

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
4.15pm Wednesday 19 July 2023, Room M306 and via Microsoft Teams

Present: Kim Davies Chair, Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Dan Bremner (proxy for Reid Carnegie), Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager, Max Devon NMIT Student, Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting), Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager, Jackie Rees Quality Enhancement Manager (non-voting), Pam Wood Curriculum Area Manager, Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting)

Apologies: Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Victoria Whitmore Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Chanelle Taylor Programme Team Lead SASM

1. Welcome, Apologies, Notices

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

2. Administrative

- 2.1 Minutes of NMIT Academic Committee Meeting 10 May 2023 - Open
33/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 10 May 2023 - Open be confirmed as a true and accurate record.

Max Devon / Marja Kneepkens
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 4 –Provide breakdown of unified programme development by Curriculum Area for discussion with affected areas. It was advised this action was still a work in progress

2.3 Correspondence Schedule

34/23 **RESOLVED** that the inwards correspondence be received.

Trisha Krishnasamy / Max Devon
CARRIED

35/23 **RESOLVED** that the outwards correspondence be endorsed.

Trisha Krishnasamy / Max Devon
CARRIED

2.4 Sarah Fraser Academic Committee Resignation

The Committee acknowledged Sarah Fraser for their commitment to the Academic Committee over the past three years.

There was discussion on the requirements of the Committee Terms of Reference for at least two appointed Academic Staff Membership

ACTION
Kim Davies

On behalf of the Committee send acknowledgement of resignation to Sarah Fraser

3. Academic and Quality

3.1 Programme Summary (New and Discontinued) New Zealand Certificate in Apiculture (Level 3)

Kim Davies advised:

- the Programme Summary Proposal process replaces in part the previous Academic Development Proposal process
- work on finetuning this new process is on-going.

In regard to the proposal for delivery of the New Zealand Certificate in Apiculture (Level 3) programme she noted:

- the proposal was not submitted for approval as noted in the agenda/form but for information to ensure transparency of the process
- it was for delivery of the new unified New Zealand Certificate in Apiculture (Level 3) programme scheduled to start in August 2023
- course hours and set-up are still to be finalised
- the proposal for the unified New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) programme will also be coming to the Committee.

3.2 Programme Summary (New and Discontinued) New Zealand Certificate in Mechanical Engineering (Level 3) – version 2 [120544]

Kim Davies noted:

- NZQA approval has been received for the unit standards to be optional although clarification will be sought on who decides which unit standards are not being assessed
- the consortium will work through pre and post moderation as well as develop resources for all divisions to use
- a transition plan will be developed for ākonga who have not completed the existing NMIT programme before December 2023

36/23 **RESOLVED** that the Programme Summary (New and Discontinued) New Zealand Certificate in Mechanical Engineering (Level 3) – version 2 [120544] be approved.

Dan Bremner / Kim Davies
CARRIED

3.3 Programme Summary (New and Discontinued) New Zealand Diploma in Web Design and Development

Kim Davies noted:

- NZQA requested that version 2 of the programme be discontinued following the 2022 programme monitoring exercise
- all ākonga have been moved to version 3 of this programme with a transition plan put in place for returning ākonga.

37/23 **RESOLVED** that the Programme Summary (New and Discontinued) New Zealand Diploma in Web Design and Development be approved.

Trisha Krishnasamy / Marja Kneepkens
CARRIED

ACTION
Kim Davies

Advise NZQA Risk Team, following submission of discontinuation request to NZQA Approvals and Accreditation Team

3.4 NMIT Academic Integrity Policy

3.5 NMIT Breach of Academic Integrity Procedure

Jackie Rees noted:

- as the equivalent Te Pūkenga policy has not yet been released the NMIT policy and procedure was updated to include information on generative artificial intelligence
- the policy and procedure will continue in place until a national level policy and procedure is released

The Committee noted the importance of ensuring that the changes to the updated policy and procedure are effectively communicated to ākonga and kaimahi.

Following discussion on ensuring that a holistic approach is used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments, the Committee requested that the procedure be updated to clearly state that this is the approach to be followed.

38/23 **RESOLVED** that the NMIT Academic Integrity Policy be approved.

Kim Davies / Marja Kneepkens
CARRIED

39/23 **RESOLVED** that subject to the inclusion of wording to note that a holistic approach is to be used to collect all available evidence and that this information is to be made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments section, the NMIT Breach of Academic Integrity Procedure be approved.

