

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

ACADEMIC BOARD

Minutes of the meeting held on 26 November 2019 (Part 1).

Present: Professor N Quigley (Chair), Professor M Barbour, Professor B Barton, Associate Professor T Bowell, Mr S Campbell, Ms K Campbell-Kamariera, Professor M Cheng, Professor B Clarkson, Dr C Curtis, Associate Professor S Dillon, Mr R Hallett, Dr K Hébert-Losier, Professor B Hokowhitu, Associate Professor S Joe, Professor A Jones, Ms M Jordan-Tong, Dr G Khan, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor R Longhurst, Professor M Manley-Harris, Ms K Nobilo, Dr S Peel, Associate Professor K Perszyk, Associate Professor S Peters, Professor B Pfahringer, Mr N Rahui, Professor V Reid, Professor J Roper, Professor F Scrimgeour, Professor N Starkey, Dr S Tiakiwai, Professor M Walmsley, Ms V Ware, Professor K Weaver

In attendance: Ms S Berridge, Ms D Fowler, Mr B McGibbon, Miss T Pilet

Secretariat: Mr T O'Brien, Ms A Beardsmore

19.76 APOLOGIES

Ms C Ashby, Professor B Bicknell, Dr J Bowen, Professor C Breen, Ms J Champion, Associate Professor E Collins, Professor B Cowie, Professor B Curtis, Professor M Dyer, Dr K Hemi, Professor G Holmes, Mr A Howard, Ms L Lennox, Professor M Lodge, Ms T McRae, Professor L Mitchell, Associate Professor A Mohsin, Dr S Nock, Professor J Oetzel, Associate Professor K Petrie, Prof K Pickering, Associate Professor M Prinsep, Dr E Reinsfield, Associate Professor W Rumbles, Associate Professor G Schott, Professor M Thrupp, Mr B Wilkins

19.77 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 10 SEPTEMBER 2019

Confirmed

The minutes of the meeting (Part 1) held on 10 September 2019, as set out in document 19/506a.

19.78 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 19/507a.

MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

- 19.79
1. That the outgoing President of the Waikato Students' Union (WSU) had expressed his appreciation for the opportunity to be part of the Academic Board, and congratulated the incoming 2020 WSU President, Ms Kyla Campbell-Kamariera.
 2. That Divisions were encouraged to elect their student representatives for the Academic Board as soon as possible, so that these students would be on board for the February 2020 Board meeting. It was suggested that Divisions who hadn't yet undertaken student elections should invite their 2019 student representatives to attend the February meeting.

19.80 REPORT OF COUNCIL

Received

The report of the meeting of Council held on 1 October 2019, as set out in document 19/508.

19.81 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 19/509.

Noted in discussion

1. That thanks had been expressed to everyone who had been involved in getting the Round Two Academic Development proposals, and the 2019 Graduating Year Reviews, approved.
2. That the engagement of staff in the Ōritetanga project focus groups, and Tertiary Education Commission site visit, had been appreciated. That this project aimed to develop a dashboard that would identify students who required additional support.

19.82 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 19/510.

Noted in discussion

1. That the last quarter of 2019 had been very successful for the University with regards to external research funding grants. The University had been awarded a record \$5.66 million in funds from the Marsden Fund. Further, that pipeline funding was at its highest ever level, with contracted funding sitting at approximately \$53 million.
2. That thanks had been expressed to the Research and Enterprise Office, and all researchers who had been involved in achieving these results.
3. That unsuccessful Fast Start applicants should be encouraged to get feedback on their submissions and to reapply. Many applicants were more successful in their second application efforts.

19.83 MĀORI ACADEMIC BOARD OF STUDIES

Reported

1. That the terms of reference of the Māori Academic Board of Studies had been considered by the Faculty Boards in June 2019.
2. That the terms of reference had been revised following feedback from the Faculty Boards and further consultation.

Noted in discussion

1. That thanks had been expressed to everyone who had been involved in the development of the terms of reference. The establishment of the Māori Academic Board of Studies was an opportunity to distinguish who we were as a university and to maintain our relevance to Māori.
2. That the Deputy Chair positions could be elected from any eligible Māori Academic staff members of the University. They could, therefore, be involved in multiple committee forums.
3. That, where general staff were appointed under clause 9, a process should be put in place to ensure that their line managers were made aware of time and workload commitments.

Recommended

1. That Council approve the establishment of the Māori Academic Board of Studies, as set out in Appendix 1 of document 19/241.
2. That Council approve the amendment to the Academic Board constitution as set out in Appendix 2 of document 19/241.

19.84 AMENDMENT TO THE TERMS OF REFERENCE OF DIVISIONAL BOARDS

Resolved

To approve changes to the Divisional Board terms of reference for the Divisions of Health, Engineering, Science and Computing and Arts, Law, Psychology and Social Sciences, as described in Appendix 1 of document 19/511.

19.85 ROUND ONE 2020 – ACADEMIC DEVELOPMENTS

Received

1. The current list of proposals for Round One 2020 that had been signalled to date or deferred from previous rounds, as set out in document 19/443 (revised 6 November 2019).
2. The Academic Development flowchart for 2020, as set out in document 19/365.

