

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

**ACADEMIC BOARD**

Minutes of the meeting held on 16 April 2019 (Part 1).

**Present:** Professor N Quigley (Chair), Professor V Arcus, Associate Professor B Bicknell, Associate Professor T Howell, Professor C Breen, Dr A Campbell, Mr S Campbell, Ms J Champion, Associate Professor M Cheng, Professor B Clarkson, Associate Professor E Collins, Professor B Curtis, Dr C Curtis, Associate Professor S Dillon, Professor S Gudergan, Mr R Hallett, Dr K Hemi, Professor B Hokowhitu, Professor G Holmes, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Professor D Klinger, Professor P Kurian, Associate Professor J Lane, Professor M Lodge, Professor D Lowe, Ms T McRae, Professor L Mitchell, Ms K Nobile, Dr S Nock, Associate Professor K Petrie, Mr N Rahui, Prof S Reeves, Dr E Reinsfield, Prof J Roper, Professor F Scrimgeour, Dr S Tiakiwai, Professor M Walmsley, Ms V Ware, Professor K Weaver.

**In attendance:** Ms D Fowler, Professor M Garry, Mr B McGibbon, Ms J Miller, Ms T Pilet, Dr T Sawicka

**Secretariat:** Mr T O'Brien, Ms A Beardsmore

**19.17 APOLOGIES**

Ms C Ashby, Professor B Barton, Dr C Blickem, Ms K Campbell-Kamariera, Associate Professor M Cameron, Professor S Charlton, Professor M Dyer, Mr A Howard, Associate Professor S Joe, Associate Professor A Kingsbury, Ms L Lennox, Professor R Longhurst, Professor J Oetzel, Associate Professor K Perszyk, Associate Professor S Peters, Associate Professor C Pope, Associate Professor W Rumbles, Associate Professor G Schott, Professor M Thrupp

**19.18 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 26 FEBRUARY 2019**

**Confirmed**

The minutes of the meeting (Part 1) held on 26 February 2019, as set out in document 19/175a.

**Resolved**

That the minutes would be amended to reflect that the Waikato Student Union supported having a student representative from each school on the Board, not two representatives from each division.

**19.19 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2019 (PART 1) AND NOT OTHERWISE INCLUDED IN THIS AGENDA**

**Noted in discussion**

That a draft position description for University of Waikato committee and board members had been circulated for consultation and would be included for discussion at the July Board meeting.

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

**Received**

The report of the Vice-Chancellor (Part 1), as set out in document 19/176a.

**19.21 MATTERS TO BE RAISED BY STUDENT MEMBERS**

**Noted in discussion**

1. That the Postgraduate Students' Association had been in discussion with Student Services about the student services levy calculation. The discussion was focussed on whether the current levy calculation model unfairly impacted on postgraduate students as it did not reflect postgraduate enrolment patterns.
2. That Student Services had been developing the 2020 levy calculation methodology and would be consulting with relevant groups during this process.

**19.22 REPORT OF COUNCIL**

**Received**

The report of the Council meeting on 26 March 2019, as set out in document 19/177.

**19.23 REPORT OF THE EDUCATION COMMITTEE HELD ON 3 APRIL 2019**

**Received**

The report of the Education Committee, as set out in document 19/178.

**19.24 REPORT OF THE RESEARCH COMMITTEE HELD ON 27 MARCH 2019**

**Received**

The report of the Research Committee, as set out in document 19/179.

**Noted in discussion**

1. That a presentation would be held on 8 May 2019 on the University's Performance Based Research Funding results.
2. That the embargo on the Smart Ideas results would be lifted shortly.

**19.25 ANNUAL REPORT**

**Received**

The 2018 Annual Report of the Academic Quality Committee, as set out in document 19/31.

## 19.26 CENTRAL COMMITTEE DIVISIONAL CHANGES

### **Reported**

1. That the implementation of the divisional structure required changes to various University committees.
2. That on 26 March 2019 the Council approved changes to the Academic Board terms of reference and constitution.

