

Te Poari Akoranga | Academic Board 30 August 2024 hui



Location: Microsoft Teams
Chair: Kieran Hewitson

30 August 2024 09:30 AM

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| Open Agenda | | | |
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| 1. Administration | Kieran Hewitson | 09:30 AM-09:35 AM | 7 |
| 1.1 Welcome and apologies Apologies: D. Pouwhare | | | |
| 1.2 Membership and meeting schedule calendar 2024 | | | 7 |
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| 3.7 | NorthTec 8 August 2024 | | | 36 |
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| 4. | Any other open business | | | |
| 5. | Resolution to exclude the public | Kieran Hewitson | | 45 |
| Agenda - Public Excluded | | | | |
| 6. | Administration - Public Excluded | Kieran Hewitson | 10:10 AM-10:15 AM | 47 |
| 6.1 | Minutes of the public excluded portion of the Te Poari Akoranga 26 July 2024 | | | 47 |
| 6.2 | Actions | | | 50 |
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| 7.1 | Te Ohu Whakahaere Approvals | Diane Lithgow | | 51 |
| 8. | Local academic committee reports - public excluded | | 10:25 AM-10:30 AM | 53 |
| 8.1 | NorthTec Academic Committee Report 8 August 2024 - closed | | | 53 |
| RECOMMENDATION: THAT Te Poari Akoranga: | | | | |
| a) Receives the report titled 'NorthTec Academic Committee Report 8 August 2024 - closed'; | | | | |
| b) Notes: | | | | |
| • The Academic Assurance Indicators (AAI) Report in Appendix 1 | | | | |
| • Te Ara Poutama Report in Appendix 2) | | | | |
| 8.2 | Toi Ohomai 15 August 2024 | | | 67 |
| 9. | Any other business - public excluded | | | |
| 9.1 | 2025 meeting dates | Rebecca Donne, Governance Director | 10:30 AM-10:35 AM | |
| Karakia whakakapi | | | | 68 |

Next meeting: Friday 27 September 9.30am - 12.30pm

Karakia tīmatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.

A1: Council Delegations to Te Poari Akoranga

All delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time.

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---|--|--|------------------------|
| 1. | Academic Policies, procedures and framework | To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters. | Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister’s expectations, are met and continuous improvement is achieved and sustained. | No |
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics | Yes |
| 3. | Courses/ Programmes of Study (including work-based learning) | To approve variations to an individual learner’s course/programme of study outside programme regulations. | Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga | Yes |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|-------------------|--|---|---------------------------------|
| | | | (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers. | |
| 4. | Quality Assurance | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | As above | Yes |
| 5. | Assessment | To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | Yes |
| 6. | Research | To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension. | To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act) | Yes |
| 7. | Appeals | To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and | | Yes (limited to ohu whakahaere) |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---------------------------------|---|---|------------------------|
| | | c. if necessary, make recommendations about policies, procedures, or the provision of services. | | |
| 8. | Ohu whakahaere: Sub- Committees | To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | No |
| 9. | Incidental | To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board. | The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act) | No |



2024 Schedule of Te Poari Akoranga and Ngā Ohu Whakahaere meetings

As at 23 August 2024

Te Poari Akoranga

| Name | Role | Meeting dates |
|-------------------|--|---|
| Kieran Hewitson | Co-Chair (Delegate for Chief Executive) | Fri, 1 March Thu, 28 March |
| Deborah Young | Co-Chair (Ako Excellence Director) | Mon, 29 April |
| Paora Ammunson | Member (DCE Te Tiriti Outcomes) | Fri, 24 May Tues, 18 June |
| Fionna Moyer | Member (Co-Chair Te Ohu Whakahaere Academic Quality) | Fri, 26 July Fri, 30 August |
| Adele McLean | Member (Co-Chair Te Ohu Whakahaere Appeals) | Fri, 27 September Fri, 25 October |
| Diane Lithgow | Member (Co-Chair Te Ohu Whakahaere Approvals) | Fri, 29 November |
| Fiona Beals | Member (Co-Chair Te Ohu Whakahaere Rangahau and Research) | |
| Martin Carroll | Member (Rohe 1 business division Academic Committee Chair) | |
| Te Urikore Biddle | Member (Rohe 2 business division Academic Committee Chair) | |
| Nita Hutchinson | Member (Rohe 3 business division Academic Committee Chair) | |
| Scott Klenner | Member (Rohe 4 business division Academic Committee Chair) | |
| Henry Geary | Member (Learner nominated by Interim Learner Advisory Committee) | |
| Doug Pouwhare | Member (Co-opted) | |
| Linda Aumua | Member (Co-opted) | |



Te Ohu Whakahaere Appeals

| Name | Role | Meeting dates |
|----------------|----------|--|
| Dell Raerino | Co-Chair | Wed 14 Feb |
| Adele McLean | Co-Chair | Wed 17 April – governance Wed 7 June – ops |
| Sue Crossan | Member | Wed 3 July – governance Wed 21 August – ops |
| Melanie Baynes | Member | Mon 16 Sept – governance |
| Lulu Lutui | Member | Wed 2 Oct – ops Wed 30 Oct – governance |
| Robyn McNaught | Member | Wed 4 Dec - ops |

Te Ohu Whakahaere Approvals

| Name | Role | Meeting dates |
|------------------|----------|--|
| Diane Lithgow | Co-Chair | Wed 13 March |
| Doug Pouwhare | Co-Chair | Wed 17 April Fri 19 April – e-meeting |
| Kim Davies | Member | Wed 8 May |
| Leoni Drew | Member | Wed 5 June Fri 14 June |
| Liz McKenzie | Member | Wed 10 July – cancelled Wed 15 Aug |
| Harry Leder | Member | Wed 11 September |
| Rose Marsters | Member | Wed 9 October |
| Paul Neumann | Member | Wed 13 November |
| Veraneeca Taiepa | Member | |
| Ginny Vincent | Member | |
| Maggie Wells | Member | |
| Denise Williams | Member | |



