

## Ngā āmiki | Minutes

Rā   Date	Monday, 8 May 2023
Wā   Time	1.00pm
Wāhi   Venue	Council Chamber level 6 Matariki
Tāngata i tae mai   Present	S 9(2)(a) OIA [Redacted] [Redacted] Professor C Moran, S 9(2)(a) OIA Professor K Scott
Whakapāha   Apologies	S [Redacted] 9([Redacted])
Ērā atu i tae mai   In attendance	S 9(2)(a) OIA [Redacted]

### 1. WELCOME

The Acting Chair welcomed Professor Karen Scott to her first meeting as Acting Executive Dean of Law. S [Redacted] also welcomed S 9(2)(a) [Redacted] and S 9(2)(a) OIA [Redacted].

### 2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING ON 3 APRIL 2023

#### Moved by the Chair:

*That, the minutes of the meeting held on 3 April 2023 are a true and accurate record.*

**Carried**

### 3. MATTERS ARISING

#### (i) Minute 2.2 Online English Tests

The Acting Chair noted that the previous meeting had received information from NZQA about their decision to no longer accept Online English tests. A final decision was still needed as to whether UC should continue to accept these tests. The tests were managed by in person proctoring as well as AI and the NZQA had indicated that they were likely to review their decision. It was too early to see how students were performing at UC following entry with these tests. Members agreed that UC should continue to accept online English tests but review this decision in a year's time.

**Action point: AAC to review this decision in May 2024**

#### (ii) Minute 2.3 MY23 Exam Requests

S 9(2)(a) OIA [Redacted] S 9(2)(b)(ii) OIA [Redacted] S 9(2)(a) OIA [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

#### 4. BUSINESS FROM THE ACTING CHAIR

S 9(2)(a) confirmed that the new qualification proposals considered at the previous meeting – conjoint engineering degrees, Bachelor of Sport and Master of Organisational Psychology had all been subsequently approved by Academic Board and were now under consideration by CUAP peer review.

He also reminded members that minor course changes, in particular course occurrence and semester changes needed to be entered into the MCCS by the deadline of 16 June.

Finally, Pink Shirt day was coming up on 19 May and there are some lecture slides on the intranet for lecturers to display.

#### 5. SPECIAL TOPIC: PACE INTERNATIONAL INTERNSHIP

S 9(2)(a) OIA explained that she had brought this item to AAC as PACE had shared collective ownership rather than belonging to one Faculty although it technically belongs on the Arts schedule, This was a chance to think about the appropriate process going forwards – was there a need for a Board of Studies for example. She introduced S 9(2)(a) OIA who was the course proposer.

The particular proposal was to cater for a current gap for students wanting to combine a PACE course with an international internship. There are likely to be cohorts from Work integrated Learning and from students who are independently planning an international experience and want to build a PACE course around that. It is hoped that some external scholarships will be available to help support the work.

Members suggested the following:

- References to discipline should be replaced with academic misconduct. It would be worth contacting S 9(2)(a) OIA in Business to share ideas as she has thought carefully about the consequences of student behaviour issues for a course taught in South America.
- The majors listed in the schedules need to be revised.
- The reference to attendance being linked to integration of knowledge needs revisiting;
- The term 'research' in this context may need to be replaced by 'reflection' or 'review'
- There are no exams so this reference can be deleted.

S 9(2)(a) queried why this was not proposed as an any time start as students would not all be starting placements at the same time. S 9(2)(a) OIA said that she intended to introduce this as a Special Topic just to see how the process might work and to see the size of student uptake.

S 9(2)(a) OIA asked how workshops will be run when students are in different time zones. S 9(2)(a) OIA answered that these would mostly take pace in the first five weeks of the course when students are on campus, however after that time differences will be borne in mind.

S 9(2)(a) OIA thanked members for their comments. She said she would make the changes to the course proposal and update the memo so that the papers could be considered by Faculties by the end of June and by Academic Board in July. S 9(2)(a) OIA was thanked for her contributions – she left the meeting.

#### 6. CUAP REPORTS

##### 6.1 Proposal to delete the Graduate Diploma in Business Administration

This proposal was put forward to correct an administrative oversight as the intention to discontinue was made in 2017 but without the correct paperwork.

