

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

ACADEMIC BOARD

Minutes of the meeting held on 23 July 2019 (Part 1).

Present: Professor N Quigley (Chair), Professor B Barton, Associate Professor B Bicknell, Associate Professor T Bowell, Professor C Breen, Dr A Campbell, Mr S Campbell, Ms J Champion, Professor S Charlton, Professor M Cheng, Professor B Clarkson, Professor B Cowie, Associate Professor S Dillon, Professor M Dyer, Dr K Hemi, Professor B Hokowhitu, Professor G Holmes, Associate Professor S Joe, Professor A Jones, Ms M Jordan-Tong, Professor P Kurian, Associate Professor J Lane, Professor M Lodge, Professor R Longhurst, Professor L Mitchell, Dr S Nock, Dr S Peel, Associate Professor K Perszyk, Associate Professor K Petrie, Prof K Pickering, Associate Professor C Pope, Mr N Rahui, Prof S Reeves, Prof J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Dr S Tiakiwai, Professor M Walmsley

In attendance: Ms D Fowler, Professor M Garry, Mr B McGibbon, Ms J Miller, Dr T Sawicka

Secretariat: Mr T O'Brien, Ms A Beardsmore

19.34 APOLOGIES

Professor V Arcus, Ms C Ashby, Dr J Bowen, Associate Professor M Cameron, Ms K Campbell-Kamariera, Associate Professor E Collins, Professor B Curtis, Dr C Curtis, Professor S Gudergan, Mr R Hallett, Mr A Howard, Professor A Kirkman, Professor D Klinger, Ms L Lennox, Ms T McRae, Ms K Nobilo, Professor J Oetzel, Associate Professor S Peters, Dr E Reinsfield, Associate Professor G Schott, Prof N Starkey, Professor M Thrupp, Ms V Ware, Professor K Weaver, Mr B Wilkins

19.35 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 16 APRIL 2019

Confirmed

The minutes of the meeting (Part 1) held on 16 April 2019, as set out in document 19/308a.

19.36 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 19/309a.

19.37 CORRESPONDENCE

Reported

1. That the University of Waikato Investment Plan 2020-2022 had been circulated to members of the Board for feedback out of session on 31 May 2019.
2. That the Investment Plan had been revised accordingly and had been submitted to the Tertiary Education Commission.

19.38 REPORT OF COUNCIL

Received

An oral report from the Academic Board nominee to Council.

Noted in discussion

1. That thanks had been expressed to Dr Alison Campbell for her service on Council. Associate Professor Eva Collins had been elected as the new staff representative on Council with effect from 1 August 2019.
2. That Dr Campbell communicated her gratitude for the opportunity to represent staff on Council for the last eight years.
3. That the Secretary to Council had been thanked for ensuring that election process complied with new legislative requirements.
4. That Council had received a number of reports to consider, including changes to committee prescriptions, financial reports, the staff engagement survey results, and a report of the Performance Based Research Funding result against strategy.

19.39 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 10 July 2019, as set out in document 19/310.

Noted in discussion

1. That thanks had been expressed to all staff involved in ensuring that the Round One Academic Development proposals had been approved prior to the Universities New Zealand Committee on University Academic Programmes meeting.
2. That the contract with the Tertiary Education Commission for the Ōritetanga Learner Success project had been signed. This project had a one year timeframe and the first meeting of the project team had taken place.
3. That the Deputy Vice-Chancellor Academic's visit to Zhejiang University City College had been beneficial in identifying areas of good practice and opportunities to make improvements.

19.40 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee meeting held on 3 July 2019, as set out in document 19/311.

Noted in discussion

1. That Professor Nicola Starkey had been congratulated for her work in securing a \$1.1 million Health Research Council grant to study concussion in children and adolescents.
2. That Dr Edgar Burns had been appointed to the Hawkes Bay Regional Council Catchment position. The Regional Council were funding the salary for this position, along with a number of research projects.
3. That Dr Burns was a Sociologist, and his appointment signalled a new direction that would focus on transforming communities' approaches to catchments. Further, that this reinforced that there were significant opportunities for all disciplines to engage in science research.

19.41 DIVISIONAL BOARD TERMS OF REFERENCE

Reported

1. That the implementation of the divisional structure required the establishment of divisional boards to replace the existing faculty boards.
2. That, in June 2019, the Faculty Boards considered and provided feedback on the proposed terms of reference and constitutions of the boards related to their area. A summary of feedback and responses to that feedback had been detailed in Appendix 4 of document 19/235 (revised 15 July 2019).
3. That the draft terms of reference and constitutions had been revised accordingly.

