

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

Minutes of the meeting of the Academic Board on Tuesday 8 December 2015

- Present:** Professor N Quigley (Chair), Mr S Aitken, Professor B Barton, Dr C Blickem, Professor N Boister, Associate Professor C Breen, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Associate Professor C Costley, Ms C Green, Mr R Hallett, Professor C Hewitt, Professor G Holmes, Professor L Johnson, Professor A Jones, Dr J Lane, Professor R Longhurst, Associate Professor T McGregor, Dr D Marsh, Professor R Moltzen, Ms S Nock, Professor D Ross, Associate Professor W Rumbles, Mr M Savage, Professor L Smith, Professor M Steyn-Ross, Ms S Stewart, Associate Professor J Tressler, and Professor K Weaver
- In attendance:** Ms D Fowler, Ms T Pilet and Ms H Pridmore
- Secretariat:** Ms R Boyer and Ms J Richards

15.66 APOLOGIES

Received

Apologies for absence from Dr T Bowell, Assoc Professor W Drewery, Dr A Hinze, Dr T Kukutai, Assoc Professor S Morrison, Professor J Swan, Mr J Tuaupiki, Assoc Prof E Weymes and Professor M Wilson.

15.67 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 27 OCTOBER 2015

Confirmed

The minutes of the meeting held on 27 October 2015 as set out in document 15/486a, subject to updating of the attendance list, which had been missing some attendees.

15.68 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1) as set out in document 15/488a.

15.69 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

That the following matters were raised by student members:

Curriculum Enhancement Programme (CEP)

1. That confirmation was sought about the extent to which students were consulted with regard to the Curriculum Design Framework (CDF).

2. That during Phase One of the CEP, the Project Director, (Ms R Baker), had conducted a number of wide ranging focus groups with students which had informed some of the subsequent work-streams, including the CDF. It was noted that it was always a challenge to gather student feedback in a timely, relevant and appropriate manner; however, feedback specific to the Curriculum Design Framework was presented to the Student Experience Committee by the Waikato Student Union President in September 2015.

Student Recruitment

3. That there was some disconnect between advice given to prospective students by the Future Students team, and the programme advice given by Faculty staff.
4. That it was suggested further training or better communication between Faculties and the Future Students team could improve the programme advice given to students.

AQA Audit report

5. That student members reported that they were pleased that the Cycle 5 Audit Report had included a recommendation to review the processes around data gathering on student experience.
6. That student members suggested that the development of a feedback loop to students would be beneficial.

15.70 REPORT OF THE 2015 ACADEMIC AUDIT

Reported

1. That the University was audited by the Academic Quality Agency for New Zealand Universities (AQA) in 2015. The University had now received the [Cycle 5 Academic Audit Report](#).
2. That the report made five commendations, seven affirmations and eleven recommendations.
3. That the University was expected to report on its response to the recommendations made by the Panel in twelve months' time and again at the time of the next academic audit.
4. That the Deputy Vice-Chancellor Academic would scope the work streams, develop an implementation plan and work alongside the people and divisions tasked with realisation of the recommendations.

Noted in discussion

That over the course of the year, the Waikato Student Union (WSU) conducted a number of surveys and gathered feedback from students. It was suggested that it would be useful to establish a mechanism or process, to feed results through to University administration. As well, some access to the results of University surveys would be useful for the WSU.

15.71 REPORT OF THE DEPUTY VICE-CHANCELLOR ACADEMIC

Received

A report from the Deputy Vice-Chancellor Academic, as set out in document 15/492.

Noted in discussion

1. That the Cycle 5 Academic Audit Report recommendations would be fed back through committees in more detail at later date. A priority would be the provision of teaching appraisal data to line managers. A definitive date had not been set for this but it would be actioned as soon as practicable. The Pro Vice-Chancellor Teaching and Learning and the Deputy Vice-Chancellor Academic would be responsible for this work stream.
2. That in relation to the wider availability of teaching appraisal data, it was raised that there were some good reasons to keep data private. It was noted, however, that performance appraisal and management was a normal business practice and provided an opportunity for positive feedback and targeted support where required.
3. That it was suggested there was a need to improve the ways in which teaching quality was assessed and a concern as to whether 'Blue', was the best mechanism for the collection of teaching evaluation data. It was noted that the data should not be used in isolation.