### **Received**

The revised terms of reference and constitutions of seven central University committees, as set out in document 19/180.

### **Considered**

1. A recommendation to Council regarding the adoption of the revised Education Committee terms of reference and constitution, as set out in appendix 2.
2. A recommendation to Council regarding the adoption of the revised Research Committee terms of reference and constitution, as set out in appendix 3.
3. A recommendation to Council regarding the adoption of the revised Academic Quality Committee terms of reference and constitution, as set out in appendix 4.
4. A recommendation to Council regarding the adoption of the revised Curriculum Committee terms of reference and constitution, as set out in appendix 5.
5. A recommendation to Council regarding the adoption of the revised Postgraduate Research Committee terms of reference and constitution, as set out in appendix 6.
6. A recommendation to Council regarding the adoption of the revised Scholarships Executive terms of reference and constitution, as set out in appendix 7.
7. A recommendation to Council regarding the adoption of the revised Scholarships Committee terms of reference and constitution, as set out in appendix 8.

### **Noted in discussion**

1. That the Council had oversight of the divisional structure and, therefore, recommendations relating to the central committee constitutions would proceed to Council for approval.

#### Education Committee

2. That some committees, in particular the Education Committee, had a large number of ex-officio members and that this might have a negative impact on the University's culture. If other committee members feel disempowered then this could discourage staff from seeking membership in future.
3. That, in relation to the Education Committee, the increase in ex-officio members was largely due to shifting the Associate Deans Academic from being appointed members to ex-officio members. In addition, it had been considered valuable to include some of the new roles within the University into the Committee membership.

#### Postgraduate Research Committee (PGRC)

4. That the constitution of the PGRC would likely be amended again once the new divisional structure was fully embedded.

#### Curriculum Committee

5. That the Curriculum Committee's membership allowed for up to two appointed staff members from each division to provide flexibility for those divisions who preferred to appoint only one member. That if only one member was appointed then an alternate should be provided.

#### Pasifika representation

6. That the Scholarships Committee did not currently include specific Pacific representation and that this could be considered in future.
7. That the inclusion of the Assistant Vice-Chancellor Pacific on some committees was a demonstration of the University's commitment to operationalising the Pacific Plan. However, there was currently limited Pasifika resource available to sit on committees, and, therefore, resources should be targeted towards roles where they would have the greatest impact.

#### Other

8. That the University was currently in a transitional phase with regards to the divisional structure. It was important to implement what could be done now and to address other issues in future or as the need arises.
9. That co-opting onto committees remained a mechanism for addressing short-term gaps prior to formal changes being made.
10. That some committees had determined that members should be academic staff members while others had agreed to remove the term *academic* to allow for other suitably experienced staff to be appointed.

#### **Recommended**

That Council approve the adoption of the revised central University Committees terms of reference and constitutions, as set out in appendices 2-8 of document 19/80.

### **19.27 ACADEMIC DEVELOPMENTS 2019**

#### **Received**

1. The list of proposals and reviewers for Round One 2019 that had been signalled to date or deferred from previous rounds, as set out in document 18/388 (revised 8 April 2019).
2. The current list of proposals and reviewers for Round Two 2019, as set out in document 19/81 (revised 20 March 2019).

#### **Considered**

1. Approval of the following Round One 2019, Category 1-5 proposals:
  - a. Introduction of a Bachelor of Health, as set out in document 19/14a.
  - b. Introduction of a one year diploma in Business for international students, as set out in document 19/14b.
  - c. Introduction of a Master of Applied Finance, as set out in document 19/14c.
  - d. Introduction of a new major in Industrial Design within the Bachelor of Design, as set out in document 19/14d.

