

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

ACADEMIC BOARD: 16 AUGUST 2016

MINUTES (PART 1)

Present: Professor N Quigley (Chair), Mr S Aitken, Mr T Anderson, Professor B Barton, Dr T Bowell, Associate Professor C Breen, Associate Professor M Cameron, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Mr D Craig, Ms C Davis, Dr D Delbourgo, Associate Professor W Drewery, Ms C Green, Mr R Hallett, Professor C Hewitt, Professor G Holmes, Professor B Hokowhitu, Dr D Johnson, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Professor P Kurian, Dr J Lane, Ms S Lee, Professor R Longhurst, Ms K Lunn, Associate Professor T McGregor, Professor R Moltzen, Associate Professor S Morrison, Professor J Oetzel, Associate Professor K Perszyk, Professor W Rumbles, Professor A St Clair Gibson, Dr M Schoenberger-Orgad, Professor M Steyn-Ross, Professor J Swan, Professor M Thrupp, Associate Professor M Walmsley, Professor K Weaver and Professor D Willis

In attendance: Ms D Fowler, Ms H Pridmore and Ms S Hassall

Secretariat: Ms R Boyer and Ms J Richards

16.55 APOLOGIES

Received

Apologies for absence from: Dr C Blickem, Mr I Jayasandara, Ms S Nock, Professor L Smith, Ms H Te Kowhai, Mr C Temese and Professor M Wilson.

Noted in discussion

That the following new members were welcomed to the Academic Board: Professor Allison Kirkman, Professor Alan St Clair Gibson, Associate Professor Ken Perszyk, Associate Professor Michael Cameron, Mr Te Kahautu Maxwell, Associate Professor Michael Walmsley and Mr Steve Outram.

16.56 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 7 JUNE 2016

Confirmed

The minutes of the meeting (Part 1) held on 7 June 2016, as set out in document 16/297.

16.57 EXECUTIVE APPROVALS

Reported

That the Guaranteed Credit Agreement between the University of Waikato and the University of Economics, Ho Chi Minh City, Vietnam (UEH), as set out in document 16/224, had been approved executively by the Chairpersons of the Education Committee and the Academic Board in July 2016.

16.58 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

1. The report of the Vice-Chancellor (Part 1), as set out in document 16/298.
2. The University's response to the Productivity Commission's New Models of Tertiary Education issues paper, as set out in document 16/304.

Reported

That the University's response to the Productivity Commission's New Models of Tertiary Education issues paper had been endorsed by Council prior to its submission.

16.59 MATTERS TO BE RAISED BY STUDENT MEMBERS

Considered

1. A proposal to amend the appointment process and term for student representatives on University Committees, as set out in document 16/288.
2. A discussion document on academic support for Postgraduate Students, as set out in document 16/295.

Noted in discussion

Student Representatives Tenure

1. That it was suggested that the process to elect student representatives be held in alternate years in faculties, to provide continuity and improve student representation on the Academic Board.

Academic Support for Postgraduate Students

2. That the President of the Postgraduate Student Association (Ms Sherrie Lee) had met with the Director of the Centre for Tertiary Teaching and Learning (CTTL), the Dean of the School of Graduate Research and a number of postgraduate students with regard to the concerns raised in the document. It was recognised that more targeted support in language development and academic skills would be useful and the development and provision of appropriate resources for postgraduate students was underway.
3. That the Dean of the School of Graduate Research reported that it had been a constructive meeting which had assisted in the identification of a number of good support systems, and suggested where improvements could be made around induction processes, digital literacy support, access to resources and peer support networks.
4. That the Pro Vice-Chancellor Teaching and Learning noted that the paper was timely and would inform consideration of the appropriate support measures required to support teaching and learning needs in the postgraduate space. Faculties would also be involved in the identification of subject specific support requirements.
5. That the Centre for Teaching and Learning had confirmed that they would offer one-on-one support for postgraduate students during the confirmation period.

