

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
3.15pm, Wednesday 10 May 2023, Room M306 and via Microsoft Teams

- Present: Kim Davies Chair, Scott Bailey NMIT Student, Dan Bremner (proxy for Reid Carnegie Curriculum Area Manager), Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager (joined 3.42pm), Max Devon NMIT Student, Marja Kneepkens Curriculum Director Teaching and Learning, Soraya Paki Paki Curriculum Area Manager (joined 3.40pm), Rae Perkins Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Victoria Whitmore Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)
- Apologies: Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Reid Carnegie Curriculum Area Manager, Sarah Fraser PASM, Silvia Gassebner Team Leader Curriculum + Academic Registry, Bradley Hannigan PASM, Trisha Krishnasamy Curriculum Area Manager, Jackie Rees Quality Enhancement Manager, Chanelle Taylor Programme Team Lead SASM, Pam Wood Curriculum Area Manager

1. Welcome, Apologies, Notices

Kim Davies opened the meeting and welcomed Members. She advised:

- she was now stepping in as Committee Chair following the appointment of Olivia Hall to the role of Tumu Whenua ā-Rohe 3 | Executive Director for Region 3
- apologies were received from Nicole Akuhata, Reid Carnegie, Sarah Fraser, Silvia Gassebner Bradley Hannigan, Trisha Krishnasamy, Jackie Rees, Pam Wood.

2. Administrative

- 2.1 Minutes of NMIT Academic Committee Meeting 5 April 2023 - Open
19/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 05 April 2023 - Open be confirmed as a true and accurate record.

Marja Kneepkens / Victoria Whitmore
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 –Academic Committee Membership – Establish if the Curriculum + Academic Registry Team Leader role needs to be a voting Committee members

- Kim Davies advised that she had met with the Chief Risk Officer who had advised that delegation for approval of course results and awards relates to the AS+Q Committee, not AC and supported attendance rather than membership at AC. She requested the action be noted as completed.

Action Item 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

- On behalf of Jackie Rees, Kim Davies advised that there were challenges with this request due to the interface between DeskPro and live policy documents held on the websites and that IT were actively looking for solutions. She requested the action be closed.

2.3 Correspondence Schedule

20/23 **RESOLVED** that the inwards correspondence be received.

Max Devon / Marja Kneepkens
CARRIED

21/23 **RESOLVED** that the outwards correspondence be endorsed.

2.4 Bradley Hannigan Academic Committee Resignation

The Committee acknowledged Bradley Hannigan for their commitment to the Academic Committee over the past three years.

The Committee also acknowledged former member Lauren Robinson for their commitment to the Academic Committee.

ACTION

Kim Davies

On behalf of the Committee send acknowledgement of resignation to Bradley Hannigan and Lauren Robinson

3. Academic and Quality

3.1 NMIT Moderation Procedure

- NMIT Moderation Procedure
- Coversheet for NMIT Moderation Procedure

Kim Davies advised that in light of recent NZQA moderation workshops and the need for a review of the terminology used in the NMIT procedure these documents be withdrawn from the agenda.

3.2 Course and Programme Changes

Programme / Course	Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES				
NZ Certificate in Beauty Therapy (Level 4) [123843]	28.11.23	28.03.23	18104	1 January 2023
Rationale for change/s To simplify the assessment and to create an integrated observation practical assessment for BEA408. Description of changes: <ul style="list-style-type: none"> Course BEA408 Beauty Therapy Clinic. Change assessment from achievement to competency, course result key CO-NMIT-01. 				
Bachelor of Arts and Media [112687]	06.04.23	26.04.23	17107	20 February 2023
Rationale for change/s: Incorporation of changes made to courses from NZ Dip in Arts and Design L6 AAD603 and AAD604 along with changes made to AAD531 Website Design course. Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maiooro Educational Regulatory Framework replace the NMIT Academic Statute. Version change from 17106 to 17107. Description of changes: Programme Regulations: <ul style="list-style-type: none"> Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maiooro Educational Regulatory Framework replace the NMIT Academic Statute. The Te Pūkenga Ākonga Concerns and Complaints Policy replaces the NMIT Formal Complaints Resolution Procedure. The Te Pūkenga Ākonga Appeals Policy replaces the NMIT Student Academic Appeals Procedure. Other NMIT policies and procedures modified to align with Te Kawa Maiooro NZQA Type 1 <ul style="list-style-type: none"> AAD603 Advanced Digital Art and Design Lab minor change in wording of LO 1,2 and 4 from 'motion graphics' to 'digital art'. No material change to intent of learning outcome. AAD604 Advanced Digital Art and Design Project minor change in wording of LO 1,2,4 from 'graphic design' to 'digital design'. No material change to intent of learning outcome. Minor update of Course Aim to reflect this. AAD531 Website Design change in course title (previously 'Front -End Website Design) and minor updates to course aim and learning outcomes to reflect this. 				
NZ Dip in Arts and Design L6 [122299]	06.04.23	26.04.23	17105	20 February 2023

Rationale for change/s: In order to align AAD603 and AAD604 with the course aim and graduate profile, the learning outcome specificity of motion graphics and graphic design needs to be changed to digital art. This allows the teaching of a wider range of content such as video, concept art and animation and matches industry expectations. Also ensures better alignment of learning outcomes with new course titles.

