

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

ACADEMIC BOARD

Minutes of the meeting held on 9 October 2018 (Part 1)

Present: Professor N Quigley (Chair), Professor V Arcus, Professor B Barton, Associate Professor B Bicknell, Dr T Howell, Dr J Bowen, Associate Professor C Breen, Mr T Brown, Ms J Champion, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr S Drysdale, Professor B Hicks, Mr T Higgins, Professor B Hokowhitu, Ms D Holmes, Professor G Holmes, Ms C Jacob, Dr D Johnson, Professor A Jones, Ms M Jordan-Tong, Associate Professor A Kingsbury, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor R Longhurst, Associate Professor T Maxwell, Dr S Nock, Dr K Petrie, Associate Professor C Pope, Mr D Puddle, Ms C Pullon, Mr N Rahui, Associate Professor W Rumbles, Professor F Scrimgeour, Professor J Swan, Professor M Thrupp, Dr S Tiakiwai, Professor K Weaver

In attendance: Ms D Fowler, Mr B McGibbon, Ms J Miller, Ms T Pilet, Prof M Walmsley

Secretariat: Mr T O'Brien, Ms A Beardsmore

18.81 APOLOGIES

Received

Apologies from Dr C Blickem, Associate Professor M Cameron, Dr A Campbell, Dr D Delbourgo, Professor M Dyer, Mr R Hallett, Professor L Johnston, Professor A McKim, Ms K Nobile, Professor J Oetzel, Professor S Reeves, Professor J Roper, Mr J Tuapiki, Professor J Verbeek and Professor M Wilson.

18.82 PASSING OF FORMER VICE-CHANCELLOR

The Board noted with sadness the passing of Professor Wilfred Malcolm (OBE) whose significant contribution to the University of Waikato during his term was acknowledged.

18.83 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 14 AUGUST 2018

Noted in discussion

1. That it had been resolved at the Academic Board meeting on 14 August 2018 that the Student Discipline regulations should be reviewed to consider harassment and the minutes would be amended to reflect this. Further, that this review should be undertaken by the Chair of the Student Discipline Committee, in consultation with appropriate staff.
2. That there had been a typographical error in item 18.72 of the minutes that would be corrected.

Confirmed

The minutes of the meeting (Part 1) held on 14 August 2018, as set out in document 18/445a, subject to amendments noted above.

18.85 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

1. That Mr Nathan Rahui had been introduced as the Waikato Student Union (WSU) President-elect.
2. That the WSU Student Voice Co-ordinator had attended the Student Voice Summit in Wellington, along with staff from the Academic Office.
3. That the WSU would like the WSU Vice President to be included as a member of the Academic Board. This would be considered and could return to the Board for consideration if progressed.
4. That students, in conjunction with the Academic Office, had been working with faculties on the appointment of student representatives onto the Academic Board for 2019.
5. That Chloe Swarbrick, Green Party Member of Parliament, had recently visited and talked to students on mental health and counselling services for young people. That Waikato services compared favourably to some other universities. The WSU would be contributing to a submission being made to the Education Select Committee on this issue.

18.86 REPORT OF COUNCIL

Received

The report of the 28 August 2018 meeting of Council, as set out in document 18/447.

18.87 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 18/448.

Noted in discussion

That the 2018 Ministry of Business, Innovation and Employment Endeavour Fund results had been outstanding, and that thanks had been expressed to staff who submitted applications, and to the Research and Enterprise Office. That staff who had not received funding would be encouraged to resubmit applications.

18.88 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 18/449.

Noted in discussion

1. That the Education Committee had resolved to make changes to the conjoint degree regulations to reduce the requirement for students to complete two Cultural Perspective and Work Integrated Learning elements.
2. That Centre for Tertiary Teaching and Learning (CeTTL) Assessment project update discussed the issue of scheduling lengthy tests during the exam period. That this should not be considered good practice because students may not be aware of the assessment requirement, and tests could clash with exams. That some faculties required some form of assessment be scheduled during exam periods to ensure that students workload would be spread over a fifteen week period.
3. That one of the outcomes of the assessment project would be to identify regulations that needed amendment to clarify issues such as this.

18.89 ANNUAL REPORT

Received

The 2017 Annual Report of the Student Discipline Committee, as set out in document 18/450.

