

Te Poari Akoranga | Academic Board 27 September 2024 hui



Location: Microsoft Teams

27 September 2024 09:30 AM - 12:00 PM

Agenda Topic	Presenter	Time	Page
Open Agenda			
Karakia tīmatanga			5
1. Administration	Kieran Hewitson	09:30 AM-09:40 AM	10
1.1 Welcome and apologies Apologies: L. Aumua, D. Pouwhare			
1.2 Membership and meeting schedule calendar 2024			10
1.3 Workplan			13
1.4 Register of Interests			14
1.5 Open minutes of hui 30 August 2024			17
RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 30 August 2024.			
2. Ngā Ohu Whakahaere o Te Poari Akoranga			25
2.1 Te Ohu Whakahaere Academic Quality	F. Moyer, co-chair	09:40 AM-09:45 AM	25
RECOMMENDATION: THAT Te Poari Akoranga: a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui September 2024 - open'; b) Approves Te Ohu Whakahaere Academic Quality meeting dates for 2025; and c) Approves the revised Terms of Reference for Te Ohu Whakahaere Academic Quality.			
2.2 Te Ohu Whakahaere Appeals	A. McLean, co-chair	09:45 AM-09:50 AM	28
RECOMMENDATION: THAT Te Poari Akoranga: a) Receives the report titled 'Te Ohu Whakahaere Appeals hui September 2024 – open'; b) Approves the update to the Terms of Reference for Te Ohu Whakahaere Appeals; and c) Notes Lulu Lutui's resignation as a member of Te Ohu Whakahaere Appeals from July 2024.			

2.3	Te Ohu Whakahaere Approvals	D. Lithgow, co-chair	09:50 AM-09:55 AM	29
RECOMMENDATION: THAT Te Poari Akoranga:				
2.4	Te Ohu Whakahaere Rangahau Research and Postgraduate	F. Beals, co-chair Te Ohu	09:55 AM-10:00 AM	30
RECOMMENDATION: THAT Te Poari Akoranga:				
a) Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 20 September 2024 – open';				
b) Approves Te Ohu Whakahaere Rangahau Research and Postgraduate meeting dates for 2025; and				
c) Approves Te Ohu Whakahaere Rangahau Research and Postgraduate update Terms of Reference noting the recommendation to change the first bullet point from “the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research” to “the revenue generated by Te Pūkenga in external research funding opportunities”.				
3.	Local Academic Committee reports (open)		10:00 AM-10:15 AM	38
3.1	WITT - 28 August 2024			38
RECOMMENDATION: THAT Te Poari Akoranga:				
a) Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee Report – 28 August 2024 meeting';				
b) Note that the WITT Academic Committee approved:				
<ul style="list-style-type: none"> • 2026 Academic Calendar • Certificate Graduands (including micro-credentials and training schemes) • Diploma and Degree Graduands 				
3.2	NorthTec - 3 & 12 September 2024			40
RECOMMENDATION: THAT Te Poari Akoranga:				
a) Receives the report titled NorthTec Academic Committee Report 3 & 12 September 2024				
b) Notes that the NorthTec Academic Committee approved:				
<ul style="list-style-type: none"> • Type 2 Programme changes to NZ Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4) • Changes to local policies • Granting of awards outlined in the Qualification Award Summary Report 				
c) Notes that the NorthTec Academic Committee ratified:				
<ul style="list-style-type: none"> • New Teaching Site at 1295 Riponui Road, Hukerenui 0185 • Type 1 Programme changes to: <ul style="list-style-type: none"> o NZ Certificate in Manaaki Marae (Level 2) o STAR Automotive • Clinical Field/Work Access Agreements, Licence to use Premises Agreement and other agreements 				
d) Notes the Research and Ethics Committee Report 2 August 2024 in Appendix 1.				
3.3	MIT - 4 September 2024			45
RECOMMENDATION: THAT Te Poari Akoranga receives the report titled 'MIT Academic Committee Report – 4th September 2024'.				
3.4	MITO - 5 September 2024			47
RECOMMENDATION: THAT Te Poari Akoranga receives the report titled 'MITO Quality Oversight Committee Report 5 September 2024'.				

3.5 [Open Polytechnic - 6 September 2024](#)

52

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receive the report titled 'Open Polytechnic Academic Committee Report 06 September 2024' and;
- b) Note that the Open Polytechnic Academic Committee approved:
 - Updated programme documentation for the Bachelor of Applied Science (legacy programme)
 - Site accreditation application for Otago Polytechnic's New Zealand Certificate in Computing (Intermediate User) (Level 3) programme of study
 - Appointment of Daniel Lowsley as a new member of the Business and Enterprise Stakeholder Advisory Group
 - Appointment of Nicole Ryan as a new member of the ECE Stakeholder Advisory Group
 - Updates to Credit Recognition schedule.

3.6 [Toi Ohomai - 12 September 2024](#)

55

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receives the report titled 'Toi Ohomai Academic Committee Summary Report 12 September 2024 – Open'; and
- b) Notes that Toi Ohomai Academic Committee approved:
 - Te Pūkenga Academic Integrity Policy
 - Academic Programme Management Committee Minutes
 - Te Pūkenga PAA Level 1-6 Disestablish Template
 - Research Committee Minutes
 - Learning and Quality Standards Committee Minutes (included appended reports:
 - Te Pūkenga Unified Programme Update Report
 - Degree Monitoring Report
 - Moderation Report
 - Quality Update Sub-Contracting Report
 - Toi Ohomai Graduate Memo (Graduands)
 - NZQA Retire/Discontinue Programme of Study Report
 - Third subsequent Enrolment Applications.

3.7 [Eastern Institute of Technology - 16 September 2024](#)

58

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receives the report from EIT's Academic Committee meeting held on 16 September 2024.
- b) Notes the membership changes to the EIT Programme Cluster Committees approved via delegated approval by the EIT Academic Committee Chair.
- c) Notes the approval of the EIT Academic Regulatory Framework Student Discipline Procedure.

3.8 [Competenz - 18 September 2024](#)

60

RECOMMENDATION:

THAT Te Poari Akoranga receives the report titled 'Competenz Academic Report September 2024'.

3.9 [Unitec - 19 September 2024](#)

61

RECOMMENDATION:

THAT Te Poari Akoranga receives the report titled 'Unitec Academic Committee Report – 19 September 2024'.

3.10 [ServiceIQ - 23 September 2024](#)

63

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receives the report titled 'Service IQ Academic Committee Report September'.
- b) Notes the Terms of Reference and membership for the Academic Committee have been approved by the ServiceIQ Senior Leadership Team.

4. Any other open business

5. [Resolution to exclude the public](#) Kieran Hewitson 64

RECOMMENDATION:

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 recorded in the agenda.

Agenda - Public Excluded

6. Administration - Public Excluded Kieran Hewitson 10:15 AM-10:20 AM 66

6.1 [Minutes of the public excluded portion of the Te Poari Akoranga 30 August 2024](#) 66

6.2 Actions
No pending actions.

7. Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded 10:20 AM-10:35 AM 69

7.1 [Te Ohu Whakahaere Appeals](#) 69

7.2 [Te Ohu Whakahaere Approvals](#) Diane Lithgow 71

7.3 [Te Ohu Whakahaere Rangahau Research and Postgraduate](#) F. Beals, Te Ohu Co-Chair 74

RECOMMENDATION:

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 20 September 2024 – public excluded'.

