

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

ACADEMIC BOARD

Minutes of the meeting held on Tuesday 12 June 2018 (Part 1)

Present: Professor R Longhurst (Chair), Professor B Barton, Associate Professor B Bicknell, Dr T Bowell, Associate Professor M Cameron, Dr A Campbell, Mr S Chakrabarti, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr D Craig, Dr D Delbourgo, Mr S Drysdale, Professor M Dyer, Professor C Hewitt, Professor B Hicks, Mr T Higgins, Professor B Hokowhitu, Ms D Holmes, Professor G Holmes, Dr D Johnson, Professor L Johnston, Professor L Johnston, Ms M Jordan-Tong, Associate Professor A Kingsbury, Professor A Kirkman, Professor D Klinger, Associate Professor J Lane, Ms K Nobilo, Dr S Nock, Professor J Oetzel, Associate Professor K Perszyk, Dr K Petrie, Associate Professor C Pope, Mr D Puddle, Ms C Pullon, Mr N Rahui, Prof J Roper, Associate Professor W Rumbles, Professor M Thrupp, Dr S Tiakiwai, Professor M Wilson

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

Secretariat: Mr T O'Brien, Ms A Beardsmore

18.39 APOLOGIES

Received

Apologies from the following members: Professor V Arcus, Dr C Blickem, Dr J Bowen, Associate Professor C Breen, Ms J Champion, Mr R Hallett, Associate Professor C Hinze, Professor A Jones, Professor P Kurian, Professor A McKim, Professor N Quigley, Professor S Reeves, Professor F Scrimgeour, Mr J Tuaupiki, Professor J Verbeek, Professor K Weaver.

18.40 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 17 APRIL 2018

Confirmed

The minutes of the meeting (part 1) held on 17 April 2018, as set out in document 18/230a.

18.41 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 18/231a.

18.42 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

That the Waikato Students Union had completed a feedback report from the 2018 A-semester class reps programme. The feedback showed that the class reps felt supported and found it to be a positive experience. Class reps reported positive interactions with lecturers, tutors and conveners, but found problems related to the new Moodle system challenging.

18.43 COUNCIL REPORT

Received

1. The report of the 15 May 2018 meeting of Council (part 1), as set out in document 18/232.
2. An oral report from the Academic Board nominee to Council.

Noted in discussion

1. That the Council had committed funding to deferred maintenance which will improve campus infrastructure.
2. That it would be helpful for staff to have access to the Student Behaviour and Wellbeing Review. It was advised that this review was commissioned by the Vice Chancellor due to recent issues highlighted at other law schools. The findings of the report indicated the Waikato University is not as vulnerable to these behaviour issues as others.

18.44 RESEARCH COMMITTEE REPORT

Received

The report of the 16 May 2018 Research Committee, as set out in document 18/233.

18.45 EDUCATION COMMITTEE REPORT

Received

The report of the 29 May 2018 Education Committee, as set out in document 18/234.

18.46 CONSTITUTION OF THE RESEARCH COMMITTEE

Reported

That at its 16 May 2018 meeting, the Research Committee unanimously supported a proposal to include a representative from the University Library in its constitution.

Considered

The revised constitution of the Research Committee as set out in document 18/235.

Resolved

To approve the revised constitution of the Research Committee as set out in document 18/235.

18.47 ACADEMIC DEVELOPMENTS

1. Round One 2018 – Inter-University Correspondence Round

Reported

1. That the Academic Developments submitted by the University of Waikato and other universities to Universities New Zealand's CUAP for consideration in Round One 2018 were available on iWaikato.
2. That the University was required to review the proposals from other universities and make comments where appropriate. Staff had been invited by the Academic Quality Administrator to comment on relevant proposals.
3. That all staff had been advised via the Official Circular that proposals are available for viewing.

2. Round Two 2018

Received

The current list of proposals for Round Two 2018 that had been signalled or deferred from previous rounds, as set out in document 18/72 (revised 31 May 2018).

18.48 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of proposals signalled for Round B 2018, as set out in document 18/03 (revised 31 May 2018).

Considered

The Category-C proposals, as set out in documents 18/163-18/165, 18/167 and 18/203-208.

Noted in discussion

That in the proposal to amend the major in Education and Society the phrase 'double major in Education and Society', should instead read 'second major in Education and Society'.

Resolved

To approve the following:

1. Amendment to the major in Environmental Science, as set out in document 18/163.
2. Amendment to the major in Human Performance Science, as set out in document 18/164.
3. Amendment to the major in Community Health, as set out in document 18/165.
4. Amendment to the regulations for the Certificate of Attainment in Foundations Studies, as set out in document 18/167.
5. Amendment to requirements for the minor in Environmental Planning, as set out in document 18/203.
6. Amendment to the paper requirements for the MBA degree, as set out in document 18/204.