- e. Introduction of 'Mechatronics' within the Bachelor of Engineering with Honours, as set out in document 19/14e.
  - f. Introduction of 'Electrical and Electronic Engineering' within the Bachelor of Engineering with Honours, as set out in document 19/14f.
2. Approval of the following Round One 2019, Category 6-10 proposals:
    - a. Amendment to the regulations for the Master of Education, as set out in document 19/14g.
    - b. Amendments to the regulations for the Master of Disability and Inclusion Studies, as set out in document 19/14h.
    - c. Amendments to the regulations for the Master of Education Leadership, as set out in document 19/14i.

### **Noted in discussion**

#### Bachelor of Health (BHealth)

1. That earlier discussions about this proposal not complying with the Curriculum Design framework had been satisfactorily resolved.
2. That students could select one of two specified programmes, and there would be a suite of degree specific papers to choose from.
3. That the proposal included a certificate in health and wellbeing. This provided an exit qualification, as well as a pathway in for those students who had not yet decided if they wanted to complete a full qualification.
4. That consideration would be given to the naming of the Bachelor of Health, Sport and Human Performance in the future, specifically with respect to suitable differentiation from the BHealth.
5. That the collective work of all schools and faculties had been acknowledged. Further that this qualification would be a great opportunity to develop a collaborative, pan-University approach to teaching.

#### One year diploma in Business for International students

6. That this would be a University owned qualification that would be delivered by Study Group through Pathways College.
7. That the qualification primarily targeted international students who met English language requirements, but who had not reached the equivalence of New Zealand (NZ) University Entrance.
8. That while this would be marketed to international students, there might be situations where this programme could be relevant to a small number of domestic students, for example, a recently arrived refugee. In such cases, they would be eligible for Student Achievement Component funding. This would not impact on the University's investment plan.
9. That the programme had been modelled off similar programmes run in NZ and internationally. The main point of difference with the University of Waikato's offering would be the comprehensive support offered around academic competencies and adapting to NZ academic life, in addition to English language support.
10. That efforts would be made to ensure consistency with equivalent management papers being taught within the Division of Management.

#### Master of Applied Finance

11. That, subsequent to the distribution of Board papers, a revised version of this proposal had been developed which addressed concerns previously raised by the Curriculum Committee and Education Committee.
12. That the most significant change with this version had been the amendment to the regulations and the programme overview to specify that the entry requirements for this programme will be any bachelor's degree that includes quantitative analysis to at least the second year of the degree.
13. That other changes included minor amendments to the new paper templates, and the revision of wording regarding progression into doctoral studies.

#### Industrial Design

14. That this proposal represented an exciting opportunity given the University's areas of strength.

#### Electrical and Electronic Engineering

15. That this had been a joint initiative with Computer Sciences. The proposal incorporated aspects of modern computer science material and artificial intelligence to make it more future focussed. Further, that it should provide a better platform to attract additional students as it would become a more mainstream programme.

#### Master of Education

16. That these amendments had been made to ensure that the regulations were sufficiently inclusive, and catered for the broad range of potential students that might wish to enter this programme.
17. That the regulations could still exclude some potential students who might have relevant experience in the education environment. That further minor wording changes could be considered to further extend these provisions.

#### Master of Education Leadership

18. That similar wording amendments as discussed with the Master of Education could also benefit these regulation changes.

### **Resolved**

1. To approve the following Round One 2019, Category 1-5 proposals:
  - a. Introduction of a Bachelor of Health, as set out in document 19/14a.
  - b. Introduction of a one year diploma in Business for international students, as set out in document 19/14b.
  - c. Introduction of a Master of Applied Finance, as set out in document 19/14c, subject to the amendments discussed in points 11, 12 and 13 above.
  - d. Introduction of a new major in Industrial Design within the Bachelor of Design, as set out in document 19/14d.
  - e. Introduction of 'Mechatronics' within the Bachelor of Engineering with Honours, as set out in document 19/14e.
  - f. Introduction of 'Electrical and Electronic Engineering' within the Bachelor of Engineering with Honours, as set out in document 19/14f.
2. To approve the following Round One 2019, Category 6-10 proposals:
  - a. Amendment to the regulations for the Master of Education, as set out in document 19/14g, subject to amendment as discussed in point 17 above.
  - b. Amendments to the regulations for the Master of Disability and Inclusion Studies, as set out in document 19/14h.