8. Local academic committee reports - public excluded 10:35 AM-10:40 AM 76

8.1 [Toi Ohomai public excluded portion - 12 September 2024](#) 76

[Karakia whakakapi](#) 78

Next meeting: Friday 25 October 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,

Tīna! (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.



2024 Karakia Lead Schedule - Te Poari Akoranga

As at 23 September 2024

Te Poari Akoranga

2024 Meeting dates	Name	2025 Meeting dates	Name
Fri, 30 August	Fiona Beals		Doug Pouwhare
Fri, 27 September	Diane Lithgow		Te Urikore Biddle
Fri, 25 October	Fionna Moyer		Martin Carroll
Fri, 29 November	Henry Geary		Nita Hutchinson
			Scott Klenner
			Linda Aumua
			Adele McLean
			Kieran Hewitson
			Deborah Young
			Paora Ammunson

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: <ol 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 September 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 Wed 17 April – governance
Adele McLean	Co-Chair	Wed 7 June – ops Wed 3 July – governance
Sue Crossan	Member	Wed 21 August – ops Mon 16 Sept – governance
Melanie Baynes	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 Wed 17 April
Doug Pouwhare	Co-Chair	Fri 19 April – e-meeting
Kim Davies	Member	Wed 8 May Wed 5 June
Leoni Drew	Member	Fri 14 June
Liz McKenzie	Member	Wed 10 July – cancelled Wed 15 Aug
Harry Leder	Member	Wed 18 September Wed 9 October
Rose Marsters	Member	Wed 13 November
Paul Neumann	Member	
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
Jean Taylor	Member	Fri 13 September
Joan Taylor	Member	Wed 9 October
Caroline Terpstra	Member	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	Fri 20 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	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 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 30 August 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	<ul style="list-style-type: none"> • Ako Excellence Director • Chair, Academic Committee • Member of Programme Assurance Committee <ul style="list-style-type: none"> - Member of Research, Rangahau and 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	Competenz	General Manager: Strategic Engagement
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Approvals.
	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
	Chair – Wintec Academic Committee	Chair – Wintec Academic Committee
	Chair – Wintec Foundation Trust	Chair – Wintec Foundation Trust
	Chair – Ruatoki A49B Ahu Whenua Trust	Chair – Ruatoki A49B Ahu Whenua Trust
	Director – Hoa Haere Partners Ltd	Director – Hoa Haere Partners Ltd
	Member of Institute of Directors	Member of Institute of Directors
	Member of MPTT Consortia	Member of MPTT Consortia
	Member – Waewae Whānau Trust	Member – Waewae Whānau Trust
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	Te Pūkenga	Interim Learner Advisory Committee: Open Polytechnic representative
	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Open Polytechnic	Academic Committee Student member
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
	Te Pūkenga	Member of the Interim Kaimahi Advisory Committee



Open Minutes for Te Poari Akoranga | Academic Board 30 August 2024 hui

30/08/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (11)

Deborah Young (Chair); Kieran Hewitson; Paora Ammunson; Henry Geary; Linda Aumua; Fionna Moyer; Diane Lithgow; Fiona Beals; Martin Carroll; Te Urikore Biddle; Scott Klenner

Apologies:

Nita Hutchinson, Keira Hewitson (late arrival, arrived 9:49am during item 3) and TU. Biddle (between 9:59am and 10:36am).

In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council observer, arrived 9:46am), Rebecca Donne (Governance Director, item 9.1), Louise Courtney (Governance Advisor, minutes).

Karakia tīmatanga

The meeting opened with acknowledgement of the passing of Kīngi Tūheitia and karakia led by D. Young at 9:31am.

The Chair also welcomed Adele McLean, Co-Chair of Te Ohu Whakahaere Appeals to her first meeting.

1.0 Administration

1.1 Welcome and apologies

Te Poari Akoranga (Te Poari) received and accepted an apology for absence from N. Hutchinson.

1.2 Membership and meeting schedule calendar 2024

Te Poari noted the Membership and meeting schedule calendar for 2024.

1.3 Workplan

Te Poari noted the Workplan for the remainder of 2024.

1.4 Register of Interests

Te Poari noted the Register of Interests and the Chair reminded members to provide any updates to the Governance Advisor.



1.5 Open minutes of hui 26 July 2024

RESOLVED: (F. Beals / L. Aumua)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 26 July 2024.

CARRIED

2.0 Ngā Ohu Whakahaere o Te Poari Akoranga

2.1 Te Ohu Whakahaere Approvals

Co-chair D. Lithgow raised issues with making quorum and advised Te Poari that the Ohu may need to co-opt more members. Regional representatives on Te Poari will provide nominations of additional members to the co-chair for consideration.

Te Poari noted that the revised Terms of Reference did not identify the difference in delegation between Type 1 and Type 2 changes for unified programmes.

RESOLVED: (D. Lithgow / P. Ammunson)

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 subject to these specifying the approval process for Type 1 and Type 2 changes for unified programmes;
- 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.

CARRIED

3.0 Local Academic Committee reports (open)

Te Poari acknowledged the increased reporting from Local Academic Committees and looked forward to seeing reporting from all academic committees in the future.



Te Poari also acknowledged the Work Based Learning business divisions setting up their own academic committees which was not something that existed prior to the establishment of Te Pūkenga.

3.1 Wintec June 2024

RESOLVED: (D. Young / L. Aumua)

THAT Te 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:
 - Process Control and Automation – change in version for US22744
 - Te Awa Koiara – 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:
 - Centre Action Plan Sessions – April Insight reports
 - Level 7-9 APER Summary Report
 - Programmes for Closure with NZQA
 - Course Review: Reactivation of Inactive Courses.

CARRIED

3.2 Connexis June-July 2024

RESOLVED: (D. Young / L. Aumua)

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.

CARRIED

3.3 Southern Institute of Technology July 2024

RESOLVED: (D. Young / L. Aumua)

THAT Te 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.

CARRIED



3.4 Otago Polytechnic 9 July 2024

RESOLVED: (D. Young / L. Aumua)

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:
 - 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:
 - 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.
- d) Notes that the Otago Polytechnic Academic Committee approved various Certificate of Proficiency enrolments.

CARRIED

3.5 Open Polytechnic 2 August 2024

RESOLVED: (D. Young / L. Aumua)

THAT Te 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:
 - 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.

CARRIED

3.6 Competenz August 2024

RESOLVED: (D. Young / L. Aumua)

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.

CARRIED

3.7 NorthTec 8 August 2024

RESOLVED: (D. Young / L. Aumua)

THAT Te Poari Akoranga:

- a) Receives the report titled 'NorthTec Academic Committee Report 8 August 2024 - open';
- b) Notes that the NorthTec Academic Committee approved:
 - New Teaching Sites at:
 - 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.

CARRIED

3.8 Toi Ohomai 15 August 2024

RESOLVED: (D. Young / L. Aumua)

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:

- Toi Ohomai Graduands
- Committee Membership and Induction Process
- Need Analysis Guidelines and Template
- Non-Formal Award Process
- 2026 Semester Dates.

CARRIED

3.9 Ara 15 August 2024

RESOLVED: (D. Young / L. Aumua)

THAT Te Poari Akoranga:

a) Receives the report titled "Ara Institute of Canterbury Komiti Akoranga Report 15 August 2024"; and

b) Notes that Ara Institute of Canterbury Komiti Akoranga approved:

- 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.