7. Amendment to the requirements for the GradCert, GradDip, Cert and Dip (WMS), as set out in document 18/205.
8. Amendment to the major in Tourism and Hospitality Management, as set out in document 18/206.
9. Amendment to the major in Education and Society, as set out in document 18/207.
10. Amendment to the regulations for the BE(Hons) in Chemical and Biological Engineering, Materials and Process Engineering, and Mechanical Engineering, as set out in document 18/208.

18.49 WORK-INTEGRATED LEARNING

Received

An executive summary of the work-integrated learning structures for the University of Waikato, as set out in document 18/236.

18.50 PAPER EVALUATION PROJECT

Reported

1. That Te Puna Ako, Centre for Tertiary Teaching and Learning, undertook a pilot project during 'S' Semester 2018 to explore student response rates to evaluations.
2. That based on the success of the pilot, the project was continued in 'A' Semester 2018.

Received

A report from the Director of the Centre for Tertiary Teaching and Learning regarding findings of the paper evaluation project and next steps, as set out in document 18/237.

Noted in discussion

1. That it was pleasing to see that the proactive initiative undertaken by CeTTL is having some positive impacts on response rates.
2. That results for the A-semester are not available yet, but early indications show large spikes in responses on some days. It is suggested that this is where a teacher or class rep was conducting a survey in class.
3. That the paper evaluation process remains in its digital format.
4. That CeTTL had been working with class reps on this project, as assisting with paper evaluations was a part of the rep's role.
5. That some surveys were only opened for short periods of time, potentially reducing response rates. The Academic Board had previously approved changes to keep them open for set periods of time which will come into action in 2018 B-semester. This was expected to make a difference.
6. That increased response rates would not add to the time it takes for results to be provided to the appropriate staff. That general expectations around when results are available could be developed.
7. That changes to the Evaluation of Teaching and Papers Policy will return to the Academic Board. Part of those changes will address *closing the loop* - demonstrating to students that what they say in evaluations is being heard.

18.51 FACULTY ACADEMIC PLANS

Reported

1. That the Academic Plan 2017-2021 was approved by Academic Board at their meeting held 17 October 2017 and ratified by Council at their meeting held 5 December 2017.
2. That the Deans supported the notion of developing faculty based academic plans that addressed their individual faculty positions in the context of the objectives set out in the overarching Academic Plan.
3. That the Deputy Vice-Chancellor Academic had developed a template in consultation with the Deans and Associate Deans Academic, as set out in document 18/46.
4. That the faculty academic plan templates had been pre-populated with faculty specific data and distributed to the Deans for completion by 10 August 2018.

Noted in discussion

1. That Faculty Research Plans were also being developed. Further, that there was flexibility around whether faculties combine their academic and research plans into one overarching document or keep them separate.
2. That the intention was to create a degree of uniformity across different faculty's plans.
3. That there was potential for faculty plans to be pre-populated with additional data in future phases.
4. That a focus on school-based academic plans could help accommodate future changes in faculty structures. That further discussion around the format of plans and completion dates could be discussed if this was to have an impact.

18.52 PACIFIC BENCHMARKING REPORT

Reported

1. That in April 2018, Ako Aotearoa released a report on the Higher Education Pacific Quality Benchmarking Project 2017.
2. That the project benchmarked teaching quality, reward and recognition, programme quality, and student voice across four institutions in New Zealand and the Pacific, including the University of Waikato.

Received

The report on the Higher Education Pacific Quality Benchmarking Project 2017, as set out in document 18/243.

18.53 ANNUAL REPORT

Received

The 2017 Annual Report of the Human Research Ethics Committee, as set out in document 18/240.

18.54 TOP UNIVERSITY FOUNDATION COURSE/INTERNATIONAL PREPARATORY COURSE (TUFC/IPC)

Received

1. A rationale for recognition of the TUFC/IPC as entrance to University of Waikato undergraduate programmes, including Faculty Board and Education Committee comments and corresponding responses from the International Office, as set out in document 18/152.
2. The syllabus for the TUFC/IPC – Business and Social Science Programme, as set out in document 18/152a.
3. The syllabus for the TUFC/IPC – Engineering Programme, as set out in document 18/152b.

Considered

Approval to recognise the TUFC/IPC as entrance to University of Waikato undergraduate programmes, as set out in document 18/152.

Resolved

To approve the recognition of the TUFC/IPC as entrance to University of Waikato undergraduate programmes, as set out in document 18/152.

18.55 TE AKA MĀNEA UPDATE

Received

An update on Te Aka Mānea (the Student Management and Learning Management Systems project) from the Senior Deputy Vice-Chancellor, as set out in document 18/241.

18.56 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board will be held on 14 August 2018 at 2.10pm in the Council Room.

18.57 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 17 April 2018
2. Report of the Vice-Chancellor (part 2)
3. Honorary awards

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