Resolved

That the proposal to amend the appointment process and term for student representatives on University Committees, as set out in document 16/288, be supported in principle. Student members would work with the Academic Office to bring forward a formal resolution to a future meeting.

16.60 COUNCIL MINUTES**Received**

1. The Part 1 minutes of the 18 May meeting of Council, as set out in document 16/289.
2. An oral report from the Academic Board Nominee to Council.

Noted in discussion

That a concern was raised by members of the Student Discipline Appeals Committee with regard to student workload and some assessment practices which could increase vulnerable students' propensity to engage in perverse behaviour around the completion of assignments. It was noted that this would be addressed through the Curriculum Development Framework as it was implemented.

16.61 ELECTION OF PROFESSORS TO THE ACADEMIC BOARD**Reported**

1. That provision 16 of the Academic Board constitution provided for eight professors to be elected by and from the academic staff, for terms of three years from 1 January.
2. That the members currently elected under this clause were Professor Barry Barton, Professor Moira Steyn-Ross and Professor Lynda Johnston. Professor Barton's term had expired, which resulted in six vacant professorial positions.
3. That nominations had been invited and would close on 2 September 2016. Notification of the election would be provided via the Official Circular and by email to those academic staff eligible to stand for election.
4. That nominations, comments or questions should be directed to ab.elections@waikato.ac.nz. Nominators should ensure that nominees consented to the nomination.
5. That when nominations had closed, if there were six or fewer nominations those Professors would be declared duly elected. Should any vacant positions remain, the Vice-Chancellor would be invited to appoint eligible staff to the remaining positions, as per the constitutional provision.

16.62 UNIVERSITY'S COMMITTEE FRAMEWORK RECONSIDERATION**Considered**

A proposal for a reconsideration of the University's Committee Framework from the Senior Deputy Vice-Chancellor, as set out in document 16/74 (revised 8 August 2016).

Noted in discussion

1. That the proposal sought the Board's support for the overall direction of the committee reconsideration. It was reported that further work was required on the regulation amendments (where required) and the final terms of reference and constitutions for newly established committees.
2. That it was suggested that the proposal in relation to the University's committees that made decisions in relation to student admission and progression required more detail. The regulations in these cases could pose a risk to the University if not dealt with correctly. It was suggested that further consultation with the members of these committees; Admission Appeals, Special Consideration, Student Discipline and Student Discipline Appeals, should be undertaken and would be beneficial in the identification of common problems or issues. The suggestion that these four committees required special attention was supported.
3. That clarification was sought as to the reporting lines of the Information, Communication and Technology Advisory Committee. It was noted that the reporting lines of the committee had been widened, it had strong academic membership and included the Librarian, the Chief Financial Officer and the Director of Information and Technology Services. The committee would report to the Academic Quality Committee and would seek advice from the same, on academic and pedagogical matters. It was also reported that the draft ICT strategy would be submitted to Faculties and other committees for feedback and comment.
4. That Council would need to approve changes to the terms of reference and constitution of some of the committees included in the proposal, particularly in relation to changes to delegations.

16.63 REPORT OF THE EDUCATION COMMITTEE**Received**

The report of the Education Committee, as set out in document 16/290.

16.64 REPORT OF THE RESEARCH COMMITTEE**Received**

The report of the Research Committee, as set out in document 16/291.

Noted in discussion

That it was anticipated that the IRIS modules would be launched before the end of the year; whether IRIS would be used for the Formative Research Exercise was as yet undecided.

16.65 PROPOSAL TO CHANGE THE TERMS OF REFERENCE OF THE POSTGRADUATE RESEARCH COMMITTEE AND THE MPhil AND DOCTORAL REGULATIONS**Considered**

The proposal to change the terms of reference for the Postgraduate Research Committee, and approval of the proposed changes to the doctoral regulations, as set out in document 16/87.

