

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

Minutes of the meeting of the Academic Board on Tuesday 27 October 2015

- Present:** Professor N Quigley (Chair), Mr S Aitken, Professor B Barton, Professor N Boister, Dr T Bowell, Associate Professor C Breen, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Associate Professor C Costley, Mr R Hallett, Professor R Hannah, Professor C Hewitt, Associate Professor W Drewery, Ms C Green, Professor G Holmes, Professor L Johnson, Professor A Jones, Professor R Longhurst, Associate Professor T McGregor, Associate Professor S Morrison, Ms S Nock, , Associate Professor W Rumbles, Professor M Steyn-Ross, Ms S Stewart, Associate Professor J Tressler, and Professor K Weaver
- In attendance:** Ms A Crivelli, Dr T Fernandez, Ms D Fowler, Ms T Pilet, Ms H Pridmore, Dr T Ryan
- Secretariat:** Ms R Boyer and Ms J Richards

**15.66 APOLOGIES**

**Received**

Apologies for absence from Dr C Blickem, Dr A Hinze, Dr D Johnson, Dr T Kukutai, Ms A Kurei, Dr J Lane, Dr D Marsh, Professor R Moltzen, Professor D Ross, Mr M Savage, Professor L Smith, Mr L Tawha, Mr J Tuaupiki, and Professor M Wilson.

**Noted in discussion**

1. That a number of members had now been confirmed in new roles which were not yet reflected in the constitution, including the Deputy Vice-Chancellor Academic, Deputy Vice-Chancellor Research, Dean of Science, Dean of Engineering, Dean of the School of Graduate Research and Pro Vice-Chancellor Teaching and Learning.
2. That the constitution of the Academic Board would be revised to take account of changes to the leadership structure and provided to the next meeting of the Academic Board for a recommendation to Council.

**15.67 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 11 AUGUST 2015**

**Confirmed**

The minutes of the meeting held on 11 August 2015 as set out in document 15/412a.

**15.68 REPORT OF THE VICE-CHANCELLOR (PART 1)**

**Received**

The report of the Vice-Chancellor (Part 1) as set out in document 15/413a.

## 15.69 REPORT OF COUNCIL

### **Received**

The report of University Council (Part 1) as set out in document 15/414.

### **Noted in discussion**

That at the last meeting of Council there had been substantial discussion around membership issues and how to ensure Council membership was balanced. The Chancellor was considering how to proceed with appointments under the new Council Constitution to ensure an appropriate balance of skills, experience and demographic within the Council membership.

## 15.70 ACADEMIC BOARD NOMINATION TO COUNCIL

### **Reported**

1. That the constitution of the new University of Waikato Council, which would take effect on 10 December 2015, included one staff member appointed by the Council on the nomination of the Academic Board.
2. That the nomination and selection process was set down in section 9 of the University of Waikato Council Appointments Statute, as set out in document 15/348.
3. That applications for nomination had been invited from eligible staff on 16 September 2015 and closed on 7 October 2015; applications had been received from seven staff as follows:
  - a. Ms Renee Boyer
  - b. Dr Alison Campbell
  - c. Dr Rosemary De Luca
  - d. Dr Leo Liao
  - e. Associate Professor Asad Mohsin
  - f. Dr Tom Ryan
  - g. Ms Valmaine Toki
4. That it was agreed that the voting for selection of a nominee should be by secret ballot administered by the Secretary to Council.

### **Resolved**

By a majority of votes of the members present, that Dr Alison Campbell be nominated for appointment to Council, with effect from 10 December 2015.

## 15.71 ACADEMIC WORKLOAD GUIDELINES

### **Considered**

Approval of the revised Academic Workload Guidelines, as set out in document 14/588 (revised 5 October 2015).

### **Noted in discussion**

1. That university administrative processes, which included membership on committees, should be included in the Administration/Service section of the Glossary.

2. That the '*maintenance of regular office hours*', currently listed under the Administration/Service section of the Glossary, should be moved to the Teaching section, but retain the pastoral care obligations point.
3. That meeting with students formed a significant part of an academic workload and should be included in the Glossary. It was suggested that "*Maintaining regular office hours to meet with or otherwise communicate with undergraduate students*" be included in the 'Teaching' section of the Glossary.
4. That under the Research section of the Glossary, "which attracts RDC funding" should be deleted from the last bullet point.
5. That under Research Degree Completion, "and which attract weightings..." should be deleted from the section.

**Resolved**

Approval of the Academic Workload Guidelines, as set out in document 14/588, subject to the amendments to the Glossary listed above.

**15.72 APPOINTMENT TO THE HUMAN RESEARCH ETHICS COMMITTEE**

**Reported**

That the constitution of the Human Research Ethics Committee included one person appointed for a term of three years by the Vice-Chancellor in consultation with the Academic Board, who would be chairperson; Dr Rosemary De Luca was the current member under this provision and had indicated her willingness to be reappointed.

