

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

ACADEMIC BOARD

Minutes of the meeting held on 3 December 2018 (Part 1)

Present: Professor N Quigley (Chair), Professor B Barton, Dr J Bowen, Associate Professor M Cameron, Dr A Campbell, Ms J Champion, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr S Drysdale, Mr R Hallett, Professor B Hicks, Professor B Hokowhitu, Dr D Johnson, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Associate Professor A Kingsbury, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor A McKim, Ms K Nobilo, Professor J Oetzel, Associate Professor C Pope, Ms C Pullon, Mr N Rahui, Prof J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Dr S Tiakiwai, Mr J Tuaupiki, Professor K Weaver, Professor M Wilson

In attendance: Dr L Brabyn, Ms D Fowler, Mr B McGibbon, Ms T McRae, Ms J Miller, Ms T Pilet, Prof M Walmsley, Mr B Wilkins

Secretariat: Mr T O'Brien, Ms A Beardsmore

18.109 APOLOGIES

Professor V Arcus, Associate Professor B Bicknell, Dr C Blickem, Dr T Bowell, Associate Professor C Breen, Mr T Brown, Mr S.D. Chakarabarti, Dr D Delbourgo, Professor M Dyer, Ms N Gosai, Mr T Higgins, Ms D Holmes, Professor G Holmes, Ms C Jacobs, Professor A Kirkman, Professor R Longhurst, Associate Professor T Maxwell, Dr S Nock, Associate Professor K Perszyk, Dr K Petrie, Mr D Puddle, Prof S Reeves, Professor J Swan, Professor M Thrupp, Associate Professor J Verbeek

Noted in discussion

That the Board welcomed the incoming President and Vice President of the Waikato Student Union (WSU).

18.110 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 9 OCTOBER 2018

Confirmed

The minutes of the meeting (Part 1) held on 9 October 2018, as set out in document 18/581a.

18.111 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9 OCTOBER 2018 (PART 1) AND NOT OTHERWISE INCLUDED IN THIS AGENDA

Noted in discussion

Study Leave

That work would be undertaken on study leave uptake in 2019 and the outcomes of this would be reported back to the Board. Consideration would be given to providing all academic staff with the opportunity to make submissions on this matter.

18.112 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 18/582a.

18.113 MATTERS TO BE RAISED BY STUDENT MEMBERS

Received

A report from the WSU Student Voice Co-ordinator on student representation at the University of Waikato in 2018, as set out in document 18/583.

Noted in discussion

Class Representation

1. That the WSU had received a number of enquiries from students wanting to be class representatives for summer school papers. While this opportunity was not formally available at the moment, this could be addressed as part of the implementation of the trimester model.
2. That the Student Voice report demonstrated that some good progress had been made on class representation this year, and also identified some further areas for development.

Tauranga Campus

3. That clarification had been sought for Tauranga-based students about expectations for travelling to Hamilton. Some students had expressed concern that they might be expected to travel to Hamilton four days per week.
4. That some programmes had individually driven requirements regarding study in Hamilton. There had been confirmation that a shuttle would be running four times a day from both campuses. This would be an 11 seater, wi-fi enabled vehicle that would also connect to other University facilities in Tauranga.

18.114 REPORT OF COUNCIL

Received

The report of the 16 October 2018 meeting of Council, as set out in document 18/584.

18.115 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 18/585.

18.116 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 18/586.

Noted in discussion

Marsden Fund results

1. That the University's success in Marsden Fund applications had been a good result and demonstrated significant improvement in the right direction. However, the University had been in the mid-range when benchmarking our strike rate of successful applications against other universities. Further work would be required to improve this standing.

Performance Based Research Funding (PBRF)

2. That the Deputy Vice-Chancellor Research had recently attended a Ministry of Business, Innovation and Employment workshop on the National Statement of Scientific Investment. Indications from this meeting had been that there would be greater emphasis placed on the innovation aspect of research, science and innovation.
3. That this could have implications for PBRF. Therefore the University should be active in monitoring and engaging in upcoming reviews, in order to protect those aspects of PBRF on which our research platform had been built.

Centre of Research Excellence (CoRE) opportunities 2019

4. That two potential opportunities had been identified; a fresh water CoRE and a circular economy CoRE. That the circular economy proposal related to opportunities for low carbon, recycling and reuse, and the use of less problematic materials.
5. That circular economy had been identified as a key strategic area by Te Waka; the Waikato's regional economic development agency. Further, it was a topic that had scope for involvement from a wide range of disciplines within the University.
6. That the request for CoRE proposals had not yet been received, however, consultation on these proposals would commence immediately. Further information about the proposals would be circulated.

