

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

ACADEMIC BOARD

Minutes (Part 1) of the meeting held on 25 September 2024

Present: Professor N Quigley (Chair), Dr A Alvarez-Jimenez, Professor M Barbour, Mr M Bolger, Associate Professor T Bowell, Associate Professor J Bowen, Professor L Burrows, Ms J Champion, Dr G Clarke, Professor T Daya-Winterbottom, Associate Professor S Dillon, Professor M Duke, Associate Professor Sonja Ellis, Associate Professor W Fox-Turnbull, Professor M Garry, Dr K Hemi, Professor M Holmes, Professor A Jones, M Jordan-Tong, Associate Professor T Keegan, Professor J Lane, Mr C Lester, Associate Professor M Low, Dr K McChesney, Dr F McCormack, Associate Professor M Mucalo, Associate Professor J Mullarney, Dr S Peel, Professor S Peters, Prof V Reid, Professor T Rewi, Professor F Scrimgeour, Mr T Smith, Professor A Strutt, and Professor S Tiakiwai.

In attendance: Mrs R Alexander, Mr B McGibbon, Prof B Masters-Awatere

Secretariat: Mr T O'Brien, Ms A Beardsmore

24.62 ACKNOWLEDGEMENT

The Board acknowledged the passing of the Māori King, Kiingi Tuheitia Pōtatau Wherowhero VII, and the crowning of the new Māori Queen, Ngā Wai hono i te pō.

24.63 APOLOGIES

Received

Apologies for absence from Associate Professor K Barbour, Ms M Blake, Dr K Edmonds, Dr D Forbes, Professor M Harcourt, Professor K Hébert-Losier, Professor A Hinze, Professor G Holmes, Mr Z Isaac, Dr J Kingsbury, Professor P Leman, Professor C McLachlan, Dr N Munn, Professor M Parsons, Professor G Wilson and Mr F Yazici.

24.64 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 26 JULY 2024

Confirmed

The minutes of the meeting (Part 1) held on 26 July 2024, as set out in document 24/384a.

24.65 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 JULY 2024 (PART 1) AND NOT OTHERWISE INCLUDED IN THIS AGENDA

Noted in discussion

That a question had been raised at the 26 July 2024 Academic Board meeting regarding whether the Māori Academic Board of Studies had been receiving Category C proposals for consideration prior to Academic Board meetings. This matter had be investigated, and it had been clarified that the Māori Academic Board had been receiving all relevant documentation before the Academic Board.

24.66 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 24/385.

24.67 REPORT OF COUNCIL

Received

The report of the 6 August 2024 meeting of Council, as set out in document 24/386.

Noted in discussion

That there had been no further update from the government on the continuation of the additional four per cent funding to universities beyond 2025. However, they had just announced a maximum six per cent increase on the fees that universities could charge domestic students. Enrolments across the tertiary sector had been strong and, therefore, capacity for additional government funding was limited.

24.68 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee meeting held on 28 August 2024, as set out in document 24/387.

24.69 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 5 September 2024, as set out in document 24/388.

Noted in discussion

1. That the draft 2025 timetable had been sent out for consultation and published; however, there were still a few activities that needed to be scheduled and the Timetabling team would be working on these over the coming weeks.
2. That a working group had been looking at how flexible teaching and learning practices might be delivered across the University in the future. A paper was being circulated, through the relevant committees, to gather feedback on a proposed conceptual design for the University's papers and programmes. This would come to the Academic Board in December 2024 for approval.

24.70 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held 29 July – 2 August 2024, as set out in documents 24/389-24/392.

Noted in discussion

That the report of the Division of Arts, Law, Psychology and Social Sciences Board appeared to be incomplete, as it only captured the Pro Vice-Chancellor's report and not the remaining business of the Board.

24.71 REPORT OF THE PACIFIC STRATEGIC COMMITTEE

Received

The report of the Pacific Strategic Committee meeting held on 8 August 2024, as set out in document 24/393.

24.72 REPORTS OF THE MĀORI ACADEMIC BOARD OF STUDIES

Received

The reports of the Māori Academic Board of Studies meetings held on 8 May 2024, 5 June 2024 and 7 August 2024, as set out in documents 24/394-24/396.

24.73 ACADEMIC DEVELOPMENTS ROUND TWO 2024

Reported

1. That the following Round Two 2024 Academic Development proposals submitted by the University of Waikato had been approved by NZVCC CUAP:
 - a. Addition of 'Structural Engineering' and 'Geotechnical Engineering' as endorsements to the Master of Engineering.
 - b. Introduction of a Graduate Diploma in Engineering Management.
 - c. Amendment to the requirements for the Bachelor of Teaching (Early Childhood).
 - d. Amendment to the regulations for the Postgraduate Certificate and Postgraduate Diploma in Professional Accounting.
2. That the full list and details of our proposals were available on the [Academic Office website](#).