19.86 CATEGORY C AND SPECIALISATION PROPOSALS

Received

1. The list of proposals that had been signalled out of session, as set out in document 19/04 (revised 1 November 2019).

2. The Category C and Specialisation proposals timeline for 2020, as set out in document 19/366.

Considered

Approval of the following Category C proposals signalled in Round C, as set out in documents 19/416a-c, 19/416e, and 19/416g-l:

1. Amendment to the requirements for the BE(Hons) Software Engineering programme, as set out in document 19/416a.
2. Amendment to the requirements for the Screen and Media Studies programme, as set out in document 19/416b.
3. Revision of the List B papers for the Bachelor of Science and Bachelor of Science (Technology) schedules, as set out in document 19/416c.
4. Amendment of the compulsory English paper for the International Diploma (Business), as set out in document 19/416e.
5. Amendment to the work integrated learning requirements for the Bachelor of Laws and Bachelor of Laws with Honours, as set out in document 19/416g.
6. Amendment to the requirements for the Writing Studies programme, as set out in document 19/416h.
7. Amendment to the regulations for the Bachelor of Arts and Bachelor of Social Sciences to support students transferring from Shanghai International Studies University (SISU), as set out in document 19/416i.
8. Deletion of the Applied Economics and Finance interdisciplinary programme from the Master of Management Studies, as set out in document 19/416j.
9. Deletion of the Finance – Professional specialisation from the Master of Management Studies, as set out in document 19/416k.
10. Amendment to the requirements for the Tourism and Hospitality Management programme, as set out in document 19/416l.

Noted in discussion

That the Academic Office had been acknowledged for their work in managing the large number of Category C proposals submitted in 2019.

Resolved

To approve the Category C proposals signalled in Round C, as set out in documents 19/416a-c, 19/416e, and 19/416g-l.

19.87 SCHEDULE OF LIMITATIONS ON ENROLMENT

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 the list previously approved in June 2019, for 2020, had been amended to include the additional paper MEDIA206 Introduction to Filmmaking.
3. That the Schedule of Limitations on Enrolments had been revised following feedback from the Curriculum Committee in October 2019 and the Education Committee in November 2019.

Resolved

To approve the addition of MEDIA206 Introduction to Filmmaking, to the Schedule of Limitations on Enrolments for 2020, as set out in document 19/442 (revised 18 November 2019).

19.88 STUDENT DISCIPLINE COMMITTEE

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 the terms of five Panel members were due to expire on 31 December 2019. That all of these members had indicated a willingness to remain on the Committee for a further term of one year.

Resolved

To approve the nomination of five academic staff members to the Student Discipline Committee Panel, as set out in document 19/512.

19.89 DOMESTIC GUARANTEED CREDIT AGREEMENTS

Reported

1. That at its meeting on 13 November 2019 the Education Committee approved six Guaranteed Credit Agreements (GCAs) with Toi Ohomai, as set out in document 19/513.
2. That copies of these GCAs were available on [iWaikato/Teaching and Learning/Academic Planning/Academic Agreements](#).

19.90 INTERNATIONAL GUARANTEED CREDIT AGREEMENT

Reported

1. That at its meeting on 13 November 2019 the Education Committee approved a GCA with the National Economic University in Vietnam.
2. That a copy of this GCA was available on the International Office's [Partnerships Database](#).

19.91 GRADUATING YEAR REVIEWS 2019

Reported

That the University of Waikato's 2019 Graduating Year Reviews (GYRs) were submitted to the Committee on University Academic Programmes (CUAP) on 30 August 2019 and approved at the meeting of CUAP on 17 October 2019.

19.92 STUDY LEAVE REPORT

Received

A report from the Senior Deputy Vice-Chancellor on study leave for the period September 2018 to September 2019, as set out document 19/514.

Noted in discussion

1. That the report was based on the number of study leave reports received, and therefore may not be an accurate reflection of the amount of study leave actually taken. That a different mechanism for reporting on who was taking leave should be considered.
2. That study leave reports were of variable quality and many were not submitted in a timely manner. There needed to be greater accountability for completing these reports and submitting them to the Pro Vice-Chancellors. Further, that a one year follow up report should be submitted to provide an update on progress against the activities outlined in the initial report.
3. That additional funding was available for strategic collaborations with other universities. It was important, therefore, to align research and strategic intent. In addition, it would be beneficial to consider opportunities for teaching development with international partners.
4. That consideration would be given to reviewing the study leave allowance provision.
5. That there were multiple application forms being used by staff, and this needed to be tidied up.
6. That the intention of study leave was to take a sabbatical from teaching, although it was anticipated that staff would remain in contact regarding supervision and external research.

19.93 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 19/515.

19.94 DATE OF NEXT MEETING

Reported

1. That the next meeting of the Academic Board would be held on Tuesday 18 February 2020 at 2.10pm in the Council Room.
2. That the December 2020 Academic Board meeting, previously scheduled for Tuesday 1 December, would now be held on Wednesday 2 December.

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 10 September 2019

2. Report of the Vice-Chancellor (Part 2)
3. Honorary Awards
4. Academic Board sub-committee

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 and 4 affected the privacy of natural persons.

Tim O'Brien
Alison Beardsmore
Academic Office