

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

ACADEMIC BOARD

Minutes of the meeting held on 26 February 2019 (Part 1).

Present: Professor N Quigley (Chair), Professor B Barton, Associate Professor B Bicknell, Associate Professor T Bowell, Professor C Breen, Dr A Campbell, Mr S Campbell, Ms K Campbell-Kamariera, Ms J Champion, Professor B Clarkson, Associate Professor E Collins, Professor T Coltman, Dr C Curtis, Associate Professor S Dillon, Dr R Durrant, Professor M Dyer, Mr R Hallett, Professor B Hicks, Professor B Hokowhitu, Professor G Holmes, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Ms L Lennox, Professor M Lodge, Professor R Longhurst, Associate Professor T Maxwell, Professor A McKim, Dr S Nock, Associate Professor K Perszyk, Associate Professor K Petrie, Professor B Pfahringer, Associate Professor C Pope, Mr N Rahui, Prof J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Professor J Swan, Dr S Tiakiwai, Mr J Tuaupiki, Professor M Walmsley, Ms V Ware, Professor K Weaver, Mr B Wilkins, Professor M Wilson, Mr M Young.

In attendance: Ms D Fowler, Mr B McGibbon, Ms J Miller, Ms T Pilet, Ms O Smyth.

Secretariat: Mr T O'Brien, Ms A Beardsmore

19.01 APOLOGIES

Professor V Arcus, Dr C Blickem, Dr J Bowen, Mr A Howard, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Associate Professor A Kingsbury, Ms K Nobile, Ms C Porima Prof S Reeves.

19.02 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 3 DECEMBER 2018

Confirmed

The minutes of the meeting (Part 1) held on 3 December 2018, as set out in document 19/82a.

19.03 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 19/83a.

19.04 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

Academic Board constitution amendments

1. That it would be preferable to have a student representative from each school on the Board. This would alleviate the potential issue of divisions which have multiple schools being under-represented.
2. That consideration could be given to an alternative proposal regarding student representation. However, the intention of the proposed constitution amendments had been to avoid replication of the existing school and faculty structure. Further, that any changes would be inconsistent with what had been agreed in the divisional structure proposal.
3. That proposals for change could always be brought forward and put to the Board for consideration in the future.

19.05 REPORT OF COUNCIL

Received

1. The report of the 4 December 2018 meeting of Council, as set out in document 19/84.
2. The report of the 12 February 2019 meeting of Council, as set out in document 19/85.
3. An oral report from the Academic Board nominee to Council.

Noted in discussion

1. That the Council did not have any additional information on the recent Polytechnic and Industry Training Organisation reforms announced by the Government. The University would continue to work in good faith with our existing partners, and would consider the implications of these changes as more information became available.
2. That the Council had discussed the Tertiary Education Union (TEU) request to hold an immediate election following the passing of the Education Amendment Act 2018. However, it had determined that enacting this request would impact on the current membership. The term of the incumbent member of staff on Council would expire in December 2019, and the Council had resolved to hold an election to fill that position once the term had expired. The details of this election process had not yet been determined.
3. That the TEU supported the election of two staff members to Council, as would be allowed for under the Education Amendment Act 2018. However, this would result in the loss of an existing member, as the overall number of Council members could not be increased. The Council would continue discussions on this matter.

19.06 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 19/86.

Noted in discussion

1. That the Education Committee had discussed the importance of student voice within the University. It was, therefore, pleasing to see so many new student representatives at this first Academic Board meeting.
2. That the proposal for digital-only thesis deposit would be presented at a future Academic Board meeting.

3. That considerable variation between faculties in calculating honours had been identified. A proposal for a common methodology would be circulated through the committee cycle for consideration.

Committee constitution amendments

4. That there had been both recent and past discussions about appointing general staff onto committees that had previously required an academic staff member. The appropriateness of doing this would be dependent on the demands and work of each committee. Therefore, each committee should consider this issue and provide a recommendation to the Academic Board should amendments to the committee constitution be required.

19.07 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 19/87.

Noted in discussion

Research applications

1. That there had been an increase in the number of Marsden research applications submitted from 61 in 2017 and 68 in 2018 to 74 in 2019.
2. That it had been pleasing that six Ministry of Business, Innovation and Employment Research Programme proposals were on track to be completed by the deadline in March 2019.
3. That thanks had been expressed for the efforts made on all of these submissions, and for the number and quality of submissions received.
4. That the University would be submitting an application for the Marsden Council Fund Award. To date there had been no successful applications for this award, so it would be an achievement to attain one.

Committee constitution amendments

5. That a suggestion had been made that some members of the committee could attend but not have voting rights. That this approach could have some merit in ensuring a breadth of representation and participation. However, this had been just one of a number of suggestions put forward to try to address issues of committee size, function and diversity. The details of how it might work in practice had not been discussed.