Implementing new curriculum

4. That more consultation would occur with regard to the provision of online papers. Feedback from the Faculty of Science and Engineering suggested that digital delivery required further exploration and faculties would need to consider the extra resourcing issues and costs that may be required.

15.72 REPORT OF THE DEPUTY VICE-CHANCELLOR RESEARCH**Received**

The report provided to Council by the Deputy Vice-Chancellor Research (DVCR), as set out in document 15/491.

Noted in discussion

1. That applications for the Research Trust Contestable Fund would be considered on 7 December 2015 and results communicated as soon as practicable.
2. That the DVCR had identified that whilst the Strategic Investment Fund was appropriate for larger scale research projects there was a gap in the funding available for medium sized projects. Applicants for smaller/medium sized projects may be provided with an opportunity to resubmit the application via a relatively streamlined and simple process. Submitters would need to decide whether their bid could be appropriately scaled back to meet the new criteria which would be signalled in the next Official Circular.

15.73 CONSTITUTION OF THE ACADEMIC BOARD**Received**

A proposal to revise the constitution of the Academic Board, as set out in document 15/487.

Noted in discussion

Elected Professors

1. That the proposal sought to increase the number of professors on the Academic Board from four to eight. Further information was sought with regard to the election and/or appointment process. It was noted that in the first instance, nominations would be called for and if required an election held, any vacant positions would be subsequently filled by appointment.

Student Membership

2. That the suggestion to remove clause 12 of the constitution "~~One student elected by and from Māori student members of the Faculty Boards for a term of one year from 1 January. The student may not be a member of the academic staff~~" and replace with "*15. The Waikato Student Union Vice-President Māori*" was supported and would ensure better representation for Māori students.
3. That student members' agreed the inclusion of a postgraduate student would be beneficial and proposed that the Postgraduate Students Association be consulted with regard to the appointment of a representative.
4. That should a student representative from Tauranga be included, consideration should be given to appropriate participation methods, whether via a conference link or through the provision of a transport subsidy.

Faculties with two Deans

5. That in Faculties with two Deans, both Deans would be ex officio members under clause 7 of the constitution.
6. That clause 18 of the constitution provides for "*Two academic staff members elected by and from each of the Faculty Boards.*"; in Faculties with two Deans, the elected members should represent each of the Deans' areas.
7. That clause 21 of the constitution provides for "*One academic staff member appointed by the Dean of each Faculty.*"; in Faculties with two Deans the appointment should be a joint decision and would normally be the Associate Dean (Academic) or equivalent.

Inclusion of Assistant Vice-Chancellors

8. That a concern was raised with regard to the inclusion of the Assistant Vice-Chancellors (Communications, Marketing and Engagement (CME) and Student and Information Services (SIS)) and if included, whether they should have speaking and/or voting rights. It was suggested that the purpose of the Academic Board should be foremost when considering amendments to the constitution.
9. That in response it was raised that line between academic and professional staff was not always a clear delineation and that having a small number of people in the most senior roles would be appropriate for the Board. It was suggested that their inclusion provided the Board with an opportunity to hold the members accountable, which would be diminished without full membership. The Vice-Chancellor would take this under advisement and feedback could be provided via email.

Revision to Terms of Reference

10. That clause 8 of the Terms of Reference be amended to "*To consider recommendations from the Honours Committee with respect to nominations for the awards of Honorary Doctor, ~~Emeritus Professor~~ and Honorary Fellow and make comment on them to Council with respect to the approval of those nominations.*"

11. That the feedback would be considered and a redrafted proposal for revising the Academic Board constitution would be brought to a future meeting of the Board.

15.74 CONSTITUTIONS OF COMMITTEES OF THE ACADEMIC BOARD

Considered

1. A recommendation from the Education Committee to approve a revision to the constitution to account for the new leadership structure, as set out in documents 15/468.
2. A recommendation from the Research Committee to approve a revision to the constitution to account for the new leadership structure, as set out in document 15/474.

Noted in discussion

Education Committee

1. That it was proposed that clause 7 of the constitution be amended to "~~One academic staff member~~ The Associate Dean (Academic) or equivalent of each Faculty, appointed by the relevant Dean."
2. That it was suggested the University induction processes for committee members could be improved with the provision of role descriptions, which listed responsibilities and expectations. This could also provide the member with additional authority to advocate for the committee and request information or reports where relevant.

Resolved

Approval of the constitution of the Education Committee as set out in document 15/468, subject to the minor amendments noted in discussion, and the constitution of the Research Committee, as set out in document 15/474.