Considered

1. A recommendation to Council regarding the terms of reference and constitution of the Divisional Boards, as set out in Appendices 1 and 2 of document 19/235 (revised 15 July 2019).
2. A recommendation to Council regarding 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 15 July 2019).

Noted in discussion

Student representation

1. That Board representation for postgraduate (PG) students had been welcomed, however, it had been noted that PG student representation in the Division of Education (WEDU) constitution was inconsistent with other divisional boards and did not guarantee a position for a PG student. It would be preferable if the WEDU constitution reflected the other boards on this matter.
2. That the Division of Management (DMGT) constitution included representation from Pacific Island students, whereas other board constitutions did not. That the Assistant Vice-Chancellor Pacific could follow up on this with the relevant Pro Vice-

Chancellors. The inclusion of greater Pacific Island student representation had been supported by the Waikato Students' Union (WSU).

3. That there was variation between boards in their approach to electing student representatives. Further, that DMGT elected students on the basis of majors, however, the list of available majors changed with relative frequency making it more difficult to manage student representation.
4. That there was work to be done to clarify the different pathways for student representation and student voice. This would help make it clearer to students how their opinions might be heard through the various boards and committees.
5. That the WSU, the Centre for Tertiary Teaching and Learning (CeTTL), and the Academic Office would be undertaking this work with the aim of presenting a proposal, if required, to the Academic Board in November 2019.
6. That, in the meantime, it would be helpful if teaching staff ensured that they supported the class representatives in their roles.

Staff representation

7. That the WEDU constitution currently included two representatives from CeTTL. Consultation had indicated that, while some ongoing representation from CeTTL would be beneficial, two representatives were no longer required. Therefore it had been suggested that clause 13 be removed, and that clause 7 be amended to read *The Director, or nominee, of the Centre for Tertiary Teaching and Learning*.
8. That consideration should be given to having Faculty of Māori and Indigenous Studies (FMIS) representation on the WEDU board, given the close alignment in their areas of teaching.
9. That there was a typographical error in clause 7 of the Division of Health, Engineering, Computing, and Science constitution. Further, that some of the academic staff listed, such as doctoral and graduate assistants, would be unlikely to be appointed on a minimum half-time basis.
10. That the definition of academic staff could be removed from all the divisional board constitutions and, instead, could be included once in the Committee Directory.

Terms of reference

11. That the Division of Arts, Law, Psychology and Social Science (DALPSS) board had resolved that the following clause be added to the terms of reference; *The Division of Arts, Law, Psychology and Social Science (DALPSS) will obtain and consider the recommendations of the Faculty Board of Te Piringa / Faculty of Law before considering any matter pertaining specifically to Te Piringa / Faculty of Law*. Further, that consideration needed to be given to the implications of including this clause.
12. That the Faculty of Law (FLAW) had resolved that the Law Board of Studies terms of reference be amended so that they could refer law matters directly to the Academic Board. However, the Law Board of Studies had a representative sitting on the Academic Board who could raise matters on their behalf. Further, that making this amendment to the terms of reference could result in issues being discussed at multiple committee meetings.

Māori Academic Board of Studies (MABS)

13. That further consultation was being undertaken on the terms of reference and constitution of the MABS before being presented to the Academic Board. This would include consideration about both staff and student MABS and FMIS representation on the Divisional and Academic Boards.

Quorums

14. That it might be preferable to have a more consistent approach to determining the quorums for each board.

Resolved

That further discussion and revisions to the terms of reference and constitutions of the Divisional Boards would be undertaken, and presented at the Academic Board meeting in September 2019.

19.42 WHITE PAPER ON ASSESSMENT

Reported

That the white paper on assessment had been considered by the Education Committee in July 2019.

Considered

Feedback to the Deputy Vice-Chancellor Academic in relation to the draft white paper on assessment, as set out in document 19/302 (revised 11 July 2019).

Noted in discussion

1. That considering the ongoing use of exams was an important focus, however, this paper was also about thinking more broadly about assessment and learning.

Academic year structure

2. That it was useful to see the possibilities for structuring the academic year differently presented in the paper. There had been a consistent move over time towards only having internal assessment, however, our current academic year was still structured around having a substantial number of end of semester exams.
3. That moving away from exams could provide more flexibility and the opportunity to make better use of time and resources. Some of this resource could be redirected into supporting changes in pedagogical practice.
4. That starting a week later in Trimester A would be advantageous for recruiting international students.

