

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

ACADEMIC BOARD

Minutes of the meeting held on Tuesday 27 February 2018

Present: Professor N Quigley (Chair), Professor V Arcus, Professor B Barton, Associate Professor B Bicknell, Dr T Howell, Mr T Brown, Associate Professor C Breen, Associate Professor M Cameron, Dr A Campbell, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr D Craig, Dr D Delbourgo, Professor M Dyer, Mr R Hallett, Professor C Hewitt, Professor B Hicks, Associate Professor A Hinze, Professor B Hokowhitu, Professor G Holmes, Dr D Johnson, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Associate Professor Anna Kingsbury, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Dr J Lane, Professor R Longhurst, Dr S Nock, Associate Professor K Perszyk, Dr K Petrie, Associate Professor C Pope, Ms C Pullon, Mr N Rahui, Professor Steve Reeves, Professor J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Professor M Thrupp, Dr S Tiakiwai, Associate Professor M Walmsley, Professor K Weaver and Professor M Wilson

In attendance: Ms D Fowler, Ms K Hare, Mr B McGibbon and Ms T Pilet

Secretariat: Mr T O'Brien and Ms J Richards

18.01 APOLOGIES

Received

Apologies from the following members: Mr T Anderson, Dr C Blickem, Dr J Bowen and Professor A McKim.

18.02 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 6 DECEMBER 2017

Confirmed

The minutes of the meeting (Part 1) held on 6 December 2017, as set out in document 18/51a.

18.03 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 18/52a.

18.04 MATTERS TO BE RAISED BY STUDENT MEMBERS

Received

A report from the WSU President, as set out in document 18/56.

Reported

That the Waikato Student Union (WSU) had conducted a review of the Class Representation system in 2017 which informed developments in this space. The Academic Office and the WSU would continue to work closely together to improve student representation at the University.

18.05 REPORT OF COUNCIL**Received**

1. The report of the 5 December 2017 meeting of Council, as set out in document 18/53.
2. An oral report from the Academic Board nominee to Council.

Noted in discussion

That Council had discussed issues related to capital development as well as matters related to items in part 2 of this agenda.

18.06 CODE OF STUDENT CONDUCT**Considered**

A recommendation to the Vice-Chancellor that the draft Code of Student Conduct, as set out in Appendix 3 of document 17/302, be approved.

Noted in discussion

1. That the Code of Student Conduct (CoSC) had been through two rounds of consultation and the feedback had been carefully considered and responded to by the Manager Policy and Governance.
2. That the Faculty of Law had raised a concern that there were inconsistencies between the CoSC and the Student Discipline Regulations. It was noted that the Student Discipline Regulations were under review and would be aligned with other University policies, guidelines and regulations.
3. That it was reported that the first significant cohort to be enrolling with the CoSC in place would be in 2019, and the CoSC would be reviewed in 2020, at which time any changes could be made.
4. That internal legal advice had been sought and it was confirmed it had been received.

18.07 EDUCATION COMMITTEE REPORT**Received**

The report of the Education Committee, as set out in document 18/54.

18.08 RESEARCH COMMITTEE REPORT**Received**

The report of the Research Committee, as set out in document 18/55.

Noted in discussion

1. That staff were encouraged to focus on the Performance Based Research Fund internal deadline of 28 April 2018.
2. That 450 evidence portfolios had been received to date and editorial support was available where it had been identified that this would be helpful.

18.09 ACADEMIC DEVELOPMENTS – ROUND ONE 2018

Received

The List of Proposals and Reviewers for Round One 2018, as set out in document 17/339 (updated 30 January 2018).

18.10 CATEGORY C PROPOSALS

Received

The list of Category C and Specialisation proposals signalled for Round A 2018, as set out in document 18/03 (revised 30 January 2018).

Resolved

Approval of the Category C proposals signalled for Round A 2018, as set out in documents 18/32a to 18/32e:

1. Amendment to the Master of Security Crime Science regulations, as set out in document 18/32a.
2. Amendment to the compulsory papers for PGDip(Education), MEdIns, MEd, MEdLeadership, PGDip(ScEd), PGDip(TechEd), PGDip(ScTechEnvEd), GradDip(Adlg), PGCert(EducationLeadership), as set out in document 18/32b.
3. Amendment to the Research Methods papers for the Bachelor of Health, Sport and Human Performance with Honours and the Master of Health, Sport and Human Performance, as set out in document 18/32c.
4. To introduce a minor in International Management, as set out in document 18/32d.
5. Amendment to the compulsory papers for the Strategic Management major for the Bachelor of Business and Bachelor of Management Studies with Honours, as set out in document 18/32e.

18.11 SCHOOL LEAVER SCHOLARSHIPS REVIEW

Reported

1. That the introduction of the Government's Fees-Free Tertiary Education Policy necessitated a review of the University's suite of school leaver scholarships.
2. That to ensure school leaver scholarships were aligned with the University's strategic goals twenty-two recommendations had been made by the Chair of the Scholarships Committee.

