

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

**ACADEMIC BOARD**

Minutes of the meeting held on 28 July 2020.

**Present:** Professor N Quigley (Chair), Professor M Barbour, Dr P Barrett, Professor B Barton, Associate Professor T Bowell, Dr J Bowen, Professor C Breen, Mr S Campbell, Ms K Campbell-Kamariera, Ms J Champion, Associate Professor M Cheng, Professor E Collins, Mr N Cooper, Dr C Curtis, Associate Professor S Dillon, Dr K Edmonds, Associate Professor S Ellis, Mr R Hallett, Dr K Hébert-Losier, Dr K Hemi, Associate Professor A Hinze, Professor B Hokowhitu, Professor G Holmes, Associate Professor M Houlahan, Professor B Jackson, Professor B James, Professor A Jones, Ms M Jordan-Tong, Associate Professor T Keegan, Dr G Khan, Professor A Kirkman, Professor D Klinger, Ms M Kolo, Mr Z Liu, Professor R Longhurst, Dr S Peel, Associate Professor K Perszyk, Associate Professor S Peters, Professor V Reid, Professor A Rose, Professor A Roy, Professor F Scrimgeour, Ms M Singh, Professor S Strasser, Ms T Te Kiri, Dr S Tiakiwai, Mr J Waiti, Professor M Walmsley, Professor K Weaver and Professor I White, Ms B Zhao

**In attendance:** Ms A Beardsmore, Mr B McGibbon, Ms T Pilet

**Secretariat:** Mr T O'Brien

**20.43 APOLOGIES**

**Received**

Apologies for absence from Professor M Berryman, Associate Professor B Bicknell, Ms T Brown, Professor B Cowie, Professor B Curtis, Professor M Dyer, Mr J Govers, Professor T Kukutai, Associate Professor A Mohsin, Professor M Manley-Harris, Ms K Nobile, Professor B Pfahringer, Professor K Pickering, Associate Professor M Prinsep, Associate Professor G Schott, and Professor M Thrupp.

**20.44 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 22 APRIL 2020**

**Confirmed**

The minutes of the meeting (Part 1) held on 22 April 2020, as set out in document 20/264a.

**20.45 REPORT OF THE VICE-CHANCELLOR (PART 1)**

**Received**

The report of the Vice-Chancellor (Part 1), as set out in document 20/265a.

## **20.46 MATTERS TO BE RAISED BY STUDENT MEMBERS**

### **Noted in discussion**

That teaching staff were encouraged to recruit class representatives for their papers. The class representative system was particularly important this trimester for gathering feedback from students on the different mode of teaching and learning.

## **20.47 REPORTS OF COUNCIL**

### **Received**

1. The report of the 8 and 16 April 2020 meetings of Council, as set out in document 20/266.
2. The report of the 19 May 2020 meeting of Council, as set out in document 20/267.
3. The report of the 7 July 2020 meeting of Council, as set out in document 20/268.
4. An oral report from the elected staff member to Council.

### **Noted in discussion**

1. That Council had shown interest in staff annual leave accrual, and the plan for addressing this.
2. That Council would be holding their next workshop on 31 August 2020, and this would focus on the future approach to marketing and recruitment.

## **20.48 REPORT OF THE EDUCATION COMMITTEE**

### **Received**

The report of the Education Committee meeting held on 8 July 2020, as set out in document 20/269.

### **Noted in discussion**

1. That the Academic Quality Agency for New Zealand universities had initiated a good practice review of universities' approaches to online teaching in the wake of Covid-19.
2. That this review would be beneficial for the University, and would also be of interest to the public. Staff participation in this review would be greatly appreciated.

## **20.49 REPORT OF THE RESEARCH COMMITTEE**

### **Received**

The report of the Research Committee meeting held on 17 June 2020, as set out in document 20/270.

### **Noted in discussion**

1. That the first lecture of the public lecture series had taken place earlier this month, and had been very well attended. The next lecture was scheduled for 18 August 2020.
2. That the internal Covid-19 support research funding had now been fully allocated. 28 applications had been awarded funding.

3. That the interview for the University's Circular Economy Centre of Research Excellence bid would be taking place in early August.

