

OPEN

CONFIRMED Minutes of a meeting of the Academic Committee
3.15pm Wednesday 6 September 2023, Room M306 and via Microsoft Teams

Present: Kim Davies Chair, Julie Bytheway Head of Learner Services, Monique Day Curriculum Area Manager, Max Devon NMIT Student (arrived 3.40pm), Marja Kneepkens Curriculum Director Teaching and Learning, Trisha Krishnasamy Curriculum Area Manager, Soraya Paki Paki Curriculum Area Manager, Rae Perkins Curriculum Area Manager, Chanelle Taylor Programme Team Lead SASM, Pam Wood Curriculum Area Manager, Silvia Gassebner Team Leader Curriculum + Academic Registry (non-voting), Jackie Rees Quality Enhancement Manager (non-voting), Mary Woodward Curriculum + Academic Registry (minute-taker, non-voting).

Apologies: Nicole Akuhata Poumanaaki, Ōritetanga + Māori Relationships Manager, Scott Bailey NMIT Student, Reid Carnegie Curriculum Area Manager, Susannah Roddick Curriculum Director Teaching and Learning, Victoria Whitmore Curriculum Area Manager.

1. Welcome, Apologies, Notices

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

- Apologies received from Nicole Akuhata, Scott Bailey, Reid Carnegie, Susannah Roddick, Victoria Whitmore.

2. Administrative

2.1 Minutes of NMIT Academic Committee Meeting 9 to 11 August 2023

51/23 **RESOLVED** that the minutes of the NMIT Academic Committee Meeting 9 to 11 August 2023 - Open be confirmed as a true and accurate record.

Max Devon / Marja Kneepkens
CARRIED

2.2 Action Items of NMIT Academic Committee Meetings

Action Item 1 - Provide breakdown of unified programme development by Curriculum Area for discussion with affected areas. – Advised breakdown would be made available by month end.

Action Item 2 – On behalf of the Committee send acknowledgement of resignation to Sarah Fraser. – Advised this was still to be completed.

Action Item 4 – 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 Procedure for Suspected Misconduct in Assessments section – Advised that following update the procedure was now published with CEM working with SANITI and Curriculum Areas to communicate procedure to kaimahi and ākonga.

Action Item 5 – Research and Ethics Committee. To discuss alignment of degree content with research. – Advised meeting to be scheduled.

2.3 Correspondence Schedule

52/23 **RESOLVED** that the inwards correspondence be received.

Julie Bytheway / Trisha Krishnasamy
CARRIED

53/23 **RESOLVED** that the outwards correspondence be endorsed.

Rae Perkins / Chanelle Taylor
CARRIED

3. Academic and Quality

3.1 Quality Enhancement Manager Summary Report tabled for information

3.1a 2023 consistency Review Update tabled for information

It was noted:

- NZ Certificate in Business (Administration and Technology) (L3) Consistency Review 22.08.2023. On-campus delivery presentation did not go ahead due to sickness. NMIT will receive a Not Sufficient rating. The eCampus delivery is submission only but may be questions from NZQA evaluators. Nothing received as yet.
- NZ Diploma in Business (Level 5) Consistency Review confirmed 24.10.2023. Summary report due 10.10.2023. On-campus and eCampus delivery.

3.1b Learner Voice Report tabled for information

Discussion focussed on:

- Responding to the feedback information in the report.
- How 'Have Your Say' feedback might fit into the report.

ACTION

Julie Bytheway

Arrange for QEM to access of 'Have Your Say' feedback data with Student Relationships Coordinator

3.2 Course and Programme Changes tabled for endorsement

Discussion focussed on:

- NZQA requirement to genuinely show that ākonga have passed all learning outcomes

