

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

**ACADEMIC BOARD**

Minutes of the meeting held on 22 April 2020.

**Present:** Professor N Quigley (Chair), Professor M Barbour, Dr P Barrett, Professor B Barton, Professor M Berryman, Associate Professor B Bicknell, Associate Professor T Howell, Dr J Bowen, Professor C Breen, Ms T Brown, Mr S Campbell, Ms K Campbell-Kamariera, Ms J Campion, Associate Professor M Cheng, Professor E Collins, Mr N Cooper, Professor B Cowie, Professor B Curtis, Dr C Curtis, Associate Professor S Dillon, Professor M Dyer, Dr K Edmonds, Associate Professor S Ellis, Mr R Hallett, Dr K Hébert-Losier, Dr K Hemi, Professor B Hokowhitu, Professor G Holmes, Associate Professor M Houlahan, Professor B James, Professor A Jones, Ms M Jordan-Tong, Associate Professor T Keegan, Professor A Kirkman, Professor D Klinger, Professor T Kukutai, Mr Z Liu, Professor R Longhurst, Professor M Manley-Harris, Associate Professor A Mohsin, Professor J Oetzel, Dr S Peel, Associate Professor K Perszyk, Associate Professor S Peters, Professor B Pfahringer, Professor K Pickering, Associate Professor M Prinsep, Professor V Reid, Professor A Rose, Professor A Roy, Associate Professor G Schott, Professor F Scrimgeour, Ms T Te Kiri, Professor M Thrupp, Dr S Tiakiwai, Mr J Waiti, Professor M Walmsley, Professor K Weaver and Professor I White, Ms B Zhao

**In attendance:** Mr B McGibbon, Ms J Tiley, Mrs R Alexander

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

**20.16 APOLOGIES**

Dr G Khan, Associate Professor A Hinze, Ms K Nobilo

**20.17 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 18 FEBRUARY 2020**

**Confirmed**

The minutes of the meeting (Part 1) held on 18 February 2020, as set out in document 20/149a.

**20.18 OUT OF SESSION BUSINESS**

**Reported**

That a request for feedback on the appointment to the Chair of the Human Research Ethics Committee had been initiated on 28 February 2020 and concluded on 6 March 2020.

## 20.19 REPORT OF THE VICE-CHANCELLOR (PART 1)

### **Received**

The report of the Vice-Chancellor (Part 1), as set out in document 20/150a.

### **Noted in discussion**

#### COVID-19 response

1. That thanks had been expressed to everyone who had worked so hard to allow us to continue to operate under COVID circumstances, and for the way that staff and students had responded to challenges. In addition, appreciation was expressed to the University's Leadership team for their leadership during this time.
2. That the University had contacted approximately 40 per cent of all students to check how they are getting on, and were actively assisting students, particularly around issues of technology resourcing and connectivity.
3. That the move to alert level three would not result in significant changes to the way the University was operating under level four. Changes might include offering a small number of laboratories operating for postgraduate students; IT and construction staff returning to campus; and an increased number of face to face appointments at the medical centre.
4. That there had been increased interest in Autumn School from people looking at transitioning from work into study.
5. That the Communications team had been working extremely hard to share information in a timely way. Further, that the *Community* column had been put on hold to enable staff time to be focussed on other streams of communication.
6. That the University would continue supporting staff to work from home, including those staff whose normal work patterns might be disrupted due to factors in their home environment.

## 20.20 MATTERS TO BE RAISED BY STUDENT MEMBERS

### **Noted in discussion**

That divisions were encouraged to continue the process of electing student representatives onto their divisional boards.

## 20.21 REPORT OF COUNCIL

### **Reported**

That the 1 April 2020 Council meeting had been postponed until 8 April 2020.

### **Received**

An oral report from the elected staff member to Council.

### **Noted in discussion**

1. That Council had undertaken their normal business including the receipt of a number of reports and recommendations.

2. That the University's response to COVID-19, and the financial implications of this situation, had been discussed.
3. That Council had considered their support of current capital infrastructure projects. There was unanimous support for work on the Pā Project to continue, however, it was agreed that some of the other planned capital investments might need to be deferred for a time.

