

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

ACADEMIC BOARD: 29 April 2014

Minutes of the meeting of the Academic Board on Tuesday 29 April 2014

Present: Professor R Crawford (Chair), Ms C Blickem, Professor N Boister, Dr T Bowell, Professor K Broughan, Dr K Bryan, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Associate Professor W Drewery, Professor A Gillespie, Mr R Hallett, Professor R Hannah, Mr D Harrison, Ms L Hines, Dr A Hinze, Professor G Holmes, Dr D Johnson, Professor A Jones, Dr A Kingsbury, Dr J Lane, Mr A Letcher, Professor R Longhurst, Dr D Marsh, Professor R Moltzen, Ms S Morrison, Professor B Morse, Mr W Phee, Dr K Reddy, Mr M Savage, Dr M Schoenberger-Orgad, Associate Professor J Tressler, Professor K Weaver, Mr R West and Professor M Wilson.

In Attendance: Ms A Drake, Ms E Fa'amoe-Timoteo and Ms H Pridmore.

Secretariat: Ms M Jordan-Tong and Ms R Boyer-Willisson

14.17 APOLOGIES

Received

Apologies for absence from Professor D Hodgetts, Mr N Orr, Professor L Smith and Mr J Tuaupiki.

14.18 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 4 MARCH 2014

Confirmed

The minutes of the meeting held on 4 March 2014 as set out in document 14/214a.

14.19 EXECUTIVE APPROVAL

Received

A report on items approved executively by the Chair of Academic Board between the 4 March and 29 April 2014 meetings as set out in document 14/213.

14.20 REPORT OF THE VICE-CHANCELLOR

Received

The report of the Vice-Chancellor as set out in document 14/212.

Noted in discussion

That the Vice-Chancellor expressed his thanks to those staff who were involved in organising, or attended, the recent graduations. If any staff members had feedback on graduation they were invited to send it to the Secretariat after the meeting.

14.21 LIBRARY HOURS

Noted in discussion

1. That it had been brought to the attention of the President of the Waikato Student Union that this University's Library had significantly shorter opening hours than other university libraries.
2. That from 29 April 2014, Level 2 computer labs would be open from 9pm until midnight, and the Student Centre would be opening at the earlier time of 8.15am.
3. That to ensure the Library was aware of student requirements, a student survey was being conducted during May 2014, which would include questions about Library user access, opening hours and what students needed, such as book stacks, computers or just quiet study space. The survey would cover noise issues as the layout of the Library made it challenging to create silent study zones.
4. That it was noted that staff would also have an opinion on Library opening hours and should also be surveyed at some point.

14.22 UNIVERSITY OF WAIKATO WEBSITE

Reported

1. That following the Academic Board meeting of 4 March 2014, the issues raised by members regarding the University's website were conveyed to the Head of Information Technology Services and the Acting Head of Communications and External Relations for consideration.
2. That a focus group was held on 16 April 2014 with the Head of ITS, the Internet Services Manager and the available student members of the Academic Board to clarify specific issues they had experienced or been informed of. A further meeting would be organised for the student members who were unable to attend, and a larger forum for class representatives would also be considered.
3. That the academic staff members who had raised specific issues at Education Committee and at Academic Board had been contacted separately by the Internet Services Manager for follow up discussions.
4. That the Academic Board would be kept informed of progress in relation to changes and improvements to be made to the University website to address the issues raised.

14.23 CURRICULUM ENHANCEMENT PROJECT

Considered

A report from the Deputy Vice-Chancellor on the Curriculum Enhancement Project (CEP) as set out in document 14/145.

Noted in discussion

1. That the CEP would investigate what we are teaching, how we are teaching it and the number of papers and occurrences.
2. That the CEP would be a three year project. This document contained a large number of goals which would be reviewed after the initial analysis stage of the project.
3. That staff would be well informed of the CEP and progress.
4. That it was the university's intention to use external advisors from other universities to assist with subject-specific advice, as opposed to bringing in consultants.
5. That the CEP would assess the viability of programmes and the papers offered within the programmes; however, it was important to remember that majors required a certain number of papers to be offered and needed to be considered holistically.
6. That some professional programmes of study would not have a lot of scope to change due to professional accreditation requirements.
7. That we needed to create an institution that was capable of change, would respond quickly to external influences and new ideas, and was capable of ongoing examination for the growth of the institution as a whole.
8. That the faculties were identifying representatives to lead the project from within each faculty. There would also be an overarching project manager appointed to oversee the project.