External agency requirements

5. That some divisions, such as Law, would not be able to comply with the recommendations as they had external accreditation requirements for exams. The intention was to have further discussions with these divisions to determine exactly what their requirements were.
6. That Engineering New Zealand sometimes undertook reviews of individual student's work and it could be more difficult to demonstrate that internally assessed work was the student's own work.
7. That Engineering New Zealand had agreed that exams do not need to take place as usually conceived: in an exam room. This allowed for more creativity around how exams could be set, such as having more practical exams. That there was work being done internationally on different forms of assessment for engineering. This included project based assessment which still met Washington Accord standards.

Considerations in moving from exams

8. That there would be a risk that exams would be replaced with pseudo-exams and tests. These would have no oversight in terms of timetabling and would be more challenging in determining special consideration. Guidelines would need to be put in place around this. Further, that this was a good opportunity to thoroughly review how assessment is managed across the University.
9. That consideration needed to be given to how the exam weightings would be redistributed internally without over-assessing students.
10. That a mapping tool had been developed which could assist with identifying assessment practices at different levels.
11. That consideration would need to be given to managing grade inflation with internal assessment.
12. That accepting recommendation 1a would be problematic for Science, Technology, Engineering and Mathematics. They would have a stronger argument for retaining exams in 100 level papers.

Other

13. That the data on exam usage only included information about the percentage of papers with exams. It would be useful if information on the final weightings of exams could also be provided.
14. That work was being done on digital examinations and all New Zealand universities were working together on this. However, the use of some digital tools, such as spreadsheets, could be problematic so some areas may not lend themselves to digital examination. In engineering, for example, it was difficult to check calculations in spreadsheets.
15. That any additional feedback on the white paper could be sent to the Deputy Vice-Chancellor Academic and Pro Vice-Chancellor Teaching and Learning.

19.43 ACADEMIC DEVELOPMENTS ROUND TWO 2019

Received

1. The current list of proposals from Round Two 2019 that had been signalled to date or deferred from previous rounds, as set out in document 19/81 (revised 12 July 2019).
2. Feedback with respect to the strategic and resource implications for the Round Two 2019 Academic Development Proposals, as set out in document 19/264.

Noted in discussion

Master of Management (19/230a)

1. That the proposal now included an endorsement in each of the two subjects.

Pacific and Indigenous Studies (19/230d)

2. That the regulations referred to the old faculty nomenclature.

Māori and Indigenous Studies (19/230e)

3. That the regulations referred to the old faculty nomenclature.

Master of Educational Management (19/230f)

4. That the Board agenda referred to this proposal as the Master of Education Management. It was important that all references to this proposal should reflect the correct title of Master of Educational Management.

5. That the Treaty of Waitangi section and some papers had been revised to address issues of lifting Māori student engagement.

Resolved

1. To approve the following Round Two 2019, Category 1-5 proposals:
 - a. Introduction of a Master of Management, as set out in document 19/230a.
 - b. Introduction of a Graduate Certificate in Project Management, as set out in document 19/230b.
 - c. Introduction of a Master of Legal Studies and Postgraduate Certificate in Legal Studies, as set out in document 19/230c.
 - d. To extend the subject of Pacific and Indigenous Studies to the postgraduate qualifications offered by the Faculty of Māori and Indigenous Studies, as set out in document 19/230d.
 - e. To extend the subject of Māori and Indigenous Studies to the postgraduate qualifications offered by the Faculty of Māori and Indigenous Studies, as set out in document 19/230e.
 - f. Introduction of a 180-point Master of Education Management, as set out in document 19/230f.
2. To approve the following Round Two 2019, Category 6-10 proposals:
 - a. To reduce the required points for the Master of Business Administration from 240-points to 180-points, as set out in document 19/231a.
 - b. To rename the Master of Computer Graphic Design and Postgraduate Diploma in Computer Graphic Design to the Master of Design and Postgraduate Diploma in Design, as set out in document 19/231b.

19.44 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of Category-C and Specialisation proposals signalled for Round B 2019, as set out in document 19/04 (revised 17 July 2019).

Resolved

To approve the Category C proposals, as set out in documents 19/04, 19/191a-b, 19/191d-e, and 19/191 g-rr.

19.45 CHANGE OF ENROLMENT DEADLINES

Reported

1. That a change in policy by the Tertiary Education Commission had necessitated a change to our regulations regarding the deadlines students had to delete papers they were enrolled in.
2. That the revised Change of Enrolment Regulations had been reviewed by the Faculty Boards and Curriculum Committee in June 2019, and the Education Committee in July 2019, and the regulations had been revised accordingly.