18.90 DEGREES, DIPLOMAS AND CERTIFICATES STATUTE

Reported

That the Degrees, Diplomas and Certificates Statute had been updated to take account of new qualifications that had been approved by Universities New Zealand Committee on University Academic Programmes (CUAP).

Noted in discussion

That there had been some errors in the codes for postgraduate Health, Sport and Human Performance qualifications.

Recommended

That the Degrees, Diplomas and Certificates Statute 2018, as set out in document 18/451, be recommended to Council, subject to correction as noted above.

18.91 STUDENT DISCIPLINE COMMITTEE PANEL NOMINATION

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 provided for continuity.
2. That one Panel member's term would finish at the end of 2018, and required a replacement nominee.
3. That Associate Professor Umesh Sharma had been recommended by his respective Dean and had indicated willingness to be reappointed to the Panel.

Resolved

To approve the nomination of one academic staff member, Associate Professor Umesh Sharma, to the Student Discipline Committee Panel, as set out in document 18/452.

18.92 SPECIAL CONSIDERATION COMMITTEE NOMINATION

Reported

1. 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.
2. That all academic staff committee members' terms had expired, or would expire at the end of 2018, and required replacement nominees.
3. That Associate Professor Stephen Joe, Associate Professor Kirstine Moffat, Dr Rob Torrens, and Dr Suzette Dyer had been recommended by their respective Deans and had indicated willingness to be appointed to the Committee.

Resolved

To approve the nomination of four academic staff members, Associate Professor Stephen Joe, Associate Professor Kirstine Moffat, Dr Rob Torrens, and Dr Suzette Dyer, to the Special Consideration Committee, as set out in document 18/453.

18.93 ACADEMIC DEVELOPMENTS ROUND ONE 2018

Reported

That the Academic Developments submitted by the University of Waikato to the Universities New Zealand Committee on University Academic Programmes (CUAP) for consideration in Round One 2018 had been approved and had been made available in iWaikato.

18.94 ACADEMIC DEVELOPMENTS ROUND TWO 2018

Reported

1. That the Academic Developments submitted by the University of Waikato and other universities to CUAP for consideration in Round Two 2018 had been made available in iWaikato.
2. That reviewers had been appointed to review proposals and comment where appropriate.

18.95 ACADEMIC DEVELOPMENTS ROUND ONE 2019

Received

The list of proposals for 2019 that had been signalled to date or deferred from previous rounds, as set out in document 18/388 (revised 1 October 2018).

Noted in discussion

That the Faculty of Science and Engineering (FSEN) had withdrawn the proposal for a new minor in Biomedical Science.

18.96 CATEGORY C AND SPECIALISATION PROPOSALS**Received**

The list of proposals signalled for Round C 2018, as set out in document 18/03 (revised 27 September 2018).

Resolved

To approve the following Category C proposals, signalled for Round C 2018:

- a. Amendment to the list of undergraduate papers available for a major or minor in Sociology and Social Policy. Amendment to the regulations for the PGCert and PGDip SOCIO and SOCPY, BSocSc(Hons), and MSocSc, as set out in document 18/409.
- b. Amendment to the regulations for the PGCert, PGDip, BA(Hons), BSocSc(Hons), MA and MSocSc, as set out in document 18/410.
- c. Removal of Labour Studies, and Women and Gender Studies, from the list of available subjects for the Master of Social Science, as set out in document 18/411.
- d. Amendment to the 2019 requirements for the minor in Political Science to differentiate from the proposed minor in International Relations and Security Studies and amendment to the regulations for the PGCert and PGDip(Polsc), BA(Hons), BSocSc(Hons), as set out in document 18/412.
- e. Amendment to the regulations for the Bachelor of Science and Bachelor of Computing and Mathematical Science with Honours, as set out in document 18/413.
- f. Revision of the Catalogue of Papers and Prescription listings for Computer Science, Mathematics and Statistics, amendment to the requirements for the PGDip in Cyber Security and clarification of the requirements for the MA in Mathematics, as set out in document 18/414.
- g. Introduction of a minor in Data Analytics, as set out in document 18/415.
- h. Amendment to the regulations of the Master of Information Technology and amendment to the 500 level papers for the PGCertInfoTech and MInfoTech, as set out in document 18/416.
- i. Amendment to the Prescriptions of the Master of Security and Crime Science, as set out in document 18/417.
- j. Update of the Waikato Management School papers available for students studying towards a Master of Engineering Practice, as set out in document 18/418.
- k. Amendment to the list of compulsory papers for the Bachelor of Engineering with Honours in Materials and Process Engineering, as set out in document 18/419.
- l. Deletion of the Communication Management, Emergent Business Technologies, Human Resource Leadership, Sales, Sales and Services as specialisations available to the Postgraduate Certificate in Management, as set out in document 18/420.
- m. Amendment to the regulations for the Graduate Diploma to remove the requirement for Waikato Management School students to complete a writing competency module, as set out in document 18/421.
- n. Amendment to the regulations for the Bachelor of Communication Studies, as set out in document 18/422.