Te Ohu Whakahaere Academic Quality

| Name | Role | Meeting dates |
|-------------------|----------|-----------------------------------|
| Deb Young | Co-Chair | Thurs 7 March |
| Fionna Moyer | Co-Chair | Wed 3 April |
| Fiona Campbell | Member | Wed 8 May |
| Greg Durkin | Member | Fri 17 May – e meeting |
| Carmel Haggerty | Member | Wed 5 June |
| Gianetta Lapsley | Member | Wed 17 July |
| Sue Roberts | Member | Wed 7 Aug – cancelled |
| Joan Taylor | Member | Wed 11 September |
| Caroline Terpstra | Member | Wed 9 October |
| | | Wed 6 November |

Te Ohu Whakahaere Rangahau, Research and Postgraduate

| Name | Role | Meeting dates |
|---------------------|----------|------------------------------------|
| Fiona Beals | Co-Chair | Thurs 21 March |
| Annemarie Gillies | Co-Chair | Thurs 9 May |
| Christine Cheyne | Member | Tues, 21 May |
| Tepora Emery | Member | Wed 17 July – no quorum |
| Allen Hill | Member | Thurs 12 September |
| Suzanne Miller | Member | Wed 13 November |
| Louise Rummel | Member | |
| Waireti Roestenburg | Member | |
| Michael Shone | Member | |
| Jamie Smiler | Member | |
| John Stansfield | Member | |

Te Pūkenga

Annual Te Poari Akoranga Work Plan 2024

| | Frequency | February | March | April | May | June | July | August | September | October | November |
|--|-----------|-------------------|----------------------|--------------------|------------------|--------------------|-------------------|---------------------|------------------------|----------------------|-----------------------|
| Te Poari Akoranga Te Pūkenga Academic Board | Monthly | Friday 1 March | Thursday 28 March | Monday 29 April | Friday 24 May | Tuesday 18 June | Friday 26 July | Friday 30 August | Friday 27 September | Friday 25 October | Friday 29 November |
| Te Poari Akoranga self-assessment for 2023 | | | | | | | | | | | |
| Terms of Reference | | | | | | | | | | | |
| 2024 workplan for Te Poari Akoranga and ngā ohu whakahaere | | | | | | | | | | | |
| Ngā ohu whakahaere Terms of Reference | | | | | | | | | | | |
| Academic delegations register | | | | | | | | | | | |
| Te Pūkenga Investment Plan | | | | | | | | | | | |
| Unfied programmes final approvals | | | | | | | | | | | |
| Pastoral code self-report | | | | | | | | | | | |
| Research Productivity and Compliance Risk Assessment Tool | | | | | | | | | | | |
| 2025 meeting dates | | | | | | | | | | | |
| Academic risk | | | | | | | | | | | |
| 2025 workplan (if required) | | | | | | | | | | | |
| Ngā ohu whakahaere self-assessment reports for 2024 | | | | | | | | | | | |
| Te Poari Akoranga self-assessment for 2024 | | | | | | | | | | | |
| Topics TBC | | | | | | | | | | | |

Te Poari Akoranga Register of Interests

As at 23 July 2024

| Name | Interest | Nature of Interest |
|------------------------------------|---|---|
| Kieran Hewitson Co-Chair | Te Pūkenga | Executive Director Ako Delivery |
| | EIT Academic Committee | Chair |
| | Wintec Trust | Trustee |
| | Bay of Plenty Tertiary Campus Trust | Trustee |
| Deborah Young Co-Chair | Te Pūkenga | ACLS Ako Excellence Director |
| | Te Pūkenga Committee | Co-chair of Te Ohu Whakahaere Academic Quality |
| | Ara Institute of Canterbury | Past employee: <ul style="list-style-type: none"> - Director – Academic - Member of Academic Committee - Programme Assurance Committee - Research & Postgraduate Committee |
| Paora Ammunson Member | Te Pūkenga | <ul style="list-style-type: none"> - DCE Te Tiriti Outcomes - Interim DCE ACLS |
| | Ako Aotearoa - National Centre for Tertiary Teaching Excellence (NCTTE) | Interim board member |
| Fionna Moyer Member | Wintec | Quality Specialist |
| | Te Pūkenga | Co-chair of Te Ohu Whakahaere Academic Quality. |
| Adele McLean Member | Service IQ | Workforce Equity Manager |
| Diane Lithgow Member | Te Pūkenga | Ohu Whakahaere Approvals co-chair. |
| | Ako Aotearoa | Board member |
| | World Skills NZ | Board member |

| | | |
|------------------------------------|---|--|
| Fiona Beals Member | Te Pūkenga Committee | Ohu Whakahaere Rangahau, Research and Postgraduate co-chair |
| | Whitireia and WelTec | Principal Lead, Teaching Innovation and Research |
| | Ara Taiohi | Member |
| Martin Carroll Member | Manukau Institute of Technology and Unitec | Deputy Chief Executive |
| | ConCOVE | Board member |
| | Universities Quality Assurance International Advisory Board (UQAIB) | Board member |
| | UniServices | Spouse is an employee |
| Te Urikore Biddle Member | Wintec Institute of Technology | Executive Director Māori, Quality and Academic |
| Nita Hutchinson Member | Western Institute of Technology at Taranaki | Academic Director |
| Scott Klenner Member | Otago Polytechnic | Director of Research, Rakahau Māori and Postgraduate Studies |
| | Ara Institute of Canterbury | Research Manager |
| Henry Geary Member | Open Polytechnic | Academic Committee Student member |
| | Open Polytechnic | Enrolled in New Zealand Diploma in Architectural Technology |
| | Te Pūkenga Learner Leadership Group | Te Pūkenga: Open Polytechnic representative |
| Doug Pouwhare Member | Te Pūkenga | Co-chair of Te Ohu Whakahaere Approvals. |
| | Waikato Hospice | Board Director |
| Linda Aumua Member | Unitec | Head of School Healthcare and Social Practice |



Minutes for Te Poari Akoranga | Academic Board 26 July 2024 hui

26/07/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (8)

Paora Ammunson; Henry Geary; Linda Aumua; Fionna Moyer; Fiona Beals; Nita Hutchinson; Scott Klenner; Deborah Young

Chair: Deborah Young

In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council observer, items 1-9), Louise Courtney (Governance Advisor - minutes), Dell Raerino (Co-Chair Te Ohu Whakahaere Appeals, items 5.2 and 10.1), Jamie Smiler (Te Pounuku Rangahau, item 9)

Karakia tīmatanga

The hui opened with karakia lead by D. Young at 9:31am.