24.74 ACADEMIC DEVELOPMENTS ROUND THREE 2024

Reported

1. That, at the time of the distribution of this agenda, the following Round Three 2024 Academic Developments proposals, submitted by the University of Waikato, had been approved by NZVCC CUAP:
 - a) Introduction of a Master of Artificial Intelligence
 - b) Amendment to the regulations for Master of Teaching English to Speakers of Other Languages

- c) Amendment to the regulations for the Bachelor of Engineering (Hons) Environmental Engineering
 - d) Amendment to the regulations for the Bachelor of Engineering (Hons) Materials and Process Engineering
 - e) Change of name from Master of Management Studies to Master of Business
2. That the CUAP process remained ongoing for the remainder of the Round Three Academic Developments submitted by the University of Waikato.
 3. That the Academic Developments submitted by the University of Waikato and other universities to NZVCC CUAP for consideration in Round Three 2024 were available on the [Academic Office website](#).

24.75 UNIVERSITY OF WAIKATO DRAFT STRATEGY 2025 - 2029

Considered

Feedback to the Vice-Chancellor on the draft University of Waikato Strategy 2025-2029, as set out in document 24/312 (revised 16 September 2024).

Noted in discussion

1. That there was still scope to make changes to the Strategy, and Board members were encouraged to submit detailed feedback in writing. Gratitude was expressed to those who had already provided feedback.
2. That the important issues, themes and workstreams of the Taskforce on Systemic and Casual Racism had been integrated into the new Strategy; however, there had been a deliberate move away from specifically using the term 'Taskforce'.
3. That objective 6 - Internationalisation and, in particular, the issue of managing targets for international student enrolments, had generated discussion. There had been a shift, post-pandemic, to having a broader spread of international students across the University. Initiatives by the divisions could assist with this, for instance, the Division of Education's move to offer a mid-year intake had been successful.
4. That the Strategy had established a general target for international students; however, there was a need to retain flexibility across the University in managing these. There would be some programmes that were principally aimed at the international market, while there would be a need to limit international students in other programmes. Additionally, there was a desire to grow international student numbers at the Tauranga campus.
5. That it would be useful to drill down further to understand our international targets, markets and the types of programmes that might attract international students. Marketing campaigns in new areas and accreditation processes could have an impact on growth. The International Office were constantly reviewing potential markets and also the offerings of other universities that were attracting international students. There appeared to be good interest in taught postgraduate programmes, particularly from the Southeast Asia region.
6. That it would be good to consider a goal to enhance our relationship with alumni. This was an area of potential development for the University in the future.
7. That there was now greater clarification on objective 2 – Excellence as to what would constitute a strategically important programme, albeit the Strategy did not specify which areas were being considered under this objective.

8. That it would be helpful to expand on, and clarify, what was meant by diversity in objective 4 - Embracing Diversity and Inclusion. The Vice-Chancellor welcomed ideas for how the wording on this could be adjusted.

24.76 CATEGORY C PROPOSALS

Received

The list of Category C proposals signalled to date for 2024, as set out in document 24/01 (revised 11 September 2024).

Resolved

To approve the Category C proposals, as set out in documents 24/281a-c and 24/281f-i.

24.77 SCHEDULE OF LIMITATIONS ON ENROLMENTS

Reported

1. That the schedule of programmes and papers for which enrolments were to be limited were published in the Calendar in association with the Limitations Statute.
2. That document 24/250 lists papers for which limitations on enrolments had been proposed for 2025 and includes 2024 enrolment figures as at 20 June 2024.
3. The Education and Training Act stipulated criteria for determining international and domestic enrolments in a capped programme. The 2025 Schedule of Limitations proposed to establish the number of places available for international students for the Master of Nursing Practice and Master of Counselling.
4. That the Schedule of Limitations had been recommended by the Divisional Boards, the Māori Academic Board of Studies, Curriculum Committee, University of Waikato College Academic Committee and Education Committee.

Noted in discussion

That it was possible to have a limited number of international student enrolments in programmes that were capped, where those places were specified in the Schedule and enabled by the additional resource gained from those enrolments.

Recommended

That Council approve the Schedule of Limitations on Enrolments for 2025, as set out in document 24/250 (revised 12 August 2024).

24.78 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 proposed during the year.

Recommended

That Council approve the Degrees, Diplomas and Certificates Statute 2024, as set out in document 24/381.

24.79 2025 KEY COMMITTEE DATES

Reported

That the 2025 Key Committee Dates had been recommended by the Divisional Boards, the Pacific Strategic Committee, the Māori Academic Board of Studies, Curriculum Committee, Research Committee and Education Committee.

