



Professor Moran gave an update on CUAP Round 1 2023, all University of Canterbury proposals have been approved.

## 5. GRADUATING YEAR REVIEWS

### 5.1 Bachelor of Fine Arts, Bachelor of Fine Arts (Honours), Postgraduate Diploma in Fine Arts

S 9(2)(a) OIA was welcomed to the meeting and introductions were made. S 9(2)(a) gave a short summary of the Panel Report, noting that the Panel had OIA representatives from School of Music, the Faculty of Arts, a graduated student and an external stakeholder. The moderation reports and appendices provided were helpful and demonstrated that year by year any issues were being handled well. S 9(2)(a) OIA noted that the recommendations section is more areas in which to enhance or explore and he finally noted that the S 9(2)(b)(ii) OIA are an area of ongoing development.

S 9(2)(a) commended the Panel Chair for a succinct report. The Review Process section of the report should be amended to describe the process the review panel went through, and reference should be made to the dashboard data provided. The Graduate Profile and the Grade Distribution Table should be completed in the appendix. Student names should be redacted for privacy. These edits will be actioned prior submitting the report to Academic Board.

#### Moved by the Acting Chair:

That the Graduating Year Review for the Bachelor of Fine Arts, Bachelor of Fine Arts (Honours), and Postgraduate Diploma in Fine Arts be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

Carried

### 5.2 Master of Business Administration, Postgraduate Diploma in Business Administration

S 9(2)(a) OIA was welcomed to the meeting and introductions were made. S 9(2)(a) gave a short summary of the Panel Report, noting that these qualifications were first offered in 1983 and recently underwent a review to become more responsive and connected to industry. They are cross-disciplinary and much of the coherence comes from the fact they are co-taught between academic and industry leads. They are quite unusual in that they have been heavily reviewed, AMBA reviewed the degree in 2020 and 2023, and EQUIS reviewed the degree in 2022 and have been successfully reviewed with accrediting bodies.

S 9(2)(a) OIA queried if Table A should be edited to reflect the qualifications as they were originally approved. It was agreed that the two new courses should be removed from this table and a note added. The Graduate Profile and the Grade Distribution Table should be completed in the appendix.

#### Moved by the Acting Chair:

That the Graduating Year Review for the Master of Business Administration and Postgraduate Diploma in Business Administration be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

Carried

### 5.3 Postgraduate Diploma in Information Systems and Technology and Postgraduate Certificate in Information Systems and Technology

S 9(2) was welcomed to the meeting and introductions were made. S 9(2) gave a summary of the Panel Report, commenting that the qualifications were S 9(2)(b)(ii) OIA (a)

S 9(2)(b)(ii) OIA [redacted]  
[redacted]

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

S 9(2)(a) OIA [redacted] noted that the Faculty of Science would be open to supporting the promotion of this programme.

The committee asked for the numbers of enrolments in the courses themselves to be added to the report S 9(2)(b)(ii) OIA [redacted]. The Graduate Profile and the Grade Distribution Table should be completed in the appendix.

**Moved by the Acting Chair:**

That the Graduating Year Review for the Postgraduate Diploma in Information Systems and Technology and Postgraduate Certificate in Information Systems and Technology be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

**Carried**

*Professor Becker joined the meeting.*

**5.4 Bachelor of Product Design**

S 9(2)(a) OIA [redacted] was welcomed to the meeting, in place of the Panel Chair S 9(2)(a) OIA [redacted], and introductions were made. S 9(2)(a) OIA [redacted] gave a summary of the Panel Report, noting S 9(2)(b)(ii) OIA [redacted].  
[redacted]  
[redacted]  
[redacted]

S 9(2)(a) [redacted] commented that some edits were needed for consistency on the UC website and noted that his peer completed this qualification and was snapped up for a job prior to finishing the degree.

The committee asked for a comment to be added to the Programme Evaluation section to explain the lack of recommendations. The Graduate Profile and the Grade Distribution Table should be completed in the appendix.