1. Welcome and apologies

Te Poari Akoranga (Te Poari) received and accepted apologies for absence from K. Hewitson, M. Carroll, D. Pouwhare, D. Lithgow, and T.U. Biddle.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari noted the membership and meeting scheduled.

2.2 Te Poari Akoranga Workplan 2024

Te Poari noted the 2024 workplan.

2.3 Register of Interests Te Poari Akoranga 2024

Te Poari noted the Register of Interests.

2.4 Open minutes of hui 18 June 2024.

RESOLVED: (F. Moyer / L. Aumua)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 18 June 2024.

CARRIED



3. Te Poari Akoranga Delegations Register

RESOLVED: (F. Moyer / H. Geary)

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Poari Akoranga Academic Delegations Register – final sub-delegations'; and*
- b) Approves the following sub-delegations from Te Poari Akoranga:*
- 1. to Te Ohu Whakahaere Appeals to:*
 - receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);*
 - support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals;*
 - if necessary, make recommendations about policies, procedures, or the provision of services; and*
 - 2. to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.*

CARRIED

4. Te Poari Akoranga Terms of Reference July 2024

Te Poari provided feedback on editorial amendments to the terms of reference, but provided no substantive changes.

RESOLVED: (D. Young / F. Moyer)

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Poari Akoranga Terms of Reference July 2024';*
- b) Notes that amendments have been made to the Terms of Reference due to changes to the delegations from Te Pūkenga Council to Te Poari Akoranga; and*
- c) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time.*

CARRIED

ACTION: Assess and report on transition risk in relation to Mātauranga Māori. (Assignee(s): Paora Ammunson; Due Date: 30/08/2024)

5. Ngā Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Academic Quality

Te Poari received a verbal update from the co-chair, F. Moyer, and noted the changes to the Level 1-6 reporting template for unified programmes and the Approval and Accreditation template for new Level 1 - 6 programmes to reflect the move away from a central organisation.



Te Poari enquired how the templates were being received by business divisions and the Ako Excellence Director advised that the templates had been requested by business divisions, and outlined the process, which included regional leads, to therefore have buy-in from them. Te Poari noted that this provided consistency across the network. Te Poari also noted that rebuilding capability could take some time.

Communities of practice will ensure a collaborative approach in the future vocational education model, as well as National Programme Committees providing leadership and decision-making.

RESOLVED: (H. Geary / S. Klenner)

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui July 2024 - open';*
- b) Notes that Te Ohu Whakahaere Academic Quality approved the reporting template and schedule for unified programmes; and*
- c) Notes that Te Ohu Whakahaere Academic Quality approved the approval and accreditation template for new Level 1-6 programmes.*

CARRIED

5.2 Te Ohu Whakahaere Appeals

Te Poari welcomed and received an update from Te Ohu Whakahaere Appeals co-chair, D. Raerino.

RESOLVED: (D. Young)

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Ohu Whakahaere Appeals hui July 2024 – open';*
- b) Appoints Adele McLean as co-chair of Te Ohu Whakahaere Appeals;*
- c) Recommends to Te Pūkenga Council to appoint Adele McLean to Te Poari Akoranga*

CARRIED

5.3 Te Ohu Whakahaere Rangahau Research and Postgraduate

RESOLVED: (F. Beals / D. Young)

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui – July 2024'.

CARRIED

6. Local Academic Committees

6.1 Update from Western Institute of Technology at Taranaki Academic Committee

Te Poari noted its expectation that all local academic committees provide regular reports to it now that it has sub-delegated some matters to these committees.



RESOLVED: (D. Young / F. Moyer)

THAT Te Poari Akoranga:

a) Receives the report titled ‘Western Institute of Technology at Taranaki Academic Committee Report - 26 June 2024 meeting’;

b) Note that the WITT Academic Committee approved:

- amendment to the Academic Statute, Teaching and Learning Committee membership
- Certificate Graduands as eligible to graduate; and

c) Provides feedback to WITT Academic Committee that the content provided meets the expectations of Te Poari Akoranga.

CARRIED

7. Resolution to exclude the public

RESOLVED: (D. Young / F. Moyer)

THAT the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

| Item | General subject of each matter to be considered | Section(s) |
|------------|---|---|
| 8. | Administration | |
| 8.1 | Minutes of the public excluded portion of the meeting held 18 June 2024 | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 8.2 | Action List | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 9. | Research Productivity and Compliance Risk Assessment Tool | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 10. | Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded | |
| 10.1 | Te Ohu Whakahaere Appeals | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |



Interests

| Section | Interest |
|-------------------------|---|
| Section 9(2)(b)(ii) OIA | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| Section 9(2)(g)(ii) OIA | To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment. |
| Section 9(2)(i) OIA | To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities. |

The following employees from Te Pūkenga, and its business divisions, were permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items. This knowledge is relevant to discussions related to the matters noted above because they have assisted in the progression of such matters. These employees were Jamie Smiler and Dell Raerino.

CARRIED

Te Poari Akoranga moved into public excluded at 10:12am.

Karakia whakakapi

The hui closed with karakia lead by D. Young at 11:19am.



Pūrongo Te Poari Akoranga | The Academic Board report

30 August 2024

| | |
|--------------------|---|
| Title | Te Ohu Whakahaere Approvals hui August 2024 |
| Provided by | Diane Lithgow, Chair |
| Author | Haley Passmore, Governance Advisor |
| For | Approval |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a) | Receives the report titled 'Te Ohu Whakahaere Approvals hui August 2024'; |
| b) | Approves the revised Te Ohu Whakahaere Approvals Terms of Reference; |
| c) | Notes that Te Ohu Whakahaere Approvals approved the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals; |
| d) | Notes that Te Ohu Whakahaere Approvals approved the New Zealand Diploma in Information Technology (Technical Support) (Level 5) for submission to the New Zealand Qualifications Authority for approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals; and |
| e) | Notes that Te Ohu Whakahaere Approvals approved the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology, be submitted to the New Zealand Qualifications Authority. |

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals (Te Ohu) met online via Microsoft Teams on 15 August 2024. D. Pouwhare, L. McKenzie, K. Davies, R. Marsters, G. Vincent, and D. Williams provided apologies for the meeting. Te Ohu considered the following items in the open portion of its meeting:

Te ohu membership

Te Ohu discussed whether it should co-opt additional members and members will make recommendations to the Co-Chairs for potential new members.



