

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

ACADEMIC BOARD

Minutes of the meeting held on Tuesday 14 August 2018 (Part 1)

Present: Professor N Quigley (Chair), Professor V Arcus, Professor B Barton, Associate Professor B Bicknell, Dr T Howell, Dr J Bowen, Associate Professor C Breen, Mr T Brown, Associate Professor M Cameron, Dr A Campbell, Ms J Campion, Professor B Clarkson, Ms B Cooper, Mr D Craig, Mr S Drysdale, Professor M Dyer, Mr R Hallett, Professor B Hicks, Mr T Higgins, Professor B Hokowhitu, Professor G Holmes, Ms C Jacob, Dr D Johnson, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Associate Professor A Kingsbury, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor R Longhurst, Associate Professor T Maxwell, Professor A McKim, Professor J Oetzel, Dr K Petrie, Associate Professor C Pope, Mr D Puddle, Ms C Pullon, Mr N Rahui, Associate Professor W Rumbles, Professor F Scrimgeour, Professor J Swan, Dr S Tiakiwai, Mr J Tuapiki, Professor K Weaver, Professor M Wilson

In attendance: Associate Professor S Dillon, Ms D Fowler, Mr B McGibbon, Ms T Pilet, Associate Professor A Somerville

Secretariat: Mr T O'Brien, Ms A Beardsmore

18.58 APOLOGIES

Received

Apologies from Professor T Coltman, Dr D Delbourgo, Ms N Gosai, Ms D Holmes, Ms K Nobilo, Dr S Nock, Associate Professor K Perszyk and Prof J Roper.

18.59 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 12 JUNE 2018

Confirmed

The minutes of the meeting (Part 1) held on 12 June 2018, as set out in document 18/346a.

18.60 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 18/347a.

18.61 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

That the Waikato Students' Union (WSU) had undertaken consultation with students regarding technology adoption by faculties, in particular new Moodle and Panopto. More training of staff for greater consistency was requested, as well as a policy which included the use of devices such as laptops and tablets in class. It was felt that this would enhance consistency in the way papers were set up both within and across faculties.

18.62 ADDRESS BY UNIVERSITY STUDENTS

A group of University of Waikato students addressed the Board in relation to the proposed divisional structure.

Received

1. An address by spokespeople for the group, from which it was noted that:
 - a. Students felt a sense of pride in the University because of its Māori presence.
 - b. Māori students felt strongly that their mana motuhake should be retained for those that would follow them.
 - c. It was not clear to students what consultation the University had undertaken with Māori, despite consultation being valued by the institution.
 - d. Students requested that the Board listen, hear and acknowledge their concerns.
 - e. Relationships were key to ensuring that students felt as though higher level decisions were a benefit to their culture.
2. A petition requesting certainty of information and consultation with student bodies regarding the proposed divisional structure.

18.63 REPORTS OF COUNCIL

Received

1. The report of the 26 June 2018 meeting of Council, as set out in document 18/348.
2. An oral report from the Academic Board nominee to Council.

Noted in discussion

That three members of Council had recently attended a Ōritetanga session focussed on Māori and Pacific student success run by the Tertiary Education Commission (TEC), and an upcoming Council workshop would focus on improving outcomes of Māori and Pasifika students.

18.64 EDUCATION COMMITTEE REPORT

Received

The report of the 1 August 2018 Education Committee, as set out in document 18/349.

18.65 RESEARCH COMMITTEE REPORT (PART 1)

Received

The report of the 25 July 2018 Research Committee (Part 1), as set out in document 18/350a.

Noted in discussion

That the title of the Medium Research Grant (Strategic Investment Fund) was difficult to communicate to external stakeholders; further work would be undertaken, including to rename the grant.

18.66 ANNUAL REPORT

Received

The 2017 Annual Report of the Animal Ethics Committee, as set out in document 18/351.

18.67 ACADEMIC DEVELOPMENTS ROUND TWO 2018

Received

1. The current list of proposals for Round Two 2018 that had been signalled to date or deferred from previous rounds, as set out in document 18/72a (revised 2 August 2018).
2. Feedback from the Chief Financial Officer and Student and Information Services with respect to the strategic and resource implications for the Round Two 2018 Academic Development Proposals, as set out in document 18/72b.

Noted in discussion

Introduction of a minor in Creative Writing

1. That the minor, as proposed, had the potential to overlap with the English, and Writing Studies minors currently on offer. The Faculty would amend the English, and Writing Studies minors to tighten their requirements in order to create greater differentiation.

Introduction of a minor in International Relations and Security Studies

2. That the International Relations and Security Studies minor currently had some overlap with the Political Sciences minor and that a proposal would be forthcoming to modify Political Sciences to create differentiation.