Resolved

To approve the amendment to the Change of Enrolment Regulations, as specified in Appendix 1 of document 19/236 (revised 15 July 2019).

19.46 SCHEDULE OF LIMITATIONS ON ENROLMENTS**Reported**

1. That the schedule of programmes and papers for which enrolments were to be limited were published in the Calendar in association with the Limitations Statute.
2. That document 19/229 lists papers for which limitations on enrolments had been proposed for 2020 and included 2019 enrolment figures as at 20 May 2019.
3. That the Schedule of Limitations on Enrolments had been considered and recommended by the Faculty Boards in June 2019, and the Education Committee in July 2019.

Noted in discussion

That the Education Committee had reviewed the reasons provided for the current enrolment limitations and considered that they were still justified. Further, that neither of the papers listed had reached their enrolment limit in 2019.

Resolved

To approve the Schedule of Limitations on Enrolments for 2020, as set out in document 19/229.

19.47 EXPECTATIONS OF COMMITTEE MEMBERS**Reported**

1. That, at its meeting on 26 February 2019, the Academic Board suggested that a set of fundamental expectations of committee members might be beneficial.
2. That a draft set of Expectations of Committee Members had been considered by a group of University committee secretaries and chairpersons and, subsequently, circulated to staff and the staff unions for feedback.

Noted in discussion

1. That thanks had been expressed to the Manager Policy and Governance for developing these expectations.
2. That the TEU considered that the expectations met the required need. In addition, other processes being undertaken, such as inductions for new committee members, had also been useful.
3. That it would be helpful if the expectations could be grouped under a set of subheadings.
4. That the expectations would be communicated and published, however, it would be up to the committee chairs to remind committee members of their obligations.
5. That the expectations could be endorsed for all university committees, and would also be relevant for school and department meetings.

Resolved

To accept the Expectations of University of Waikato Committee Members, as set out in document 19/312, and to support their promulgation.

19.48 NOMINATION TO THE SPECIAL CONSIDERATION COMMITTEE**Reported**

1. That clause 5 of the constitution of the Special Consideration Committee provided for one academic staff member, appointed by the Academic Board on the nomination of the Vice-Chancellor, who was chairperson.
2. That Associate Professor Anna Kingsbury had resigned from the position of chairperson under this provision.
3. That Dr Rob Torrens had been nominated as chairperson by the Vice-Chancellor, and had indicated a willingness to be appointed as chairperson.
4. That clause 6 of the constitution of the Special Consideration Committee provided for three academic staff members appointed by the chairperson of the Special Consideration Committee from a pool of four academic staff nominated by the Academic Board for terms of up to three years such that the terms of the members provided for continuity.
5. That, provisional on the appointment of Dr Torrens as chairperson, a replacement nominee under clause 6 had been required.
6. That Associate Professor Valmaine Toki had been recommended by her Pro Vice-Chancellor, and had indicated willingness to be appointed to the Committee.

Resolved

1. To appoint Dr Rob Torrens as chairperson of the Special Consideration Committee, as set out in document 19/313.
2. To nominate Associate Professor Valmaine Toki to the Special Consideration Committee, as set out in document 19/313.

19.49 TEACHING DELIVERY AT TAURANGA CAMPUS**Reported**

That at the Academic Board meeting on 3 December 2018 it had been agreed that an update on teaching delivery at the Tauranga campus would be provided in July 2019.

Received

An update on teaching delivery at the Tauranga campus from the Senior Deputy Vice-Chancellor, as set out in document 19/314.

19.50 ANNUAL REPORTS**Received**

1. The 2018 Annual Report for the Scholarships Executive, as set out in document 19/286.

2. The 2018 Annual Report of the Human Research Ethics Committee, as set out in document 19/315.
3. The 2018 Annual Report of the Animal Ethics Committee, as set out in document 19/316.

19.51 ACADEMIC COLLABORATION AGREEMENTS

Reported

That, at its meeting on 10 July 2019, the Education Committee approved proposals for Guaranteed Credit Agreements with Saito University College, Malaysia; the Malaysian Institute of Art, Malaysia; and Dasein Academy of Art, Malaysia, as set out in Appendices 1-3 of document 19/317.

19.52 TE AKA MĀNEA UPDATE

Received

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 19/318.

19.53 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board was to be held on 10 September 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 16 April 2019
2. Report of the Vice-Chancellor (Part 2)
3. Honorary Awards

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.

Item 3 affected the privacy of natural persons.

Tim O'Brien
Academic Office
24 July 2019