Kim Davies / Marja Kneepkens
CARRIED

ACTION
Jackie Rees

Update the NMIT Breach of Academic Integrity Procedure to note that a holistic approach is to be used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the Procedure for Suspected Misconduct in Assessments section

3.6 Coversheet for Approval of Minor Changes – NMIT Academic Integrity Policy, NMIT Breach of Academic Integrity Procedure
This item was submitted for information only.

4. Te Pūkenga

4.1 Transition

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

- a lot of kaimahi are impacted by the proposed operating structure
- the timeline for feeding back on the proposal is Friday 21 July
- information will be coming once the new operating structure is confirmed

4.2 Unified Programmes

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

- the two apiculture programmes have now been approved for delivery in August 2023
- the three Bachelor of Nursing unified programmes were withdrawn from NZQA to be resubmitted as soon as possible, the intent is still for a semester one 2024 start

4.3 2023 Unification Programme of Work Pānui – Haratua May 2023

This item was submitted for information only.

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

The minutes of the Academic Standards + Quality Committee Minutes Meetings of 2.5.2023, 30.5.2023 and E-Meetings of 6.4.2023, 8 to 9.5.2023 were received.

5.2 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meetings of 18.4.2023, 16.5.2023, 30.5.2023 and E-Meetings of 5.5.2023, 8.6.2023, 14.6.2023 were received.

5.3 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meetings of 1.5.2023, 22.5.2023 were received.

5.4 Research and Ethics Committee

The minutes of the Research and Ethics Committee Meeting of 7.3.2023 was received.

The Committee discussed how delivery of programmes need to be informed by research and the more clearer expectation from approval bodies such as NZQA that there is a connection between degree programme content and research undertaken by Kaiako.

ACTION

Kim Davies, Marja Kneepkens, Susannah Roddick

To discuss alignment of degree content with research

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 (Curriculum Managers), Quality Enhancement Manager, Poumanaaki, Ōritetanga + Māori Relationships Manager (Manager of Ōritetanga), Head of Learner Services, 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, 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.
7.1	Minutes of the Academic Committee E-Meeting 16 to 20 June 2023	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.1	2022 Self-Assessment Reports	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of
8.1.1	-Bachelor of Aquaculture and Marine Conservation		
8.1.2			
8.1.3	-Bachelor of Social Work		
8.1.4	-Bachelor of Viticulture and Winemaking		
8.1.5			

-Postgraduate Diploma in Sustainable Aquaculture -Bachelor of Computer Generated Imagery including Graduate Diploma in Computer Generated Imagery	LGOIMA, as a body to which Part 7 LGOIMA applies)
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Meeting Closed 4.15pm

Academic Committee Action List – 19 July 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	2.1	Upload confirmed Minutes to Academic Committee site and to Academic Committee site on NMIT website	Mary Woodward	Report back 19.7.23	Completed
2	2.4	On behalf of the Committee send acknowledgement of resignation to Bradley Hannigan and Lauren Robinson	Kim Davies	Report back 19.7.23	Completed
3	4.1	Share DCE Academic Centre and Learning Systems pānui with Committee Members	Kim Davies	Report back 19.7.23	Completed
4	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	Report back 9.8.23	Deferred
5	5.3	Discuss with L+T Committee Student Representative about providing feedback on AI updates to L+T Committee	Max Devon	Report back 19.7.23	Completed
Action Items 10.05.2023 – In-Committee					
6	7.1.1	Follow-up on the questions raised by the Committee regarding the Bachelor of Arts and Media 2022 Self-Assessment Report with Trisha Krishnasamy and Jackie Rees	Kim Davies	Report back 19.7.23	Completed
Action Items 16-20.6.2023 – E-Meeting					
7	1.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	Report back next meeting	Completed
8	2.1	2022 Self-Assessment Reports Advise Quality Enhancement Manager of SAR approvals	Mary Woodward	ASAP	Completed
Action Items 19.7.2023 – Open					
	2.1	Upload confirmed Minutes to Academic Committee site	Mary Woodward	9.8.2023	Completed
	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	9.8.2023	
	3.3	Programme Summary (New and Discontinued) New Zealand Diploma in Web Design and Development Advise NZQA Risk Team, following submission of discontinuation request to NZQA Approvals and Accreditation Team	Kim Davies	9.8.2023	
	3.5	NMIT Breach of Academic Integrity Procedure Update the NMIT Breach of Academic Integrity Procedure to note that a holistic approach is to be used to collect all available evidence and that this information is made available to the ākonga prior to progressing to the face to face meeting in step 1 of the	Jackie Rees	9.8.2023	

		Procedure for Suspected Misconduct in Assessments section			
5.4		Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	9.8.2023	

CONFIRMED