

THE UNIVERSITY OF WAIKATO
TE WHARE WĀNANGA O WAIKATO

ACADEMIC BOARD

Minutes of the meeting held on 17 October 2017

Present: Professor N Quigley (Chair), Professor V Arcus, Mr T Anderson, Professor B Barton, Associate Professor B Bicknell, Dr T Bowell, Mr T Brown, Associate Professor C Breen, Associate Professor M Cameron, Dr A Campbell, Professor B Clarkson, Professor T Coltman, Dr D Delbourgo, Professor M Dyer, Mr R Hallett, Professor B Hicks, Professor B Hokowhitu, Professor G Holmes, Dr D Johnson, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Professor P Kurian, Mr W Lewis, Professor R Longhurst, Associate Professor T McGregor, Professor A McKim, Dr S Nock, Professor J Oetzel, Associate Professor K Perszyk, Dr K Petrie, Associate Professor C Pope, Professor J Roper, Mr C Temese, Mr J Tuaupiki, Associate Professor M Walmsley, Professor K Weaver, Professor M Wilson and Mr R Yates.

In attendance: Ms R Boyer, Ms D Fowler, Mr B McGibbon, Ms T Pilet, Ms C Pullon, Associate Professor M Princep and Professor R Sharma.

Secretariat: Mr T O'Brien and Ms J Richards

17.64 APOLOGIES

Received

Apologies from the following members: Dr C Blickem, Ms B Cooper, Mr D Craig, Ms G Dondoli, Professor C Hewitt, Professor A Hinze, Dr J Lane, Mr S Outram, Associate Professor W Rumbles, Professor F Scrimgeour, Professor M Steyn-Ross, Professor L Smith, Professor M Thrupp, Dr S Tiakiwai and Professor J Verbeek.

17.65 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 15 AUGUST 2017

Confirmed

The minutes of the meeting (Part 1) held on 15 August 2017, as set out in document 17/367a.

17.66 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 17/368a.

Noted in discussion

Entry of grades in 2018

1. That it was raised that it was more difficult to enter assessment data for essays and examinations into Gradebook than it was for tests and internal assessment measures. This was acknowledged and additional in-house training would be provided within faculties

to assist staff with the transition and to demonstrate the integration of Gradebook with Turnitin Feedback Studio.

2. That it was raised that where extensive commentary was provided to students in large cohorts (such as that provided to law students) it would be time-consuming for teaching staff to enter comments. It was acknowledged that administrative staff already entered grades and that in the transition period this was likely to continue. Staff who used Turnitin Feedback Studio would be required to enter comments.

17.67 REPORT OF COUNCIL

Received

The report of the 22 August 2017 meeting of Council, as set out in document 17/369.

17.68 DEGREES, DIPLOMAS AND CERTIFICATES STATUTE

Reported

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

Noted in discussion

That the acronym for the some Health Sport and Human Performance qualifications (FHSHP) was incorrect on some entries and required amendment.

Recommended

That Council consider the approval of the Degrees, Diplomas and Certificates Statute 2017, as set out in document 17/378, subject to amendment noted above.

17.69 DRAFT ACADEMIC PLAN 2017-2021

Considered

A recommendation to Council with respect to the draft Academic Plan 2017-2021, as set out in document 17/193.

Noted in discussion

That it was suggested that the following amendment be made to the draft Academic Plan 2017-2021: "The University ~~aspires~~ **is committed** to being a place where Māori students excel academically and are well equipped for their roles as future leaders."

Recommended

That Council consider the approval of the draft Academic Plan 2017-2021, as set out in document 17/193, subject to the amendment listed above.

17.70 PROFESSORIAL ELECTION TO 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 terms of Professor Lynda Johnston and Professor Moira Steyn-Ross would end on 31 December 2017 and nominations had been invited for an election to fill those two vacancies.
3. That, as only two nominations were received to fill the vacant positions, an election was not necessary.
4. The successful candidates were Professor Lynda Johnston and Professor Steve Reeves.

17.71 STUDENT DISCIPLINE COMMITTEE CONSTITUTION

Resolved

Approval of the amendments to the constitution of the Student Discipline Committee, as set out in document 17/366.

Noted in discussion

That the Academic Board expressed their gratitude to Ms Lucy Campbell for her excellent and committed work as Chair of the Student Discipline Committee.

17.72 EDUCATION COMMITTEE REPORT

Received

The report of the Education Committee, as set out in document 17/370.

Noted in discussion

1. That further work was required on the Code of Student Conduct, due consideration would be given to the feedback received and where appropriate, incorporated into the document.
2. That consideration should be given to the terminology used and whether terms such as 'safe' were appropriate.
3. That a concern was raised with respect to clause 9(g), specifically "*bring the University into disrepute*" and whether it strayed into the realm of freedom of speech. It was noted that colleagues in the Faculty of Law could provide some useful direction on these points.
4. That it was suggested that the Student Discipline Regulations should also be reviewed to include reference to the Harmful Digital Communications Act 2015 and to ensure that they were consistent with the Code of Student Conduct.

