

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

**ACADEMIC BOARD: 6 DECEMBER 2016**

**MINUTES (PART 1)**

**Present:** Professor N Quigley (Chair), Mr S Aitken, Professor B Barton, Dr C Blickem, Dr T Bowell, Associate Professor C Breen, Dr A Campbell, Assoc Prof M Cameron, Professor B Clarkson, Ms B Cooper, Dr D Delbourgo, Assoc Professor W Drewery, Ms C Green, Mr R Hallett, Professor C Hewitt, Professor G Holmes, Professor B Hokowhitu, Mr I Jayasundara, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Dr J Lane, Professor R Longhurst, Associate Professor T McGregor, Dr S Nock, Mr S Outram, Associate Professor K Perszyk, Assoc Professor W Rumbles, Professor A St Clair Gibson, Dr M Schoenberger-Orgad, Professor J Swan, Ms H Te-Kowhai Ohia, Mr C Temese, Assoc Professor M Walmsley, Professor K Weaver, Professor D Willis, and Mr Russell Yates

**In attendance:** Dr L Brabyn, Ms D Fowler, Dr N Franke, Ms H Pridmore, Ms T Pilet, Professor J Roper and Professor F Scrimgeour

**Secretariat:** Ms R Boyer and Ms J Richards

**16.94 APOLOGIES**

**Received**

Apologies for absence from Mr T Anderson, Mr D Craig, Ms C Davis, Dr D Johnson, Professor P Kurian, Ms S Lee, Ms K Lunn, Associate Professor S Morrison, Professor J Oetzel, Professor M Steyn-Ross, Professor M Thrupp and Professor M Wilson.

**16.95 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 4 OCTOBER 2016**

**Confirmed**

The minutes of the meeting (Part 1) held on 4 October 2016, as set out in document 16/441b, subject to the inclusion of Mr I Jayasundara and Ms H Te-Kowhai Ohia on the list of attendees.

**16.96 EXECUTIVE APPROVALS**

**Reported**

That the memorandum of understanding (MoU) between the Royal Business College, New Zealand (RBC) and the University of Waikato (UoW), as set out in document 16/313, had been approved executively by the Chair of the Academic Board in November 2016.

**16.97 REPORT OF THE VICE-CHANCELLOR (PART 1)**

**Received**

The report of the Vice-Chancellor (Part 1), as set out in document 16/440a.

**16.98 MATTERS TO BE RAISED BY STUDENT MEMBERS**

**Received**

A response from the Dean of the School of Graduate Research on issues raised by the President of the Postgraduate Students' Association at the Academic Board meeting 16th August 2016, as set out in document 16/454.

**Considered**

1. A report from the Faculty of Science and Engineering's student member in relation to the one-week teaching recess in B Semester, as set out in document 16/436.
2. A report from the President of the Waikato Students' Union, as set out in document 16/437.

**Noted in discussion**

One-week teaching recess

1. That the Faculty of Science and Engineering had developed a survey to gauge student opinion of the one-week teaching recess in B Semester 2016.
2. That more than half the respondents disagreed with the reduction of the teaching recess to one week, citing as reasons the negative impact it had on earning capacity, students' inability to complete course requirements and the lack of time to visit family. Other faculties that had conducted the survey had similar results. Law students noted that the B Semester workload could be quite heavy for year-long papers and the one week teaching recess provided little time for revision or recuperation.
3. That the students and staff involved in gathering data were thanked for their work. It was noted that one of the original goals of revising the principles for the teaching and assessment periods was to increase research time for academic staff and postgraduate students, and to allow a proper marking period for T Semester. However, it was acknowledged that the student voice with respect to the one-week break had been heard and work on a solution would continue. It was noted that one advantage of the one week break was the earlier finish to the academic year, which allowed graduation to occur in December. This had proven to be very popular.
4. That although it was too late to amend the 2017 dates, to ameliorate the issues that occurred in 2016, staff would be requested to set an appropriate and achievable amount of work for students, acknowledging the shorter recess. It was also noted that students required clear communication about the one-week break. A communication plan for teaching staff and students would be developed.
5. That the University would investigate the introduction of a trimesterisation from 2018, which would facilitate the reinstatement of a two week break in B Semester. Work continued on this option and would require careful consideration of the scheduling of compulsory papers.
6. That it was raised that the one-week break also impacted on the average learning hours per week, as there would be one fewer weeks overall. It was noted that this

would form part of the communication provided to staff; it was not expected that overall learning outcomes for papers would require adjustment.