Programme / Course		Date endorsed by AS&Q	Date approved by DA&Q or delegate	Version no.	Effective from
CREATIVE, TECHNOLOGIES & SERVICE INDUSTRIES					
HAI214 Trades Academy Hairdressing		01.08.23	02.08.23	020823	1 January 2024
	Rationale for change/s: Expiring unit standard to be replaced for 2024 delivery. Description of changes: <ul style="list-style-type: none">• Replace unit standard 1277 with 9677				
BFT204 STAR Beauty Skills		01.08.23	02.08.23	020823	1 January 2024
	New course: This course replaces BFT203 STAR Beauty - Fashion Trends. The original unit standard used in BFT203 was on fashion trends relating to the beauty industry. This is no longer a focus of the course. Therefore, the course title and aim was changed.				
HTA304 Trades Academy Hospitality – Culinary Arts		14.08.23	18.08.23	180823	1 January 2024
	Rationale for change/s: Expiring unit standard versions, change to latest versions for 2024 delivery. Curriculum Area in contact with WDC, will purchase new assessment packs in the next three months or before the unit expires. Brief description of change/s: Update expiring unit standard versions for 22234 and 30916.				
Bachelor of Information Technology [102333] Graduate Diploma in Information Technology [106817]		01.08.23	02.08.23	08223	17 July 2023
	Rationale for change/s: Review of courses for semester 2 delivery requested by Curriculum Area: Updates to assessments for several courses, LO error correction SEC602, remove 40% minimum pass for assessments at Level 6 and 7, amend course completion requirements and add resits/resubmissions to Special Assessment Circumstances. Description of changes: <ul style="list-style-type: none">• Assessment changes in courses DAT502, SDV502, SYD502, WEB504, WEB502, SEC602, NET701• Error correction of Learning Outcomes in course SEC602 (LO 3,4, & 5)• Add ‘Meet all Learning Outcomes’ to course descriptors at Level 5• Remove 40% minimum pass for all assessments• Amend resit/resubmission to one available for each genuinely attempted assessment				
ENGINEERING, CONSTRUCTION, and INFRASTRUCTURE					
MEA212 Trades Academy Mechanical Engineering		01.08.23	02.08.23	020823	1 January 2024
	Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery. Description of changes: Change of course code and title, replacement of unit standard 29730 with 2433 and 2436, update of unit standard 21684 to latest version 3, credit change to 21 credits, re-mapping of assessments to LOs and unit standards				

	<ul style="list-style-type: none">• Remove unit standard 29730• Update unit standard 21684 to version 3• Add unit standards 2433 and 2436				
NZ Certificate in Engineering Fabrication (Trade) with strands in Heavy Fabrication and Light Fabrication		14.08.23	18.08.23	18101	17 July 2023
	<p>Rationale for change/s: Correction of error in Toi Ohomai’s original programme document, recently changed by Toi Ohomai as Type 1 error correction.</p> <p>Description of changes:</p> <ul style="list-style-type: none">• Update of Programmes Regulations. New version 18101• Course CFE421 Welding Processes FCAWgs 1 (Steel All Positions): Error correction of LO 1 and LO 2, as well as Indicative Content.• No change to Course Aim or LO mapping.				
HEALTH AND WELLBEING					
HSE202 Trades Academy Sport and Exercise		01.08.23	02.08.23	020823	1 January 2024
	<p>Rationale for change/s: Expiring unit standards and unit standard versions to be replaced for 2024 delivery.</p> <p>Description of changes:</p> <ul style="list-style-type: none">• Remove unit standard 7038• Update unit standard 21649 to version 3• Add unit standard 22768				

54/23 RESOLVED that the Course and Programme Changes be endorsed.

Marja Kneepkens / Pam Woods
CARRIED

4. Te Pūkenga

4.1 Academic Integrity Team Leader Summary Report

4.1.1 Unified Programmes Overview tabled for information

It was noted:

- The A&Q team had worked closely with curriculum teams to review and provide feedback for stakeholder consultation on five programmes currently delivered by NMIT which will be unified for 2024.
- Curriculum teams need to share consultation documentation with key internal kaimahi who may wish to provide feedback as per direction from Te Pūkenga.