## **20.22 REPORT OF THE EDUCATION COMMITTEE**

### **Received**

The report of the Education Committee meeting held on 1 April 2020, as set out in document 20/151.

### **Noted in discussion**

1. That the dashboard created for the Ōritetanga Project had been useful for helping identify students who might be having difficulties in the current circumstances. Work was underway to provide lecturers with detailed information about how students were engaging. In the meantime, lecturers were reminded that they could get some of this information themselves from system logs.
2. That guidelines had been released about online tests. It was acknowledged that this may be challenging to implement for some areas. The Centre for Tertiary Teaching and Learning were running daily workshops to help support staff with this. As online tests would be open book, there would need to be clear communication to students about which resources and materials they should use.
3. That in all areas of assessment, consideration was being given to issues of academic integrity and student workload.
4. That the Education Committee had agreed that the Review of Masters project was an important project and work on it should continue. However, consideration would be given to extending the timeframe, and ensuring that no additional demands would be placed on academic staff at this time.
5. That there had been no advice from Universities New Zealand Committee on University Academic Programmes (CUAP) about any change to the timeline for the submission of Round Two 2020 Academic Developments. Therefore, work should continue on these in accordance with current timelines. Any change to this would be advised immediately.

## **20.23 REPORT OF THE RESEARCH COMMITTEE**

### **Received**

The report of the Research Committee meeting held on 25 March 2020, as set out in document 20/152.

### **Noted in discussion**

1. That the Deputy Vice-Chancellor Research had initiated discussions with the Associate Deans Research on the core purpose of divisional research plans.

2. That the Universities New Zealand Research group were co-ordinating an approach to main research funders about the impact of COVID-19. Funders were being very understanding and were open to requests for variations, and changes to delivery times and costs. The Research and Enterprise Office was collating information on the impact of COVID-19 from researchers within the University.
3. That it would be helpful to hear from any researchers who might be considering doing any COVID-focussed research.

#### 20.34 REPORT OF THE MĀORI ACADEMIC BOARD OF STUDIES

##### **Received**

The report of the Māori Academic Board of Studies meeting held on 26 February 2020, as set out in document 20/153.

##### **Noted in discussion**

That the first meeting of the Māori Academic Board of Studies was a significant moment, and the Committee served its purpose in providing a collective Māori academic voice.

#### 20.35 ANNUAL REPORT

##### **Received**

The 2019 Annual Report of the Scholarships Executive, as set out in document 20/130.

#### 20.36 ACADEMIC DEVELOPMENTS 2020

##### **Received**

1. The summary of Round One 2020 proposals, as set out in document 20/154.
2. The current list of proposals and reviewers for Round Two 2020, as set out in document 20/02 (revised 18 March 2020).

##### **Noted in discussion**

##### Bachelor of Computer Science (20/48a)

1. That graduates of this three year professional qualification would be accredited under the Seoul Accord.
2. That work had been undertaken by the proposers to ensure the structure of the qualification aligned with other professional degrees within the University. As a result the programme now included the option of specified programmes. In addition, students who elected to complete a minor instead, could take any minor offered at the University. This is the first time this has been offered at the University.
3. That this qualification would replace some of the existing Computer Science pathways.

##### Postgraduate Diploma in Teaching (20/48b)

4. That the Postgraduate Diploma in Teaching would enable graduates to apply for provisional teacher certification.

5. That work was being done to align this qualification with the Graduate Diploma in Teaching (GradDipT). A proposal regarding the GradDipT would be submitted in Round Two 2020.
6. That both qualifications would require approval from the Teaching Council who are currently reviewing all Initial Teacher Education programmes.