##### Moved by the Acting Chair:

*That the proposal to delete the Graduate Diploma in Business Administration be approved and reported to Academic Board, Council and CUAP.*

**Carried**

##### 6.2 Proposal to delete the Graduate Diploma in Early Childhood Education and the Graduate Diploma in Teaching and Learning Primary

These qualifications have both been replaced and taught out.

**Moved by the Acting Chair:**

*That the proposal to delete the Graduate Diploma in Early Childhood Education and the Graduate Diploma in Teaching and Learning primary be approved and reported to Academic Board, Council and CUAP.*

**Carried**

**7. REGULATIONS**

**7.1 1 Proposal to align the awarding of Distinction and Merit in the Master of Applied Finance and Economics with the general UC practice and to correct an error in the Admission to the Qualification regulations**

**S 9(2)(a)** outlined the proposal.

**Moved by the Acting Chair:**

*That the proposal to align the award of Distinction and Merit in the Master of Applied Finance and Economics with UC practice and to correct an error in the Admission to Qualification regulations be approved and reported to Academic Board.*

**Carried**

**8. MODERATION POLICIES**

**S 9(2)(a)** thanked the Associate Deans from Business, Education, Health and Science for sharing their moderation policies. He reminded members that the basic templates had been an appendix to the new Assessment Principles and Policy approved in 2022 and that moderation processes are an expectation set down by the AQA. Members agreed that having a chance to see other Faculty's policies was helpful to share ideas and practice. There was discussion about moving to a single UC-wide policy, but the preference was to see this as an evolutionary process, learning from others, whilst retaining distinctive disciplinary interests. The Science percentage would move to 30% in line with the other Faculties. Some of the Faculties had decided that the processes should cover both assessment and coursework.

**S 9(2)(a) OIA** noted that Engineering is bound by their professional body moderation requirements which were currently in development.

Members compared practice of when and how scaling was used. Providing its use was transparent and students were made aware of its use, it was another appropriate tool in marking.

**9. KEY DATES 2025 AND 2026**

**S 9(2)(a) OIA** explained that the proposed dates were based on previous practice, following the release of the school year dates by the Ministry of Education for 2025. The 2026 dates were provisional at this stage as the school dates were not yet available. **S 9(2)(a) OIA** asked whether it would be appropriate to include a re-sit week for Semester 1 exams. It was agreed that if Law had already scheduled a week, then this could be shared in a future internal calendar.

**10. S 9(2)(b)(ii) OIA**

[REDACTED]

**S 9(2)(a) OIA** [REDACTED]

Members agreed to approve the request – subject to any further information emerging from UNZ.

#### 11. COURSE CODING – POSTGRADUATE LEVELS

S 9(2)(a) OIA S 9(2)(g)(i) OIA  
S 9(2)(a)  
S 9(2)(a) OIA

#### 12. AAC ANNUAL REPORT 2022

S 9(2)(a) said that the annual report had been produced with the same template as 2021. S 9(2)(a) asked that a correction be made to the translation of Engineering throughout. OIA

**Moved by the Acting Chair:**

*That the annual report be received and sent on to Academic Board for approval.*

**Carried**

#### 13. SUMMER SCHOOL REPORT 2022-2023

S 9(2)(a) OIA requested that an amendment to the description of the margin of courses between Science and Arts be made. She also suggested that the high uptake in Summer School courses might not only be a lockdown related phenomenon but may be the start of a move into a new market of non-school leavers for courses. This would include professional cohorts and opportunities for retraining and upskilling. Members noted that although Summer courses were proving popular for students, there was sometimes reluctance from staff as teaching over summer was perceived as disrupting valuable research time. There had been previous discussions about rethinking the teaching year as three semesters, with staff teaching in two of the three.

S 9(2)(a) OIA reminded members that a call for Summer School classes had been made by S 9(2)(a) and that this was a good time to review the report findings and start planning for the next Summer period.

#### SECTION B REPORTS:

**Moved by the Chair:**

*That the reports in Section B were received and approved.*

**Carried**

The meeting closed at 2.30pm