

**THE UNIVERSITY OF WAIKATO
TE WHARE WĀNANGA O WAIKATO**

ACADEMIC BOARD

Minutes of the meeting held on 10 September 2019 (Part 1),

Present: Professor N Quigley (Chair), Professor V Arcus, Professor B Barton, Associate Professor B Bicknell, Associate Professor T Howell, Professor C Breen, Mr S Campbell, Ms K Campbell-Kamariera, Ms J Champion, Professor M Cheng, Professor B Clarkson, Associate Professor E Collins, Professor B Cowie, Dr C Curtis, Associate Professor S Dillon, Dr K Hemi, Professor B Hokowhitu, Professor G Holmes, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor R Longhurst, Ms T McRae, Professor L Mitchell, Dr S Nock, Dr S Peel, Associate Professor K Perszyk, Associate Professor S Peters, Associate Professor K Petrie, Associate Professor C Pope, Mr N Rahui, Professor V Reid, Professor S Reeves, Professor J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Professor N Starkey, Dr S Tiakiwai, Professor M Walmsley, Ms V Ware, Professor K Weaver

In attendance: Ms D Fowler, Mr B McGibbon, Ms J Miller

Secretariat: Mr T O'Brien, Ms A Beardsmore

19.55 APOLOGIES

Ms C Ashby, Dr J Bowen, Associate Professor M Cameron, Professor B Curtis, Professor M Dyer, Professor S Gudergan, Mr R Hallett, Mr A Howard, Associate Professor S Joe, Ms L Lennox, Professor M Lodge, Ms K Nobilo, Professor J Oetzel, Prof K Pickering, Dr E Reinsfield, Associate Professor G Schott, Professor M Thrupp, Mr B Wilkins

19.56 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 23 JULY 2019

Confirmed

The minutes of the meeting (Part 1) held on 23 July 2019, as set out in document 19/407a.

19.57 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 19/408a.

19.58 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

That the Waikato Students' Union had held a Special General Meeting last week. Amendments to their constitution had been made including the addition of an extra Director

for the Tauranga campus, and changing one of the elected Directors to be the Pasifika Director. Nominations were now open for all Director positions for 2020.

19.59 REPORTS OF COUNCIL

Received

1. The report of the 28 May 2019 meeting of Council, as set out in document 19/409.
2. The report of the 6 August 2019 meeting of Council, as set out in document 19/410.
3. An oral report from the staff member elected to Council.

Noted in discussion

1. That Associate Professor Collins had trialled publishing Council updates in *Community*, to provide more visibility about Council activities to staff. Feedback on these updates would be welcomed.
2. That Associate Professor Collins was happy to receive questions from staff about Council matters or to meet with individuals or groups if they wished to bring anything to the attention of Council.

19.60 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 19/411.

Noted in discussion

Centre of Research Excellence (CoRE) proposals

1. That the deadline for full CoRE proposals would be 28 November 2019, and a final shortlist would be announced in April 2020.
2. That the University had submitted two CoRE proposals, these being Te Wai Manawa Centre for Freshwater Research, and Āmiomio Aotearoa – A circular economy for the wellbeing of New Zealand.
3. That the point of difference for the freshwater CoRE would be that it incorporated a wide range of disciplines, rather than just biophysical sciences. The focus would be on implementing changes at a landscape and catchment scale. This aligned closely with recent Government policy announcements in this area.
4. That a good range of research organisations had agreed to participate in both CoRE proposals.
5. That thanks had been expressed to all staff involved in developing these proposals and to those who had demonstrated a willingness to provide leadership on the projects.

19.61 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 19/412.

Noted in discussion

White Paper on Assessment

That the feedback received on the white paper on assessment was being considered. That minor revisions to the paper might be made, and the recommendations of the paper would be carefully reviewed. An amended version of the paper would be circulated through the committee cycle for further feedback.

19.62 DIVISIONAL BOARDS

Reported

1. That the terms of reference and constitutions of the divisional boards had been considered by Faculty Boards in June, and Academic Board in July 2019. The Academic Board resolved that further consultation and revisions be undertaken, prior to being reconsidered by the Academic Board.
2. That further consultation had been undertaken and the terms of reference and constitutions had been revised accordingly.

Noted in discussion

1. That feedback from the July 2019 Academic Board meeting had largely been addressed in the revised document.
2. That the resolution of the Boards of the Faculty of Law (FLAW) and the Division of Arts, Law, Psychology and Social Sciences (DALPSS) had not been incorporated. This resolution requested the inclusion of a clause stipulating that DALPSS obtain and consider the recommendations of the FLAW Board prior to considering any matter pertaining to FLAW.
3. That the document could proceed to Council in its current form, however, further consultation would be undertaken by the Vice-Chancellor (VC) on the matter raised by FLAW. The terms of reference of the DALPSS Board could be amended, if required, following the outcome of this consultation.
4. That there was a minor typographical error in the title of the DALPSS constitution.

Recommended

1. That Council approve the terms of reference and constitution of the divisional boards, as set out in appendices 1 and 2 of document 19/235 (revised 30 August 2019).
2. That Council approve the terms of reference and constitution of the Engineering Board of Studies and Law Board of Studies, as set out in appendix 3 of document 19/235 (revised 30 August 2019).