Panopto

7. That students had requested that a policy or guidelines be introduced with respect to recording technically focussed lectures (such as Engineering, Accounting and Finance) for revision purposes to support and assist students with access issues, or with English as a second language.
8. That much of the technical content of these lectures would be recorded on the whiteboard, which could not be picked up by Panopto. In addition it unduly restricted lecturer's movements to the front of the class, which could impinge on pedagogy with respect to flipped classrooms, or working with groups. The technology was not available in all teaching spaces.
9. That there were risks around the widespread use of Panopto and a concern that students would not attend lectures, or would not use the material in a pedagogically sound way.
10. That it had been shown that students who were most at-risk and showed a lack of engagement were also the least likely to use Panopto for revision purposes.

**Resolved**

That the report provided to the Curriculum Development Working Group on Panopto use would be circulated to members following the meeting.

**16.99 COUNCIL MINUTES (PART 1)**

**Received**

1. The minutes of the 24 August meeting of Council (Part 1) as set out in document 16/439.
2. An oral report from the Academic Board nominee to Council.

**Noted in discussion**

That Council was engaged in productive discussions with Te Roopu Manukura with respect to the ongoing relationship and the rejuvenation of work streams.

**16.100 DEGREES, DIPLOMAS AND CERTIFICATES STATUTE**

**Reported**

1. 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).
2. That the Chair of the Academic Board had executively recommended the Degrees, Diplomas and Certificates Statute 2016 for approval by Council.

**Received**

The Degrees, Diplomas and Certificates Statute 2016, as set out in document 16/435.

## 16.101 COMMITTEE RECONSIDERATION

### Received

1. A proposal from the Senior Deputy Vice-Chancellor with respect to the Admission Appeals Committee (AAC), as set out in document 16/431.
2. A proposal from the Senior Deputy Vice-Chancellor with respect to the Special Consideration Committee, as set out in document 16/432.

### Considered

1. Approval of the proposed delegation of authority to determine appeals under the Admissions Statute and the Criteria for Admission to Particular Qualifications to the Deputy Vice-Chancellor Academic, as set out in **Appendix 2** of document 16/431.
2. Approval of the proposed delegation of authority to determine Special Arrangements and Special Consideration to the Director of Student Services or delegated authority under the Assessment Regulations, as set out in **Appendix 2** of document 16/432.
3. Approval of the proposed delegation of authority to determine Special Arrangements and Special Consideration appeals under the Assessment Regulations to the Senior Deputy Vice-Chancellor, as set out in **Appendix 2** of document 16/432.

### Noted in discussion

#### Admission Appeals

1. That decisions were required to be made relatively quickly. The criteria for appeals with respect to admission were fairly straightforward and after careful consideration it had been proposed that the committee be disestablished and authority be delegated to the Deputy Vice-Chancellor Academic.
2. That in most cases appeals to the AAC were in relation to re-admission. Some of the most demanding appeals had come out of the Faculty of Education and were mostly in relation to the suitability of the candidate for teaching.
3. That it was raised that the regulations included very little about the process. It was noted that regulations rarely included process information. This information would normally be online and included in the information pack sent to appellants.

#### Special Consideration

4. That the Special Consideration Committee handled a large number of applications, but most were straightforward as they were governed by clear regulations and criteria. However there were a small number of more complex cases, which could be time-consuming to deal with.
5. That over time, the committee had developed a set of precedents to complement the criteria. It was noted that the criteria should be looked at from time to time to take account of any precedents which needed to be more formally reflected as criteria.
6. That it was important that the process was consistent and transparent. There had not been enough information in the proposal about the constitution of the panel, or about the process for consideration of each type of application.
7. That there was a concern expressed in relation to whether it was appropriate for a non-academic staff member to make decisions in relation to applications for special consideration. It was noted, however, that the decision was solely in relation to whether the student met the requirements for special consideration – if it were determined that they had, the application was referred back to the Faculty to

determine the academic outcome. With this clarification, the Board was satisfied that the proposed delegated authorities were appropriate.

**Recommended**

That the proposal in relation to the Special Consideration Committee and related processes be deferred and brought back to a future meeting of the Academic Board with more information about the constitution of the panel and the decision-making criteria and process.

**Resolved**

Approval of the proposed delegation of authority to determine appeals under the Admissions Statute and the Criteria for Admission to Particular Qualifications to the Deputy Vice-Chancellor Academic, as set out in **Appendix 2** of document 16/431.