14.24 REPORT OF THE EDUCATION COMMITTEE

Considered

The report and recommendations of the Education Committee, as set out in document 14/208, in relation to the following items:

1. Constitutional Amendments
2. Significant Academic Developments (SADs)
3. Academic Collaboration Agreement
4. 2016 Teaching and Assessment periods
5. Annual Reports

Noted in discussion

2016 Teaching and Assessment Dates

1. That the Faculty of Science and Engineering would be disadvantaged by the loss of three days in Semester A 2016 due to public holidays.
2. That a thirteen week Semester A was suggested; however, it was unclear where the extra week would come from, and taking a week from Semester S would impact on other faculties.

Resolved

1. That a subgroup would be formed by the Head of Student and Academic Services with Faculty representatives to consider alternatives for the 2016 Teaching and Assessment Dates and to propose a mutually agreeable solution.
2. Approval of the following items:
 1. The appointment of the Director of Centre for Tertiary Teaching and Learning as an ex officio member of the Education Committee.

2. The Round One SADs proposals for submission to New Zealand Committee on University Academic Programmes:
 - a. Introduction of a postgraduate programme in Clinical Animal Behaviour (PGCert/PGDip/MCAB) as set out in document 14/115a.
 - b. Introduction of a major in "Studies in Religion" for the BA and BSocSc as set out in document 14/115b.
 - c. Introduction of a Master of Professional Accounting as set out in document 14/115d.
 - d. Amendment to the regulations for the Master of Environmental Planning as set out in document 14/116.
3. The deletion of all but one of the Computer Science Specialisations within the BCMS, BCMS(Hons) and BSc as set out in document 14/120b.

14.25 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 14/206 in relation to the following items:

1. Fresh Water Symposium
2. Performance-Based Research Fund (PBRF)
3. Supervision Guidelines
4. Requirements for the PhD with Publication

14.26 ONLINE APPRAISALS

Reported

1. That at the March meeting of the Academic Board it was noted that:
 - i. the Annual Report of the Teaching Development and Support Committee had stated that the "new online appraisal system was being implemented University-wide by...the Teaching Development Unit."
 - ii. it was unclear whether this was intended to mean that online appraisals would be compulsory, or whether the option for paper-based appraisals would be retained.
 - iii. the Chair and other members of Academic Board were not aware of whether there was an agreed timeframe for the decision to move solely to online appraisals but had agreed that it was important to ensure that participation rates remained high.
 - iv. that the Deputy Vice-Chancellor would investigate and report back to the Academic Board on this matter.
2. That the Pro Vice-Chancellor (Education) had prepared a report on this matter.
3. That further investigation had identified that there were pragmatic and logistical issues that prevented the University from continuing with a paper-based paper appraisal system at this time. These issues included software, hardware and staffing constraints.
4. That for Semester A 2014 it would be necessary, therefore, for the paper appraisal system to be conducted fully online.

5. That following the Semester A appraisal period a review of the outcomes of the online appraisal system would be undertaken before a final decision was made on the use of fully online systems for appraisals.

Received

The report on Online Appraisals prepared by the Pro Vice-Chancellor (Education), as set out in the document 14/210.

Noted in discussion

Communication

1. That it would be beneficial to have a clear message from the University clarifying the position on opting-out and that paper-based appraisal were unavailable.
2. That the University's Evaluation of Teaching and Papers Policy stated: "Paper convenors are required to conduct an evaluation of all papers at least every second time the paper is taught. This would normally include an evaluation of the teaching staff linked to the paper."
3. That there was concern that if a convenor opted-out of completing an appraisal, that other teaching staff in the paper would not be able to complete an appraisal. This was not able to be addressed currently with the software and could be an issue for promotions.
4. That there needed to be clarification as some staff might have opted out of completing an online appraisal thinking that they would be able to complete a paper-based appraisal. These staff should contact the Teaching Development Unit if they would like to complete an appraisal.
5. That there should be clarification that those wishing to opt-out of an appraisal, should first consult with Programme Convenors and/or Chairs of Department/School, and with other teaching staff linked to the paper.