Te Ohu Whakahaere Approvals Terms of Reference

Te Ohu received the report titled 'Te Ohu Whakahaere Approvals Terms of Reference,' and recommended that Te Poari Akoranga approves the revised Terms of Reference in Appendix 2.

Programme approvals

New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) - WITT

Te Ohu discussed this item in its public excluded session but resolved to include the decision in the open minutes.

Te Ohu received the report titled 'New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4),' and approved the Certificate for submission to the New Zealand Qualifications Authority for approval and accreditation, subject to the incorporation of its feedback.

New Zealand Diploma in Information Technology Technical Support (Level 5) – MITO

Te Ohu discussed this item in its public excluded session but resolved to include the decision in the open minutes.

Te Ohu received the report titled 'New Zealand Diploma in Information Technology (Technical Support) (Level 5)' and approved the Diploma for submission to the New Zealand Qualifications Authority for approval and accreditation, subject to the incorporation of its feedback.

New Zealand Diploma in Remedial Massage 2741 (Level 6) - New Site Delivery Accreditation Toi Ohomai

Te Ohu discussed this item in its public excluded session but resolved to include the decision in the open minutes.

Te Ohu received the report titled 'New Delivery site application for Te Pūkenga (unified) NZ Diploma in Remedial Massage 2741, Version 2, 120 credits (Level 6)' and approved the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology, be submitted to the New Zealand Qualifications Authority.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Approvals pack – 15 August 2024](#)

Appendix 2: Revised Te Ohu Whakahaere Approvals Terms of Reference



Te Ohu Whakahaere Approvals Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and make appointments to the same.
- (b) approve education and training packages at NZQCF Levels 1-7 (for example, programmes of study, short courses, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations; and
- (c) recommend to Te Poari Akoranga the approval of degrees and related education and training packages at NZQCF Levels 7-10, and associated changes in accordance with approved delegations.

2. Ngā Tikanga | Purpose / Scope

- (a) consider proposals for approval with a focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued;
- (b) recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga (Te Poari) has sub-delegated the specific authorities listed below to Te Ohu Whakahaere Approvals (Te Ohu).

| Ref | Subject | Description | ObjectiveSub-delegation |
|-----|--|--|--|
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | <u>To approve new Level 1-6 courses and programmes.</u> Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics |

- (b) In enacting the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.



- iv) Refer matters that constitute academic concerns or risks to the academic integrity of Te Pūkenga to Te Poari Akoranga.
- (c) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (d) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Kaiārahi/Director Māori or equivalent (co-chair) (1 member)
 - ii) Senior Manager/s or equivalent (1-2 members)
 - iii) Staff members within the Te Pūkenga network (3-7 members)
 - iv) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

The appointment of new members will be on the basis of gaining a balanced, inclusive and broad representation.

- (c) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.



- b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
- i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
- i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.



- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu Whakahaere Approvals (Te Ohu) members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
 - i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
 - iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

7. Pūrongo | Reporting obligations

The Chair of Te Ohu Whakahaere Approvals will report to Te Poari Akoranga using Te Poari's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

8. Accountability

Te Ohu Whakahaere Approvals shall:



- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari Akoranga on its perspective on the performance of Te Ohu, as provided by the Chair of Te Poari.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

9. Review of the Terms of Reference

Te Ohu shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by Te Poari Akoranga.

Approved by Te Poari Akoranga on 30 August 2024

Kieran Hewitson
Te Poari Akoranga Co-Chair

Deborah Young
Te Poari Akoranga Co-Chair

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|---|
| Title | Wintec Academic Committee Report – June 2024 |
| Provided by | Wintec Quality and Academic Unit, on behalf of Komiti Akoranga – Academic Committee |
| Author | Talia East, Institutional Quality Manager |

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

| | |
|----|---|
| a) | Receive the report titled ‘Wintec Academic Committee Report – June 2024’; |
| b) | Note that the Wintec Academic Committee approved the following Type 1 changes to Wintec legacy programmes: <ul style="list-style-type: none"> • Process Control and Automation – change in version for US22744 • Te Awa Koiora – change in assessment structure to include portfolio • Short Course in Cervical Screening – change in version for US29566; and |
| c) | Note that the Wintec Academic Committee approved the following Quality Assurance reports: <ul style="list-style-type: none"> • Centre Action Plan Sessions – April Insight reports • Level 7-9 APER Summary Report • Programmes for Closure with NZQA • Course Review: Reactivation of Inactive Courses. |

Whakarāpopototanga | Summary

1. The Terms of Reference document for Programme Committees was discussed after feedback from several Centres were received. It was determined that with a change to the internal governance structure, programme committees sought clarification on how they should be reporting and to whom. It was decided that Komiti Akoranga is the correct reporting line for the time being, and the Quality Assurance Unit (QAU) would take responsibility for communicating this to faculty.
2. The following Type 1 changes to Wintec legacy programmes were approved:
 - a. Process Control and Automation – change in version for US22744
 - b. Te Awa Koiora – change in assessment structure to include portfolio

- c. Short Course in Cervical Screening – change in version for US29566
3. The following Quality Assurance reports were approved:
 - a. Centre Action Plan Sessions – April Insight reports.
 - b. Level 7-9 APER Summary Report.
 - c. Programmes for Closure with NZQA.
 - d. Course Review: Reactivation of Inactive Courses.
4. The following Quality Assurance reports were received:
 - a. Komiti Akoranga Workplan June 2024-February 2025.
 - b. Updated MCDM Approval Process.
5. Teaching and Learning Report was received and included updates on the Teaching and Learning Coach current workplan (including professional development for teaching staff and updates on the moderation app), as well as a summary of learner formal complaints and degree monitoring (see below).
6. He Kura Whakaumumu report was received and provided an update on the initiatives being taken to improve retention and achievement for our priority learners within key programmes. Current priority is mean module marks (identifying modules with the highest level of disparity).

Part B – Closed session included a summary of open formal complains.