**16.102 APPOINTMENT TO THE HUMAN RESEARCH ETHICS COMMITTEE**

**Reported**

1. That the constitution of the Human Research Ethics Committee included “one person appointed for a term of three years by the Vice-Chancellor in consultation with the Academic Board, who is chairperson”.
2. That Dr Rosemary De Luca’s recent retirement from the University had left the role of chairperson vacant.
3. That expressions of interest had been invited from suitably qualified and experienced staff for appointment as the chairperson via the Official Circular on 14 October 2016.
4. That Dr Julie Barbour had indicated her willingness to be appointed as chairperson of the committee.

**Resolved**

Endorsement of the Vice-Chancellor’s intention to appoint Dr Julie Barbour as the chairperson of the Human Research Ethics Committee for a three-year term from 1 January 2017.

**16.103 APPOINTMENT TO THE STUDENT DISCIPLINE COMMITTEE**

**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, as set out in document 16/444.
2. That six members’ terms had been due to finish at the end of 2016. Members were able to be appointed for more than one term.
3. That three of the current incumbents, Mr Les Arthur, Dr Annika Hinze and Dr Rob Torrens, had indicated their willingness to be re-appointed.

4. That Dr Justine Kingsley, Associate Professor Rachel McNae, and Dr Tom Roa had been recommended by their respective Deans and had indicated their willingness to be appointed to the committee.

**Resolved**

1. Approval of the re-appointment of Mr Les Arthur, Dr Annika Hinze and Dr Rob Torrens to the Student Discipline Committee, as set out in document 16/444.
2. Approval of the appointment of Dr Justine Kingsley, Associate Professor Rachel McNae, and Dr Tom Roa, to the Student Discipline Committee as set out in document 16/444.

**16.104 REPORT OF THE RESEARCH COMMITTEE**

**Received**

The report of the Research Committee, as set out in document 16/442.

**16.105 REPORT OF THE EDUCATION COMMITTEE**

**Received**

The report of the Education Committee, as set out in document 16/443.

**Noted in discussion**

That the Academic Integrity Statement would require further consideration and would return to a future meeting of the Academic Board once completed.

**16.106 CURRICULUM DEVELOPMENT FRAMEWORK**

**Received**

The revised majors templates for the Curriculum Development Framework, as set out in documents 16/377b, c, e-g

1. The revised majors for the Faculty of Computing and Mathematical Science (FCMS), as set out in document 16/377b.
2. The revised majors for the Faculty of Education (FEDU), as set out in document 16/377c
3. The revised majors for the Faculty of Māori and Indigenous Studies (FMIS), as set out in document 16/377e
4. The revised majors for the Faculty of Management (FMGT), as set out in document 16/377f
5. The revised majors for the Faculty of Science and Engineering (FSEN), as set out in document 16/377g.

**Resolved**

Approval in principle of the proposed suite of majors for inclusion in the 2018 Prospectus, in anticipation of final approval in CUAP Round One 2017, as set out in documents 16/377b, 16/377c, 16/377e, 16/377f and 16/377g.

## 16.107 ACADEMIC DEVELOPMENTS

### 1. Rounds One and Two 2017 – Planning

#### **Received**

The current list of proposals for Round One 2017 that had been signalled to date or deferred from previous rounds, as set out in document 16/336 (revised 8 November 2016).

### 2. Category C and Specialisation Proposals

#### **Received**

The list of proposals that had been signalled out of session, as set out in document 16/13 (revised 8 November 2016).

#### **Resolved**

1. Approval of the following Category C proposals as set out in documents 16/386a and 16/386b:
  - a. Introduction of a minor in Animal Behaviour, as set out in document 16/386a.
  - b. Introduction of a minor in Biochemistry, as set out in document 16/386b.
2. Approval of the proposal to introduce a specialisation in Geographic Information Systems (GIS) for the Master of Information Technology, as set out in document 16/374.

## 16.108 TERTIARY TEACHING DEVELOPMENT EXPECTATIONS

#### **Received**

1. The revised tertiary teaching development expectations, and the revised list of potential activities, as set out in Appendix 1 of document 16/341.
2. The Faculty Board feedback on the revised proposal for tertiary teaching development expectations, as set out in Appendix 2 of document 16/341.
3. A response from the Director, Centre for Tertiary Teaching and Learning and the Pro Vice-Chancellor Teaching and Learning in relation to the Faculty Board feedback on the proposal for tertiary teaching development, and the list of potential activities, as set out in Appendix 3 of document 16/341.