CARRIED

4.0 Any other open business

Te Poari discussed transitional ownership of unified programmes, specifically whether business divisions that continue to deliver a unified programme could be allowed to work from their own iteration of the programme. It noted advice from the Ako Excellence Director that once more detail about the structure of vocational education has been announced, then further discussions and decisions can be made in respect of this. Until such time, all business divisions which deliver a unified programme must comply with the current legislation.

5.0 Resolution to exclude the public

RESOLVED: from 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)
6.0	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
7.0	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
8.0	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
9.0	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.



The following employee from Te Pūkenga, namely Rebecca Donne, was permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items or they assisted in the progression of such matters.

Karakia whakakapi

The meeting closed with karakia led by F. Beals at 11:04am.



Pūrongo Te Poari Akoranga | The Academic Board report

27 September 2024

Title	Te Ohu Whakahaere Academic Quality hui September 2024 – open
Provided by	Fionna Moyer and Deborah Young, Co-Chairs Te Ohu Whakahaere Academic Quality
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled ‘Te Ohu Whakahaere Academic Quality hui September 2024 - open’;
b)	Approves Te Ohu Whakahaere Academic Quality meeting dates for 2025; and
c)	Approves the revised Terms of Reference for Te Ohu Whakahaere Academic Quality;

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Quality (Te Ohu) met online via Microsoft Teams on 13 September 2024. Apologies for absence were received from Deborah Young, Joan Taylor, Greg Durkin, and Carolyn Terpstra. Te Ohu considered the following items:

Monitoring Report - Bachelor of Accounting

Te Ohu received a verbal update from F. Moyer, in her role as Quality Specialist at Wintec, on the first monitoring visit from the New Zealand Qualifications Authority (NZQA) for the Bachelor of Accounting, which is the first Te Pūkenga unified programme to have a monitoring visit. Te Ohu noted the following key points:

- Fifteen business days to organise the visit was insufficient, especially given the large number of Business Divisions (BDs) involved. More lead time for future visits will be required, for example a possible Midwifery degree visit.
- The impact of disestablishment on the degree programme was a major focus of discussion, though there were no clear answers until the new structure for vocational education is confirmed.
- NZQA monitors suggested providers notify NZQA if they no longer wish to provide the programme, however, Te Pūkenga believed this is a matter to be determined internally.
- There was a lack of focus on individual delivery approaches within BDs during the visit, as the emphasis was placed on the unified programme, so the opportunity to showcase unique delivery methods within individual BDs was missed.



2025 Meeting Dates

Te Ohu endorsed bi-monthly meeting dates for to align with Te Poari Akoranga and noted that extra meetings could be held via an extraordinary online meeting if required. The proposed dates are as follows:

Month	Te Poari Akoranga	Te Ohu Whakahaere Academic Quality
January	Tuesday 28 January (if required)	
February	-	Wednesday 19 February Subject to local graduation ceremonies
March	Thursday 13 March	
April	-	Wednesday 30 April
May	Thursday 15 May	
June	-	Wednesday 18 June
July	Thursday 10 July	
August	-	Wednesday 20 August
September	Thursday 11 September	
October	-	Wednesday 15 October
November	Thursday 6 November	
December	-	

Update to Terms of Reference

Te Ohu noted the update to the sub-delegations from Te Poari Akoranga but had no further updates to incorporate at this stage. Te Ohu recommends that Te Poari Akoranga approves the updated Terms of Reference (TORs).

National Programme Committee Terms of Reference

Te Ohu provided the following feedback on the proposed changes to the National Programme Committee TORs, the governing committee for the relevant unified programme:

- With the proposed changes to the Appeals process, unified programmes will need a pathway for escalating programme-related appeals. Te Ohu identified that the National Programme Committee (NPC) is the appropriate body to receive such appeals and therefore needs to be included in the TORs.
- An alignment of moderation processes is required for the differing delivery schedules of various BDs to ensure consistency across the national network
- There are varying interpretations of what a "unified" programme entails, ranging from complete unification to allowing local/regional variations. The Executive Leadership will ensure adherence to current legislation.
- The Terms of Reference (TORs) should be updated to clarify that the NPC is responsible for Unified Programmes of Study (POS) not Programmes of Industry Training (PITs). The ToRs are not intended to replace legacy PC ToRs.
- Te Ohu suggested representation on the NPC should be sought from key groups rather than



appointments based solely on skills. The TORs require further consideration once the full membership is in place to ensure alignment with its evolving role.

- Membership for the NPC may need to include Māori, Pacific, and Disabled representation. However, this could also be addressed at the Business Division level through their respective academic committees.

Te Ohu Whakahaere Co-Chairs will update the TORs based on the additional feedback and approve this as per their delegation.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Academic Quality pack – 13 September 2024.](#)



Pūrongo Te Poari Akoranga | The Academic Board report

27 September 2024

Title	Te Ohu Whakahaere Appeals hui September 2024- open
Provided by	Dell Raerino, Co-Chair of Te Ohu Whakahaere Appeals
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga (Te Poari):

a)	Receives the report titled ‘Te Ohu Whakahaere Appeals hui September 2024 – open’;
b)	Approves the update to the Terms of Reference for Te Ohu Whakahaere Appeals; and
c)	Notes Lulu Lutui’s resignation as a member of Te Ohu Whakahaere Appeals from July 2024;

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Appeals | Appeals Subcommittee (Te Ohu) met online via Microsoft Teams on 16 September 2024. After the conclusion of the meeting, Te Ohu was advised that member Lulu Lutui had resigned in July, however, her resignation had not been passed on to members. Te Ohu considered the following items:

Update to Terms of Reference

Te Ohu reviewed the proposed changes to the Terms of Reference (TORs) noting the TORs would need to be changed to align with any changes to the Appeals Policy, and recommends that Te Poari Akoranga approve these changes.

Review Register of Appeals 2024

Te Ohu received the Review of the Register of Appeals for 2024, noting that ends of semesters were times that appeals were often received.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Appeals Open agenda – 16 September 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

27 September 2024

Title	Te Ohu Whakahaere Approvals hui September 2024 – open
Provided by	Diane Lithgow and Doug Pouwhare, Co-Chairs Te Ohu Whakahaere Approvals
Author	Louise Courtney, 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 September 2024 – open';
b)	<p>Notes that Te Ohu Whakahaere Approvals approved:</p> <ul style="list-style-type: none"> • New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373) • New Zealand Certificate in Fashion (Level 4) (NZ2630) • New Zealand Certificate Content Creation (Level 4) (NZ4789) <p>for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals; and</p>

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals (Te Ohu) met online via Microsoft Teams on 18 September 2024. P. Neumann, V. Taiepa, L. McKenzie, R. Marsters, G. Vincent, and D. Williams provided apologies for absence, and K. Davies providing an apology for early departure from the meeting. Te Ohu considered the following items in the open portion of its meeting:

2025 Meeting Dates

Te Ohu noted that proposed meeting dates for both Te Ohu and Te Poari Akoranga needed to be adjusted to allow for New Zealand Qualifications Authority deadlines. The deadlines will be incorporated into the proposed dates for 2025.