Noted in discussion

That reassurance was provided that the regulations and processes behind the doctoral candidate regulations would limit the ability of the Dean of the School of Graduate Research to make a decision that was not supported by a Faculty. It was noted that an appeal process was in place for students and staff, should this occur.

Resolved

To approve the changes to the terms of reference for the Postgraduate Research Committee, and to the doctoral regulations, as set out in document 16/87.

16.66 ACADEMIC DEVELOPMENTS - ROUND TWO 2016**Received**

1. The current list of Round Two 2016 proposals that had been signalled to date or deferred from previous rounds, as set out in document 16/70 (revised 8 August 2016).
2. Feedback with respect to the strategic and resources implications for the Round Two 2016 Academic Development Proposals, as set out in document 16/267.

Resolved

1. To approve the following Round Two 2016 Category 1-5 proposals for submission to Universities New Zealand, Committee on University Academic Programmes (CUAP):
 - a. Introduction of a Master of Professional Writing, as set out in document 16/104b.
 - b. Introduction of a Bachelor of Business and Bachelor of Business with Honours, as set out in document 16/268b.
 - c. Introduction of a Bachelor of Management Studies with Honours, as set out in document 16/268c, subject to confirmation from the Pro Vice-Chancellor Teaching and Learning that the structure met the requirements set out in the Curriculum Development Framework.
 - d. Introduction of a Master of Māori and Indigenous Business in collaboration with other NZ universities, as set out in document 16/268d.
 - e. Introduction of a new minor in Applied Physics for the BSc, as set out in document 16/218a.
 - f. Introduction of new minors in Coastal Processes, Geology, Hydrology and Soil Science for the BSc, as set out in document 16/218b.
 - g. Introduction of a new major and minor in Ecology and Biodiversity for the BSc, as set out in document 16/218c.
 - h. Introduction of a new major and minor in Molecular and Cellular Biology for the BSc, as set out in document 16/218d.

Noted in discussion**Bachelor of Business and Bachelor of Business with Honours**

1. That it was recognised that a business qualification that excluded accounting, economics and finance was unusual and this was likely to be raised at CUAP.
2. That it was questioned whether there was sufficient staff capacity to offer all the majors. It was noted that the qualification would replace several degrees which were already viable and that staffing would not be an issue.

Bachelor of Management Studies with Honours

3. That the proposal required further work around nomenclature and the Faculty's intention with regard to the degree specified papers, prior to submission to CUAP.

Master of Māori and Indigenous Business

4. That there continued to be a number of concerns with the proposal around the lack of content specific to tikanga and indigenous business practices. It was also raised that the degree would be potential competition for the University's MBA programme run at the Waikato-Tainui College for Research and Development. It was noted that the Director of the MBA programme at the Waikato-Tainui College for Research and Development would be a member of the governance board of the degree. It was suggested that the Dean of the Faculty of Māori and Indigenous Studies be consulted to ensure the mana of the University was retained.
2. To approve the following Round Two 2016 Category 6-9 proposals for submission to Universities New Zealand, Committee on University Academic Programmes:
 - a. Amendment to the generic degree structure as a result of the Curriculum Development Framework, as set out in document 16/217.
 - b. Amendments to the master degree regulations to include the grade requirement for admission, as set out in document 16/273.
 - c. Amendment to the regulations for admission to the BMus, as set out in document 16/269a.
 - d. Change the name of the subject 'Demography' to 'Population Studies and Demography' for the BSocSc(Hons), MSocSc, PGDip(Dem) and PGCert(Dem), as set out in document 16/269b.
 - e. Adding the existing major 'Applied Computing' to the BSc, as set out in document 16/269c.
 - f. Amendments to the regulations to the MInfoTech, as set out in document 16/269d.
 - g. Adding the subject 'Counselling Studies' to the Master of Education, as set out in document 16/269e.
 - h. Change the name of the subject 'Education Studies' to 'Education and Society', as set out in document 16/105b.
 - i. Change the name of the subject 'Adult Education and Training' to 'Adult Learning', as set out in document 16/105d.
 - j. Change the name of Master of Electronic Commerce to Master of Digital Business, as set out in document 16/269f.
 - k. Change the name of 'Sport and Leisure Studies' to 'Sport, Health and Human Performance', as set out in document 16/269g.