19.63 ACADEMIC DEVELOPMENTS ROUND ONE 2019

Reported

That the Academic Developments submitted by the University of Waikato to the Universities New Zealand Committee on University Academic Programmes (CUAP) for consideration in Round One 2019 had been approved and had been made available in iWaikato.

19.64 ACADEMIC DEVELOPMENTS ROUND TWO 2019

Reported

1. That the Academic Developments submitted by the University of Waikato and other universities to CUAP for consideration in Round Two 2019 had been made available in iWaikato.
2. That reviewers had been appointed to review proposals and comment where appropriate.

19.65 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of proposals signalled out of session, as set out in document 19/04 (revised 28 August 2019).

Considered

Approval of the following Category C proposals signalled out of session, as set out in documents 19/305a-e and 19/389.

- a. Addition of the subject of Science to the International Diploma, as set out in document 19/305a.
- b. Amendment to the regulations for the Certificate of Attainment in English Language (CAEL) and Certificate of Attainment in Academic English (CAAE), as set out in document 19/305b.
- c. Amendment to the regulations for the BA, BSocSc and BMus to reflect the approved Cultural Perspectives and Work-Integrated Learning papers, as set out in document 19/305c.
- d. Amendment to the regulations for the BBA, BCS and BMS(Hons) to reflect the approved Work-Integrated Learning papers, as set out in document 19/305d.
- e. Amendment to the Master's degree in Geography, as set out in document 19/305e.
- f. Amendment to the requirements for the Strategic Management second major, as set out in document 19/389.

Noted in discussion

Addition of the subject of Science to the International Diploma (19/305a)

1. That this programme would be structured in a similar way to the CUAP approved International Diploma (Business) with respect to having language, development and support activities in place to facilitate student success.
2. That the Quality section on page 7 should be amended to read *During the third trimester, students will attend some university lectures for the papers they were enrolled in if available.*

Amendment to the regulations for the Certificate of Attainment in English Language (CAEL) and Certificate of Attainment in Academic English (CAAE) (19/305b)

3. That this was a temporary measure to address an issue with students ending up on incorrect visas if they completed a different programme to the one they originally enrolled in.
4. That Pathways College would be looking at developing a new English language programme in the future.

Amendment to the Master's degree in Geography (19/305e)

5. That the requirement for consideration for enrolment in a dissertation or thesis had been amended to be at least a B average.

Amendment to the requirements for the Strategic Management second major (19/389)

6. That this proposal enacted a change that had been agreed during the course prescription round.
7. That the proposal had gone through the executive approval process prior to being reviewed at Education Committee. However, it was only in very rare circumstances that Category C proposals were put forward for executive approval.

Resolved

To approve the Category C proposals signalled out of session, as set out in documents 19/305a-e and 19/389, subject to amendment as noted above.

19.66 GRADUATING YEAR REVIEWS

Reported

That, at its meeting on 28 August 2019, the Education Committee approved the 2019 Graduating Year Reviews (GYRs) for submission to CUAP on 1 September 2019 for the following programmes (documents 19/01a-i):

- a. Master of Professional Accounting
- b. Master of Environmental Science
- c. Master of Environment and Society
- d. Bachelor of Entrepreneurship
- e. Studies in Religion for the Bachelor of Arts and Bachelor of Social Sciences
- f. Master of Māori and Pacific Development
- g. Master of Business and Management
- h. Master of Clinical Animal Behaviour, Postgraduate Diploma in Clinical Animal Behaviour, and Postgraduate Certificate in Clinical Animal Behaviour
- i. Master of Arts (MA) and Master of Social Sciences (MSocSc)

Received

1. The overview statement submitted by the University of Waikato, as set out in document 19/01.
2. The approved 2019 GYRs submitted in relation to the University of Waikato programmes, as set out in documents 19/01a-i.

19.67 DEGREES, DIPLOMAS AND CERTIFICATES STATUTE

Reported

That the Degrees, Diplomas and Certificates Statute was updated annually to take account of new qualifications that had been approved by CUAP.

Recommended

That Council approve the Degrees, Diplomas and Certificates Statute 2019, as set out in document 19/413.

19.68 REVIEW OF DOCTORAL SCHOLARSHIPS

Reported

1. That the Review of Doctoral Scholarships was considered by the Scholarships Executive in July 2019, and the Scholarships Committee, Postgraduate Research Committee (PGRC) and the Research Committee in August 2019.
2. That a summary of the Scholarships Committee and PGRC feedback and a response to feedback had been included in the covering memo of document 19/324 (revised 26 August 2019)

Considered

Feedback to the Dean of the School of Graduate Research on the proposed changes to the University's Doctoral Scholarships, as set out in document 19/324 (revised 26 August 2019).