Aroturuki | Monitoring

1. NZQA undertook L1-6 Monitoring for the NZ Certificate in Health and Wellbeing (Level 4) in Q4 of 2023. While Wintec did not receive any requirements, there were several areas identified that required an action plan. Our first set of actions are due to NZQA on 30 July and include providing updated course outlines and assessment guidelines that reflect the changes made to specific assessments. This is ahead of a Type 2 change to the programme. Wintec have also partnered with Unitec to undertake moderation for this programme, which will be reflected in Unitec's response to their report.
2. Two degree monitoring reports have been received for the Bachelor of Music and Performing Arts and the Bachelor of Technology. Neither resulted in requirements. The Bachelor of Music and Performing Arts received a recommendation for self-monitoring which has since been actioned with NZQA.

Ngā tino raru ka heipū mai | Key risks

No risks were discussed at the June Komiti Akoranga meeting, however it is noted that QAU is currently working with ITS on developing a new centralised risk register.

Ngā Tāpiritanga | Appendices

N/A



Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

August 2024

| | |
|--------------------|--|
| Title | Connexis Academic Committee Report June/July |
| Provided by | Connexis Academic Committee |
| Author | Sue Roberts, GM Learning Solutions |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|--|
| a) | Receives the report titled Connexis Academic Committee Report June/July |
| b) | Notes the approval to submit 4922 Temporary Traffic Management Plan Design (Level 4) to the New Zealand Qualifications Authority |

Whakarāpopototanga | Summary

Matters Approved

Submission of application to the New Zealand Qualifications Authority to deliver the micro-credential in 4922 Temporary Traffic Management Plan Design (Level 4)

Aroturuki | Monitoring

N/A

Ngā tino raru ka heipū mai | Key risks

N/A

Ngā Tāpiritanga | Appendices

Nil

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|---|
| Title | Southern Institute of Technology Academic Committee Report – July 2024 |
| Provided by | Southern Institute of Technology (SIT) Academic Committee |
| Author | Mikyla Okuyama – Secretary SIT Academic Committee |

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

| | |
|----|---|
| a. | Receive the report titled ‘Southern Institute of Technology Academic Committee Report – July 2024’; and |
| b. | Note that the SIT Academic Committee approved a Type 1 change to the unified programmes MC4384 Kia Tu - Pathway Planning. |

Whakarāpopototanga | Summary

Programme Applications

The committee approved a Type 1 change to the following unified programme:

- *MC4384 Kia Tu - Pathway Planning*

Compliance

The Committee noted that the Wellbeing and Safety Advisor has a new administrator and there will be new EAP counselling services – Tuesdays and Thursdays.

General Business

Unified Programme – Division Leads

The Chair outlined the morning’s meeting with Ako Excellence Director, Deborah Young, and other business divisions, where the responsibilities of being the lead of a unified programme were discussed, and what it will involve. The leads will hold these roles throughout 2025 until the new structure of vocational education is finalised. Leads will be responsible for the programmes, including any Type 1 or 2 changes. All business divisions running the programme will have representation on the national committee and will meet several times a year to ensure oversight of quality management. The Chair will organise a meeting with the programme leads once a final list of the programmes has been confirmed (for example no auto-unified programmes will be included on the list).



Southern Lakes English College (SLEC)

The Head of Faculty advised that SLEC will be amalgamated into SIT, so a new name for the school will be required (e.g. School of Languages), which may affect the name of the New Media, Arts, Business & Computing faculty.

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|--|
| Title | Otago Polytechnic Academic Committee Report 9 July 2024 |
| Provided by | Otago Polytechnic Academic Committee |
| Author | Caroline Terpstra, Director - Academic Excellence |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a) | Receives the report titled “Otago Polytechnic Academic Committee Report 9 July 2024”; |
| b) | Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes: <ul style="list-style-type: none"> • Adding work-augmented delivery to Bachelor of Occupational Therapy to enable delivery at Northtec • Type 2 change to Entry Requirements for OT 4688 Bachelor of Midwifery - change to the entry criteria for registered nurses undertaking the degree to become registered midwives, shortened pre-registration as per Midwifery Council of New Zealand requirements received June 24; |
| c) | Notes that the Otago Polytechnic Academic Committee approved the following Type 1 changes: <ul style="list-style-type: none"> • Bachelor of Design (Communication) – change to course title • Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology - changes to course titles and SMS course codes • New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) • Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf - addition of unit standards. • STAR programme (BCATS) – adding unit standards; and |
| d) | Notes that the Otago Polytechnic Academic Committee approved various Certificate of Proficiency enrolments. |

Whakarāpopototanga | Summary

Approvals

- The following Type 2 changes were approved:
 - Adding work-augmented delivery to Bachelor of Occupational Therapy to enable delivery at Northtec



- Change to Entry Requirements for OT 4688 Bachelor of Midwifery - change to the entry criteria for registered nurses undertaking the degree to become registered midwives, shortened pre-registration as per Midwifery Council of New Zealand requirements received June 24
2. The following Type 1 changes to degree and sub-degree programmes were approved:
- Bachelor of Design (Communication) – change to course title
 - Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology - changes to course titles and SMS course codes
 - New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
 - Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf - addition of unit standards.
 - STAR programme (BCATS) – adding unit standards
3. Various Certificate of Proficiency enrolments were approved.

Other items

- The Committee noted the APER summary report Otago 2023 prepared for NZQA
- The Committee discussed the Product Evaluation Panel - terms of reference, templates and process for submitting ideas for changes to delivery etc
- The Committee discussed the benchmarking process –access to results for Otago Polytechnic (an action item for the August meeting)

Aroturuki | Monitoring

No monitoring items were discussed at the meeting.

Ngā tino raru ka heipū mai | Key risks

No risks were discussed at the meeting.