- o. Amendment to the Human Resource Management major, as set out in document 18/423.
- p. Amendment to the subject requirements for Digital Business for the Bachelor of Business and Bachelor of Management Studies with Honours, as set out in document 18/424.
- q. Amendment to the list of postgraduate papers available for the PGCert, PGDip and Masters of Environment and Society, as set out in document 18/425.

18.97 DOCTORAL CHIEF SUPERVISOR PROPOSAL

Considered

Feedback regarding the proposal to change the eligibility requirements to become a doctoral chief supervisor, as set out in document 18/454.

Noted in discussion

1. That the University of Waikato had been one of only two universities that required an academic to co-supervise a doctoral candidate to completion before being eligible to become a Chief Supervisor.
2. That consultation on this proposal had been undertaken with the Research Committee, the Postgraduate Research Committee, and Faculty Deans.
3. That the current eligibility practice resulted in staff becoming frustrated in their career development, and limitations on the number of doctoral students that could be accepted.
4. That new supervisors would be supported with workshops and an experienced co-supervisor. An experienced supervisor would be expected to have successfully supervised students to completion in a timely manner. Detail on this would be included in information on the School of Graduate Research (SGR) website.
5. That CeTTL offered a paper on supervising postgraduate students within the Postgraduate Certificate in Tertiary Teaching and Learning. Staff interested in supervision should be encouraged to take this paper. Details on this paper could be added to information about the proposed changes.

Recommended

That the SGR proceed with the proposal to change the eligibility requirements to become a doctoral chief supervisor, as set out in document 18/454.

18.98 2020 TEACHING AND ASSESSMENT DATES

Reported

1. That the proposed teaching and assessment dates for 2020 had been considered by Faculty Boards and the Education Committee in September 2018.
2. That a summary of feedback received and a response to feedback had been set out in appendix 2 of the document 18/373 (revised 1 October 2018).

Noted in discussion

1. That Faculty Boards and the Education Committee had been unanimous in their support of Option 2 of the teaching and assessment dates.
2. That a clear communication plan would be developed about trimesterisation and the teaching period start dates, as part of the implementation process.

Resolved

To approve Option 2 of the proposed teaching and assessment dates for 2020, as set out in document 18/373 (revised 1 October 2018).

18.99 TRIMESTERISATION PROPOSAL**Reported**

1. That a proposal to move to a trimester academic year had been considered by Faculty Boards in March 2018, and Education Committee in April 2018. Additional student consultation had also been undertaken in April 2018.
2. That a revised proposal had been considered by Faculty Boards and staff in May 2018 and the Education Committee in August 2018.
3. That all feedback had been considered and the proposal revised accordingly.
4. That a summary of feedback received had been set out in appendix 1 of the document 18/23.
5. That the Academic Board on 14 August 2018 had resolved to receive a revised version of the trimesterisation proposal as a starred agenda item at the next Academic Board meeting.

Resolved

To approve the proposal to move to a formal trimester system from Semester A 2020, as set out in document 18/23 (revised 1 October 2018).

18.100 ACADEMIC COLLABORATION AGREEMENT**Reported**

That the amended Guaranteed Credit Agreement (GCA) between The University of Waikato and Hebei University of Science and Technology had been considered and approved by Faculty Boards and the Education Committee in September 2018.

Noted in discussion

That the first group of students from Hebei University of Science and Technology had started at the University and were reported to be doing well. Students had been encouraged to promote their positive experiences with fellow students in China.

Resolved

To approve the amendment to the GCA between The University of Waikato and Hebei University of Science and Technology, as set out in document 18/374.

18.101 ICL GRADUATE BUSINESS SCHOOL GUARANTEED CREDIT AGREEMENT**Reported**

That the proposed GCA for the ICL Graduate Business School NZ Diploma in Business (Level 5) had been considered and approved at the Management Faculty Board meeting and the Education Committee in September 2018.