15.75 CURRICULUM DESIGN FRAMEWORK

Received

An update on the Curriculum Design Framework from the Assistant Vice-Chancellor Academic.

Noted in discussion

1. That amendments had been made to the Curriculum Design Framework (CDF), based on feedback received through the online consultation process, where appropriate.
2. That with regard to honours the proposal had been amended to reinstate an award of third class honours.
3. That there was a concern raised in relation to the requirement that all honours degrees include a research component. Whilst the 60/60 split, made up of taught papers and research papers made sense, it could be problematic for students enrolled in a double major. For management students, (who undertake a four year degree), it may be unrealistic to expect them to take 60 points of research in each

major. It was suggested that the requirements for a major may not be met without a research component in each major. It was resolved to amend the honours degree requirements to allow a 45 point combined research option for students enrolled in a double major.

4. That it was raised that the 2-4-3 model for a single major in the Bachelor of Science (BSc) and the Bachelor of Science (Technology (BSc(Tech))), which had been agreed to as an exception, would not fit the description of the Comprehensive Undergraduate Degree Requirements, set out in clause 6 on page 16 of the CDF. It was resolved that this would be amended to enable a variation to the requirements where this had been approved by the Academic Board.
5. That it was suggested that the term 'Minor' would be a clearer descriptor than 'Supporting Subject', as currently used.

Implementation timeline

6. That much of the feedback received had raised concerns with regard to the implementation timeline. To ensure implementation in 2017, Category 1-5 and 6-9 proposals would need to be considered by CUAP in Round 1 2016.
7. That where significant work was required on proposals, it was suggested that the timeline may be unrealistic.
8. That it was agreed that it was preferable to extend the timeline to ensure that the curriculum designed was fit for purpose, however Faculties who were ready, could proceed in Round 1 2016.

Resolved

1. That an amendment be made to clause 4 of the Honours Degree Requirements on page 18 to "*Candidates must complete the requirements of either a single major or double major and include at least 30 points of research at 500 level for a single major. Candidates completing a double major must include 60 points of research at 500 level, including a 30 point research component in each major, or, with approval from the appropriate COD(s) or Dean, a single interdisciplinary research component of at least 45 points that has significant elements of each discipline.*"
2. That an addition be made to the Comprehensive Undergraduate Degree Requirements to allow for a variation to the requirements for individual qualification regulations where this had been approved by the Academic Board.
3. That the first bullet point on the cover page be amended to "...90 points (the equivalent of $\frac{2}{3}$ $\frac{3}{4}$ of the qualification) ...".
4. That the implementation timeline be extended to 2018, and that a Transition and Implementation group be established to ensure the project maintained momentum.

Recommended

That the revised Curriculum Design Framework, as set out in document 15/419, be approved in principle subject to the changes noted in discussion.

15.76 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 15/489.

15.77 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 15/490.

15.78 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of proposals signalled for Round C 2015, as set out in document 15/02 (revised 14 September 2015).

Resolved

Approval of the following Category C proposals:

1. Amendment to the compulsory papers for the Mechanical, Chemical & Biological, Materials & Processing, and Electronic Engineering streams for the BE(Hons), as set out in document 15/451.
2. Amendment to increase the availability of the specialisation in Geographic and Information Systems (GIS), as set out in document 15/467.

15.79 EMPLOYERS AND MANUFACTURERS ASSOCIATION MOU

Resolved

Approval the Memorandum of Understanding between the University of Waikato and Employers and Manufacturers Association, as set out in document 15/426.

15.80 TOPICS FOR FUTURE AGENDA

Considered

Requests or suggestions for topics to be included on future agenda.

Noted in discussion

That given the scope of the role of the staff member to Council had been broadened it may be useful to consider the how the incumbent would service the role and the resources that may be required.

15.81 POLICY ON PUBLISHING IN JOURNALS THAT REQUIRE A SUBMISISON FEE

Noted in discussion

That guidance was sought with regard to the University's policy on supporting academics who wished to publish in journals that required a submission fee. It was noted that there was provision made for this in the Research Contestable Fund and that the DVCR had authority to distribute these funds on a discretionary basis.

15.82 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on 1 March 2016 at 2.10pm in the Council Room.

15.83 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 27 October 2015
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.

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

Renée Boyer
Jeanie Richards
Academic Office

12 January 2016