

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

ACADEMIC BOARD

Minutes of the meeting held on Tuesday 17 April 2018 (Part 1)

Present: Professor N Quigley (Chair), Professor V Arcus, Associate Professor B Bicknell, Dr C Blickem, Associate Professor C Breen, Associate Professor M Cameron, Ms J Campion, Professor B Clarkson, Professor T Coltman, Mr S Drysdale, Ms N Gosai, Mr R Hallett, Professor C Hewitt, Professor B Hicks, Professor B Hokowhitu, Professor G Holmes, Ms C Jacob, Dr D Johnson, Professor L Johnston, Ms M Jordan-Tong, Associate Professor A Kingsbury, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor R Longhurst, Professor A McKim, Dr S Nock, Professor J Oetzel, Associate Professor K Perszyk, Dr K Petrie, Associate Professor C Pope, Ms C Pullon, Professor S Reeves, Associate Professor W Rumbles, Professor F Scrimgeour

In attendance: Ms D Fowler, Mr B McGibbon

Secretariat: Mr T O'Brien

18.21 APOLOGIES

Received

Apologies from the following members: Dr T Bowell, Dr J Bowen, Mr T Brown, Dr A Campbell, Ms B Cooper, Dr D Delbourgo, Professor M Dyer, Professor A Jones, Mr N Rahui, Professor M Thrupp, Mr J Tupaupiki, Professor K Weaver, Professor M Wilson, Professor J Verbeek.

18.22 PASSING OF A MEMBER OF THE ACADEMIC BOARD

Noted in discussion

The Vice-Chancellor noted the passing of Associate Professor Tony McGregor whose significant contribution to the Academic Board during his term was acknowledged.

18.23 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 27 FEBRUARY 2018

Confirmed

The minutes of the meeting (Part 1) held on 27 February 2018, as set out in document 18/142a.

18.24 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 18/143a.

18.25 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

1. That the Waikato Students Union (WSU) was formalising a student consultation process. That initiatives around the class rep system and requests to the WSU had generated an increased need for consultation with students.
2. That recent consultation on the new student levy had gone well and appreciation was expressed to the WSU for their work.

18.26 REPORTS OF COUNCIL

Received

1. The report of the Council meeting on 20 February 2018, as set out in document 18/144.
2. The report of the Council meeting on 26 March 2018, as set out in document 18/151.

18.27 TERMS OF REFERENCE OF RESEARCH COMMITTEE, SCHOLARSHIP EXECUTIVE AND SCHOLARSHIP COMMITTEE

Reported

1. That at its 16 August 2016 meeting, the Academic Board accepted in principle the establishment of the Scholarships Panel and a Scholarships Executive with the understanding that a revised terms of reference would return for formal approval at a later date.
2. That consultation was undertaken with the Dean School of Graduate Research, the Director School of Graduate Research and Research Evaluation, the Scholarships Manager, the Manager Policy and Governance and the Academic Office on the development of the revised terms of reference.

Noted in discussion

That this process had begun towards the end of 2015 following a review of the University's Committees conducted by the Senior Deputy Vice-Chancellor.

Resolved

Approval of the proposed terms of reference, as set out in document 18/76:

1. Revised terms of reference for the Research Committee, as set out in **Appendix 1** of document 18/76.
2. Terms of reference for the Scholarships Executive, as set out in **Appendix 2** of document 18/76.
3. Revised terms of reference for the Scholarships Committee, as set out in **Appendix 3** of document 18/76.

18.28 APPOINTMENT TO THE STUDENT DISCIPLINE COMMITTEE PANEL

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 provide for continuity.

2. That one Panel member's term finished at the end of 2017, requiring a replacement nominee.
3. That Associate Professor Robert Rinehart had been recommended by his respective Dean and had indicated willingness to be appointed to the Panel.

Resolved

The nomination of one academic staff member, Associate Professor Robert Rinehart, to the Student Discipline Committee Panel, as set out in document 18/149.

18.29 REPORT OF THE EDUCATION COMMITTEE HELD ON 4 APRIL 2018

Received

The report of the Education Committee, as set out in document 18/145.

Noted in discussion

That an amendment had been made to item 2.2 to better reflect the sentiment expressed regarding Māori and Pacific student enrolments into the Bachelor of Laws and the proposed major in Law in the Bachelor of Arts.

18.30 REPORT OF THE RESEARCH COMMITTEE HELD ON 28 MARCH 2018

Received

The report of the Research Committee, as set out in document 18/146.