Resolved

To approve the GCA for the ICL Graduate Business School NZ Diploma in Business (Level 5), as set out in document 18/375.

18.102 TOI OHOMAI GUARANTEED CREDIT AGREEMENT

Reported

That the proposed GCA for the Toi Ohomai New Zealand Diploma in Engineering (Level 6) was considered and approved at the Science and Engineering Faculty Board meeting and the Education Committee in September 2018.

Noted in discussion

That the GCA was for diplomas at level 6 only.

Resolved

To approve the GCA for the Toi Ohomai New Zealand Diploma in Engineering (level 6) to the University of Waikato Bachelor of Engineering (Hons) Degree, as set out in document 18/376.

18.103 EXECUTIVE APPROVAL

Shanghai Normal University

Reported

That the Chair of the Faculty of Education Board, the Acting Chair of the Education Committee and the Acting Chair of the Academic Board had executively approved the Memorandum of Understanding with Shanghai Normal University.

Received

The Memorandum of Understanding with Shanghai Normal University, as set out in document 18/455.

18.104 STUDY LEAVE REPORT

Received

A report from the Senior Deputy Vice-Chancellor (SDVC) on study leave for the period September 2017 to September 2018, as set out document 18/456.

Noted in discussion

1. That the report indicated a decline in the number of staff participating in study leave. That the University needed to be proactive in ensuring staff take study leave as it strengthened international connections and improved the quality of publications. The University provided a significant amount of funding to support staff with study leave, and it formed part of employment agreements for academic staff.

2. That individual study leave reports could be improved by making them more concise and highlighting the quality of what was achieved. They should also differentiate between what had been initiated and what had been achieved.
3. That the Study Leave Policy stipulated that implementation should be at the discretion of the Faculty Deans to ensure that study leave aligned with each faculty's vision. However, this could result in variation in the application of the policy. That the SDVC would have discussions with the Deans about how the policy is being implemented and the possible barriers to study leave uptake. This could include supporting staff to refocus from teaching to research, where required.
4. That the data in the report did not include those who went on study leave, but did not complete an individual report. Individuals who did not provide a report had been contacted directly. If this did not result in a report, then this had been noted on their staff record and they would no longer accumulate study leave.

18.105 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 18/457.

18.106 GENERAL

Noted in discussion

Pā Project Updates

1. That the Tertiary Education Union (TEU) would like projects that had implications for staff and resourcing, such as the Pā Project, to have academic oversight through the Academic Board. Specifically, the TEU would like to receive updates on the Pā Project at Academic Board in future.
2. That the University Council dealt with matters of capital expenditure, and that discussion of these matters at Academic Board would result in lengthy meetings and duplication of committee work. However, the Vice-Chancellor would answer any specific questions raised on these matters or would consider one-off requests for an item to be included on the Academic Board agenda.
3. That the Pā Project business case, prepared for the Tertiary Education Commission, contained commercially sensitive material, but more information around the project could be made available by the end of the year, subject to Council approval to proceed with the project.

My Waikato

4. That some students had been experiencing difficulties with pre-requisite requirements when enrolling. The Faculty concerned had implemented an interim approach for managing this issue until it could be resolved.
5. That some eligible students had not been invited to graduate. Further, that the invitation to the Marae graduation had not been made obvious. That these issues either had been, or would be, resolved and would be communicated to staff and students.
6. That students could no longer apply to graduate in anticipation, and would only be invited to graduate once they had completed their final paper.

Evaluation

7. That students wanting to complete course evaluations had been advised that they couldn't because the course would only be evaluated every two iterations. The WSU would like all students who wanted to complete an evaluation to have the opportunity to do so. The minimum requirement for course evaluations is every two iterations, and this was audited to identify papers which did not comply with this policy. Therefore, if a paper convenor had chosen not to evaluate the course, then it would not be set up for students to complete. However, some faculties had implemented practices where courses were evaluated more frequently than required.

18.107 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Monday 3 December 2018 at 2.10pm in the Council Room.

18.108 PROCEEDINGS WITH THE PUBLIC EXCLUDED

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 14 August 2018
2. Report of the Vice-Chancellor (Part 2)
3. Divisional Structure

The interests protected under the Local Government Information and Meetings Act 1987 and/or the Official Information Act 1982 which could have been 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.

Items 2 and 3 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