4.1.2 Update on Other Unification tabled for information

It was noted:

- A number of Te Pūkenga Last Date for Assessment extension requests have been approved.
- Options are being explored for 2024 delivery of NZ Cert in Domestic Maritime Operations L4 with LDA 31 December 2023, programme was missed from original LDA extension request sent to WDC.
- Currently working with the Ako Network Director to request a change to the 31 December 2023 Last Date for Entry to allow 2024 delivery of current NZ Cert in Cellar Operations L4 LDA 31 December 2024 pending development of a new unified programme leading to the replacement NZ4553 NZ Cert in Cellar Operations (Level 4) with optional strands in Vintage Operations and Wine Analysis.

4.1.3 Academic General Update tabled for information

It was noted:

- Clarification was being sought on fee setting for Provider Lead unifications and Delivery Site Accreditation where different sites may be charging different fees.
- Raises equity of access concerns for ākonga if fee differential exists between delivery sites.
- Number of Matters for Central Decision Making Requests for Approval to be followed up/escalated with Te Pūkenga due to lengthy turnaround times.

4.1.4 Academic Development Update tabled for information

It was noted:

- Thirty-four new self-funded courses were created with ākonga being transferred from existing approved self-funded courses following request from Te Pūkenga to modify courses delivered for BCITO, MITO, Competenz and HITO to allow better alignment between information reported in the Single Data Return and the Industry Training Register submitted by WBL Business Divisions.

4.1.5 Academic Development Status Report as at 1 September 2023 tabled for information

Discussion focussed on:

- The proposed Unified Programme Committees.
- Quality assurance processes and oversight.

ACTION
Rae Perkins

Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting

5. Reports from Committees and Working Parties

5.1 Academic Standards + Quality Committee

The minutes of the Academic Standards + Quality Committee Minutes Meetings of 27.6.2023, 1.8.2023, and E-Meetings of 4to7.8.2023, 10to14.8.2023 were received.

5.2 Recognition of Academic Credit Committee

The minutes of the Recognition of Academic Credit Committee Meetings of 30.6.2023, 11.7.2023 were received.

5.3 Learning and Teaching Committee

The minutes of the Learning and Teaching Committee Meetings of 19.6.2023, 31.7.2023 were received.

5.4 Head of Learner Services Update

An update on current progress of these items was given:

- Te Rito Action Plan
- Pastoral Care of Tertiary and International Learners Code of Practice Self-Review
- Disability Action Plan.

ACTION
Julie Bytheway

Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members

6. Complaints and Misconduct Report

There was no Complaints and Misconduct Report tabled

7. 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.
8.	Quality Enhancement Manager Summary Report	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	Moderation Updates		
8.1a	2022 NZQA External Moderation Action Plan		
8.1b	External Moderation 2021_2022 Summary		
8.1c	2023 Moderation Improvement Plan		
8.2	Degree Monitoring Updates		
8.2a	2023 Degree Monitoring Update		
8.2b	Degree Monitoring Report		

Meeting Closed 4.00pm

Academic Committee Action List – 6 September 2023

	RES NO	ACTION	WHO	WHEN	PROGRESS
Action Items 10.05.2023 – Open					
1	4.3	Provide breakdown of unified programme development by Curriculum Area for discussion	Kim Davies	25.10.2023	6.9.2023 – breakdown to Committee by 30.9.2023
Action Items 19.07.2023 – Open					
2	2.4	On behalf of the Committee send acknowledgement of resignation to Sarah Fraser	Kim Davies	25.10.2023	
3	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	6.9.2023	Complete
4	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 Procedure for Suspected Misconduct in Assessments section	Jackie Rees	9.8.2023	Completed
5	5.4	Research and Ethics Committee To discuss alignment of degree content with research	Kim Davies / Marja Kneepkens / Susannah Roddick	25.10.2023	6.9.2023 – meeting to be scheduled
Action Items 06.09.2023 – Open					
6	3.1b	Learner Voice Report Arrange for QEM to access of 'Have Your Say' feedback data with Student Relationships Coordinator	Julie Bytheway	25.10.2023	
7	4.1.5	Academic Development Provide an update on the proposed Unified Programme Committee for Bachelor of Accounting	Rae Perkins	25.10.2023	
8	5.4	Head of Learner Services Update Send Pastoral Care of Tertiary and International Learners Code of Practice Self-Review link to Committee Members	Julie Bytheway	25.10.2023	