19.08 AMENDMENTS TO THE TERMS OF REFERENCE AND CONSTITUTION OF THE ACADEMIC BOARD

Reported

1. That the Academic Board resolved to circulate the revised terms of reference and constitution of the Academic Board to the Faculty Boards for feedback in January 2019.
2. That a summary of the feedback received from the Faculty Boards had been included in Appendix 3 of document 18/587.

Received

A response to the proposed changes to the Academic Board terms of reference and constitution from the Tertiary Education Union (TEU), Waikato Branch Committee, as set out in document 19/88.

Noted in discussion

1. That faculty feedback had been broadly supportive of the changes, however, some of the feedback had been potentially inconsistent with the approved divisional structure and did not reflect the discussions of the Academic Board. That feedback had been incorporated into the proposal where possible, and responses had been provided to feedback that had not been considered feasible.
2. That a decision on the constitution needed to be made, however, further amendments could always be presented to the Academic Board for consideration in future. This included any changes that might be recommended following the development of the prescription for the Māori Academic Board of Studies. Any such changes required a recommendation to Council from the Academic Board.

General staff representation

3. That consideration should be given to how general staff of the University can be included.
4. That co-opted members did not necessarily need to be academic staff. Any staff member could be co-opted if the Vice-Chancellor felt that they could provide valuable input into the Board.

Elected versus ex-officio positions

5. That retaining a balanced proportion of elected positions to ex-officio positions would safeguard independent representation and ensure that the Board would continue to be perceived as independent and legitimate.
6. That elected positions provided an important alternative avenue for staff to voice opinions that did not require them going through management channels.
7. That the Board should reflect the collegial nature of the University and should not become a meeting of University management.
8. That the revised constitution now included the provision for two elected Professors from each division to recognise the importance of elected positions on the Board. Further, that staff members who undertook committee roles could be expected to hold the best interests of the University at heart.
9. That, while widespread representation was important, maintaining an effective committee size was also necessary. Under the current proposal there were a variety of mechanisms for voices to be heard within Academic Board.
10. That, in order to increase the proportion of elected members on the Board, the number of ex-officio positions could be reduced. Removing the Associate Dean (AD) Academic and AD Research positions would provide one way of doing this. If ex-officio positions were removed, those individuals may be able to stand for election if they wished.
11. That ex-officio positions were drawn broadly from around the University and often had significant input into the development of proposals being presented to the Board. Therefore, they made a valuable contribution to the Board. The AD Academic and AD Research positions, in particular, would be a vital linchpin between the Board and the divisions. They had a good understanding of on the ground issues, and contributed significantly on a wide range of issues.

Diversity

12. That elected positions made it difficult to have a mechanism for managing diversity. However, diversity on the Board would be monitored and the co-opted positions could be used to redress any imbalances.
13. That, given the professoriate had more male members than female, limiting the election of Board representatives to professors had the potential to impact on gender representation. However, female professors were now being appointed at a greater rate than male professors through the University's appointment and promotion process.
14. That the size of the Board was relevant to the mechanisms available to address gaps in diversity. The larger the Board, the smaller the difference four co-opted positions could make.
15. That by reporting on diversity there could be an opportunity to celebrate our strengths in diversity whilst also identifying any challenges that might need to be addressed.

Other

16. That a position description for committee members could be beneficial. This could clarify the role of members, their obligations in terms of who they were representing, and their responsibility to communicate back to colleagues on matters discussed.
17. That anyone could attend the Part 1 session of Board meetings and could make a request for speaking rights.
18. That the proposal needed to be well communicated to ensure there would be clear understanding about the representation, and to mitigate how it might be perceived by staff.
19. That the TEU supported the inclusion of a TEU member as an appointed position.
20. That there would need to be transparent collegial discussions with applicants for elected positions to raise member's obligations in terms of representing their colleagues.

Recommended

That the proposed amendments to the terms of reference and constitution of the Academic Board, as set out in the Appendix 1 and Appendix 2 of document 18/587 (revised 14 February 2019) be recommended to Council.

19.09 ACADEMIC DEVELOPMENTS – ROUND ONE 2019

Received

The List of Proposals and Reviewers for Round One 2019, as set out in document 18/388.

19.10 CATEGORY C PROPOSALS

Received

The list of Category C and Specialisation proposals signalled for Round A 2019, as set out in document 19/04.

Resolved

To approve the following Category C proposals signalled for Round A 2019:

- a. Updates to the *Criteria for Admission to Particular Qualifications* section of the University Calendar, as set out in document 19/15a.