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|--|
| Title | Open Polytechnic Academic Committee Report 2 August 2024 |
| Provided by | Open Polytechnic Academic Committee |
| Author | Alan Cadwallader, Executive Director |

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

| | |
|----|---|
| a) | Receive the report titled 'Open Polytechnic Academic Committee Report 2 August 2024' and |
| b) | Note that the Open Polytechnic Academic Committee approved: <ul style="list-style-type: none"> • Change to programme of study for RECPD Real Estate Continuing Professional Development (Level 4) – fully self-funded programme • 2023 Annual Programme Evaluation Reports for Certificate of Achievement in Fundamentals of Mathematics, Communication for Learning (Level 3), New Zealand Certificate in Information Technology (Level 5) and New Zealand Diploma in Web Development and Design (Level 5) • Introduction of Interactive Oral Assessments as an assessment option • Appointment of members to ECE Stakeholder Advisory Group and Ethics Committee • Updates to the Credit Recognition schedule. |

Whakarāpopototanga | Summary

The following items were received and noted:

- Sufficiency outcome from the NZQA Consistency Review for the New Zealand Diploma in Engineering (Level 6) with strands.
- Te Pūkenga internal audit briefing information.
- Te Pūkenga National Programme Committee Terms of Reference.
- Te Pūkenga summary of unified programmes Lead Providers.
- Overview of the feedback from ākonga for Course Evaluations Survey for courses with May 2024 end date.
- Update on encouraging ākonga to complete programmes – IT cluster.
- Progress on the organisation approach relating to Literacy and Numeracy compliance with TEC requirements.



- Minutes from the Portfolio Governance Group meeting held 25 June 2024.
- Minutes from the Academic Quality Assurance Committee meeting 20 June 2024.
- Minutes from the Research Committee meeting 18 June 2024.
- Draft minutes from the Business and Enterprise Stakeholder Advisory Group meeting 10 May 2024.
- Draft minutes from the Bachelor of Social Work Stakeholder Advisory Group meeting 24 May 2024.
- Draft minutes from the Academic Quality Assurance Committee meeting 18 July 2024.
- Type 1 changes to Course Descriptors and Programmes approved under delegation from Te Poari Akoranga.

Approvals

The following items were approved:

- Change to programme of study for RECPD Real Estate Continuing Professional Development (Level 4) – fully self-funded programme.
- 2023 Annual Programme Evaluation Reports for Certificate of Achievement in Fundamentals of Mathematics, Communication for Learning (Level 3), New Zealand Certificate in Information Technology (Level 5) and New Zealand Diploma in Web Development and Design (Level 5).
- Introduction of Interactive Oral Assessments as an assessment option.
- Appointment of member to the ECE Stakeholder Advisory Group.
- Appointment of member to the Ethics Committee.
- Updates to the Credit Recognition schedule.

Aroturuki | Monitoring

The Open Polytechnic Academic Committee received:

- 2024 Degree monitoring report for the Bachelor of Applied Science.
- 2024 Degree monitoring report for the Bachelor of Library and Information Studies, Graduate Certificate and Graduate Diploma in Library and Information Leadership.
- Annual Programme Evaluation Reports (APERs) 2023.
 - Certificate of Achievement in Fundamentals of Mathematics
 - Communication for Learning (Level 3)
 - New Zealand Certificate in Information Technology (Level 5)
 - New Zealand Diploma in Web Development and Design (Level 5)

Ngā tino raru ka heipū mai | Key risks

| Risk title | Description | Potential consequences | Current mitigation |
|----------------------|--|--|--|
| Assessment integrity | Increased use of AI to support ākonga submission of assessment | Managing increasing incidents of AI-generated plagiarism Impact on academic honesty and assessment integrity | Reviewing current policy and governance settings for the polytechnic's assessment environment Drafting guidelines for AI usage for both kaimahi and ākonga Increasing resources to manage increased plagiarism cases |
| Unified programmes | Impact of implementation and changes to unified programmes requiring changes to digital resources and assessment for distance delivery | Ongoing management and implementation of unified programmes not accounting for the Open Polytechnic distance delivery model Resource changes, revision and redevelopment impact on programme implementation timeframes and investment in resource development | Representation at national programme committee |

Ngā Tāpiritanga | Appendices

Nil.



Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|---|
| Title | Competenz Academic Report August 2024 |
| Provided by | Pip Walsh, General Manager Learning Design and Innovation |
| Author | Pip Walsh, General Manager Learning Design and Innovation |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|--|
| a) | Receives the report titled ‘Competenz Academic Report August 2024’; |
| b) | Notes that Terms of Reference and membership are in the process of being drafted and future reports will come from this committee; |

Whakarāpopototanga | Summary

Establishment of a Local Academic Committee (or proxy) for Competenz was discussed at the August Competenz Senior Leadership Team hui. Terms of Reference and membership are in the process of being drafted. Future reports will come from this committee.

Aroturuki | Monitoring

N/A

Ngā tino raru ka heipū mai | Key risks

An investigation is underway with a sub-contractor relating to Quality Assurance matters.

Ngā Tāpiritanga | Appendices

N/A

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|---|
| Title | NorthTec Academic Committee Report 8 August 2024 - open |
| Provided by | NorthTec Academic Committee |
| Author | Joan Taylor, Academic Committee Co-Chair |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a) | Receives the report titled 'NorthTec Academic Committee Report 8 August 2024 - open'; |
| b) | <p>Notes that the NorthTec Academic Committee approved:</p> <ul style="list-style-type: none"> • New Teaching Sites at: <ul style="list-style-type: none"> ○ Johnson Contractors Limited, 4 Park Road, Kaikohe 0405 ○ Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483 • Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4) • Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024) • Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements • Sub-contracted Delivery agreement for submission to NZQA • Changes to local policies • Deregistration of permanent sites subject to final review by Pathway Managers • Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report; and |

Whakarāpopototanga | Summary

Academic Quality Assurance Committee Report – 22 July 2024

New teaching sites

The Committee ratified the following teaching sites:

| |
|---|
| Temporary site – Johnson Contractors Limited, 4 Park Road, Kaikohe 0405 Delivery of ACE Te Reo (Ko Te Hā Beginners) |
| Temporary site – Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483 Delivery of theory components in New Zealand Certificate in Fencing (Level 3) |

Type 1 programme changes or additions

The Committee ratified the following Type 1 changes:

| |
|--|
| NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4) Changes to assessment events, weightings, reorganising of learning outcomes |
|--|

New programmes

The Committee noted the approval at a virtual meeting held on 1 July 2024 to submit documentation to external agencies for approval of the following new programme:

| |
|---|
| Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) Note: The documentation was developed by Te Pūkenga. NorthTec's role is to submit the documentation to external agencies for approval – NZQA and the New Zealand Nursing Council. |
|---|

Other matters

The Committee received the following reports:

- Contracts Report
- Concerns and Complaints Report
- Quality Practices Report
- Site Use Report
- Annual Survey Schedule

The Committee ratified:

- Clinical/Fieldwork Access Agreements
- Licence to use Premises Agreement
- Other agreements

The Committee approved:

- Sub-contracted Delivery agreement for submission to NZQA
- Changes to local policies
- Deregistration of permanent sites, subject to final review by Pathway Managers

Awards Report

The Committee received the Qualification Award Summary Report and the Supplementary Report and confirmed the Certificates, Diploma and Degree award requirements have been met. It approved the granting of the awards.