Noted in discussion

Smart Ideas

1. That the University had eight of the twenty-one Smart Ideas applications proceed to the second round, representing the highest percentage of applications reaching this round that the University had achieved.

IRIS

2. That an extended deadline for closing IRIS had been agreed with TEC due to confusion that had arisen around referencing research contributions and output. It was noted that the new deadline was 7 May 2018.
3. That new advice from TEC on how the review panel expected to see research contributions and output could require some Evidence Portfolios to be reworked.
4. That information regarding these changes had been circulated to the relevant Associate Deans and would be communicated to staff.

18.31 ACADEMIC DEVELOPMENTS 2018

Received

1. The list of proposals and reviewers for Round One 2018 that had been signalled to date or deferred from previous rounds, as set out in document 17/339 (revised 8 April 2018).

2. The current list of proposals and reviewers for Round Two 2018, as set out in document 18/72 (revised 6 April 2018).

Noted in discussion

Relational and Inclusive Practices

1. That the proposal would establish a minor and graduate certificate in the subject of 'Relational and Inclusive Practices'.
2. That during the development process the name of the subject had been considered. Advice from Communications, Marketing and Engagement was that the name was appropriate.

Major in Law for the Bachelor of Arts

3. That, while not the purpose of this proposal, it would be advantageous that students could move from the Bachelor of Arts, majoring in Law, to the Bachelor of Laws after their first year.
4. That the Faculty of Arts and Social Science was supportive of this proposal.
5. That the proposal provided scope for students in other undergraduate qualifications to take either a second major or minor in Law.
6. That this proposal provided an option for students who would like to study law as part of a liberal arts programme.
7. That, although Victoria University of Wellington offered some law papers in their Bachelor of Arts and the University of Canterbury offered a Bachelor of Criminal Practice, this would be a first for New Zealand universities.
8. That consideration should be given to changing the name of the major to 'Law and Policy' to create differentiation from the Bachelor of Laws. It was further noted that differentiation was similarly important from the University's current major in Social Policy and that the difference between the Bachelor of Laws and major in Law could be clearly articulated to prospective students.

Major and minor in Aquaculture

9. That this programme would be available in Tauranga where there was opportunity for it to deliver growth.
10. That discussions were being held regarding initial delivery of this programme being in 2019 or 2020.
11. That a minor in Aquaculture could potentially be available to students in Hamilton, however lab based elements would need to be completed in Tauranga. That the University's shuttle bus service may assist students interested in taking this option.

English Language requirements for undergraduate and graduate degrees

12. That a concern was raised regarding the levels of English language required for entrance to qualifications in this proposal being too low. That guidelines put out by the creators of the IELTS tests suggested that a level of 7.5 or 8 would be appropriate for entrance to university qualifications, and admission at lower levels would have impacts on the student's learning as well as other staff and students around them. It was noted that entrance requirements for universities in New Zealand do not accord with those recommended levels.
13. That a concern was raised regarding the lack of data underpinning this proposal and that undertaking the work to assess achievement rates at various levels of English proficiency would have been advantageous. Further, that there was a risk of reputational damage if students with lower levels of English were not adequately supported. It was noted that

other New Zealand Universities had the same English Language requirements as stated in this proposal and we could learn from their support mechanisms for students.

14. That new support initiatives were being developed by the Centre for Tertiary Teaching and Learning to support students coming in to degrees with lower levels of English ability. Further, that meetings had been held with Associate Deans, or Deans, regarding what support was required in a Faculty specific context. It was noted that these new initiatives would be implemented as soon as they were available.
15. That a report would be prepared for a future Academic Board outlining the additional English language support available for international students.

Resolved

1. Approval of the following Round One 2018, Category 1-5 proposals:
 - a. Introduction of a minor in 'Relational and Inclusive Practices', as set out in document 18/117c.
 - b. Introduction of a major in Law for the Bachelor of Arts, as set out in document 18/117d.
 - c. Introduction of a major and minor in Aquaculture for the BSc and BSc(Tech), as set out in document 18/117e.
2. Approval of the following Round One 2018, Category 6-10 proposals:
 - a. Amendments to the entry criteria and English Language requirements for the Bachelor of Social Work, as set out in document 18/118a.
 - b. Amendments to the English Language requirements for undergraduate and graduate degrees, as set out in document 18/118b, [*secretary's note: one vote against approval of the amendments was requested to be recorded by the Chair*].
 - c. Change the name of the minor in 'Labour Studies' to 'Work, Employment and Society', as set out in document 18/118c.
 - d. Change the name of the minor in 'Women's and Gender Studies' to 'Gender and Sexuality Studies', as set out in document 18/118d.