- b. Deletion of the Bachelor of Business Analysis with Honours, as set out in document 19/15d.
- c. Amendments to the conjoint requirements for the Bachelor of Management Studies with Honours to reflect the new structure of the programmes as signed off by CUAP in October 2018, as set out in document 19/15e.
- d. Deletion of the Master of Professional Management, as set out in document 19/15f.
- e. Amendment to the papers listed as electives in the 2019 Prescriptions for the Bachelor of Social Work, as set out in document 18/490b.
- f. Amendment to the 2019 Prescriptions for the GradCert (EnvPlan), GradDip(EnvPlan), PGCert(EnvPlan), PGDip(EnvPlan) and BSocSc(Hons) , as set out in document 18/490d.

19.11 APPROVAL OF GUARANTEED CREDIT AGREEMENTS

Reported

That the proposal to amend the Policy on the Development and Approval of International Links and Exchange Agreements, and the terms of reference of the Academic Board and the Education Committee, had been considered by the Education Committee on 13 February 2019. The proposal had been revised based on Education Committee feedback.

Received

A proposal to amend the Policy on the Development and Approval of International Links and Exchange Agreements, and the terms of reference of both the Academic Board and the Education Committee, to delegate the approval of Guaranteed Credit Agreements (GCAs) from the Academic Board to the Education Committee, as set out in document 19/70.

Noted in discussion

1. That the time currently taken to approve agreements sometimes put the University at a disadvantage in dealing with international partners. The intention of this proposal was to expedite this process.
2. That the proposed process changes should allow sufficient scrutiny of these agreements by faculties and the Education Committee. Further, it could encourage more comprehensive consultation as a more timely process may reduce the use of the executive approval process.
3. That agreements would still be reported to the Academic Board as a starred item, and that the Education Committee could escalate any concerns they had about an agreement.
4. That it would be difficult to pre-determine which types of partnerships the University should develop. These agreements are primarily developed to provide an incentive for other universities to transfer students to the University of Waikato.
5. That faculties do monitor the quality of these agreements. Further, that it would be beneficial to develop a report for the Education Committee to monitor the success of these agreements.

Recommended

1. That the amendment to paragraph 4.3 of the Policy on the Development and Approval of International Links and Exchange Agreements be recommended to Council, as set out in Appendix 1 of document 19/70.

2. That the amendments to the terms of reference of the Academic Board and Education Committee be recommended to Council, as set out in Appendix 2 and Appendix 3 of document 19/70.

19.12 2018 STUDENT COMPLAINTS REPORT

Received

A summary of the student complaints and appeals investigated and resolved by the Senior Deputy Vice-Chancellor in 2018, as set out in document 19/89.

Noted in discussion

1. That the report had made it clear that staff should ensure all course-related communications to students should be sent out using official University communication channels, and not social media.
2. That the TEU could undertake a membership survey if they wished to gather information on the experiences of staff using social media. The WSU could assist if the TEU required information from students on this issue.
3. That Paper Outlines were an important avenue for communicating information to students.

19.13 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the Senior Deputy Vice-Chancellor, as set out in document 19/90.

Noted in discussion

Enrolment process

1. That some problems had been experienced with the new student management system for both staff and students. Once the enrolment period had been completed a working group would be convened to review the enrolment cycle through the system, and to identify solutions to address these problems. This would include a review of issues for those managing postgraduate student enrolments. The WSU would provide feedback on students' experiences of the system.
2. That it would be worthwhile exploring how the system could be made more user-friendly for students. This could include reducing the complexity students encountered in the current system.
3. That appreciation had been expressed to everyone for their patience and perseverance in working through the system challenges.

Online timetabling

4. That the new online timetable seemed to be a great benefit for students, particularly for science labs. That it would be helpful if this feature could be rolled out as soon as possible after the completion of the pilot.

19.14 GENERAL

Noted in discussion

Paper outlines

1. That the Pro Vice-Chancellor (PVC) Teaching and Learning had been following up on outstanding paper outlines. A random audit of paper outlines would also be undertaken to review the quality of these outlines. Further, that the PVC Teaching and Learning had been working on a new web-based, user-friendly paper outline template system.

Tauranga campus

2. That the early possession of the Tauranga building had created some transition difficulties, however, significant benefits had been realised from proceeding with this.
3. That students and staff would be transitioned from the Bongard Centre to the new building as soon as spaces became available.

Academic Board papers

4. That the distribution of Board papers met the current committee procedural requirements. Every endeavour was made to get the papers out in a timely manner, however, adequate time was also required for contributors to complete their proposals.

19.15 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 16 April 2019 at 2.10pm in the Council Room.

19.16 AGENDA PART TWO – CONFIDENTIAL

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 3 December 2018
2. Report of the Vice-Chancellor (Part 2)
3. Honorary Fellow

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.

Item 3 affected the privacy of natural persons.

Tim O'Brien
Alison Beardsmore
Academic Office