Research expectations

7. That the Research Committee's discussion had been to gather information about what different faculties might be doing or thinking about in the area of research expectations. Further discussions on this issue would be undertaken in future as faculty research plans became operationalised.
8. That it would be important to maintain flexibility in research expectations as they would need to closely align with the needs of individual faculties.
9. That there had been no discussion at this point about linking research expectations to promotion decisions.

18.117 ROUND ONE 2019 – ACADEMIC DEVELOPMENTS

Received

The current list of proposals for Round One 2019 that had been signalled to date or deferred from previous rounds, as set out in document 18/388 (revised 14 November 2018).

18.118 CATEGORY C AND SPECIALISATION PROPOSALS

Received

1. The list of proposals that had been signalled out of session, as set out in document 18/03 (revised 23 November 2018).

2. The Category C and Specialisation proposals timeline for 2019, as set out in document 18/319.

Noted in discussion

That a large number of Category C proposals had been received out of session, and that faculties had been encouraged to submit proposals through the scheduled academic development cycle wherever possible.

Resolved

To approve the following Category C proposals signalled out of session, as set out in documents 18/490a, 18/490e-h and 18/202:

- a. Amendments to the 2019 Prescriptions for the Master of Applied Psychology, PGDip in the Practice of Psychology, PGDip in Psychology (Clinical), Bachelor of Arts and the Bachelor of Social Sciences, as set out in document 18/490a.
- b. Amendments to the regulations for the Bachelor of Science (Technology), as set out in document 18/490e.
- c. Amendments to the regulations for the Master of Environmental Sciences, as set out in document 18/490f.
- d. Amendments to the Doctor of Musical Arts (DMA) regulations, as set out in document 18/490g.
- e. Amendment to the requirements of the Software Engineering Programme in the Bachelor of Engineering with Honours, as set out in document 18/490h.
- f. Amendments to the Higher Degree Regulations for PhD, MPhil, EdD and SJD, as set out in document 18/202.

18.119 INTERNATIONAL PLAN 2018 – 2021

Reported

1. That the draft International Plan had been considered by the Education Committee in August 2018 and November 2018, and the Faculty Boards, the Postgraduate Research Committee and the Research Committee in September 2018.
2. That the plan had been revised following feedback, and a summary of the feedback and resulting amendments had been recorded in the covering memo in document 18/343 (revised 27 November 2018).

Noted in discussion

1. That the plan focussed on increasing student diversity and enhancing the unique experience of international students at the University of Waikato. It also addressed the support required by staff to achieve the goals of the plan.
2. That wide consultation had been undertaken on the plan. The revised plan reflected the valuable input received from all boards and committees, particularly in relation to setting realistic goals.
3. That the term *incentives* in goal 2 had differing interpretations, and had been the subject of debate. This would be raised again with the Director, International Office.

Recommended

That the International Plan 2018-2021, as set out in document 18/343 (revised 27 November 2018) be recommended to Council.

18.120 AMENDMENTS TO THE TERMS OF REFERENCE AND CONSTITUTION OF THE ACADEMIC BOARD

Considered

A recommendation to Council that the constitution of the Academic Board be amended, as set out in the appendix of document 18/587.

Noted in discussion

1. That the revision of the constitution aimed to retain breadth of representation on the Board whilst ensuring that a tractable size would be maintained, and decisions could be made expeditiously.

Representation from Faculty Boards of Studies

2. That an expectation had been raised during divisional structure discussions that those faculties which had their own boards of studies would also have a separate representative on the Board. Consequently, the Faculty of Law and Faculty of Engineering would have an additional representative on Academic Board. That this could be considered.
3. That this idea had been supported by both of these faculties as it would ensure that there would be representatives on the Board who understood, and could convey, the specific requirements of their profession. However, these faculties might already be represented if the Associate Dean (AD) Research or AD Academic also came from their faculty. The alternative would be to review the Board's membership once core members had been appointed, and then co-opt an additional representative if it appeared those faculties were not well-represented.