Introduction of a named diploma – Diploma in Te Tohu Paetahi

3. That the proposal had provided greater clarity about which students could undertake the online papers.

Introduction of a Diploma in Engineering Professional Practice

4. That Bachelor in Engineering with Honours students who undertook work placements did not receive credits for this. That the introduction of the Diploma in Engineering Professional Practice would provide an additional qualification which included both work practicums and taught papers.
5. That the Diploma had elements from both the Faculty of Science and Engineering and Faculty of Management.

Introduction of a minor in Geographic Information Systems

6. That where the document referred to *demography*, that *population studies* should be considered instead.

Amendments to the Bachelor of Management Studies with Honours (BMS(Hons))

7. That the amendments to the structure of the BMS(Hons) were to make it more attractive to students.
8. That it was more closely aligned with the Bachelor of Business (BBus).
9. That a threshold had been included for entry into year 3 of the BMS(Hons).
10. That on page six, point three, under the heading *Admission to the Bachelor of Management Studies with Honours* the third sentence should be amended to read "*Applicants would normally be expected to have achieved a GPA of 6 or better in their last 240 points of study. Selection will also take into account leadership potential and community citizenship.*"
11. That Grade Point Average (GPA) was not always used in our programme regulations, and that an equivalent grade average could be included alongside the GPA.

Resolved

1. To approve the following Round Two 2018, Category 1-5 proposals:
 - a. Introduction of a minor in Creative Writing, as set out in document 18/311a.
 - b. Introduction of a minor in International Relations and Security Studies, as set out in document 18/311b.
 - c. Introduction of a named diploma, Diploma in Te Tohu Paetahi, as set out in document 18/311c.
 - d. Introduction of a named diploma, Diploma in Engineering Professional Practice, as set out in document 18/311d.
 - e. Introduction of a minor in Geographic Information Systems, as set out in document 18/311e, subject to the clarification and amendment identified by the Academic Board in point 6 above.
2. To approve the following Round Two 2018, Category 6-9 proposal:
 - a. Amendments to the structure of Bachelor of Management Studies with Honours degree, as set out in document 18/312a, subject to the amendment identified by the Academic Board in points 10 and 11 above.

18.68 CATEGORY C AND SPECIALISTION PROPOSALS

Received

The list of proposals that had been signalled out of session, as set out in document 18/03 (revised 2 August 2018).

Considered

The Category-C proposals, as set out in documents 18/166, 18/263, 18/305-18/309, and 18/314.

Noted in discussion

Amendment to the Postgraduate Diploma in Second Language Teaching (PGDipSLT)

1. That the amendment brought the PGDipSLT into line with the Curriculum Design Framework (CDF) by offering 15 or 30 point papers, and allowed students to include papers from outside the programme.

Amendment to the regulations for the degree of the Bachelor of Arts, Bachelor of Social Sciences and Bachelor of Music

2. That the amendment removed an unnecessary list that predated the CDF, and that this provided greater clarity for students regarding subject choices.

Amendment to the points of all papers in the Masters of Business Management

3. That there was acknowledgment of the work undertaken by Waikato Management School (WMS) staff to develop this proposal.

Revision of the structure of the Bachelor of Business

4. That papers that were no longer offered were deleted.
5. That the revised structure provided more flexibility for first year students regarding subject choices.
6. That the *Cultural Perspectives* paper was now a 200 level paper which brought it into line with other degrees.

Resolved

To approve the following Category C proposals, signalled out of session:

- a. Amendment to the Postgraduate Diploma in Second Language Teaching, as set out in document 18/166.
- b. Amendment to the regulations for the degree of the Bachelor of Arts, Bachelor of Social Sciences and Bachelor of Music in relation to List B and List D, as set out in document 18/263.
- c. Amendment to the points of all papers in the Masters of Business Management degree to 15 points, as set out in document 18/305.
- d. Deletion of the Masters of Business Management (Specialised), as set out in document 18/306.
- e. Revision of the structure of the Bachelor of Business in-line with the proposed changes to the Bachelor of Management Studies with Honours, as set out in document 18/307.
- f. Amendment to the regulations for the Graduate Certificate and the Graduate Diploma in Health, Sport and Human Performance, as set out in document 18/308.
- g. Amendment to the regulations for the Music major within the Bachelor of Arts degree, as set out in document 18/309.
- h. Amendment to the papers available as options for the Master of Engineering Practice in the subjects of Electronics, Materials and Processing, and Mechanical Engineering, as set out in document 18/314.

18.69 SCHEDULE OF LIMITATIONS ON ENROLMENTS

Reported

1. That a 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 document 18/161 listed papers for which limitations on enrolments had been proposed for 2019 and included 2018 enrolment figures as at 7 August 2018.