Aroturuki | Monitoring

No risks were discussed at the meeting.

Ngā tino raru ka heipū mai | Key risks

| Risk title | Description | Potential consequences | Current mitigation | Comments |
|-----------------|---|---|--|---|
| NZQA Monitoring | NZ 1883 NZ Certificate in English Language (Academic) (Level 4) | Continued delivery of current programme | NZQA Approved action plan completed. | Action plan completed and closed. |
| NZQA monitoring | NZ 2992 Certificate in Health and Wellbeing (Social and Community Services) (Level 4). | Delivery of programme after current intake/cohort | NZQA approved action plan in place for rest of 2024. | Has been in process for 2024 intake. Monitoring to continue into semester 1 2025. |

Ngā Tāpiritanga | Appendices

Nil.

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|--|
| Title | Toi Ohomai Academic Committee Summary Report 15 August 2024 - Open |
| Provided by | Toi Ohomai Institute of Technology Academic Committee |
| Author | Huia Haeata, Deputy Chair and Tumu Whenua ā-Rohe 2 Executive Director Region 2 |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a) | Receives the report titled 'Toi Ohomai Academic Committee Summary Report 15 August 2024 - Open'; and |
| b) | Notes that Toi Ohomai Academic Committee approved: <ul style="list-style-type: none"> • Toi Ohomai Graduands • Committee Membership and Induction Process • Need Analysis Guidelines and Template • Non-Formal Award Process • 2026 Semester Dates |

Whakarāpopototanga | Summary

The following items were considered in the open portion of the meeting:

Academic Programme Management Committee (APMC) Minutes and Summary Report

- The APMC Self-Assessment Action Plan was supported by committee members, noting that the actions and measures had potential to be shared across other committees.
- The variation to deliver for Bachelor of Applied Hospitality and Tourism was discussed with some key learnings being highlighted. It was noted that the variation to one course set the ākongā up well for the rest of the delivery in terms of increased whanaungatanga. While it improved the students' understanding of the NZ environment, bonding with the team was also enhanced - removing the need to jump from course to course. It was suggested there may be value in applying this approach to other programmes for international learners.
- As international numbers increase, the committee discussed the need to scale up resources as workloads increase. This included consideration of the impact on local learners when resources are stretched across increasing numbers of international learners. The committee agreed the International Department need to be supported and a coordinated approach to managing the impact of a growing market is critical moving forward.

Research Committee Meeting Minutes and Summary Report

- Funding for research projects was discussed, with a focus on the need for a matrix or testing system to evaluate project relevance to programme delivery and determine if the project is sound and/or priority. While it was confirmed that a clear research strategy is critical, researchers need to identify the relevance and demonstrate how the research makes a contribution back to the learner experience and success.
- The committee continued to question and review the effectiveness of evaluating Mātauranga Māori within research. It is unclear how we engage Māori in research projects therefore the Research Lead will incorporate this into the development of a research strategy as more work is needed to grow and understand capability.

Graduate Approval

The Academic Committee approved a total of 450 graduands.

Committee Membership and Induction Process

- A new committee membership and induction process has been developed. The committee agreed to this process being rolled out with all Academic Committees. The Chair also suggested including any new Chairs appointed moving forward, to be supported in their new role and responsibilities.
- Members agreed it is key that line managers of committee members need to support and enable members to actively engage in committee duties, particularly where teaching or other responsibilities can impede attendance.

Needs Analysis Guidelines and Template

- The intention of the Needs Analysis Form is to establish the need for a new programme and has been reviewed to ensure it is fit for purpose.
- The form had been piloted which initiated further development of a budgeting spreadsheet which applicants can pre-populate variables.
- Through a robust discussion, the committee concluded that providing supporting evidence to show the need and demand is very challenging sometimes. Various options and advice were voiced and the Quality Lead will incorporate some of these evidence examples within the guidelines to strengthen the application documentation.

Non-Formal Awards Process

- A number of existing training schemes will not meet micro-credential requirements therefore an alternative for consideration is to create a non-formal award.
- Te Kawa Maiooro definition of non-formal award was provided along with a table setting out the different non-formal awards.
- The related policy and procedure are still to be developed.



2026 Semester Dates

The committee approved the 2026 semester dates for provision planning.

Te Pūkenga Internal Audit Briefing, Subcontracted Delivery

- Common themes identified as part of the review were presented to the committee along with a full audit briefing in relation to subcontracted delivery.
- The Lead for Quality and Programme Development suggested a self-assessment across Toi Ohomai to identify any gaps. This has been initiated with Executive Deans who have been asked to scope the health check.
- As there is currently no oversight with some historical relationships falling into this sub-contracting situation, this will be noted on the risk register until the organisation’s position is better understood.
- The committee supported the next steps outlined with the aim of shifting the mindset from ‘sub-contract’ to an ongoing relationship and monitoring of agreed processes and practices that support quality assurance.

Risk Register Review

- Research in general and specific programmes of study are noted on the risk register. The Head of Research highlighted that there continues to be more programmes that are at risk where degree monitors have fed back a lack of research activity and engagement.
- The Executive Dean advised there is a next phase in place where programmes that are on the cusp will be reviewed to understand better their research issues.

Change in Committee Membership

- Two new Executives were welcomed to the committee:
- Angela Beaton – Executive Dean
- Koren Hopoi – Executive Director Student and Academic Services
- Kieran Hewitson will take up the position of Committee Chair from the next meeting in August and Huia Haeata will remain a member of the Academic Committee.

Aroturuki | Monitoring

No monitoring was discussed at the meeting.