**Moved by the Acting Chair:**

That the Graduating Year Review for the Bachelor of Product Design be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

**Carried**

**5.5 Master of Engineering Studies (Renewable Energy)**

The Panel Chair S 9(2)(a) OIA [redacted] was out of the country, S 9(2)(a) OIA [redacted] presented this review and gave a summary of the Panel Report. S 9(2)(a) OIA [redacted] commented that this is a taught masters. The Master of Engineering Studies now has three endorsements with Renewable Energy being one. The qualification is undergoing regulation changes to provide clarity and avoid misinterpretation. Feedback has been to S 9(2)(b)(ii) OIA [redacted].  
[redacted]

S 9(2)(a) [redacted] noted the Panel Report exceeded the page limit and would need edited. S 9(2)(a) OIA [redacted] also noted that the change to core courses went through in 2020 during COVID and it went from

Engineering Faculty Board to Academic Board, therefore it has been approved but skipped AAC in the confusion of that time. This comment can be amended in the Panel Report.

The committee asked for the numbers of enrolments in the courses themselves to be added to the report **S 9(2)(b)(ii) OIA**

**S 9(2)(a)** Minor correction needed to page 53 it should state **S 9(2)** and **S 9(2)(a)** and some typos need fixing. **9(**

#### **Moved by the Acting Chair:**

That the Graduating Year Review for the Master of Engineering Studies (Renewable Energy) be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

**Carried**

**S 9(2)(a) OIA** thanked the GYR Panels and the Faculties for completing these Graduating Year Reviews early so edits and refinements can be made prior to submitting to CUAP for scrutineering.

### **6. MID-YEAR EXAMS REPORT 2023**

**S 9(2)(a) OIA** and **S 9(2)(a)** were welcomed to the meeting and introductions were made. A summary of the report was given noting that the exam requests for Semester 1 2023 coincided with significant media coverage of ChatGPT which seems to have influenced a swing to invigilated assessment, and on campus on computer exams. There was also a large increase in students needing alternative arrangements. A number of departments and course coordinators approved these despite students not meeting the requirements. It was emphasised that only the Exams Office should be approving special arrangements. An area of difficulty identified by the Exams Office was the changes to the timetable after its release, such as room changes and last-minute exams.

**S 9(2)(a) OIA** noted this was a great report and would like to see such reports regularly and queried how many of the students requesting alternative arrangements were online offshore. **S 9(2)(a)** responded that none were online offshore students as they were categorised differently and thus not included in this count.

It was noted that consistent terminology was needed surrounding mid-semester tests, exams, etc. Push back is needed to those scheduling large tests on the last day of term and not in the exam period.

A process is needed to have online exams proofread and checked by the Future Learning and Development Team. Some tests/exams are requiring things that cannot be supported in Learn or by process rules. An example being students needing to take pictures of their working and uploading but students are not allowed their phones so this is not possible. These situations cause stress for students and supervisors. Blended Learning are in support of checking of online exams as it allows them to solve problems pre-emptively and design a consistent experience. The committee responded that a template for online exam design would also be helpful.

The short timeframe for exam period and marking was noted. There was general support for finding a solution to extend assessment period and a workshop was suggested to consider ways to mitigate this stress to students and staff. Options mentioned were **S 9(2)(g)(i) OIA**

**S 9(2)(a)** A concern was noted for student wellbeing when receiving exam results on Fridays with no access to support services.

**S 9(2)(a)** thanked the Exams Office for this report and all their work commenting that student feedback is that the Saturday Exam on Matariki weekend should be reconsidered as should exams after 5pm.

**S 9(2)(a) OIA** departed the meeting.

The committee agreed that for Semester 2 online exams will need to undergo a process for checking/approval and templates will be provided. It was also agreed that distance students should not be expected to come to campus for exams if they are in Christchurch.

This report will be sent to Learning and Teaching Committee for further discussion and a workshop will be organised to discuss options for improving the timeframes surrounding mid-year exams.

