22.02.2023 – In-Committee					
7	8.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back 05.04.23	Completed
Action Items 05.04.2023 – Open					
8	2.1	Academic Committee Membership Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee Member	Olivia Hall / Kim Davies	Report back 10.05.23	
9	2.2	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 10.05.23	Completed
10	3.3	Policy Update Check that there are active links to current PDF formatted Te Pūkenga policies and if required request IT to change access from downloadable policies to PDF formatted linked policies	Jackie Rees	Report back 10.05.23	