Programme approvals

Te Ohu approved the following programmes for submission to NZQA in its public excluded session but resolved to include the decision in the open minutes:

- NZ4373 New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) - EIT
- NZ2630 New Zealand Certificate in Fashion (Level 4) - EIT
- NZ4789 New Zealand Certificate Content Creation (Level 4) - Toi Ohomai

These approvals are subject to the incorporation of feedback from Te Ohu Whakahaere Approvals.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Approvals pack – 18 September 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

27 September 2024

Title	Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 20 September 2024 – open
Provided by	Fiona Beals and Annemarie Gillies, Co-Chairs Te Ohu Whakahaere Rangahau Research and Postgraduate
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled ‘Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 20 September 2024 – open’;
b)	Approves Te Ohu Whakahaere Rangahau Research and Postgraduate meeting dates for 2025; and
c)	Approves Te Ohu Whakahaere Rangahau Research and Postgraduate update Terms of Reference noting the recommendation to change the first bullet point from “the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research” to “the revenue generated by Te Pūkenga in external research funding opportunities”.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Rangahau, Research and Postgraduate (Te Ohu) was scheduled to meet online via Microsoft Teams on 20 September 2024. Tepora Emery provided an apology for the meeting.

Te Ohu discussed the following topics:

Statement of Performance Measures and Goals for 2025

Te Ohu received assurance that the measures and goals aligned with draft NZQA regulation guidelines and monitoring process and were strongly supportive of a move from the current ‘two and two’ approach to a ‘three and three’ approach which would provide more robust research outcomes as well as incentivise quality research.

It was agreed by Te Ohu that total external research revenue would be a more helpful SPE measure rather than PBRF components (one being set, the other dependent on total external research revenue and the final one research degree completions when not all research degrees are recognized for RDC funding).

2025 Meeting dates

Te Ohu support the proposed 2025 meeting dates below and recommend that Te Poari Akoranga approve them:



Month	Te Poari Akoranga	Te Ohu Whakahaere Rangahau, Research and Postgraduate
January	Tuesday 28 January (if required)	
February	-	Thursday 27 February
March	Thursday 13 March	
April	-	Thursday 1 May
May	Thursday 15 May	
June	-	Thursday 26 June
July	Thursday 10 July	
August	-	Thursday 28 August
September	Thursday 11 September	
October	-	Thursday 23 October
November	Thursday 6 November	
December	-	-

Update to Terms of Reference

Te Ohu reviewed the proposed changes to the Terms of Reference which incorporate the changes to the sub-delegations from Te Poari Akoranga, and recommends that Te Poari Akoranga approve subject to changing sub-delegation 6 (first bullet-point) from “the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research” to “the revenue generated by Te Pūkenga in external research funding opportunities”. The encompassing statement of “all” implies that business divisions will need to report on all forms of participation. At this point and time in the PBRF cycle, the most valuable information to Te Ohu is actual external income revenue rather than the PBRF indicators of quality, degree completion and external research income.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Rangahau Research and Postgraduate agenda pack – 20 September 2024.](#)

Appendix 2: Updated Terms of Reference for Te Ohu Whakahaere Rangahau Research and Postgraduate with tracked changes.



Te Ohu Whakahaere Rangahau, Research and Postgraduate 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 to make appointments to the same.
- (b) The Ohu Whakahaere (national subcommittees of Te Poari) will provide assurance and confidence that academic leadership is strengthened in its key area of focus.

2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding and ethics.
- (b) Identify risks in the transition into regional divisions and ensure that as we transition that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.
- (c) Identify, promote and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.
- (d) Receives and monitors annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari is granted the specific authorities listed below. All delegated authority must be exercised in accordance the purpose of Te Poari as set out in Section 3 of these Terms of Reference.

Ref	Subject	Description	Delegated Authority
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.	<p><u>To review and monitor:</u></p> <ul style="list-style-type: none"> • <u>the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.</u> • <u>rangahau and research capacity and capability across Te Pūkenga.</u> • <u>the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.</u> <p>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</p>

Formatted: Highlight



Ref	Subject	Description	Objective/Sub-delegation
			best practice (Charter, Schedule 13 of the Act)

- (b) Te Poari delegates Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate (Te Ohu) to:
 - i) Review and monitor:
 - a. the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.
 - b. rangahau and research capacity and capability across Te Pūkenga
 - c. the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions
- (c) In line with the powers to sub-delegate in the table above, from time to time, Te Poari may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Major 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.
- (d) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (e) Any official information requests to Te Poari 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) Pounuku Rangahau and Research (1 member)
 - ii) Research active staff members (including emerging and early career researchers) (3-7 members)
 - iii) Staff members from postgraduate programmes (1-3 member/s)
 - 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. (c).

Two members of the ohu will be appointed/voted as co-chairs, one of whom will be the representative to Te Poari Akoranga.
- (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:

Formatted: Highlight



- i) commitment to rangahau and research quality with significant experience at the management of staff and student research functions at a senior management/executive level
 - ii) ability to apply both a local and global view to rangahau and research needs and strategic direction
 - iii) authoritative and specialist knowledge, skills, and experience in the areas of applied and technological rangahau and research, with a demonstrable track record in industry/community partnered research and Kaupapa Māori research, a strong publication record in the areas of focus and the related methodologies Te Pūkenga is seeking to develop.
 - iv) members will be selected on the basis of commitment to rangahau and mātauranga Māori;
- (c) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
- i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
 - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
 - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
 - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (d) 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 delegated authority to make decisions on behalf of Te Poari 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 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. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.

8. Pūrongo | Reporting obligations

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

9. Accountability

Te Ohu shall:



- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari 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.

10. Review of the Terms of Reference

Te Poari 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 the Te Poari Akoranga of Te Pūkenga on 28 March 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

27 September 2024

Title	Western Institute of Technology at Taranaki Academic Committee Report – 28 August 2024 Meeting
Provided by	Western Institute of Technology at Taranaki (WITT) Academic Committee
Author	Nita Hutchinson, Academic Director WITT

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled ‘Western Institute of Technology at Taranaki Academic Committee Report – 28 August 2024 meeting’;
b)	Note that the WITT Academic Committee approved: <ul style="list-style-type: none"> • 2026 Academic Calendar • Certificate Graduands (including micro-credentials and training schemes) • Diploma and Degree Graduands

Whakarāpopototanga | Summary

At its meeting of 28 August 2024, the Western Institute of Technology at Taranaki Academic Committee (WITT) covered the following matters:

Membership:

- Noted the end of membership of one student representative.

Schedule of Annual Activities received:

- *Learner Satisfaction Trimester One* Analysis Report;
- Report on trimester one EPI data.

Standing Reports received:

- Academic Standards Committee;
- Teaching and Learning Committees;
 - Schools of Trades Training, Primary and Creative Industries; Engineering, Energy and Infrastructure;
 - Schools of Nursing, Health and Wellness; Māori Enterprise, Business and Technology.
- NZQA 2022 Targeted Evaluation Action Plan update;
- Academic Risk Register update;

- Temporary delivery site approvals signed under delegation by the Academic Director.

Approved:

- 2026 Academic Calendar;
- Certificate Graduands (including micro-credentials and training schemes) – 251 approved;
- Diploma and Degree Graduands – 61 approved.

General Business received:

- Te Poari Akoranga update.

Aroturuki | Monitoring

Nil to report.