## **20.50 REPORT OF THE MĀORI ACADEMIC BOARD OF STUDIES**

### **Received**

The report of the Māori Academic Board of Studies meeting held on 4 May 2020, as set out in document 20/271.

## **20.51 REPORTS OF THE DIVISIONAL BOARDS**

### **Received**

The reports of the Divisional Board meetings held 2 – 5 June 2020, as set out in documents 20/272-20/275.

## **20.52 DIVISIONAL BOARD TERMS OF REFERENCE**

### **Noted in discussion**

That this amendment aligned the terms of reference of the Divisional Boards with the other committees of the Academic Board.

### **Resolved**

To approve the amendment to the terms of reference of the Divisional Boards, as set out in document 20/199.

## **20.53 ACADEMIC DEVELOPMENTS ROUND TWO 2020**

### **Received**

1. The current list of proposals from Round Two 2020 that had been signalled to date or deferred from previous rounds, as set out in document 20/02 (revised 16 July 2020).
2. Feedback with respect to the strategic and resource implications for the Round Two 2020 Academic Development proposals, as set out in document 20/226.

### **Noted in discussion**

#### Bachelor of Communication (20/190d)

1. That this proposal implemented some of the recommendations of the 2019 review of this qualification.
2. That the proposal sought to add three new majors. It was possible that additional majors would be proposed in 2021.
3. That there were 15 new papers associated with the proposal. That future prescription reviews should consider replacing some of the existing papers with these new papers to minimise the net increase in papers. Further, that consideration needed to be given to the affordability of resourcing this.

Master of Engineering Practice (20/190e)

4. That this proposal provided a pathway for Bachelor of Engineering students into the specialisation of Civil Engineering at masters level.

Master of Engineering (20/190f)

5. That this proposal had been developed largely in response to student feedback indicating they would like greater visibility of their area of specialisation. That the endorsement approach was not uncommon internationally.

Bachelor of Nursing with Honours, Postgraduate Certificate and Postgraduate Diploma in Health Sciences, and Master of Health Sciences (20/190h)

6. That the Bachelor of Nursing had been approved by the Universities New Zealand Committee on University Academic Programmes (CUAP) during Round One.
7. That this, and the doctoral health science proposal (20/190i), provided a comprehensive suite of nursing education programmes.

Graduate Diploma of Teaching (20/191a)

8. That this proposal brought the qualification in line with Teaching Council requirements and the Curriculum Design Framework.

Master of Teaching and Learning (20/191b)

9. That Ministry of Education funding was no longer available for this qualification.
10. That the changes proposed allowed students who had completed the Postgraduate Diploma in Teaching to complete a 30 point research component in order to attain a masters qualification.

Diploma in Engineering Management (20/191c)

11. That this amendment provided students with greater clarity about what was being taught in this diploma.

Certificate of Attainment in Foundation Studies (20/191d)

12. That our current standard was higher than that required by the NZ Qualifications Authority. This proposal aligned our requirements with the industry standard.

Timing of the prescription round

13. That holding the prescription round later in the year might be preferable for divisions, as there would be greater clarity about their offerings for the following year.
14. That there was a considerable amount of work involved in setting up the prescriptions. Deferring the prescription round would, therefore, impact on when enrolments could opened up.
15. That there could be further discussions held with the Academic Office regarding the timing of the prescription round.

**Resolved**

1. To approve the following Round Two 2020 Category 1-5 proposals:
  - a. Introduction of new majors for, and amendments to, the Bachelor of Communication, as set out in document 20/190d.
  - b. Introduction of Civil Engineering as a subject to the Master of Engineering Practice, as set out in document 20/190e.
  - c. Addition of endorsements to the Master of Engineering, as set out in document 20/190f.
  - d. Introduction of a Bachelor of Nursing with Honours, Postgraduate Certificate and Postgraduate Diploma in Health Sciences (Nursing), and Master of Health Sciences (Nursing), as set out in document 20/190h.