18.32 CATEGORY C PROPOSALS

Resolved

Approval of the following Category C proposals, signalled outside of session:

1. An amendment to the Higher Degree Regulations and the Dissertations and Thesis Regulations to include reference to ethical requirements, as set out in document 17/438.
2. Amendments to the Certificate, Diploma, Graduate Certificate and Graduate Diploma qualification subjects and fields, as set out in document 18/75.

18.33 EVALUATION OF TEACHING AND PAPERS POLICY AND GUIDELINES

Considered

Approval of the revised Evaluation of Teaching and Papers Policy and Guidelines, as set out in document 18/136.

Noted in discussion

1. That the evaluation of teaching and papers could be made more valuable by enabling staff to ask a wider variety of questions in the evaluation.

Documentation Amendments

2. That under clause 4(b) of the Evaluation of Teaching and Papers Policy it was suggested that “most recent student evaluations” be replaced by “most recently available student evaluations” to further assure avoidance of conflicts with other policies.
3. That Table 1 in the Guidelines for Evaluation of Teaching and Papers could be amended to enable teaching staff of a paper to receive the paper reports and qualitative comments from the immediately prior occurrence of that paper.
4. That it was suggested that the section titled ‘Authority Forms’ in the Guidelines for Evaluation of Teaching and Papers be amended to enable staff to use their results in their Academic CV or Teaching Portfolio without requiring an authority form.

Provisions related to opting out

5. That in reality staff did not always consult with the Chair of their School before opting out of an evaluation. Further, that the email sent to staff, which included options around opting out, did not notify the Chair of Schools when staff had opted out.
6. That both the guidelines and email sent to staff should be consistent and state that if staff wanted to opt out of an evaluation they should consult their Chair of School first.
7. That it was suggested that the option to opt out be removed from the email and instead staff be required to approach their Chair of School to initiate this process.

Response Rates

8. That response rates needed to increase in order to make the evaluation processes a meaningful exercise.
9. That the WSU were engaged in an exercise to change the culture in the student body around engaging in evaluations and that this would be a long term initiative.
10. That a trial was run in S-semester to increase response rates on evaluations, which yielded positive results. That, in the trial, class reps took ownership of the exercise encouraging students to complete evaluations in class while the staff member left the room.
11. That various suggestions were made on how to lift response rates. These included:
 - a. That putting time aside in the timetable would be beneficial.
 - b. That language should be developed to create a shared understanding and explain to staff and students why this exercise was valuable.
 - c. That evaluations be raised in the first lecture of a paper to highlight their importance.

Timeframes

12. That timing was important to student engagement and response rates. That mid-semester evaluations could be perceived by students as more beneficial to them. That extending evaluation periods across exams could enable more completed evaluations. That enabling evaluations after the return of grades could influence student attitudes in evaluations. That the second to last week of teaching was the ideal time to conduct evaluations.
13. That timely processing and delivery of results was also important.

Resolved

That the Evaluation of Teaching and Papers Policy and Guidelines return to a subsequent meeting of the Academic Board after consideration of the matters raised above.

18.34 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the SLMS Programme Manager, as set out in document 18/147.

18.35 GENERAL

Noted in discussion

1. That advertising in the Waikato Times had been purchased to promote the Inaugural Professorial Lecture of Professor T Baisden on 17 April. That these events were an important opportunity to bring in members of the public and increase visibility of the work the University does. That advertising would highlight these events in the future.
2. That at the most recent meeting of the Vice-Chancellors there was discussion around micro-credentialing and related policies. That preference was expressed for universities to develop their own policies, rather than an over-arching policy developed by Universities New Zealand. That the University would be beginning work on a policy position covering micro-credentialing as well as small units of work that could contribute to existing programmes.

18.36 TOPICS FOR A FUTURE AGENDA

Noted in discussion

That Faculties were currently completing Academic Plans based on the University's Academic Plan. That a report would be presented to a subsequent meeting of the Academic Board regarding anticipated timeframes for the completion of Faculty Academic Plans.

18.37 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 12 June 2018 at 2.10pm in the Council Room.

18.38 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 27 February 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 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.

Tim O'Brien
Academic Office