Ngā tino raru ka heipū mai | Key risks

The following Academic Risks are monitored by WITT Academic Committee and held in Protecht software platform.

Risk title	Description	Potential consequences	Current mitigation	Comments
1005642	Policies and Procedures – Assessment Material: System to retain assessment material	Inherent Risk: High (10) Current Residual Risk: Very Low (1)	Controls: Review WITT's record management process and support key staff in professional development and allocate time to undertake record management tasks as set out in the Policy and Procedure Information and Record Management	Actions: (Open) Programme File Spot Audit – Nita Hutchinson (31/03/2024)
1005674	Regulatory Compliance – Research Output: NZQA require research outputs from tutors teaching at degree and graduate diploma level.	Inherent Risk: Medium (9) Current Residual Risk: Low (4)	Controls: School research plans in place. Degree and graduate diploma tutors have hours for research allocated in workload plans. Plans are monitored regularly by School TLCs and Academic Committee.	Actions: (Open) Research Plan Monitoring – Nita Hutchinson
1054445	Academic Quality – Assessments not well-designed to mitigate the use of artificial intelligence or use it appropriately.	Inherent Risk: Medium (9)		Controls: Provide training to upskill kaimahi in the use of AI and how to design assessments to maintain integrity.

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

27 September 2024

Title	NorthTec Academic Committee Report 3 & 12 September 2024
Provided by	NorthTec Academic Committee
Author	Toa Faneva, Academic Committee Co-Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 3 & 12 September 2024
b)	Notes that the NorthTec Academic Committee approved: <ul style="list-style-type: none"> • Type 2 Programme changes to NZ Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4) • Changes to local policies • Granting of awards outlined in the Qualification Award Summary Report
c)	Notes that the NorthTec Academic Committee ratified: <ul style="list-style-type: none"> • New Teaching Site at 1295 Riponui Road, Hukerenui 0185 • Type 1 Programme changes to: <ul style="list-style-type: none"> ○ NZ Certificate in Manaaki Marae (Level 2) ○ STAR Automotive • Clinical Field/Work Access Agreements, Licence to use Premises Agreement and other agreements
d)	Notes the Research and Ethics Committee Report 2 August 2024 in Appendix 1

Whakarāpopototanga | Summary

Academic Quality Assurance Committee Report – 26 August 2024

New Teaching Sites

The Committee ratified the following temporary teaching site:

Martin Kearney, 1295 Riponui Road, Hukerenui 0185
Delivery of New Zealand Certificate in Fencing (Level 3)

Type 1 - programme changes or additions

The Committee ratified the following Type 1 Programme Changes:

- **NZ Certificate in Manaaki Marae (Level 2)**
Update Programme of study to align with version 2 of the qualification. Last date of assessment (LDA) for current version is 31 December 2024.



- **STAR Automotive**

Add Unit Standard to STAR Automotive offering: 30519 - Service steering and suspension systems on a vehicle or machine

Type 2 – legacy programme changes or additions

The Committee approved the following Type 2 Programme Changes:

- **NZ Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4)**

Update Programme of study to align with version 3 of the qualification. Includes increasing credit value of Silviculture Strand to 20 from 15. Last date of assessment (LDA) for current version is 31 October 2024.

Other matters

- The Committee approved changes to local polices.
- The Committee ratified:
 - Clinical/Fieldwork Access Agreements
 - Licence to Use Premises Agreements
 - Other agreements
- The Committee received the following reports:
 - Contracts Report
 - Quality Practices Report
 - Organisational Improvement Plan

Awards Report

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

Ngā Tāpiritanga | Appendices

Appendix 1: Research and Ethics Committee Report

Circulate to: Angie Dang, John Stansfield, Lorraine King, Lizzie Carroll-Thom, Lisette Buckle, Stella Campbell, Ripeka Walters, Aditi Agarwal, Katrina Goddard



**RESEARCH COMMITTEE REPORT
TO ACADEMIC COMMITTEE MEETING 12th SEPTEMBER 2024**

OPEN SECTION

PRESENT: Angie Dang (chair), Lorraine King, Lisette Buckle, Aditi Agarwal,

MEETING: 2nd August 2024

APOLOGIES: John Stansfield, Lizzie Carroll-Thom, Kat Goddard, Ripeka Walters

IN ATTENDANCE: Melissa Robins (minutes)

ITEMS DISCUSSED:

- ROMS Development Scoping – Approved
- Application for Research Funding to be brought up at Pathway Manager’s meeting and encourage Pathway Managers to bring this to their committee hui
- Encourage the circulation of outcomes from research projects
- Finance Report Update – Action point for expected additional funding be reserved or rolled over for Semester 1 2025 research funding and not to be absorbed into the institute
- Who is responsible for the Research Budget and who completed it for 2024?
- Update on Max Thompson and Meri Nathan research output
- Reminder of upcoming ITP Research Symposium

Funding Application Approval

- *Approval of Te Hemo Ata Henare and Lorraine King’s research funding application*
- *Approval of Angie Dang’s research funding application*

General Business

- Angie will circulate updated Research Ethics Docs for final review
- Will contact absent members about availability for hui or to appoint a proxy to attend
- Toi Te Waingarahu have updated their Research Docs as most items have been actioned. Will upload to the portal

Incoming Correspondence

- Jamie Smiler – Animal Ethics – Environment to follow up

RECOMMENDATIONS:

1. That the report be received.

A Dang
Chair



MINUTES OR RESEARCH COMMITTEE MEETING

FRIDAY 2nd AUGUST 2024

AT 11:00AM

VIA ZOOM

PRESENT: Angie Dang (Chair), Lissette Buckle (Business), Lorraine King (Creative – Maunga Kura Toi), Aditi Agarwal (International)

IN ATTENDANCE: Melissa Robins (minutes)

1.0 Welcome: Angie

2.0 Karakia: n/a

3.0 Apologies: John Stansfield, Lizzie Carroll-Thom, Kat Goddard, Ripeka Walters

4.0 Matters Arising

- ROMS Development Scoping – will have funding taken from the budget but will be beneficial
 - o Angie moved the motion– seconded by Lissette

- Staff need an incentive for staff to apply for funding. This will be brought up at Pathway Manager hui for Pathways to bring it up at their Pathway committee hui. Action assigned – Lorraine

- Should circulate and communicate research projects completed by staff, to encourage others. Look to add a spot on the portal for research news and advise those completing research projects to connect with marketing to further distribute results.
 - o – *Action assigned – connect with ICT for portal spot and marketing*

- Update on Meri Nathan and Max Thompson’s research output – written publication. Have a drafted paper that hasn’t found a place for publication. Have asked Huria for a copy of the draft, and members of the Research Committee can review and provide feedback or possible publishing recommendations.
 - o *Action assigned - Angie to get a copy of the draft and circulate*

- Details for the ITP Research Symposium have been circulated. Will be held for 2-6 of December. Encourage participation and registration is free.