3. That the Schedule of Limitations on Enrolments had been considered by the Faculty Boards in July 2018, and the Education Committee in August 2018.
4. That the Schedule of Limitations on Enrolments had been revised following feedback from the Education Committee.

Noted in discussion

1. That only two papers were now listed on the Schedule of Limitations on Enrolments.
2. That the Psychology paper *Psychological Assessment* remained on the Schedule of Limitations on Enrolments because it required test kits that were expensive to purchase.
3. That the Law paper *Advocacy* remained on the Schedule of Limitations on Enrolments because of limited court resources. Based on enrolment numbers in recent years, it would be unlikely that future enrolments would meet the set limit.

Resolved

To approve the revised Schedule of Limitations on Enrolments for 2019, as set out in document 18/161.

18.70 POLICY ON THE USE OF MĀORI FOR ASSESSMENT

Reported

1. That the Policy on the Use of Māori for Assessment had been considered by the Faculty Boards in July 2018 and the Education Committee in August 2018.
2. That a summary of the feedback received was set out in appendix 2.
3. That feedback had been considered and the policy revised accordingly.

Noted in discussion

That a more comprehensive review of the Policy on the Use of Māori for Assessment would be undertaken in the future, and that feedback from the Faculty Boards and Education Committee would be incorporated into this next review.

Resolved

To approve the revised Policy on the Use of Māori for Assessment, as set out in appendix 1 of the document 18/261.

18.71 EVALUATION OF TEACHING AND PAPERS POLICY

Reported

1. That the Evaluation of Teaching and Papers Policy had been considered by the Academic Board at its meeting on 17 April 2018. The Board had resolved that the Policy should return to a subsequent meeting following further consideration of matters discussed.
2. That the Policy had been revised based on the feedback from the Academic Board.

Noted in discussion

That the following minor changes were made to the document following consultation:

- a. page 1, point 4b had been amended to read “include in a subsequent Paper Outline a summary of any changes that have been made to the paper in response to **the results of the most recently available** student evaluations” to clarify which evaluations were to be included.
- b. page 5 included a footnote to indicate the process for ensuring continuity when the convenor of a paper changed.
- c. the first sentence on page 6, under *Authority Forms*, had been amended to read “With the exception of data auto-populated into the ASP, the results of individual teaching evaluations **are confidential to the individual staff member.**”

Resolved

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

18.72 UNIVERSITY RESEARCH PLAN

Reported

1. That the draft University Research Plan had been initially considered by Faculty Boards in November 2017.
2. That the Director, Research & Enterprise had considered feedback on the draft University Research Plan and revised the plan accordingly.
3. That the revised University Research Plan had been considered by the Faculty Boards and the Research Committee in July 2018, and the Education Committee in August 2018.
4. That all the resulting changes were recorded on the cover note in document 18/200 (revised 25 July 2018).

Noted in discussion

1. That the University Research Plan 2018-2021 complemented the Academic Plan, and was an aspirational, conceptual framework which would be followed by operational faculty research plans.
2. That the Research Committee had proposed that initial drafts of faculty research plans should be completed by the end of 2018.
3. That the University Research Plan outlined four major research objectives, a position statement on each objective and a series of action points that described how the objective would be achieved.
4. That useful feedback had been received from Faculty Boards and that there had been robust discussion about the plan by the Research Committee.
5. That, when circulating the plan more widely, it was preferable for commentary to be excluded to ensure that the key points of the plan were clearly presented.
6. That objective 1, *Improved quality and quantum of University research* should include reference to reviewing the effectiveness of research institutes and research centres. That this could be incorporated into a future version of the plan and that, in the meantime, existing guidelines and processes for reviewing research institutes and research centres were already in place.

Resolved

That the revised University Research Plan 2018-2021, as set out in document 18/200 be recommended to Council.

18.73 TRIMESTERISATION PROPOSAL

Reported

1. That a proposal to move to a trimester academic year had been considered by Faculty Boards in March 2018, and Education Committee in April 2018. Additional student consultation had also been undertaken in April 2018.
2. That a revised proposal had been considered by Faculty Boards and staff in May 2018 and the Education Committee in August 2018.
3. That all feedback had been considered and the proposal revised accordingly.
4. That a summary of feedback received was set out in appendix 1 of document 18/23.

Noted in discussion

1. That a significant number of changes had been made to the document following feedback from Faculty Boards, the Education Committee and students.
2. That feedback supported the inclusion of a 'C' trimester, but also clearly indicated a preference for the retention of the existing summer school 'S' and 'T' semesters.
3. That, while some faculties already ran what was effectively a 'C' trimester, it was not anticipated that the 'C' semester would be heavily used initially.
4. That concern had been expressed about the implications of the proposal on staff workloads. This had been addressed by the inclusion of an additional sentence in paragraph 1 on page 9, under *Expectations and Principles* which stated that, "Similarly there is no expectation that staff would be required to teach in all three trimesters in a single academic year".