- c. Amendments to the regulations for the Master of Education Leadership, as set out in document 19/14i, subject to amendment as discussed in point 18 above.

## **19.28 SCHOLARSHIPS POLICY**

### **Reported**

1. That the Scholarships Policy and associated guidelines had been considered by Faculty Boards, the Scholarships Executive and the Research Committee in March 2019, and the Education Committee in April 2019.
2. That the policy had been revised accordingly and a summary of the feedback had been detailed in Appendix 1.

### **Considered**

Approval of the Scholarships Policy and associated guidelines, as set out in document 19/106 (revised 19 March 2019).

### **Noted in discussion**

1. That this policy provided guidance on the scholarships process, including how new scholarships should be established. It provided consistency in the process and clarified responsibilities.
2. That this policy framework was important to have as the University has legal liabilities around scholarships.
3. That the work of the Scholarships Manager in developing this policy had been acknowledged.

### **Resolved**

To approve the Scholarships Policy and associated guidelines, as set out in document 19/106 (revised 19 March 2019).

## **19.29 PROPOSAL FOR DIGITAL-ONLY THESIS DEPOSIT**

### **Reported**

1. That the proposal for digital-only thesis deposit had been considered by the Research Committee in November 2018, and the Postgraduate Research Committee in November 2018, and January and March 2019. The proposal had also been considered by the Faculty Boards in January 2019, and the Education Committee in February and April 2019.
2. That the proposal had been revised accordingly and a summary of feedback had been included in Appendix 4 and Appendix 5.

### **Considered**

Approval of the proposal for digital-only thesis deposit, as set out in document 18/508 (revised 8 April 2019).

### **Noted in discussion**

1. That the proposal included the deposit of Masters theses as well as Doctoral theses, but did not include dissertations.
2. That there had been a strong rationale for introducing the proposal which included resource savings, sustainability, and improving the submission process for students.
3. That feedback from the Education Committee regarding the wording on providing hard copies to examiners had been considered. However, there had been concern that amending the wording would create uncertainty for students. It could also provide additional workload as students would be required to format the document differently. Therefore, the original "*case-by-case*" wording of the proposal had been retained. Further, that operational issues such as this could be resolved once the policy had been implemented.
4. That the planned implementation date for the policy was 1 January 2020.
5. That the significant contributions to the proposal from the Director of Evaluation Research, and the Associate University Librarian Teaching and Research had been acknowledged.

**Resolved**

To approve the proposal for digital-only thesis deposit, as set out in document 18/508 (revised 8 April 2019).

**19.30 CYCLE 6 ACADEMIC AUDIT**

**Reported**

That the Cycle 6 Academic Audit mid-cycle report would be submitted to the Academic Quality Agency for New Zealand Universities in June 2019, as set out in document 19/172.

**19.31 TE AKA MĀNEA (SLMS)**

**Received**

An update on Te Aka Mānea from the SLMS Programme Manager, as set out in document 19/181.

**Noted in discussion**

That work was being undertaken on the timetabling and tutorial swap features of the system. Divisions should be notified in August 2019 about how these features would be functioning for 2020.

**19.32 GENERAL**

**Noted in discussion**

1. That the official opening of the Tauranga campus had been very successful and had generated positive media coverage. This event had been well attended by the community, the University's tertiary partners and campus funders.
2. That the significant efforts of the Senior Deputy Vice-Chancellor in managing the development of the Tauranga campus had been acknowledged.
3. That members had been reminded about the Hamilton Public Lecture Series presentation by Tahu Kukutai.

### 19.33 DATE OF NEXT MEETING

#### **Reported**

That the next meeting of the Academic Board would be held on Tuesday 23 July 2019 at 2.10pm in the Council Room.

### 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 27 February 2019
2. Report of the Vice-Chancellor (Part 2)

**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 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  
**Academic Office**