5.0 Finance Update

- Budget report provided, there will be more funding to be expected in November. The Research committee would like to ensure that this funding remains within Research for funding for Semester 1 2025.
 - o **Action – circulate to Finance and Toa**
- Question – who does the budget for Finance and who did the budget for 2024?
 - o **Action – Finance to follow up**

6.0 Applications for Approval to Conduct research/Funding Moderation/Monitoring

- Lorraine and Te Hemoata are to travel to London, to go to the British Museum. This project has been ongoing for a couple years. Working with one of the Project Curators (Oceana and Americas) at the British Museum. They will be documenting a kakahu which belonged to Hongi Hika, a renowned Ngapuhi chief, that was gifted to the King on his visit to London. This is a unique kakahu that would have been used for war and looking to document the weaving techniques and pigments in order to re-create it and negotiate a repatriation of the original. Looking for funding to cover the accommodation for the 5 days in London for both Lorraine and Te Hemoata, \$2400
 - o *Committee Approved the funding request of \$2400*
- Angie Dang is requesting funding to go towards student incentive to complete the Student First Impression Survey. This semesterly survey is conducted on behalf of and for NorthTec and targeting newly enrolled students only. It collects information about students' experience with NorthTec and its information helps NorthTec to develop and maintain the quality of programmes and services they offer to students. This survey is anonymous and use MS form. Invitations were sent by the ICT to potential participants. All responses are aggregated and has been used for means and frequency analysis to provide quantitative measures of satisfactions and word analysis has been used to identify areas and ways to improve. An annual funding of \$500 is requested to make cash prizes as an incentive to survey participants.
 - o *Committee Approved the funding request of \$500*

8.0 Incoming Correspondence

- Jamie Smiler – Animal Ethics – Environment to follow up

9.0 General Business

- Angie will circulate updated Research Ethics Docs for final review
- Will contact absent members about availability for hui or to appoint a proxy to attend
- Toi Te Waingarahu have updated their Research Docs as most items have been actioned. Will upload to the portal

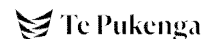
10. Next Scheduled Meeting

TBC - End of August Beginning of September

Meeting Closed 11:40AM



Date: 29 August 2024



Pūrongo a Te Poari Akoranga a Te Pūkenga |

Academic Board Report

27 September 2024

Title	MIT Academic Committee Report – 4th September 2024
Provided by	Chair, Manukau Institute of Technology Academic Committee
Author	Prof Martin Carroll

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled 'MIT Academic Committee Report – 4th September 2024'
----	--

Whakarāpopototanga | Summary

The following identifies issues of note. It does not include non-exceptional business items.

- a) Approval processes. The Chair reported on progress establishing an integrated approach to programme approvals for MIT and Unitec. A new Approval in Principal template is now in place, with work on developing an integrated Business Case and Academic Approval process underway (noting that these will require formal approvals).
- b) AI. In order to manage with the rapidly growing scale, scope and complexity of AI in the academic space, the Chair announced that an AI Academic Subcommittee will be established for MIT and Unitec. This will be the first academic governance subcommittee that services MIT and Unitec combined.
- c) Unified Programmes. The Chair provided an update on the transitional arrangements for managing Unified Programmes. Academic Committee reaffirmed its stance that MIT's preference is that any institution emerging from Te Pūkenga (upon its disestablishment) that wishes to have its own approval and accreditation for a Unified Programme should be able to seek such approval from NZQA without any constraints from Te Pūkenga National Office or other divisions / emerging entities.
- d) VEENZ. Noting that MIT has been invoiced for VEENZ this year, the Committee undertook to obtain clarity on the ongoing role of VEENZ and what decisions may have been taken by Te Pūkenga National Office in this regard.
- e) Type 1. The following were approved:
 - New Zealand Certificate in Skills for Living for Supported Learners (Level 1) [NZ2853]
 - New Zealand Certificate in Te Pōkaitahi Reo (Level 2) [NZ3044]

Aroturuki | Monitoring

- a) Assessment and Moderation processes are being reviewed, in partnership with Unitec, to ensure that they align with NZQA's requirement that all ākonga passing a course have passed all LOs for that course.
- b) Exclusions. It was noted through the Campus Student Advisory Subcommittees that the number of exclusions based upon unsatisfactory academic progress appears to have increased



since implementing Te Kawa Maiooro. The General Manager Academic Services will work with Heads of School to better understand this issue.

- c) You said – We did. The Committee discussed the 'You said – We did' process. An internal review is currently underway, with early reporting suggesting that uptake by kaiako was low. Once the report is finalised, a team will be stood up to develop means for improving the utilisation and effectiveness of 'You said – We did'.



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

27 September 2024

Title	MITO Quality Oversight Committee Report 5 September 2024
Provided by	MITO Quality Oversight Committee
Author	Liz McKenzie, Manager Assessment and Moderation MITO and Committee Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'MITO Quality Oversight Committee Report 5 September 2024'.
----	--

Whakarāpopototanga | Summary

MITO's Quality Oversight Committee agreed its Terms of Reference (ToRs) and recommended one programme and six micro-credentials to SLT for approval and submission.

Aroturuki | Monitoring

Nil

Ngā tino raru ka heipū mai | Key risks

Nil.

Ngā Tāpiritanga | Appendices

Appendix 1: Minutes – Quality Oversight Committee Meeting 5 September 2024

Appendix 1: Minutes – Quality Oversight Committee Meeting 5 September 2024



MINUTES – Quality Oversight Committee Meeting

Date: 5 September 2024

Time: 10.30 am

Present:

- Michael Alsford - GM Qualifications
- Liz McKenzie - Manager Assessment and Moderation (Chair)
- Paul Neumann - Manager Programmes
- Peter Rees and David Meurant - Senior Advisors: Compliance and Quality
- Jeremy Christmas - National Moderation Advisor
- Michelle Crompton – Principal Advisor

Apologies: Nil

Item 1: Terms of Reference

Refer draft: DRAFT ToRs MITO Quality Oversight Committee.docx

Motion: that the draft Terms of Reference be accepted.

Moved from the Chair.

Approved unanimously.



Item 2: Programme Approvals (Standing Item)

Programmes:

- New Zealand Certificate in Reticulated Gas Pipelines (Level 4) with strands in Metering and Pressure Control, and Polyethylene Pipeline Construction

Motion: That the programme named above be recommended to SLT for approval for submission to Te Ohu Whakahaere – Approvals, WDC (for endorsement), and NZQA.

Moved: Paul

Seconded: Liz

Approved unanimously.

Micro-credentials:

- Tyre Technician – Foundation Skills (Level 2, 12 credits)
- Tyre Technician – Technical Skills (Level 3, 15 credits)
- Tyre Technician – Senior Skills (Level 4, 17 credits)
- Fleet Tyre Technician – Senior Technical Skills (Level 3, 25 credits)
- Waste transport driver operations and safety (Level 3, 13 credits)
- Waste transport driver operations and safety using a left-hand waste collection vehicle (Level 3, 18 credits)

Motion: That the micro-credentials listed above be recommended to SLT for approval for submission to WDC (for endorsement) and NZQA.

Moved: Paul

Seconded: Liz

Approved unanimously.



Item 3: Quality Assurance and Compliance Activity (Standing Item)

Meeting with NZTA 4 September 2024. MITO attendees were Mike Alsford, David Meurant, Jeremy Christmas.

A positive step towards re-establishing constructive and ongoing dialogue (due to key staff changes within NZTA) between MITO and NZTA for the purposes of ensuring quality of assessment and related procedures and practices for NZTA’s Approved Course Providers (truck driver licences and endorsements).