Resolved

That the draft Code of Student Conduct and the revised Student Discipline Regulations would return to Faculty Boards for consideration.

17.73 RESEARCH COMMITTEE REPORT

Received

The report of the Research Committee, as set out in document 17/371.

Noted in discussion

1. That the successful candidate for the BOP Regional Council Chair in Lake and Freshwater Science was Dr Troy Baisden, head of the National Isotope Centre at GNS Science, Upper Hutt.
2. That Dr Sarah-Jane Tiakiwai had been appointed as an iwi advisor to the Waikato Raupatu River Trust.
3. That the new Director of Te Waiora Freshwater Institute, Dr Chris Tanner, would consult with staff with respect to the Institute and the progression of work streams.

17.74 ACADEMIC AUDIT – PROPOSAL FOR CYCLE 6 – ENHANCEMENT THEME

Considered

Feedback to the Deputy Vice-Chancellor Academic on the enhancement theme for the Cycle 6 Academic Audit of New Zealand Universities, as set out in document 17/347.

Reported

1. That the Academic Quality Agency had established an Enhancement Theme Steering Group, and Professor Longhurst had been appointed as the Chair. The group had already met and programme planning was underway.
2. That the University would be required to submit a brief initial plan by mid-November, which would set out the activities and intentions in this space.

17.75 ACADEMIC DEVELOPMENTS

Received

1. A summary of resolutions on the Round One 2017 proposals, made by the Universities New Zealand's Committee on University Academic Programmes (CUAP) on 13 July 2017, as set out in document 17/338.
2. The current List of Proposals for 2018 that had been signalled to date or deferred from previous rounds, as set out in document 17/339 (rev 27 September 2017).

17.76 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of proposals signalled for Round C 2017, as set out in document 17/06 (rev 9 October 2017).

Considered

Approval of the following Category C proposals signalled for Round C 2017, as set out in documents 17/340a,b,d-p:

1. Discontinuation of the subjects American Studies, NZ Studies, Studies in Religion, Pacific Studies, German, and Tourism Studies, as set out in document 17/340a.

2. Discontinuation of Ethics, Labour Studies, Public Policy, Women's and Gender Studies as majors, as set out in document 17/340b.
3. Amendments to the requirements for the Bachelor of Design, as set out in document 17/340d.
4. Amendment to the Software Engineering specified programme, as set out in document 17/340e.
5. Amendment to the Master of Security and Crime Science, as set out in document 17/340f.
6. Amendment to the minor in Māori Education, as set out in document 17/340g.
7. Amendment to the requirements of the major in Te Reo Māori, as set out in document 17/340h.
8. Amendment to the Environmental Engineering specified programme, as set out in document 17/340i.
9. Amendment to the Electronic Engineering specified programme, as set out in document 17/340j.
10. Amendment to the Chemical and Biological Engineering specified programme, as set out in document 17/340k.
11. Amendment to the major in Environmental Science, as set out in document 17/340l.
12. Amendment to the Certificate in Management and Certificate in Communication Studies, as set out in document 17/340m.
13. Amendment to the Diploma in Management and Diploma in Communication Studies, as set out in document 17/340n.
14. Amendment to the Master of Business Administration, as set out in document 17/340o.
15. Amendments to the Bachelor of Business, Bachelor of Business Analysis, Bachelor of Communication Studies, and Bachelor of Management Studies with Honours, as set out in document 17/340p.

Noted in discussion

BBus, BBA, BCS, BMS (Hons)

1. That a number of amendments were suggested at 4 October meeting of the Education Committee where it was resolved that a revised version of the proposal be circulated to members for approval prior to submission to the Academic Board. Education Committee members considered a revised proposal and feedback suggested that a number of concerns remained that had not been sufficiently addressed.
2. That it was suggested that to ensure students could enrol, the amendments to the first year papers be approved, and that the remaining concerns be addressed and return to a future meeting for approval.

Resolved

1. To approve the Category C proposals, as set out in documents 17/340a,b,d-o
2. To approve the amendments of required papers at first year to the degrees and majors under the Bachelor of Business, Bachelor of Business Analysis, Bachelor of Communication Studies, and Bachelor of Management Studies with Honours, as set out in document 17/340p.

17.77 INTERNAL EXTERNAL ASSESSMENT RATIOS

Resolved

Approval of the proposal to change the method by which internal assessment/examination weightings were to be displayed from a ratio to a percentage, as set out in document 17/304.