Noted in discussion

1. That an additional issue had been raised during consultation about the inclusion of the student services levy. That the cost of this, in relation to the wider cost of the proposal, was not significant.
2. That the postgraduate students supported the proposal, and particularly endorsed the inclusion of the student services levy. Inclusion of the levy would reduce pressure on students to have to work to cover its costs and that would be helpful in light of the proposed reduction in work hours.
3. That the issue regarding the calculation of the student services levy on a pro rata basis, which had been raised at a previous board meeting, had been satisfactorily resolved.
4. That because of budgetary implications, if the proposal proceeded, it might need to be implemented over two years.
5. That it would signal greater flexibility if the employment limits were expressed as hours per annum, rather than hours per week.
6. That care needed to be taken to ensure that our regulations on hours of work were in line with New Zealand Immigration policy on this issue.
7. That consideration could be given to a guaranteed scholarship for students with a grade point average of eight or higher. However, this should be considered with caution as it would create challenges with respect to ensuring that the financial commitment required for this could be maintained.
8. That, during consultation, a number of concerns had been raised about incentivising scholarships. Therefore, this element of the proposal had been removed. That other universities had found incentivisation difficult and had been removing this aspect of their scholarships.
9. That the University did consider applications for part time scholarships with good rationale, however, these weren't actively promoted. There had been some problems with dropout rates associated with part time scholarships in the past.
10. That consideration had not been given to reducing the amount of the scholarship paid in the first year, as this would make our offering uncompetitive in relation to other universities.

19.69 2021 TEACHING AND ASSESSMENT DATES

Reported

1. That the proposed teaching and assessment dates for 2021 had been considered by Faculty Boards in July and August 2019.

2. That a summary of the feedback received and a response to feedback was set out in Appendix 3 of document 19/340 (revised 20 August 2019)
3. That on 19 August 2019 a meeting had been held with representatives of the divisions to further consider their feedback. The proposal had been amended accordingly.
4. That the Education Committee recommended the proposed teaching and assessment dates for 2021, as set out in document 19/340, at its meeting on 28 August 2019.

Noted in discussion

1. That this proposal was based on the principles of a standard trimester academic year. The options presented to the Faculty Boards, based on the recommendations of the white paper on assessment, had been removed from this proposal.
2. That consideration had been given to the Chinese New Year when determining the start date of trimester A.
3. That ideally trimester C would be the same length as trimesters A and B, and that this proposal moved us closer to this.
4. That the mid-trimester recess in trimester A had been shifted to reduce the likelihood of student non-attendance between Easter and the recess.
5. That the exam and study week had been merged at the end of trimester C, however, the proposal allowed for study and revision to take place in the last week of the trimester, for papers with exams.
6. That it would be useful to align the timing of the decision regarding the University's Christmas closure dates with the development of the teaching and assessment dates. In addition, there had been a preference for the University to remain open longer before Christmas and, if required, re-opening later in the New Year.
7. That students could be eligible for the fee-free scheme in Trimester C provided they were fully enrolled for all three trimesters. This could work well for divisions thinking about developing a programme to run across all three trimesters or for Jump Start programmes.

Resolved

To approve the proposed teaching and assessment dates for 2021, as set out in document 19/340 (revised 20 August 2019).

19.70 2020 KEY COMMITTEE DATES

Reported

1. That Faculty Boards, Curriculum Committee, Research Committee and Education Committee considered and recommended approval of the proposed key committee dates for 2020, as set out in document 19/341.
2. That the proposal included an option to hold the first divisional boards of 2020 in December 2019 to accommodate varying staff leave patterns.
3. That the April Academic Board was proposed to sit on a Wednesday rather than a Tuesday due to anticipated graduation dates.

Resolved

To approve the 2020 Key Committee Dates, as set out in document 19/341.

19.71 STUDENT DISCIPLINE COMMITTEE PANEL NOMINATION

Reported

1. That clause 2 of the constitution of the Student Discipline Committee provided for two people to be appointed by the Chairperson of the Student Discipline Committee from a panel of eight academic staff nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity.
2. That one Panel member had retired from the University, requiring a replacement nominee.
3. That Dr Kim Hébert-Loiser had been recommended by her respective Dean and had indicated willingness to be appointed to the Panel.

Resolved

To approve the nomination of Dr Kim Hébert-Loiser to the Student Discipline Committee Panel, as set out in document 19/414.

19.72 ANNUAL REPORT

Reported

That the 2018 Annual Report of the Student Discipline Committee had been considered by the Education Committee at its meeting on 28 August 2019.

Received

The 2018 Annual Report of the Student Discipline Committee, as set out in document 19/395 (revised 30 August 2019).

19.73 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 19/415.

19.74 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 26 November 2019 at 2.10pm in the Council Room.

AGENDA PART TWO – CONFIDENTIAL

Resolved

That the public be excluded from the meeting to allow consideration of the following items.

The general subject matter of these items, included in Part 2 of the Agenda were as follows:

1. Minutes (Part 2) of the Academic Board meeting of 23 July 2019
2. Report of the Vice-Chancellor (Part 2)

The interests protected under the Local Government Information and Meetings Act 1987 and/or the Official Information Act 1982 which would be prejudiced by the public conduct of these proceedings were:

Item 1 affected material previously dealt with in a meeting from which the public had been excluded.

Item 2 affected the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Tim O'Brien
Alison Beardsmore
Academic Office