Item 4: Moderation (Standing Item)

2024 Moderation Plan

Summary of previous month’s moderation activity:

- 159 assessments were internally moderated in August (1103 YTD). 74% were at national standard (79% YTD).
- Moderation continues to focus on eLearning assessments and OPAs (Online Practical Assessments).

Item 5: Programme withdrawal/closure or suspension (Standing Item)

Nil

Item 5: Key Risks (Standing Item)

Nil

Risk is an uncertainty that, if it occurs, will impact on the achievement of objectives. Identify any new/emerging risk in the table below.

Risk title	Description	Potential consequences	Current mitigation	Comments



General Business

A guidance document on evidence requirements for light vehicles, heavy vehicles and motorcycles was tabled for further discussion.

Next meeting scheduled:

3 October 2024

7 November 2024

5 December 2024

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

27 September 2024

Title	Open Polytechnic Academic Committee Report 06 September 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 06 September 2024' and;
b)	<p>Note that the Open Polytechnic Academic Committee approved:</p> <ul style="list-style-type: none"> Updated programme documentation for the Bachelor of Applied Science (legacy programme) Site accreditation application for Otago Polytechnic's New Zealand Certificate in Computing (Intermediate User) (Level 3) programme of study Appointment of Daniel Lowsley as a new member of the Business and Enterprise Stakeholder Advisory Group Appointment of Nicole Ryan as a new member of the ECE Stakeholder Advisory Group Updates to Credit Recognition schedule.

Whakarāpopototanga | Summary

The following items were approved:

- Updated programme documentation for the Bachelor of Applied Science (legacy programme)
- Site accreditation application for Otago Polytechnic's New Zealand Certificate in Computing (Intermediate User) (Level 3) programme of study
- Appointment of Daniel Lowsley as a new member of the Business and Enterprise Stakeholder Advisory Group
- Appointment of Nicole Ryan as a new member of the ECE Stakeholder Advisory Group
- Updates to Credit Recognition schedule.

The following items were received and noted:

- Terms of Reference for the Portfolio Management Groups

- Outcome from NZQA of the Qualification Review for the New Zealand Diploma in Legal Executive Studies (Level 6)
- Sufficiency outcome from the NZQA Consistency Review for the New Zealand Certificate in Information Technology Essentials (Level 4)
- Sufficiency outcome from the NZQA Consistency Review for the New Zealand Certificate in Primary Industry Skills (Level 2)
- Te Pūkenga Standing Delegations Register
- Type 1 changes to legacy Course Descriptors and Programmes that had already been approved under an internal delegation process
- Minutes from the Portfolio Governance Group meeting 24 July 2024
- Action Plan from 2024 degree monitoring report for the Graduate Certificate in Sustainable Management and Graduate Diploma in Sustainable Management
- Action Plan from 2024 degree monitoring report for the Bachelor of Applied Science
- Action Plan from 2024 degree monitoring report for the Bachelor of Business and associated programmes
- Draft minutes from the Library and Information Studies Stakeholder Advisory Group meeting 28 May 2024
- Draft minutes from the Environment Stakeholder Advisory Group meeting 02 July 2024
- Draft minutes from the Information Technology Stakeholder Advisory Group meeting 17 July 2024
- Draft minutes from the Real Estate Stakeholder Advisory Group meeting 29 July 2024
- Course Evaluations Survey overview for course offerings ended in June 2024
- Terms of Reference for the Academic Sub-Committee – Assessment and Moderation Policy and Governance
- Resignation from Jayson Jury as student member of Academic Committee
- Minutes from Research Committee meeting 16 July 2024
- Minutes from Ethics Committee meeting 10 June 2024

Aroturuki | Monitoring

The Open Polytechnic Academic Committee received:

- Annual Programme Evaluation Reports (APERS) 2023.
 - New Zealand Certificate in Health and Wellbeing (Level 3) with strands
 - New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands
 - New Zealand Certificate in Health and Wellbeing (Advanced Care and Support) (Level 4)
 - New Zealand Diploma in Psychology (Level 5)

- 2024 degree monitoring report for the Graduate Diploma in Teaching (Secondary Education) and Graduate Diploma in Teaching (Secondary Technology Education)
- 2024 degree monitoring report for the Graduate Certificate in Sustainable Management and the Graduate Diploma in Sustainable Management
- 2024 degree monitoring report for the Bachelor of Social Work

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
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	Assessment integrity
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	Unified programmes

Ngā Tāpiritanga | Appendices

Nil.



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

27 September 2024

Title	Toi Ohomai Academic Committee Summary Report 12 September 2024 - Open
Provided by	Toi Ohomai Institute of Technology Academic Committee
Author	Kieran Hewitson Chair 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 12 September 2024 – Open’; and
b)	Notes that Toi Ohomai Academic Committee approved: <ul style="list-style-type: none"> • Te Pūkenga Academic Integrity Policy • Academic Programme Management Committee Minutes • Te Pūkenga PAA Level 1-6 Disestablish Template • Research Committee Minutes • Learning and Quality Standards Committee Minutes (included appended reports: <ul style="list-style-type: none"> - Te Pūkenga Unified Programme Update Report - Degree Monitoring Report - Moderation Report - Quality Update Sub-Contracting Report • Toi Ohomai Graduate Memo (Graduands) • NZQA Retire/Discontinue Programme of Study Report • Third subsequent Enrolment Applications

Whakarāpopototanga | Summary

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

Te Pūkenga Academic Integrity Policy

- This policy is to provide guidance in developing and promoting Te Pūkenga- wide practices that model and positively support academic integrity.
- The committee agreed the policy highlighted the importance of gaining oversight of any breaches across the rohe.
- The Executive Deans and Quality Lead agreed to develop a register and discussed the reporting options for informing this.
- The committee discussed the challenge in determining a breach in AI while they await the development of guidelines.



Te Pūkenga PAA Level 1-6 Disestablish Template

- Toi Ohomai is currently using the Te Pūkenga unified programme template for new development. This is an interim template which includes a lot of guideline content and has required some slight modifications. The development team will take the opportunity to feedback to ensure consistency across *the* network.
- The chair highlighted that with 100% portfolio assessment, teams need to be really clear that all assessments are assessing all learning outcomes and essentially to be mindful when working with a portfolio *assessment*.

Research Committee Minutes

- A large number of Masters level student research applications are coming through however the quality of these applications are quite low. The Head of Research believes feedback from the research team will improve these. It was noted some of the quality issues are due to new supervisors but overall, most supervisors are supporting well.
- These *applications* are in the areas of Management, Applied Studies and Early Childhood Education.
- The team have been trialling an expedited process with the quantity of applications which is working well.

Learning and Quality Standards Committee Minutes

- LQSC endorsed a business case which was then confirmed by the Academic Committee Chair that all *business* cases of this nature will require broader discussion and any decisions will be made by the Executive Deans.
- Clarity was sought by members on the accuracy of the moderation report and actual status of moderation. The moderation tracker is the central one point of truth however while teams may *have* made progress in their moderation the report was not able to reflect this due to the teams not logging their progress. Moderation is an area of risk and the Quality Team are attempting to keep the organisation safe. External moderation requests were raised where there is very little time to arrange materials. The tracker is relied on for ensuring we are prepared.
- The Chair *reiterated* the need for teams to focus on the moderation status in their group quality hui's with the aim of leadership speaking confidently to progress.
- A request was made by the Chair for faculty to report to LQSC. Semester One to for testing an end of *year* report. This reporting is to include EPIs, key highlights, issues and improvement plans, withdrawal rates and highlighting any particular areas which may need intervention.

