

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

**ACADEMIC BOARD**

**Minutes of the meeting held on 18 April 2016**

**Present:** Professor N Quigley (Chair), Dr T Bowell, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Associate Professor W Drewery, Ms C Green, Mr R Hallett, Professor R Hannah, Professor C Hewitt, Professor G Holmes, Professor B Hokowhitu, Dr D Johnson, Professor A Jones, Professor P Kurian, Dr J Lane, Professor R Longhurst, Professor R Moltzen, Associate Professor S Morrison, Ms S Nock, Professor J Oetzel, Professor W Rumbles, Professor M Steyn-Ross, Professor J Swan, Professor M Thrupp, Mr J Tupaupiki, Professor D Willis, Professor E Weymes, and Professor M Wilson.

**In attendance:** Mr A Billington, Ms D Fowler, Ms T Pilet and Ms H Pridmore

**Secretariat:** Ms R Boyer and Ms J Richards

**16.19 APOLOGIES**

**Received**

Apologies for absence from Professor B Barton, Dr C Blickem, Associate Professor C Breen, Associate Professor C Costley, Dr A Hinze, Mr I Jayasandara, Professor L Johnston, Associate Professor T McGregor, Professor L Smith, Associate Professor J Tressler, Associate Professor J Verbeek and Professor K Weaver.

**16.20 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 1 MARCH 2016**

**Confirmed**

The minutes of the meeting held on 1 March 2016, as set out in document 16/129a.

**16.21 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE INCLUDED IN THIS AGENDA**

**Reported**

Council Matters

1. That it had been resolved that reports to and from Council would be provided in the form of the most recent set of confirmed minutes.

Anonymity on Examination Papers

2. That the Pro Vice-Chancellor Teaching and Learning had consulted with the Associate Director Student Experience and the Director Student Services with regard to the system requirements to provide anonymity for marking of examination papers. It appeared that a pre and post Student Management System solution would be possible and should be operational in 2017.

Evaluation Questions

3. That the Pro Vice-Chancellor Teaching and Learning confirmed that the evaluation questions had now been translated into te reo Māori. The work on the hover help text had been completed and would also be translated into te reo Māori.
4. That a sentence had been included in the feedback section that encouraged students to provide constructive feedback.

#### **16.22 REPORT OF THE VICE-CHANCELLOR (PART 1)**

##### **Received**

The report of the Vice-Chancellor (Part 1), as set out in document 16/130a

#### **16.23 REPORT OF THE ACADEMIC BOARD NOMINEE TO COUNCIL**

##### **Received**

An oral report from the Academic Board Nominee to Council.

##### **Noted in discussion**

1. That Council had discussed new models of tertiary education currently under inquiry by the Productivity Commission. It was noted that the findings would likely impact on universities and would need to be monitored closely.
2. That the Tertiary Education Commission had provided a series of workshops for University Council members. It was noted that these were very worthwhile and it was recommended that future staff members of Council should attend.

#### **16.24 CONSTITUTION OF THE ACADEMIC BOARD**

##### **Noted in discussion**

That the revised constitution of the Academic Board would result in a full membership of around 60 members. It was suggested that an appropriate quorum would be around 25 members to ensure the opinion of the board could be canvassed with a reasonable level of representation.

##### **Recommended**

1. That Council approve the proposal to revise the constitution of the Academic Board, as set out in document 15/487.
2. That the quorum be set at 25, rather than a proportion of total members.

#### **16.25 REPORT OF THE EDUCATION COMMITTEE**

##### **Received**

The report of the Education Committee, as set out in document 16/131.

#### **16.26 REPORT OF THE RESEARCH COMMITTEE**

##### **Received**

The report of the Research Committee, as set out in document 16/132.

## 16.27 HIGHER DEGREE REGULATIONS

### 1. Proposal To Change Doctoral Regulations

#### **Reported**

That consideration of the proposed changes to the doctoral regulations had been deferred to the following meeting.

### 2. Doctor of Musical Arts

#### **Noted in discussion**

1. That it was suggested that for clarity, the order of clauses 21 and 23 should be reversed.
2. That additional changes may be required to clauses 20-24; however, it was suggested that the current version be adopted and any future changes required made in due course in consultation with the Music Department.

#### **Resolved**

1. Approval of the Requirements for Doctor of Musical Arts, as set out in document 16/93.
2. Approval of the Regulations for Doctor of Musical Arts, as set out in document 16/93, subject to the reversal of clauses 21 & 23 of the regulations.

### 3. Proposal to change the criteria for eligibility to be a Doctoral Chief Supervisor

#### **Noted in discussion**

1. That the opportunity for contract supervisors to undertake chief supervisor duties was supported.
2. That a definition of the term 'continuing' should be included.
3. That the term 'active researcher' was open to interpretation and further definition would be useful. The definition should be broad enough not to disqualify Emeritus Professors, who were current supervisors.
4. That it was suggested that where a chief supervisor was non-continuing, at least one other Waikato staff member should be included on the supervisory panel. It was thought that the requirement for the inclusion of a second University of Waikato staff member on the supervisory panel was included in associated documents and the policy would be checked for this.
5. That it was suggested that the Postgraduate Office develop a process for an annual review of supervision. It was suggested this could assist in the identification of supervision issues in a more timely fashion.

#### **Resolved**

Approval of the proposed changes to the criteria for eligibility to be a Doctoral Chief Supervisor, as set out in document 15/506.