#### **Noted in discussion**

1. That point 9 of the Faculty of Management's feedback stated:

*That whilst it was encouraging to see that teaching was important to the University it was concerning to note the reduced level of resources that were made available to CeTTL.*

It was noted that there had been no reduction in resourcing to the Centre and all vacant positions, including that of the senior lecturer had now been filled.
2. That it was suggested that the application for promotion form required a section for applicants to reflect on their teaching practice and how they had applied their learning in this space, and to respond to student feedback. It was important that staff took the

teaching reflection process seriously. It was noted that evidence was lacking about engagement in this area in the promotion process.

3. That it was raised that there were many teaching, research and administrative expectations on academics and it would be useful to view these in entirety. It was noted that the Deputy Vice-Chancellor Academic and Deputy Vice-Chancellor Research had begun work in this space with a view to the inclusion of enabling statements in expectations documents.

## 16.109 ACADEMIC COLLABORATION AGREEMENTS

### 1. Memorandum Of Agreement With Central North Island Social Studies Association

#### **Received**

A Memorandum of Understanding between the Faculty of Arts and Social Sciences at the University of Waikato and the Central North Island Social Studies Association to develop a working relationship that promoted the success of the global citizenship certificate, as set out in document 16/426.

#### **Noted in discussion**

That with respect to clause 5.1.2: *“Offer annual access to the University of Waikato Library resources to social studies teachers in schools registered to offer the Certificate in that year. Access to paper-based and digital collections will be allowed, with reference staff support included where Library staff workload permits”* an amendment would be required, as the University’s licences restricted access to digital resources to enrolled students and staff.

#### **Resolved**

Approval of the Memorandum of Agreement between the Faculty of Arts and Social Sciences at the University of Waikato and the Central North Island Social Studies Association, as set out in document 16/426, subject to the amendment required to Clause 5.1.2.

### 2. Universiti Of Kuala Lumpur (Unikl)

#### **Received**

An additional Guaranteed Credit Agreement between The University of Waikato and the Universiti of Kuala Lumpur (UniKL), to provide UniKL students with a pathway of study to the Bachelor of Engineering with Honours (BE(Hons)) in Software Engineering, offered by the Faculty of Computing and Mathematical Sciences (FCMS), as set out in document 16/375.

#### **Resolved**

Approval of the Guaranteed Credit Agreement between the University of Waikato and Universiti of Kuala Lumpur (UniKL), as set out in document 16/375.

### **3. Manipal University, India**

#### **Considered**

Approval of an additional Memorandum of Agreement between The University of Waikato and Manipal University, to provide Manipal students with pathways of study to the Bachelor of Business Analysis - Financial [BBA(Fin)], as well as a Study Abroad programme to guarantee entry into either the Master of Business Management (MBM) or Master of Management Studies (MMS), offered by Waikato Management School (WMS), as set out in document 16/434.

#### **Resolved**

Approval of the additional Memorandum of Agreement between The University of Waikato and Manipal University, as set out in document 16/434.

### **16.110 CEP GENERIC ACADEMIC DEVELOPMENT PROPOSAL**

#### **Noted in discussion**

1. That a concern was raised with respect to changes that had been made to the Generic Academic Development Proposal after it had been approved by the Academic Board. The changes, to compulsory papers for the Bachelor of Management Studies, could result in potential loss of EFTS for the Faculty of Computing and Mathematical Sciences, but there had been no consultation with that Faculty.
2. That it was noted that there had been a focus at this University on competition for EFTS among faculties, rather than a University-wide view of meeting overall EFTS targets. This was a wider issue that the Vice-Chancellor would need to consider.

### **16.111 DATE OF NEXT MEETING**

#### **Reported**

That the next meeting of the Academic Board will be held on Tuesday 28 February 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:

1. Minutes (Part 2) of the Academic Board meeting of 4 October 2016
2. Report of the Vice-Chancellor (Part 2)
3. 2018 Performance-Based Research Fund Average Quality Score Data Collection
4. Contributions from External Research
5. Proposals from the Dean of the Faculty of Arts and Social Sciences in relation to German and Tourism Studies
6. Report of the Honours Committee

**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 2-6 affected the disclosure or use of official information for improper gain or advantage, to protect the commercial interests of the University and the privacy of natural persons.

Renée Boyer  
Jeanie Richards  
**Academic Office**  
9 December 2016