Nomenclature

5. That students had expressed a clear preference for retaining the alphabetical nomenclature, rather than changing this to numerical naming principles.
6. That the use of the nomenclature 'C', 'C1' and 'C2' might cause confusion when transitioning between one year and the next, and that further work was required to develop more appropriate naming principles.
7. That it would be helpful to remove reference to papers that were taught over two trimesters as being 'year-long', as this no longer accurately described them.

Teaching and assessment dates

8. That there was concern that the proposal indicated there was only a one week mid-trimester break between A and B trimester.
9. That further work would be undertaken on how each year would work in terms of teaching periods and breaks. That this could include two options for mid-semester breaks, and that there would be further consultation on this.
10. That confirmation of any teaching and assessment dates would be dealt with independently from this proposal.

Other

11. That students had previously raised the issue of whether a six week course run in Semester S or T was the equivalent of the course when run in Semester A or B. That while the course content and learning outcomes would be the same, these courses would be taught and assessed differently, and that this should be made clear to students.
12. That, while the proposed changes did not impact significantly on most students, it was desirable that student representatives on the Academic Board were involved in further consultation during implementation of the proposal. Further, that the presentation of information on the trimesterisation proposal in a calendar format would be helpful.
13. That maintenance requirements for laboratory spaces might limit the ability of some faculties to offer papers in the 'C' trimester, as time was required for maintenance to be undertaken.

Resolved

To receive a revised version of the trimesterisation proposal as a starred agenda item at the Academic Board meeting on 9 October 2018.

18.74 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.
2. That the term of appointment could be up to three years such that the terms of the members provided for continuity.
3. That one Panel member had resigned their membership in June 2018, requiring a replacement nominee.
4. That Professor Daniel Zirker had been recommended by his respective Dean and had indicated willingness to be appointed to the Panel.

Resolved

To approve the nomination of one academic staff member, Professor Daniel Zirker, to the Student Discipline Committee Panel, as set out in document 18/352.

18.75 2019 KEY COMMITTEE DATES

Reported

1. That the 2019 Key Committee Dates were considered by the Faculty Boards and Research Committee in July 2018, and the Education Committee in August 2018.
2. That the 2019 Key Committee Dates had been revised following feedback from the Education Committee.

Resolved

To approve the 2019 Key Committee Dates, as set out in document 18/245.

18.76 INTERNATIONAL CREDIT AGREEMENTS

Reported

1. That changes made during the Curriculum Enhancement Project had necessitated modifications to several Guaranteed Credit Agreements.
2. That the modifications to the Guaranteed Credit Agreements were considered by the Faculty Boards in July 2018, and the Education Committee in August 2018.
3. That the modifications to Guaranteed Credit Agreements had been revised accordingly.

1. Waikato Management School

Resolved

To approve the modifications to the Guaranteed Credit Agreements, and renewal of the agreements for a period of five years, as set out in document 18/264 (revised 3 August 2018).

2. Faculty of Arts and Social Sciences

Resolved

To approve the modifications to the Guaranteed Credit Agreements, and renewal of the agreements for a period of five years, as set out in document 18/265 (revised 3 August 2018).

18.77 TE AKA MĀNEA UPDATE

Received

An update on Te Aka Mānea (the Student Management and Learning Management Systems project) from the Senior Deputy Vice-Chancellor, as set out in document 18/353.

18.78 GENERAL

Noted in discussion

Student discipline regulations regarding harassment

1. That consideration should be given to reviewing how harassment is defined and treated in the University's Student Discipline Regulations; this was a high profile and complex issue, requiring consultation and review of how other universities were handling this issue.

Election of student representatives onto the Academic Board

2. That the WSU was working with the Academic Office to review the timing of the election of student representatives to the Academic Board. Specifically, consideration was being given to shifting the election process to the end of the year, for representation in the following year.
3. That there was a preference for the terms of student representatives to align with the Student President, and Vice-President Māori terms.

Resolved

That the Student Discipline Regulations should be reviewed to consider harassment.

18.79 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on 9 October 2018 at 2.10pm in the Council Room.

18.80 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 12 June 2018
2. Report of the Vice-Chancellor (Part 2)
3. Report of the Research Committee (Part 2)
4. Divisional Restructure

The interests protected under the Local Government Information and Meetings Act 1987 and/or the Official Information Act 1982 which could have been be prejudiced by the public conduct of these proceedings were:

Items 1 and 4 affected material previously dealt with in a meeting from which the public was excluded.

Items 2 and 3 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
Alison Beardsmore
Academic Office