## 16.28 SIGNIFICANT ACADEMIC DEVELOPMENTS

### Round One 2016

#### Received

The list of proposals and reviewers for proposals for Round One 2016 that had been signalled to date or deferred from previous rounds, as set out in document 16/19 (revised 23 March 2016).

#### Considered

1. Feedback to the Vice-Chancellor to inform his decision on which of the following Category 1-5 Round One 2016 proposals would proceed to Universities New Zealand CUAP for approval:
  - a. Introduction of a Master of Geographic Information Science, as set out in document 15/180a.
  - b. Introduction of a Master of Social Work, as set out in document 16/104a.
  - c. Introduction of a Master of Writing Studies, as set out in document 16/104b.
  - d. Introduction of a Master of Security and Crime Science, as set out in document 16/104c.
  - e. Introduction of a Bachelor of Education Studies, as set out in document 16/104d.
  - f. Introduction of a new subject, 'Community Dance Education' to the Bachelor of Education Studies, as set out in document 16/104de.
  - g. Introduction of a new subject 'eEducation' for the proposed Bachelor of Education Studies and the Master of Education, as set out in document 16/104f.
2. Feedback to the Vice-Chancellor to inform his decision on which of the following Category 6-9 Round One 2016 proposals would proceed to Universities New Zealand CUAP for approval:
  - a. Amendments to the regulations to introduce subjects as the field for the Master of Education, as set out in document 16/105a.
  - b. Change the name of the subject 'Science and Technology Education' to 'Science Technology and Environmental Education', as set out in document 16/105c.

#### Noted in discussion

1. That the Dean of the Faculty of Arts and Social Sciences (FASS) noted that the FASS proposals had an 'applied' focus on vocational skills.
2. That the Master of Social Work built on the University's successful undergraduate programme and offered opportunities to expand beyond Bay of Plenty.
3. That the Master of Writing Studies had the potential to become a flagship programme. The English Department already hosted a successful 'Writer in Residence' programme and employed award-winning staff. It was suggested that the programme would bring forward a number of new opportunities and would build on current successes.
4. That the Master of Geographic Information Science would be an 'applied science' degree, would fit into developments with NIDEA and Crime Science, and was angled toward workplace opportunities.
5. That the Master of Security and Crime Science was part of a strategic initiative for the University and would be delivered collaboratively between the Faculty of Computing and Mathematical Sciences and the Faculty of Arts and Social Sciences, with opportunities for other faculties to have input. Faculties could contribute through the development of appropriately weighted papers in complementary areas.

6. That the Faculty of Education proposals were based on the premise that Education was a broader pedagogical area than solely initial teacher education.

#### **16.29 ROUND TWO 2016**

##### **Received**

The current list of proposals and reviewers for Round Two 2016, as set out in document 16/70 (revised 14 March 2016).

#### **16.30 EVALUATION OF TEACHING AND PAPERS POLICY AND GUIDELINES**

##### **Reported**

1. That the Cycle 5 Audit report recommended that the University urgently review its reporting practices for teaching evaluations to ensure that academic line managers received performance data and used these to inform the professional development reviews of their individual staff.
2. That the Evaluation of Teaching and Papers Policy and the Guidelines required some minor revisions to reflect the changes.
3. That Faculty Boards and the Education Committee considered the revised guidelines at their last meeting which informed a number of minor revisions.

##### **Considered**

Faculty Board feedback on the revised Evaluation of Teaching and Papers Policy and Guidelines, as set out in document 16/116.

##### **Recommended**

Approval of the Evaluation of Teaching and Papers Policy and the Guidelines, as set out in document 16/50.

#### **16.31 ACADEMIC COLLABORATION**

##### **1. International Management Institute, India**

###### **Received**

A proposal for a Memorandum of Understanding between the University of Waikato and the International Management Institute, India as set out in document 16/75.

###### **Resolved**

Approval of the Memorandum of Understanding between the University and the International Management Institute, India as set out in document 16/76.

##### **2. S.P. Jain Institute of Management & Research, India**

###### **Received**

A proposal for a Memorandum of Understanding between the University of Waikato and the S.P. Jain Institute of Management & Research, India as set out in document 16/79.

**Resolved**

Approval of the Memorandum of Understanding between the University and the S.P. Jain Institute of Management & Research, India as set out in document 16/80.

**3. Manipal University, India****Received**

A proposal for the renewal of a Memorandum of Understanding between the University of Waikato and Manipal University, India as set out in document 16/77.

**Resolved**

Approval of the renewal of the Memorandum of Understanding between the University of Waikato and Manipal University, India as set out in document 16/78.

**16.32 ANNUAL REPORTS****Received**

The 2015 Annual Report of the Animal Ethics Committee, as set out in document 16/133.

**16.33 TOPICS FOR FUTURE AGENDA****Noted in discussion**

The following topics were suggested for a future agenda:

1. Study leave - a contextual report would be developed for discussion at a future meeting of the Academic Board.
2. Extended Transcripts - how the University would recognise volunteering, community engagement and leadership on academic transcripts.

**16.34 DATE OF NEXT MEETING****Reported**

That the next meeting of the Academic Board would be held on Tuesday 7 June 2016 at 2.10pm in the Council Room.

**16.35 PROCEEDINGS WITH THE PUBLIC EXCLUDED****Resolved**

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

1. Minutes (Part 2) of the Academic Board meeting of 1 March 2016
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 was 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.

Renée Boyer & Jeanie Richards

**Academic Office**

16 May 2016