Minutes Academic Committee | 18 May 2026

at 2pm Council Room and online via Microsoft Teams

Attendees (9)

Ondene van Dulm (Chair), Noor Alani, Sean Coyle, Markus Dipper, Jodee Reid, Helen Ryan-Stewart, Deb Stewart, JaX van Niekerk, John West

In attendance:

Jeanette Fifield (Minute Secretary), Jade Peterson (Younited)

Apologies:

Robin Fabish, Victoria Fuata'i, Philippa Jones, Lucy Laitinen

1. Administration

1.1 Welcome and apologies

The Chair welcomed members to the meeting.

An apology was received for R Fabish, V Fuata'i, P Jones and L Laitinen.

The Chair advised that, from today's meeting, all agenda items will be open unless submitted as closed.

1.2 Register of interests

No interests were declared.

1.3 Quorum

Quorum of members achieved.

1.4 2026 academic committee meeting dates

The 2026 meeting dates were provided for information.

1.5 Open minutes of the meeting 20 April 2026

No matters arising.

Resolved (S Coyle / M Dipper)

That the Academic Committee accept the open minutes of the meeting held on 20 April 2026 as a true and correct record.

CARRIED

1.6 Closed minutes of the meeting 20 April 2026

No matters arising.

Resolved (D Stewart / N Alani)

That the Academic Committee accept the closed minutes of the meeting held on 20 April 2026 as a true and correct record.

CARRIED

The minutes from the closed session will not be publicly available.

2. Quality Management System

2.1 Student Concerns, Formal Complaints and Appeals Policy set
NEW Policy QI108
NEW Procedure PI108
REVISIONS Part 1 Section 2 Academic Regulatory Framework

The members received a verbal overview of the policy review and revisions undertaken to streamline the current policy set and improve accessibility for staff and students. The revised policy set consolidates concerns, complaints, and appeals, and clearly outlines the situations in which students may raise complaints or appeals.

The members received a summary of the changes undertaken and the feedback received from the EIT Executive Leadership Team. The members looked through the documentation set and general discussion took place. The following were noted:

- Concern was raised regarding process clarity and student guidance. It was recommended that Procedure for Formal Complains 2.2 be expanded to inform, instead of guiding and suggesting and that the revisions also be updated in 1.6.
- The Academic Regulatory Framework (ARF) has been updated to reflect the new policy sets (Part 1, Section 2).

Resolved (J West / J Reid)
That the Academic Committee approve the new policy sets Guidelines and the associated supporting documentation and updates to the Academic Regulatory Framework, to take effect Semester Two, 2026.
CARRIED

O van Dulm thanked J van Niekerk for her work throughout the review process.

Actions:
1. O van Dulm will revise the relevant sections for clarity and update the policy sets as appropriate.
2. O van Dulm and J Pederson will develop a communications plan to socialise the new policy sets to students and stakeholders.

2.2 Assessment and Moderation Policy Set
The academic committee received a verbal overview of the revised policy set, involving the separation of the former combined policy (QA114) into two new aligned document sets.

- Assessment Policy (QA114), Assessment Procedure (PA114), and Assessment Guideline (AG114); and
- Moderation Policy (QA115) and Moderation Procedure (PA115) and Moderation Guideline (AG115-1).

<u>Assessment Policy QA114</u>
Concern was expressed by the Executive Director Māori (EIT Executive Leadership Team feedback) regarding the use of the term's 'mana' and 'kaupapa', and the need for clarity in their application within documentation. It was recommended that these terms be removed until appropriate clarification has been established.

General discussion took place regarding the scope of assessment in Te Reo Māori and it was agreed to maintain the current focus on summative assessment due to current resource constraints.

- Updated formatting has been applied throughout the new policy sets.

- Updated references (ie. outdated industry moderation bodies) throughout the document sets will be replaced with regulatory and professional bodies as applicable.

Resolved (S Coyle / J West)
That the Academic Committee approve the new policy sets Assessment Policy (QA114) and Procedures (PA114); Moderation Policy (QA115), Procedures (PA115) and guidelines to take effect as soon as the policy sets are published.
CARRIED

Actions:
1. J van Niekerk and D Stewart will revise the relevant sections and update the policy sets as appropriate.
2. J van Niekerk will seek guidance from the Executive Director Māori regarding appropriate wording for the relevant sections identified.
3. J van Niekerk and D Stewart will develop a communications plan to socialise the new policy sets via FMT.

The Chair thanked J van Niekerk and D Stewart for their work throughout the review process.

3. Degree

3.1 Accreditation Toi Ohomai Institute of Technology - Te Ata Māhina Bachelor of Social Work
Received for information.

4. Subcommittees of academic committee

4.1 Programme Cluster Committee/s (PCC)
Received for information, membership changes that have been approved through delegated approval.

4.2 Strategic Research Committee – 2025 self-assessment report
The members received a verbal overview of the 2025 report. Discussion took place on membership representation, reset of research focus and the new TREF monitoring and funding system.

5. Academic committee workplan reports

5.1 Digital Strategic Steering Group
The members received a verbal update of discussions held at the recent meeting of the group.

6. Any other business

6.1 Teaching and Learning Steering Group
Emma Martin has been appointment as the new Chair and replaces Scott Casley.

Action: The Chair will send a letter of thanks to S Casley, acknowledging his role as the Chair and for his ongoing support to the group.

6.2 June agenda items

- New degree programmes - Project Management suite
- New degree programmes – Healthcare Management suite
- Notification of major changes - Bachelor of Teaching (Primary)
- Notification of changes – Bachelor of Teaching (Early Childhood Education)

The Chair thanked the members for their attendance and participation.

The meeting closed 2.50pm with karakia led by O van Dulm.

Next scheduled meeting – Monday, 15 June 2026, 2-4pm, B111 (Council Room Te Pae Hono) and online via Microsoft Teams.