Noted in discussion

1. That clarification was required with respect to whether the scholarships targeted at Tauranga school leavers would prevent these students from studying at the Hamilton

- campus or vice versa. It was suggested that the proposal was ambiguous on this point and consideration should be given to the way it was articulated.
2. That a concern was raised that none of the proposed scholarships were based purely on academic merit, and there was a shift away from automatic selection. Clarification was required with regard to whether students could apply for a range of scholarships without a duplication of effort. It was noted that it should be clear to students which scholarship they could apply for and Communications, Marketing and Engagement (CME) would develop a communication strategy with respect to this. Te Paewai o Te Rangi Scholarship and the Sir Edmund Hillary Scholarship continue to have elements of academic merit.
 3. That clarification was requested with respect to whether the impact of the proposed changes to school leaver scholarships would be monitored. It was confirmed that ongoing monitoring would occur. It was, however, difficult to track the proportion of high achievers secured by the University, comparative to other institutions.

18.12 PAPER OUTLINE POLICY

Considered

1. Approval of the revised Paper Outline Policy, as set out in document 18/18.
2. Faculty Board and Education Committee feedback on the proposal to amend the Paper Outline Policy, as set in Appendix 1 of document 18/18.

Noted in discussion

1. That the changes proposed to clauses 7 and 8 were included to ensure that changes to paper outlines that had been published were reflected across the required IT systems.
2. That staff need to be aware that where paper outlines were not published the University was placed in a vulnerable position with respect to complaints. Particularly where health and safety requirements and/or the availability of support services, such as counselling, were not communicated. The two week deadline prior to paper commencement should be considered as the absolute minimum.
3. That it was raised that the Paper Outline Project had not been completely finished, and in some cases the template was unsuitable and difficult to use, as a result some paper outlines were edited outside of the system. It was noted that a new paper outline tool would be available in SITS Vision and would include the ability to publish draft outlines. However, potential funding could be available to address minor bugs and short term issues.
4. That it was raised that the Paper Outline Policy was inconsistent with the Evaluation of Teaching and Papers Policy as evaluation feedback was delayed until after results were published and would be outside of the two week deadline. It was noted that this would be taken into consideration and reflected in the Guidelines for Paper and Teaching Evaluation.

Resolved

Approval of the revised Paper Outline Policy, as set out in document 18/18.

18.13 EMBARGO PROCESS

Received

The proposed changes to the Embargo process, as set out in document 17/439.

Reported

1. That at present an embargo was unable to be removed without the consent of the student, consequently where a student could not be contacted the embargo remained. This had resulted in the retention of a number of theses that should be returned to the public domain.
2. That the Postgraduate Research Committee had considered the proposal and recommended its approval.

Noted in discussion

That it was raised that there were instances where sensitive commercial implications of research existed that were not necessarily under a contractual arrangement. It was noted these type of instances would require proactive monitoring. It was acknowledged that some theses would remain under permanent embargo.

Resolved

Approval of the proposed changes to the Embargo process, as set out in document 17/439.

18.14 MEDICAL RESEARCH CENTRE**Reported**

That a proposal to establish a Medical Research Centre had been withdrawn from the agenda by the Vice-Chancellor prior to the meeting; a revised proposal would be provided in due course.

18.15 ACADEMIC COLLABORATION AGREEMENTS**1. Southwestern University of Economics and Finance, China****Received**

A proposal for a Guaranteed Credit Agreement between the University of Waikato and Southwestern University of Economics and Finance, China, in the area of business, as set out in attached document 18/15.

Resolved

Approval of the Guaranteed Credit Agreement between the University of Waikato and Southwestern University of Economics and Finance, China, as set out in document 18/15.

2. Yunnan University, China

Received

The updated Guaranteed Credit Agreement between the Faculty of Computing and Mathematical Sciences at the University of Waikato and Yunnan University, China, as set out in document 18/16.

Resolved

Approval of the Guaranteed Credit Agreement between the Faculty of Computing and Mathematical Sciences at the University of Waikato and Yunnan University, China, as set out in document 18/16.

3. Vietnam National University

Received

A proposal for a Guaranteed Credit Agreement between the Faculty of Management at the University of Waikato and Vietnam National University Ho Chi Minh City, Vietnam (VNUHCM), to provide pathway for VNUHCM students to study the Bachelor of Business (BBus) degree, as set out in document 18/50.

Reported

That the Chair of the Faculty of Management Board of Studies had executively approved the Guaranteed Credit Agreement, prior to consideration by the Education Committee.

Resolved

Approval of the Guaranteed Credit Agreement between the Faculty of Management at the University of Waikato and Vietnam National University Ho Chi Minh City, Vietnam (VNUHCM), as set out in document 18/50.

18.16 TOI OHOMAI GUARANTEED CREDIT AGREEMENT

Resolved

Approval of the Guaranteed Credit Agreement for the Toi Ohomai Diploma in Applied Sciences Level 5 and 6 (Environmental Well-Being strand), as set out in document 18/06.

18.17 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the SLMS Programme Manager, as set out in document 18/58.

18.18 2017 STUDENT COMPLAINTS REPORT

Received

A summary of the student complaints and appeals investigated and resolved by the Senior Deputy Vice-Chancellor in 2017, as set out in document 18/59.

18.19 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 17 April 2018 at 2.10pm in the Council Room.

18.20 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 are as follows:

1. Minutes (Part 2) of the Academic Board meeting of 15 August 2017
2. Report of the Vice-Chancellor (Part 2)
3. Proposed divisional structure for the University of Waikato

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 had been 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 and Jeanie Richards

Academic Office

9 March 2018