Noted in discussion

The generic degree structure (16/217)

1. That it was resolved to defer the BA and BSocSc proposal to Round One 2017 to allow the Acting Dean time to consider the Faculty's offerings under the Curriculum Development Framework.

Change the name of the Bachelor of Sport and Leisure Studies degree (16/279g)

2. That a concern was raised that the proposal had not been considered by the Faculty of Education Board or other committees and clarification was required with regard to the rationale for the inclusion of 'Health' in the title.
3. That the Communications, Marketing and Engagement division had consulted with stakeholders, to test potential names. The report was provided to the Curriculum Committee for feedback and comment and their recommendations informed a market survey. Survey results supported two options: "The Faculty of Sport and Human Performance" or "The Faculty of Sport, Health and Human Performance".
4. That a concern was raised about staff capacity and expertise in the health area and whether the rationale was strong enough to include 'health' in the title. It was noted that the inclusion of 'health' was aspirational but would be important for future growth and to attract funding in the health research area. It would signal the Faculty's strategic direction and was forward looking.
5. That it was raised that CUAP could require the University to demonstrate how the current curriculum matched the new title and it was suggested that an extra paragraph be inserted in the proposal which confirmed that the University had sufficient FTE's across faculties. It was noted that the Faculty was confident it had included the right mix of papers in the proposal.

16.67 CATEGORY C AND SPECIALISATION PROPOSALS

Resolved

To approve the Category C proposal to amend the compulsory paper requirements for the Tourism Management and Hospitality Management majors, as set out in document 16/294.

16.68 MARKET ORIENTED COURSE PORTFOLIO DEVELOPMENT

Received

A report from The Knowledge Partnership (TKP) on the incorporation of market metrics into the approval process for new course development and the renewal of existing courses and programmes, as set out in document 16/296.

Noted in discussion

1. That whilst the EMMAP tool was well packaged it may not be the right tool, in its entirety, for the University. The University required a model to give form, structure and a data-driven process to support programme and curriculum development, programme reviews, evaluation and approval processes. It was acknowledged that at present these processes lacked a market dimension.
2. That previous indications from academic staff was that assistance was required to inform budgetary and EFTS forecasting. Should a more formal process to evaluate proposals, or inform reviews, be introduced, market metrics would be a useful inclusion.
3. That it was suggested that the 'market' should not be the sole consideration in programme development or renewal. It was noted that the stakeholder analysis

- employed in the renaming of sport and leisure was a good example of how market metrics could assist in decision making processes.
4. That the inclusion of market metrics into programme development had begun and information from the International Office, Future Students, the Chief Financial Officer, Timetabling and the Library were included in the Round Two 2016 proposals. The development of a template could be developed and centrally co-ordinated for use by faculties.

16.69 SCHEDULE OF LIMITATIONS ON ENROLMENTS

Reported

1. That the schedule of programmes and papers for which enrolments were to be limited was published in the Calendar in association with the Limitations Statute.
2. That Faculty Boards had been asked to consider the papers for which limitations on enrolments had been proposed for 2017 and 2016 enrolment figures for papers which listed limits were included.
3. That the list of papers, identified by faculties which required a limit had been considered by the Curriculum Committee and a number of consequent amendments to the Schedule of Limitations had been made.

Noted in discussion

That the ability to conduct a formal health and safety assessment where papers were limited for these reasons would facilitate the assessment of enrolment limitations in a more consistent manner.

Resolved

To approve the Schedule of Limitations on Enrolments for 2017 (revised 9 August 2016), as set out in document 16/141.