Ngā tino raru ka heipū mai | Key risks

| Risk title | Description | Potential consequences | Current mitigation |
|-----------------|---|------------------------|---|
| Sub-Contracting | An internal self-assessment has been initiated to understand better the | Non-Compliance | Health Check underway to understand better the position of any sub- |



| Risk title | Description | Potential consequences | Current mitigation |
|------------|---|------------------------|---|
| | position of Toi Ohomai and any sub-contracts. | | contracts across the Toi Ohomai network Shifting the mindset from 'sub-contract' to an ongoing relationship and monitoring of agreed processes and practices that support quality assurance. |

Ngā Tāpiritanga | Appendices

Nil

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

30 August 2024

| | |
|--------------------|---|
| Title | Ara Institute of Canterbury Komiti Akoranga Report – 15 August 2024 |
| Provided by | Ara Institute of Canterbury (Ara) |
| Author | Deborah Young, Chair Komiti Akoranga |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|--|
| a) | Receives the report titled “Ara Institute of Canterbury Komiti Akoranga Report 15 August 2024” |
| b) | Note that Ara Institute of Canterbury Komiti Akoranga approved: <ul style="list-style-type: none"> • Variation to Award for one learner in Diploma in Computer Aided Design • Extension to Programme Review/Reapproval Dates <ul style="list-style-type: none"> ○ Bachelor of Social Work ○ Postgraduate Certificate in Professional Supervision • Portfolio and Assurance Programme Change Report |

Whakarāpopototanga | Summary

Discussion Items

- Academic Appeal Report
- Entry and Selection Proposals
 - Bachelor of Broadcasting Communications response to earlier unsuccessful Komiti Akoranga decision relating to selection criteria request
 - NZ Certificate in Study and Career Preparation (Level3) request to add entry criteria – this was unsuccessful

Standing Reports Received

- Portfolio and Assurance Committee
 - Department Assessment Audit Action plan updates received and discussed
 - Consistency Review outcomes
- Rangahau, Research and Postgraduate Committee
 - Department of Health Practice working closely with Director to grow research activity
 - OPSITARA taking place at Ara in December
 - General discussion relating to research compliance levels across Ara
- Equity and Pacific reports
 - Disability confidence training being conducted with kaimahi
 - Supporting Implementation of Class Session recording and Release Policy.

- Pacific Cultural Capability Framework being designed based on Te Pae Tawhiti framework.
- Pacific Cultural Capability measuring tool created and some pilot testing taking place.

Approvals

- Variation to Award for one learner in Diploma in Computer Aided Design
- Extension to Programme Review/Reapproval Dates
 - Bachelor of Social Work
 - Postgraduate Certificate in Professional Supervision
- Portfolio and Assurance Programme Change Report

General Business received

- Update from Te Poari Akoranga July meeting
- Updates from those involved in Ngā Ohu Whakaharere o Te Poari Akoranga

Aroturuki | Monitoring

Reports Received

- External Degree Monitor Reports and Response Plans for Bachelor of Construction
- Osteopathic Council NZ Programme Monitoring report for Bachelor of Musculoskeletal Health; Post Graduate Diploma in Osteopathy
- Midwifery Council Monitoring Report of Bachelor of Midwifery
- NZ Medical Radiation Technologists Board Monitoring Report for Bachelor of Medical Imaging

Ngā tino raru ka heipū mai | Key risks

| Risk title | Description | Potential consequences | Current mitigation |
|----------------------------------|---|--|---|
| Regulatory Compliance in degrees | Three reports received from regulatory bodies indicated partially meeting accreditation requirements. | Loss of accreditation resulting in inability to deliver. | Increased oversight of future regulatory body visits by Quality Team. Regulatory Body reports to be tabled at Komiti Akoranga with accompanying response plans from relevant department. |

Ngā Tāpiritanga | Appendices

Nil.



Te Poari Akoranga o Te Pūkenga Meeting

Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

| Item | General subject of each matter to be considered | Section(s) |
|-----------|---|---|
| 6. | Administration | |
| 6.1. | Minutes of the public excluded portion of the meeting held 26 July 2024 | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 6.2. | Action List | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 7. | Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded | |
| 7.1. | Te Ohu Whakahaere Approvals | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 8. | Local academic committee reports - public excluded | |
| 8.1. | NorthTec Academic Committee Report 8 August 2024 - closed | Section 9(2)(b)(ii) OIA |
| 8.2. | Toi Ohomai 15 August 2024 | Section 9(a) OIA |
| 9. | Any other business – public excluded | |
| 9.1. | 2025 Meeting Dates | Section 9(2)(g)(ii) OIA |

Interests

| Section | Interest |
|-------------------------|---|
| Section 9(a) OIA | To protect the privacy of natural persons, including that of deceased natural persons. |
| Section 9(2)(b)(ii) OIA | To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. |
| Section 9(2)(g)(ii) OIA | To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment. |
| Section 9(2)(i) OIA | To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities. |

Karakia whakakapi

Tēnā tātou here are some useful phrases you can use to introduce closing karakia next time you are asked to lead it.

Māku e whakakapi te wānanga nei.

I will conclude our shared space.

Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

Kua pau tonu te wā, nā reira māku e whakakapi te wānanga nei ki te karakia.

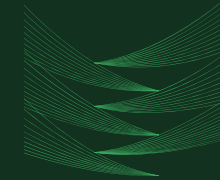
We're just about out of time, therefore I will conclude our shared space with karakia.

Karakia whakakapi Closing incantation

Puritia,
puritia ngā kōrero o te wānanga
puritia Kia ū, kia mau
puritia kia ita
Unuhia, unuhia atu rā
Te tapu o te kāhui o ngā ariki
mauria atu rā ko te kahu ora o
Rongo
he rongo taketake
he rongo mau tonu
ka whakamau kia tina,
Tina! (*everybody*)
Hui e, Tāiki e!

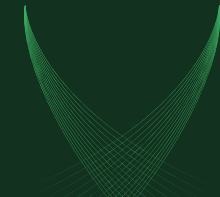
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



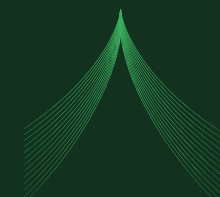
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person