Student response rates

6. That the paper convenor could set the duration that the appraisals were available for response.
7. That there was concern that students might be overwhelmed with receiving multiple emails at once regarding course appraisals. This could affect the quality of responses.
8. That there should be monitoring and analysis of the proportion of papers appraised, the student response rate and the general effectiveness of Blue.
9. That robust communication was needed with the student body prior to appraisal being sent out advising what would be happening, how the appraisals would be conducted and why they were important.
10. That there had been a perception that the results of appraisals were not paid attention to. Staff should advise students how they used the feedback information.

Staff

11. That data from the appraisal was needed for ASP and promotion rounds.
12. That there had been little involvement of staff in the lead up to the implementation of Blue.
13. That there was a question regarding the delivery of appraisals for co-taught papers in Tauranga.
14. That there was the possibility that teaching assistants could be added to Blue.

Other

15. That there would still be the possibility to complete other types of appraisals such as focus groups.
16. That further work should be done with eXplorance, the software provider, to alleviate some of the current software limitations of Blue.

14.27 REPORT ON THE PACIFIC PLAN

Considered

A report from the Senior Policy Advisor – Pacific on progress made against aspects of the Pacific Plan, as set out in attached document 14/211.

Noted in discussion

1. That there was concern expressed about credibility and visibility within Pacific communities in relation to the way the University was working with Pacific stakeholders.
2. That the Plan had been focussed on domestic Pacific recruitment, but was looking at how to ensure the needs of all Pacific Students were met, not just domestic.

Recommended

That this report and reports of this type be circulated to Faculty Boards and provided to Academic Board accompanied by Faculty Board feedback.

14.28 STUDY LEAVE REPORTING

To report

That the University of Waikato Study Leave Policy stated that “The Dean (or equivalent) sends study leave reports which he or she considers satisfactory to the Deputy Vice-Chancellor for final approval. The Deputy Vice-Chancellor makes regular reports to the Academic Board regarding study leave activities and outcomes in terms of their contribution to the University’s academic strategic goals.”

Received

A report from the Deputy Vice-Chancellor in relation to study leave activities and outcomes, as set out in document 14/215.

14.29 ELECTION OF PROFESSOR TO THE ACADEMIC BOARD

Reported

1. That Clause (8) of the Constitution of the Academic Board provided for four professors to be elected by and from the academic staff, for terms of three years from 1 January.
2. That the members currently elected under this clause are Professor Barry Barton, Professor Neil Boister and Professor Darrin Hodgetts, with one vacant seat.

3. That nominations are now invited and will close on 23 May 2014. Notification of this election will also be provided via the Official Circular and by email to those academic staff eligible to stand for election.
4. That nominations, comments or questions may be directed to ab.elections@waikato.ac.nz. Nominators must ensure that nominees have given their consent to be nominated.

14.30 ANNUAL REPORTS

Received

1. The 2013 Annual Report of the Animal Ethics Committee as set out in document 14/216.
2. The 2013 Annual Report of the Human Research Ethics Committee as set out in document 14/217.

14.31 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on 18 June 2013 at 2.10pm in the Council Room.

14.32 AGENDA PART TWO – CONFIDENTIAL

Resolved

That the public be excluded from the meeting to allow for consideration of the following items:

1. Minutes (Part 2) of the Academic Board meeting of 4 March 2014
2. Proposal to restructure the Library
3. University Governance
4. 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 and 3 affected the disclosure or use of official information for improper gain or advantage.

Item 4 affected the privacy of natural persons.

Michelle Jordan-Tong

Renée Boyer-Willisson

Student and Academic Services Division

16 May 2014

Minutes approved _____ (Chairperson)

Date _____