Toi Ohomai Graduate Memo (Graduands)

- Academic *Committee* approved 373 graduands.

NZQA Retire/Discontinue Programme of Study Report

- This report *notified* Academic Committee a final list of retired or discontinued programmes of study for approval.
- This was *incorporated* as part of the programme status project/tidy up of the curriculum directory.



Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
Academic Integrity Policy	Te Pūkenga Policy to support academic integrity through each business unit maintaining a register.	Academic Breach	Development of a Breaches of Academic Integrity register and determining a reporting process	The Academic Committee highlighted the importance of transparency across the rohe

Ngā Tāpiritanga | Appendices

Nil



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

27 September 2024

Title	Eastern Institute of Technology (EIT) Academic Committee Report 16 September 2024
Provided by	EIT Academic Committee
Author	Kieran Hewitson, Chair EIT Academic Committee

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report from EIT's Academic Committee meeting held on 16 September 2024.
b)	Notes the membership changes to the EIT Programme Cluster Committees approved via delegated approval by the EIT Academic Committee Chair.
c)	Notes the approval of the EIT Academic Regulatory Framework Student Discipline Procedure.

Whakarāpopototanga | Summary

Key points from EIT Academic Committee meeting held on 16 September 2024

- The Academic Committee received the 2023 NZQA & Teaching Council degree monitoring report | EIT Bachelor of Teaching (Early Childhood Education).
- The Academic Committee received an update of the changes to the EIT Academic Regulatory Framework; Student Concerns and Formal Complaints Policy, Student Concerns and Formal Complaints Procedure, Student Discipline Procedure, including:
 - revision of the new Student Discipline Procedure - Approved
 - addition of a vaping statement to the smoke-free environment clause
 - update of guidelines by EIT PCW to guide kaimahi and ākonga in relation to unacceptable behaviour or a possible breach of EIT regulations with reference to the new Student Disciplinary Procedure
 - a communications plan to socialise and ensure the changes reach all kaimahi and ākonga will be undertaken.
- The Academic Committee received the Educational Develop Centre's action plan supporting the School of Health & Sport Science following NZQA's Monitoring and Assessment of EIT's New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strand in Mental Health and Addiction and verbal update. EIT's delivery of this programme does not meet approval and accreditation criteria. Implementation of the plan has commenced to address NZQA's concerns.



- Approval of new and retiring memberships of the EIT Postgraduate and Programme Cluster Committees via delegated approval by the Academic Committee Chair.
 - new member/s - A Garrett, Z Anderson
 - retiring member/s – K Williams.
- The Academic Committee approved the 2026 EIT Institute Academic Year dates.
- The Academic Committee approved the 2025 Academic Committee meeting dates.
- The Academic Committee will review their membership to appoint relevant and appropriate kaimahi representation.
 - The Academic Committee welcomed new member Layelin Stewart, Pouārahi Māori | Executive Director Māori at their meeting held on 19 August 2024.



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

18 September 2024

Title	Competenz Academic Report September 2024
Provided by	Competenz Local Academic Committee
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 September 2024'
----	---

Whakarāpopototanga | Summary

Competenz Local Academic Committee has now been established. The follow items covered in the meeting included:

- Terms of Reference and membership agreed.
- Risk register in process of development.
- Development of comprehensive Learner programme guidance underway, adaptable to different delivery medium.
- Investigation due to conclude this month into quality assurance matters with one Subcontractor.



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

27 September 2024

Title	Unitec Academic Committee Report – 19 September 2024
Provided by	Chair, Unitec Academic Committee
Author	Prof Martin Carroll

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receive the report titled ‘Unitec Academic Committee Report – 19 September 2024’
----	--

Whakarāpopototanga | Summary

The following identifies issues of note. It does not include non-exceptional business items.

- a) Approval processes. The Chair reported on progress establishing an integrated approach to programme approvals for MIT and Unitec. A new Approval in Principal template is now in place, with work on developing an integrated Business Case and Academic Approval process underway (noting that these will require formal approvals).
- b) AI. In order to manage with the rapidly growing scale, scope and complexity of AI in the academic space, the Chair announced that an AI Academic Subcommittee will be established for Unitec and MIT. This will be the first academic governance subcommittee that services Unitec and MIT combined.
- c) Unified Programmes. The Chair provided an update on the transitional arrangements for managing Unified Programmes. Academic Committee reaffirmed its stance that Unitec’s preference is that any institution emerging from Te Pūkenga (upon its disestablishment) that wishes to have its own approval and accreditation for a Unified Programme should be able to seek such approval from NZQA without any constraints from Te Pūkenga National Office or other divisions / emerging entities.
- d) Institutional Academic Evaluation and Planning. Noting that NZQA has yet to provide clarity on the future of EER, Unitec is commencing with its own internal institutional academic evaluation. The Director, TKK is currently preparing School and Priority Group data reports, which will then be used to guide conversations with leadership.
- e) Technology. The Regional Head, Digital, joined the hui for this item. The Committee discussed a report from the Research Committee identifying ways in which the digital-related policies and procedures were impeding research and postgraduate activities. It was noted that recent digital threats had necessitated an upgrade in security measures. The Digital Head agreed to meet with the Research Committee to better understand the specific issues and explore means for addressing them.
- f) Complaints and Appeals. The Committee received the quarterly report showing a decline in cases, with no particular theme emerging.
- g) Academic Calendar. This was approved, noting that it does not yet align with MIT, and that 2025 will be a year when aligning with School holidays will result in uneven teaching periods.



- h) Research supervision. In order to accommodate the increase in Masters research students, the regulations were amended such that theses of 60CP or less can be supervised by an Associate Supervisor, provided that they are also assigned a Postgraduate Advisor who is a registered Principal Supervisor.

Aroturuki | Monitoring

- a) Assessment and Moderation processes are being reviewed, in partnership with MIT, to ensure that they align with NZQA's requirement that all ākonga passing a course have passed all LOs for that course.
- b) 2024 PEP cycle. Minor amendments were made to PEP. It was noted that a more substantive review of the process should await further clarity regarding autonomy / merger.



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

27 September 2024

Title	Service IQ Academic Committee Report September
Provided by	Service IQ
Author	Doug Pouwhare – GM Talent Supply Transitions and Operations

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Service IQ Academic Committee Report September'.
b)	Notes the Terms of Reference and membership for the Academic Committee have been approved by the ServiceIQ Senior Leadership Team.

Whakarāpopototanga | Summary

The establishment of an Academic Committee was discussed at our Senior Leadership Team meeting. Membership recommendations and draft terms of reference were tabled and approved. The first meeting will be held in October.



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.

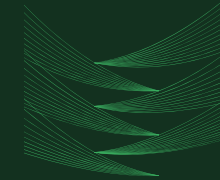
We're just about out of time, therefore I will conclude our shared space with karakia.

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!

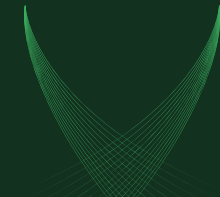
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



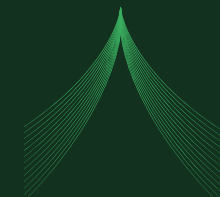
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person