**Resolved**

Endorsement of the Vice-Chancellor's intention to reappoint Dr Rosemary De Luca as the chairperson of the Human Research Ethics Committee for a further three-year term from 1 January 2016.

**15.73 REPORT OF THE EDUCATION COMMITTEE**

**Received**

The report of the Education Committee, as set out in document 15/415.

**15.74 REPORT OF THE RESEARCH COMMITTEE**

**Received**

The report of the Research Committee, as set out in document 15/416.

**15.75 TEACHING AND ASSESSMENT PERIODS 2017**

**Reported**

That the Education Committee had made two amendments to the 2017 Teaching and Assessment periods for 2017, on the basis of the feedback received from Faculty Boards,

with these changes, the Education Committee recommended the dates to Academic Board for approval.

**Resolved**

Approval of the draft 2017 Teaching and Assessment dates as set out in document 15/99.

**15.76 REVIEW OF HONOURS AND MASTERS THESIS EXAMINATIONS**

**Reported**

1. That examination processes for honours and masters theses varied between and within Faculties.
2. That in order to ensure consistent, fair, and robust examination processes for theses, it was proposed that theses of 0.75 EFTS and above at the University of Waikato be examined according to a single policy and set of processes, and that best-practice policies for such examinations existing within the University of Waikato and at other New Zealand universities be used as a guide.

**Noted in discussion**

That the need for a third examination process was questioned. It was noted that where Faculties had clear and robust processes in place, these were unlikely to change.

**Resolved**

Approval of the proposed changes to the process for the examination of University of Waikato honours and masters theses of 0.75 EFTS and above, as set out in document 15/328.

**15.77 CATEGORY C AND SPECIALISATION PROPOSALS**

**Received**

The list of proposals signalled for Round C 2015, as set out in document 15/02 (revised 14 September 2015).

**Resolved**

Approval of the Category C and Specialisation proposals signalled for Round C 2015, as set out in documents 15/367a-j and 15/398.

**15.78 ACADEMIC COLLABORATION AGREEMENTS**

**1. Universiti Kuala Lumpur, Malaysia (UniKL)**

**Reported**

1. That in January 2013, the University entered into a Guaranteed Credit Agreement (GCA) with UniKL to provide a pathway for students into the Bachelor of Engineering with Honours degree.
2. That the GCA had been amended due to re-assessment of the changes to the content of UniKL's courses.

3. That the GCA was recommended for approval by executive action of the Chairs of the Faculty Boards.

**Resolved**

Approval of the updated Guaranteed Credit Agreement between Universiti Kuala Lumpur and the University of Waikato, as set out in document 15/396.

**2. Hebei University of Science and Technology (HEBUST)**

**Received**

The proposal for Academic Collaboration between the University of Waikato and Hebei University of Science and Technology, Peoples' Republic of China and response to Faculty Board feedback, as set out in document 15/403.

**Noted in discussion**

That the change to 15 point papers could impact on agreements like this, and would need to be managed carefully.

**Resolved**

Approval of the Guaranteed Credit Agreement between the University of Waikato and Hebei University of Science and Technology, China, as set out in document 15/362.

**15.79 2016 SCHEDULE OF KEY COMMITTEE DATES**

**Reported**

That the 2016 Schedule of Key Committee Dates had been recommended to the Academic Board for approval on 6 October 2015 by the Education Committee and on 7 October 2015 by the Research Committee.

**Resolved**

Approval of the Academic Board in relation to the draft 2016 Schedule of Key Committee Dates, as set out in document 15/393.

**15.80 ANNUAL REPORTS**

**Received**

The 2015 Annual Reports from the following committees:

1. The Animal Ethics Committee, as set out in document 15/350.
2. The Education Quality Assurance Committee, as set out in document 15/211.
3. The Student Discipline Committee, as set out in document 15/230.
4. The Student Experience Committee, as set out in document 15/127.
5. The Teaching Development and Support Committee, as set out in document 15/110.

**15.81 TOPICS FOR FUTURE AGENDA**

**Recommended**

That the following topics were suggested as topics for a future agenda:

1. Role of member of Council on Academic Board
2. The amendments to the constitution of the Cultural Committee.

**15.82 MĀORI ADVANCEMENT PLAN**

**Noted in discussion**

That Mr J McFarlane, Director Māori Advancement, would contact the Deans to request information with regard to the provision of progress reports against the Māori Advancement Plan. The report would be received by Council at the 9 December 2015 meeting.

**15.83 DATE OF NEXT MEETING**

**Reported**

That the next meeting of the Academic Board would be held on 8 December 2015 at 2.10pm in the Council Room.

**PROCEEDINGS WITH THE PUBLIC EXCLUDED**

**Resolved**

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

1. Minutes (Part 2) of the Academic Board meeting of 11 August 2015
2. Report of the Vice-Chancellor (Part 2)
3. 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. Items 2 & 3 affected the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Renée Boyer  
**Academic Office**  
28 October 2015