16.70 USE OF MINORS AND SPECIALISATIONS

Considered

The proposal to adopt the term 'minor' to replace 'supporting subject' and the retention of 'specialisations' solely for graduate and postgraduate certificates and diplomas.

Noted in discussion

1. That the term 'specialisation' would be retained for Te Tohu Paetahi and some international languages.
2. That the term 'specialisation' would be retained for graduate and postgraduate qualifications.

Resolved

To approve the adoption of the term 'minor' to replace 'supporting subject', and the retention of specialisations solely for graduate and postgraduate level certificates and diplomas, except where a strong academic rationale could be made to retain one at undergraduate level, as set out in document 16/293.

16.71 INTELLECTUAL PROPERTY RIGHTS POLICY

Reported

1. That a review of the current Intellectual Property Rights Policy had been undertaken by the Senior Deputy Vice-Chancellor and the Deputy Vice-Chancellor Research.
2. That consultation on the revised policy was undertaken in May 2016 with the Faculty Boards, Education Committee, Research Committee and Intellectual Property and Investment Advisory Committee; staff more generally were offered the opportunity to comment via the Official Circular.
3. That feedback from all consultation had subsequently been considered and further changes made to the revised policy.

Noted in discussion

That the proposal had been through wide consultation and a legal review.

Recommended

That the Vice-Chancellor approve the revised Intellectual Property Rights Policy, as set out in document 16/148.

16.72 ANALYSIS OF STUDY LEAVE 2013-2015

Received

An analysis of study leave undertaken from 2013 – 2015, as set out in document 16/305.

16.73 ACADEMIC COLLABORATION AGREEMENTS

1. Beijing Foreign Studies University (BFSU)

Resolved

To approve the proposed Guaranteed Credit Agreement between the University of Waikato and Beijing Foreign Studies University, China (BFSU), as set out in document 16/228.

2. Waiariki Bay of Plenty Polytechnic

Reported

That the guaranteed credit agreement (GCA) to provide a pathway for students from the Waiariki Bay of Plenty Polytechnic Diploma in Engineering to the University of Waikato Bachelor of Engineering (Honours) was due for renewal in 2016. The two institutions had agreed to the renewal of this pathway and had reassessed the information contained in the GCA.

Resolved

To approve the renewal of the GCA to provide a pathway for students from the Waiariki Bay of Plenty Polytechnic Diploma in Engineering to the University of Waikato Bachelor of Engineering (Honours) degree, as set out in the document 16/227.

16.74 TEACHING AND ASSESSMENT PERIODS 2018

Received

Faculty Board feedback on the proposed 2018 Teaching and Assessment dates, as set out in document 16/276.

Noted in discussion

1. That confirmation was sought with regard to whether the one week teaching break in B Semester was permanent. It was suggested that less time for research and marking was stressful for both staff and students. It was noted that it would be reviewed in future.
2. That it was reported that the timing of graduation would also be reviewed. The October ceremony had moved to December and consideration would be given to the introduction of night time ceremonies, this would be dependant on consultation with and approval by Council.

Resolved

To approve Option 2 of the proposed teaching and assessment periods for 2018, as set out in document 16/196.

16.75 KEY COMMITTEE DATES 2017

Resolved

To approve the Key Committee Dates schedule for 2017, as set out in document 16/286.

16.76 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 4 October 2016 at 2.10pm in the Council Room.

16.77 PROCEEDINGS WITH THE PUBLIC EXCLUDED

Resolved

That the public be excluded from the meeting to allow consideration of the following items:

1. Confirmation of the Minutes (Part 2) of the Academic Board meeting of 7 June 2016
2. Report of the Vice-Chancellor (Part 2)
3. Proposal to change the name of the School of Māori and Pacific Development
4. Nominations for Emeritus Professorships
5. 2017 Budget

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.

Items 2, 3 and 5 affected the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Item 4 protected the privacy of natural persons.

Renée Boyer and Jeanie Richards

Academic Office

23 August 2016