- e. Introduction of a Doctor of Health Science, and a Doctor of Philosophy (Health Science), as set out in document 20/190i.
- 2. To approve the following Round Two 2020 Category 6-9 proposals:
  - a. To amend the Graduate Diploma of Teaching, as set out in document 20/191a.
  - b. To amend the regulations and paper offerings for the Master of Teaching and Learning, as set out in document 20/191b.
  - c. To rename the Diploma in Engineering Professional Practice to the Diploma in Engineering Management, as set out in document 20/191c.
  - d. To amend the English Language requirements for the Certificate of Attainment in Foundation Studies, as set out in document 20/191d.

## 20.54 CATEGORY C AND SPECIALISATION PROPOSALS

### **Received**

The list of Category C proposals that had been signalled for Round B 2020, as set out in document 19/533 (revised 16 July 2020).

### **Resolved**

- 1. To approve the Category C proposals, as set out in documents 20/252a-v.
- 2. To approve the Deletion proposals, as set out in documents 20/184a-c.

## 20.55 WHITE PAPER ON ASSESSMENT

### **Received**

An update on the White Paper on Assessment, as set out in document 20/249.

### **Noted in discussion**

- 1. That the White Paper on Assessment would be considered again in the future, in light of learnings from the changes made to assessment during Trimesters A and B.
- 2. That no exams would be held in Trimester-B, but online tests could be utilised similar to how they had been in Trimester-A. Students could complete these tests remotely, however, consideration was also being given to providing some quiet spaces on campus for students to use. These would not be invigilated spaces.

## 20.56 SCHEDULE OF LIMITATIONS ON ENROLMENTS

### **Reported**

- 1. That the schedule of programmes and papers for which enrolments were to be limited are published in the Calendar in association with the Limitations Statute.
- 2. That document 20/175 lists papers for which limitations on enrolments had been proposed for 2021 and includes 2020 enrolment figures as at 24 June 2020.
- 3. That the Schedule of Limitations on Enrolments had been considered by the Divisional Boards and the Curriculum Committee in June 2020, and the Education Committee in July 2020. The Schedule had been revised accordingly.

### **Noted in discussion**

That the wording of the criteria for selection for the MEDIA206 paper was contradictory and required amendment to ensure it was clear and consistent.

**Resolved**

To approve the Schedule of Limitations on Enrolments for 2021, as set out in document 20/175 (rev. 20 July 2020).

**20.57 ENGLISH LANGUAGE ENTRY REQUIREMENTS**

**Reported**

1. That the proposal to amend the English language entry requirements (ELR) had been considered by the Divisional Boards and Māori Academic Board of Studies in June 2020, and the Education Committee in July 2020. The proposal had been revised accordingly.
2. That the proposal to amend the English language entry requirements for undergraduate teaching programmes was recommended by the Division of Education in June 2020, and the Education Committee in July 2020. The proposal had been revised accordingly.

**Noted in discussion**

1. That a number of new tests had been added to the ELR over the last two years, and that this proposal provided a more comprehensive and cohesive list of the currently accepted tests. It did not change the standards of our ELR.
2. That there were agreed minimum standards for ELR across all universities, however, a university could vary their ELR above these minimums. That we tended to set our standards in line with CUAP benchmarks. Consideration had been given to raising our minimum standard, however, this idea had not been well supported.
3. That the Centre for Tertiary Teaching and Learning worked with postgraduate students who needed support with English language, and supervisors were encouraged to refer students if required. In addition, students from the Shanghai International Studies University were now undertaking a post-entry language assessment which helped identify whether further support was required.

**Resolved**

1. To approve the amendment of the English language entry requirements for pre-degree, undergraduate and postgraduate programmes, as set out in document 20/196 (revised 21 July 2020).
2. To approve the amendment of the English language entry requirements for undergraduate teaching programmes, as set out in document 20/197 (revised 21 July 2020).

**20.58 EXECUTIVE APPROVALS**

**Reported**

That the Chair of the Academic Board executively approved the following:

1. The addition of seven English language tests to the University's English Language Entry Requirements for Admission.
2. The temporary addition of three English language tests, and the temporary increase in the length of time an IELTS result was considered valid.
3. Temporary additions to the University's Assessment Regulations to enable compassionate consideration to be applied to Trimester-A 2020 papers.

## **20.59 DATE OF NEXT MEETING**

### **Reported**

That the next meeting of the Academic Board would be held on 6 October 2020 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 22 April 2020
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  
Alison Beardsmore  
**Academic Office**