## **7. REPORTS TO CUAP**

### **7.1 Deletion of Master of Engineering in Transportation**

**S 9(2)(a) OIA** introduced this report noting that the qualification has been taught out and replaced by the Master of Engineering with an endorsement in Transportation.

#### **Moved by the Acting Chair:**

That the Deletion of Master of Engineering in Transportation be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

**Carried**

### **7.2 Deletion of the endorsements in the Master of Civil Engineering: Smart Infrastructure and Digital Civil Engineering**

**S 9(2)(a) OIA** introduced this report noting that a suite of endorsements were introduced to the Master of Civil Engineering in 2019, however with the arrival of COVID resources were lost and these were put on pause. There is no current plan to offer these so they will be deleted and if the Faculty of Engineering wishes to bring these back in the future they will be redeveloped.

#### **Moved by the Acting Chair:**

That the Deletion of endorsements in the Master of Civil Engineering: Smart Infrastructure and Digital Civil Engineering be approved subject to editorial changes and forwarded to Academic Board, Council and CUAP.

**Carried**

## **8. HUMANITARIAN ENGINEERING: REQUEST TO CREATE NEW COURSE CODE ENHE**

**S 9(2)(a) OIA** introduced this memo. Humanitarian Engineering is an add on, students take courses throughout their undergraduate degree and there is then a capstone qualification of the Postgraduate Diploma in Humanitarian Engineering. The Programme administrators and coordinators would like to introduce the course code of ENHE to enable them to better identify students in this programme. This is expected to ad clarification for both staff and students. Approximately three courses are expected, two currently under development.

**S 9(2)(a)** commented that with only three courses there is not a significant demand for this course code but as it will be associated with a specific qualification, the Postgraduate Diploma in Humanitarian Engineering he could see the benefit.

The committee was in support of the introduction of the new course code ENHE.

## **9. REQUEST TO CREATE SOME 7.5 ELECTIVE COURSES IN THE FINAL YEAR OF THE CHEMICAL AND PROCESS ENGINEERING DEGREE**

This item of business will be deferred to the next meeting and **S 9(2)(a)** will contact **S 9(2)(a) OIA** directly with some questions regarding this.

## 10. GENERAL BUSINESS

There were no items of General Business.

## 11. SECTION B

**Item 11.25 Proposal to ensure that the regulations for qualifications with the Psychology major or requiring a Psychology major to enrol in them are amended to include changes to the course codes at 300 level and the introduction of a new 100-level course – BA, BA(Hons), BSc, BSc(Hons), PGDipClinPsyc, PGDipSc, MSc**

This proposal was withdrawn from consideration by **S 9(2)(a) OIA**.

**Item 11.13 Proposal to change the requirement for a Finance Minor within the BCom**

This was brought forward from Section B by **S 9(2)(a)** as the number of points required for the minor as too low to meet CUAP regulations. This will be discussed between **S 9(2)(a) OIA** and the department.

**Item 11.17 Proposal to correct inconsistencies in the MBA, MBIS, MPA, PGDip Business and PGCert Business**

This was brought forward from Section B by **S 9(2)(a)** to query the removal of the English Language requirement. The justification should be edited to reflect why this is no longer needed.

**Moved by the Chair:**

That subject to changes the proposal to correct inconsistencies in the MBA, MBIS, MPA, PGDip Business and PGCert Business be approved and forwarded to Academic Board.

**Carried**

**Items 11.21 Proposal to align the regulations for the BSc Finance major with the BCom Finance major and**

**11.22 Proposal to add required courses at 200 and 300 level for the BSc Finance major**

These were brought forward from Section B by **S 9(2)(a)** as the titles appear incorrect, clarification needed as to whether referring to Finance or Statistics.

**Moved by the Chair:**

That subject to changes the proposal to align the regulations for the BSc Finance major with the BCom Finance major and the proposal to add required courses at 200 and 300 level for the BSc Statistics major be approved and forwarded to Academic Board.

**Carried**

**Moved by the Chair:**

That the remaining Regulations, One Year on Reports, Scholarships and Prizes reports in Section B were received and approved.

**Carried**

*The meeting closed at 3pm*