17.78 TOI OHOMAI ARTICULATION AGREEMENT

Reported

1. That the Articulation Agreement between the University of Waikato and Toi Ohomai Institute of Technology was due for renewal and the two institutions worked collaboratively to develop the revised agreement, as set out in document 17/375.
2. That to ensure that the proposed papers would be set up in time for students to enrol in 2018 courses, executive approval had been sought from the Chairs of the Faculty of Management, Faculty of Computing and Mathematical Sciences and the Education Committee.

Noted in discussion

1. That an amendment to Appendix 3 was required to better reflect current practice.
2. That the following amendment be made to 5.1: The University agrees not to claim student EFTS for the students registered in the papers. ~~The University will claim EFTS for any work experience placements.~~
3. That a concern was raised that as the Articulation Agreement was a legal contract the wording of 2.1: "To maintain academic and funding approval for the papers and the qualification", could pose a risk to the University as it was a promise to maintain qualifications for the life of the agreement.

Resolved

Approval of the 2018 Articulation Agreement between the University of Waikato and the Toi Ohomai Institute of Technology, as set out in document 17/375, subject to the amendments listed in 1 and 2 above.

17.79 MALAYSIAN MATRIKULASI PROGRAMME

Resolved

Approval of the recognition of the Malaysian Matrikulasi programme for direct entry into undergraduate degrees offered by the University of Waikato, as set out in document 17/310.

17.80 HELP UNIVERSITY FOUNDATION STUDIES PROGRAMMES

Received

A paper providing feedback on the Foundation in Arts and Foundation in Science Programmes offered by HELP University, as set out in document 17/309.

Resolved

Approval of the recognition of the Foundation in Arts and Foundation in Science Programmes offered by HELP University for direct entry into relevant degree programmes at the University of Waikato, as set out in documents 17/309a-b.

17.81 ACADEMIC COLLABORATION

Received

Faculty Board feedback on the Guaranteed Credit Agreements between the University of Waikato and Sunway University, Sri Lanka Institute of Information Technology and Yunnan University as set out in document 17/363.

1. Sunway University, Malaysia

Received

The proposed Guaranteed Credit Agreements between the University of Waikato and Sunway University, Malaysia as set out in documents 17/305 and 17/306.

Resolved

Approval of the Guaranteed Credit Agreements, set out in documents 17/305 and 17/306.

2. Sri Lanka Institute of Information Technology (SLIIT)

Received

The proposed Guaranteed Credit Agreement between the University of Waikato and Sri Lanka Institute of Information Technology, Sri Lanka as set out in document 17/307.

Resolved

Approval of the Guaranteed Credit Agreement, set out in document 17/307.

3. Yunnan University, China

Received

The proposed Guaranteed Credit Agreement between the University of Waikato and Yunnan University, China as set out in document 17/308.

Noted in discussion

That an alternative 200 level English Language Paper, listed in Appendix 3 would be required.

Resolved

Approval of the Guaranteed Credit Agreement set out in document 17/308, subject to the amendment listed above.

17.82 STUDY LEAVE REPORT

Received

A report from the Senior Deputy Vice-Chancellor on study leave for the period September 2016 to September 2017, as set out document 17/374.

Noted in discussion

1. That staff were encouraged to submit study leave reports in a timely manner to ensure that the University could capitalise on new relationships, partnerships or opportunities that had arisen during, or were subsequent to, the period of study leave.
2. That it was suggested that external contracts need to be managed to enable successful researchers to avail themselves of study leave.
3. That clarification was required with regard to whether staff taking study leave were required to outline how supervision would be managed during the period of leave. For instance, were staff required to detail whether they, another member of the supervision panel, or another nominated supervisor, would assume supervision responsibilities.
4. That co-ordinators should ensure that reports were submitted with the information categorised correctly.
5. That it was suggested that where staff were teaching small programmes, the ability to secure a teaching fellow to cover the leave period would enable more staff to take advantage of the study leave provision. It was noted that financial matters would be the purview of the Dean, however, there was some central support available.
6. That it was raised that it would be useful to look at practices at a faculty level with regard to study leave to ensure there was consistency across the University. It was noted that the development of an annual study leave plan for each faculty would provide greater transparency.

17.83 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the SLMS Programme Manager, as set out in document 17/379.

17.84 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Wednesday 6 December 2017 at 2.10pm in the Council Room.

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 are as follows:

1. Minutes (Part 2) of the Academic Board meeting of 15 August 2017
2. Report of the Vice-Chancellor (Part 2)

3. Honorary Awards
4. Proposal for change in the Music Programme, Faculty of Arts and Social Sciences.

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 are:

Item 1 affected material previously dealt with in a meeting from which the public had been excluded.
Items 2 and 4 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
Jeanie Richards
Academic Office