Elected versus appointed positions

4. That the proposal had fewer elected Professorial members and a greater number of appointed Professors. That this could be viewed as a loss of democracy and consideration should be given to retaining eight elected Professors. All eight could be elected by academic staff, or four could be elected by academic staff and four elected by each division. Further, that consideration be given to allowing the election of Associate Professors.
5. That the intention of allowing the Vice-Chancellor (VC) to appoint up to four Professors had been to ensure there would be sufficient breadth of representation. However, an alternative approach would be to increase the number of members that the VC could co-opt to the Board. This would also allow greater flexibility in who could be appointed.
6. That the preference had been to be less prescriptive with the constitution and allow divisions to determine whether their representative should be a professor or another member of academic staff.

Other

7. That the Tertiary Education Union (TEU) member was currently co-opted to the Board and the TEU would like consideration to be given to having a named position in the constitution.

8. That all students needed to be fairly represented through their divisional representatives. The inclusion of the WSU Vice President as a Board member would provide an additional avenue for students to have their opinions voiced.
9. That the constitution could be reviewed 12 months after implementation to ensure it was working as anticipated.

Resolved

To further revise the terms of reference and constitution of the Academic Board based on the above discussions, and to circulate this to Faculty Boards for feedback in January 2019.

18.121 TOI OHOMAI GUARANTEED CREDIT AGREEMENT

Resolved

To approve the 2021 GCA for the Toi Ohomai New Zealand Diploma in Environmental Management – Marine Strand Level 6 to the University of Waikato Bachelor of Science Degree majoring in Ecology & Biodiversity, as set out in document 18/474.

18.122 INTERNATIONAL CREDIT AGREEMENTS

Reported

That the Acting Chair of the Faculty of Management Board and the Chair of the Education Committee had executively approved the Guaranteed Credit Agreements (GCA) with the University of Economics - International College of Business Ho Chi Minh City (HCMC), Hanoi University, and Vietnam National University HCMC.

1. Waikato Management School – University of Economics HCMC

Resolved

To approve the Guaranteed Credit Agreement, as set out in document 18/588.

2. Waikato Management School – Hanoi University

Resolved

To approve the Guaranteed Credit Agreement, as set out in document 18/589.

3. Waikato Management School – Vietnam National University HCMC

Resolved

To approve the modifications to the Guaranteed Credit Agreement, as set out in document 18/590.

18.123 GRADUATING YEAR REVIEWS 2018

Reported

1. That the Education Committee approved the 2018 Graduating Year Reviews (GYRs) for submission to Universities New Zealand Committee on University Academic Programmes (CUAP) on 1 November 2018 for the following programmes:
 - a. Agribusiness for BMS, BMS(Hons)
 - b. Master of Cyber Security
 - c. Master of Science
 - d. Master of Teaching and Learning
 - e. Master of Information Technology and PGDip Information Technology
 - f. PGCert Information Technology
2. That CUAP subsequently approved all GYRs submitted in relation to University of Waikato programmes.

Received

1. The approved 2018 GYRs submitted in relation to University of Waikato programmes, as set out in documents 18/01a-f.
2. The accompanying overview statement submitted by the University of Waikato, as set out in document 18/591.

18.124 EXECUTIVE APPROVAL**Received**

The revised Guaranteed Credit Agreement with Sunway College Johor Bahru, as set out in document 18/475.

18.125 TE AKA MĀNEA (SLMS)**Received**

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 18/592.

18.126 GENERAL**Noted in discussion**

1. That some members would appreciate receiving the Board papers further in advance to allow time to read and consider them. That the Committee Rules of Procedure stipulated that the agenda be distributed not later than five days before the date of the meeting, and for late accompanying papers to be circulated at least two days before the meeting. That every effort was made to meet these requirements.
2. That faculty boards who had not appointed student Academic Board representatives for 2019 had been encouraged to appoint them as soon as possible, to facilitate their involvement early in 2019.
3. That thanks had been expressed to the WSU and current student representatives for their participation at Academic Board throughout the year.

18.127 TOPICS FOR A FUTURE AGENDA

Considered

Any topics for inclusion on a future agenda of the Academic Board.

Noted in discussion

1. That an update on teaching delivery arrangements at the Tauranga Campus would be provided at the Academic Board meeting in July 2019.
2. That the issue of equal employment opportunity policy would be discussed at a subsequent meeting of the Academic Board.

18.128 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 26 February 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 had been as follows:

1. Minutes (Part 2) of the Academic Board meeting of 9 October 2018
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