Rollover updates for 2023 delivery including cover note to advise that provisions of Te Pūkenga Te Kawa Maiooro Educational Regulatory Framework replace the NMIT Academic Statute.

Version change from 17106 to 17107.

Description of changes:

Programme Regulations:

- Cover note added to advise that the provisions of Te Pūkenga Te Kawa Maiooro | Educational Regulatory Framework replace the NMIT Academic Statute.
- The Te Pūkenga Ākonga Concerns and Complaints Policy replaces the NMIT Formal Complaints Resolution Procedure.
- The Te Pūkenga Ākonga Appeals Policy replaces the NMIT Student Academic Appeals Procedure.
- Other NMIT policies and procedures modified to align with Te Kawa Maiooro

NZQA Type 1

- AAD603 Advanced Digital Art and Design Lab minor change in wording of LO 1,2 and 4 from 'motion graphics' to 'digital art'. No material change to intent of learning outcome.
- AAD604 Advanced Digital Art and Design Project minor change in wording of LO 1,2,4 from 'graphic design' to 'digital design'. No material change to intent of learning outcome. Minor update of Course Aim to reflect this.

22/23 **RESOLVED** that the Approval of Course and Programme Changes be endorsed.

Susannah Roddick / Monique Day
CARRIED

4. Te Pūkenga

4.1 Transition

Kim Davies gave an update on current transition activity and noted:

- a significant change has been Olivia Hall moving into the role of Tumu Whenua ā-Rohe 3 | Executive Director for Region 3 and the teasing out of which Business Division Lead tasks remain with her and which now move to the Interim Operations Lead
- consultation on the next phase of the Organisational Design and Change programme is scheduled to start the week beginning 12 June

ACTION
Kim Davies

Share DCE Academic Centre and Learning Systems pānui with Committee Members

4.2 Unified Programmes

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

- A+Q are creating a check list for operationalising new unified programmes
- the number of programmes impacted by unification is dependent on conversations Te Pūkenga are having with WDCs regarding last dates for assessment of qualification versions
- four Maritime programmes are currently included for unification for 2024 delivery
- there is risk if qualification version extension requests are declined and the short timeframes to pick up provider led programmes and be ready for 2024 delivery.

ACTION
Kim Davies

Provide a breakdown of unified programme development by Curriculum Area for discussion

4.3 Te Poari Akoranga

There was no Te Poari Akoranga update available.

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

23/23 **RESOLVED** that the minutes of the Academic Standards + Quality Committee Minutes Meeting of 7.3.2023 be received.

5.2 Recognition of Academic Credit Committee

24/23 **RESOLVED** that the minutes of the Recognition of Academic Credit Committee Meetings of 5.4.2023, 21.2.2023 and E-Meetings of 23.3.2023, 7.3.2023 be received.

5.3 Learning and Teaching Committee

The Committee Members discussed the work done by the Learning and Teaching Committee in the development of the Artificial Intelligence (AI) Guidelines for both Kaimahi and Ākonga, and the on-going implications of AI on academic integrity, assessment design, and professional development.

25/23 **RESOLVED** that the minutes of the Learning and Teaching Committee Meeting of 20.03.2023 be received.

ACTION
Max Devon

Discuss with L+T Committee Student Representative about providing feedback on AI updates to L+T Committee

6. Resolution to Exclude the Public

Resolution to Exclude the Public

1. That members of the public and press be excluded from the remainder of the meeting and that the Academic Committee move In-committee (confidential session)
2. Furthermore, NMIT resolves that the Academic Integrity Team Leader, Curriculum and Academic Registry Team Leader, Academic Advisor, Curriculum Directors, Curriculum Area Managers, Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager, Appointed Academic Staff Members, Appointed NMIT Students, Administrator Curriculum + Academic Registry (Academic and Quality Administrator), be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation to their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7	Academic and Quality		
7.1	2022 Self-Assessment Reports		
7.1.1	-Bachelor of Arts and Media 2022		
7.1.2	Self-Assessment Report		
7.1.3	-Bachelor of Career Development		
	2022 Self-Assessment Report		
	-Postgraduate Certificate in		
	Professional Supervision 2022 Self-		
	Assessment Report		

Meeting Closed 4.00pm

Academic Committee Action List – 10 May 2023

RES NO	ACTION	WHO	WHEN	PROGRESS
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Action Items 05.04.2023 – Open					
1	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	Completed
2	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
3	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	Closed
Action Items 10.05.2023 – Open					
4	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 14.06.23	
5	2.4	On behalf of the Committee send acknowledgement of resignation to Bradley Hannigan and Lauren Robinson	Kim Davies	Report back 14.06.23	
6	4.1	Share DCE Academic Centre and Learning Systems pānui with Committee Members	Kim Davies	Report back 14.06.23	
7	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	Report back 14.06.23	
8	5.3	Discuss with L+T Committee Student Representative about providing feedback on AI updates to L+T Committee	Max Devon	Report back 14.06.23	