Noted in discussion

That the Academic Board meeting scheduled for 24 July 2025 needed to be moved to 25 July 2025.

Resolved

To approve the 2025 Key Committee Dates, as set out in document 24/288, with the amendment as noted in discussion.

24.80 2026 TEACHING AND ASSESSMENT DATES

Reported

That 2026 Teaching and Assessment dates had recommended by the Divisional Boards, the Māori Academic Board of Studies, the Pacific Strategic Committee, the University of Waikato College Academic Committee, Curriculum Committee and Education Committee.

Resolved

To approve the Teaching and Assessment dates for 2026, as set out in document 24/289.

24.81 AMENDMENTS TO COMMITTEE CONSTITUTIONS

Reported

1. That, at the 26 July 2024 Academic Board meeting, a number of suggestions were made in relation to a proposal to amend the Pacific Strategic Committee (PSC) constitution. It was agreed that an updated version of the PSC constitution should be presented for further consideration by the Academic Board. The proposed changes were considered by the PSC at their meeting on 8 August 2024.
2. That, at their meeting on 5 September 2024, the Education Committee recommended changes to the committee's constitution.

Resolved

1. To approve the proposal to amend the Pacific Strategic Committee constitution, as set out in document 24/69 (revised 17 September 2024).
2. To approve the proposal to amend the Education Committee constitution, as set out in document 24/369.

24.82 GRADUATING YEAR REVIEWS (GYR)

Reported

1. That the Education Committee approved the following GYRs for 2024 for submission to CUAP on 1 October 2024:
 - a. Diploma in Engineering Management
 - b. Master of Applied Finance
 - c. International Diploma (Business)
 - d. Postgraduate Diploma in Teaching
 - e. Civil Engineering as a subject for the Master of Engineering Practice
 - f. Addition of endorsements to the Master of Engineering
 - g. Diploma in Postgraduate Preparation – Pre-Masters
 - h. Law major for the Bachelor of Arts
 - i. Aquaculture for the BSc and BSc(Tech)
 - j. Master of Business Administration
2. That the Master of Legal Studies GYR had not been approved by the Education Committee and was undergoing revision prior to submission to CUAP.
3. That a list of GYRs due from 2024 – 2026, a copy of the GYR timeline, handbook and other relevant information was available on the [Academic Office webpage](#).

24.83 DOMESTIC GUARANTEED CREDIT AGREEMENTS

Reported

1. That the Education Committee approved the renewal of the following Guaranteed Credit Agreements (GCA) for 2024:
 - a. Toi Ohomai - NZ Diploma in Sport, Recreation & Exercise (L5).
 - b. Toi Ohomai - NZ Diploma in Sport, Recreation & Exercise (L6).
 - c. Eastern Institute of Technology - NZ Diploma in Environmental Management (L5).
 - d. Toi Ohomai - NZ Diploma in Business (L5).
 - e. ICL Business Graduate School - NZ Diploma in Business (L5)
 - f. Toi Ohomai - NZ Diploma in Engineering.
 - g. Wintec- NZ Diploma in Engineering.
 - h. Talent International Institute - NZ Diploma in Information Technology – Technical Support L5.
2. That copies of all GCA were available via the following link: [Domestic Partnerships Database](#).

24.84 INTERNATIONAL GUARANTEED CREDIT AGREEMENT

Reported

1. That the Chair of the Education Committee executively approved an international GCA between the Division of Health, Engineering, Computing and Science and Methodist College, Kuala Lumpur.
2. That a copy of this GCA would be made available on Raiser’s Edge or My Waikato, or by contacting the Partnerships team at global@waikato.ac.nz.

24.85 EXECUTIVE APPROVALS

Reported

That the Chair of the Academic Board executively approved:

1. A Category C proposal for the Bachelor of Design, major in Media Design (NZUWI).
2. The nominations of the following staff to the Student Discipline Committee for a term of three years to 31 August 2027:

Ms Stephanie Gibbons

Ms Amanda Turnbull

Dr Brent Wagner

AProf Nicola Daly

Dr Ang McGaughran

Ms Sau Lau Young

Ms Yvonne Kainuku

24.86 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Wednesday 4 December 2024 at 2.10pm in Pā.G.13.

PROCEEDINGS WITH THE PUBLIC EXCLUDED

Resolved

That the public were excluded from this meeting to allow consideration of the following items:

1. Minutes (Part 2) of the Academic Board meeting of 26 July 2024
2. Report of the Vice-Chancellor (Part 2)
3. Honorary Award

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 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.

Item 3 affected the privacy of natural persons.

Alison Beardsmore

Tim O'Brien

Academic Office