Bachelor of Nursing (20/48c)

7. That this would be a three year professional degree programme that had been developed in conjunction with partners in the health sector. It would be a highly prescribed programme, that would equip graduates to practice at a higher theoretical level to graduates of some other nursing programmes. This meant that it had a higher number of clinical practice hours.
8. That the development of the qualification had been in response to both workforce and health needs. There continued to be a strong demand for New Zealand (NZ) nursing graduates and, in particular, for graduates with specialised rural and mental health nursing knowledge.
9. That work was continuing on the new paper templates prior to submission of the proposal to CUAP.
10. That wide consultation on the proposal had now been undertaken, and that these discussions with stakeholders would be ongoing. The proposers were extremely appreciative of the input they had received from both internal and external stakeholders as this had helped strengthen the proposal considerably.
11. That this was an exciting opportunity to address health inequalities and to be able to foster a culturally responsive approach for Māori and Pacific people in the region. Further, that the meaningful integration of Pacific and Treaty of Waitangi principles would also help serve the region's diverse, multicultural population.
12. That consideration needed to be given to ensuring that the programme was appropriately staffed.
13. That concern had been expressed about the feasibility of recruiting 80 students in the first year of the programme, and the financial implications of this. That predicting student numbers was always a challenge, however, this programme offered a clear pathway into a stable employment option. This might be particularly attractive to those looking to transition into an alternative career as a result of the impact of COVID-19.
14. That further clarification had been requested in relation to the allocation of clinical placements hours, contact and non-contact learning hours and there needed to be consistency in the proposal about this.

Diploma in Postgraduate Preparation (20/48d)

15. That this was a University qualification that would be delivered by Waikato Pathways College. It would allow entry into selected conversion masters programmes in the Division of Management. Further, that there had been interest from other areas of the University to expand this to other qualifications.
16. That the programme was aimed at students who had not achieved a qualification equivalent to a NZ Bachelor degree.
17. That these qualifications had proven popular overseas, and this proposal had been modelled on similar qualifications that Study Group delivered in Australia.

Bachelor of Communication Studies (20/49)

18. That this proposal was as a result of the recent Bachelor of Communication Studies review. There would be another proposal to follow in Round 2, 2020 which would be to introduce new majors to the qualification.

**Resolved**

1. To approve the following Round One 2020 Category 1-5 proposals:
  - a. To introduce a Bachelor of Computer Science, as set out in document 20/48a.
  - b. To introduce a Postgraduate Diploma in Teaching, as set out in document 20/48b.
  - c. To introduce a Bachelor of Nursing, as set out in document 20/48c.
  - d. To introduce a Diploma in Postgraduate Preparation, as set out in document 20/48d.
2. To approve the following Round One 2020 Category 6-10 proposal:
  - a. To rename the Bachelor of Communication Studies, as set out in document 20/49.

**20.37 CATEGORY C PROPOSALS**

**Received**

The list of Category C and Specialisation proposals signalled out of session, as set out in document 19/533 (revised 2 April 2020).

**Noted in discussion**

Inclusion of INTLC222 on the list of Cultural Perspective papers listed for the Bachelor of Arts, Bachelor Social Sciences and Bachelor of Music (20/58b)

That the Pro Vice-Chancellor Teaching and Learning had executively approved INTLC222 as a Cultural Perspective paper.

**Resolved**

To approve the following Category C proposals signalled out of session:

- a. To remove Biological Sciences as a subject from the Postgraduate Certificate and Postgraduate Diploma, as set out in document 20/58a.
- b. To include INTLC222 on the list of Cultural Perspective papers listed for the Bachelor of Arts, Bachelor Social Sciences and Bachelor of Music, as set out in document 20/58b.
- c. To make further electives available for the Bachelor of Engineering (Hons) in Electronic Engineering, as set out in document 20/58c.
- d. To add Security and Crime Science as a subject for the Doctor of Philosophy, as set out in document 20/58d.

#### 20.38 STAFF ENGAGEMENT SURVEY DEMOGRAPHICS

##### **Reported**

That at the February 2020 Academic Board meeting a report had been requested on the availability of disaggregated data from the Staff Engagement survey.

##### **Received**

A report from the Director, Organisational Development and Wellness on the demographic parameters available from the 2020 Staff Engagement survey, as set out in document 20/155.

#### 20.39 2019 STUDENT COMPLAINTS REPORT

##### **Received**

A summary of the student complaints and appeals investigated and resolved by the Senior Deputy Vice-Chancellor in 2019, as set out in document 20/156.

#### 20.40 INTERNATIONAL COLLABORATION AGREEMENT

##### **Reported**

1. That the Education Committee approved the Guaranteed Credit Agreement between Sunway College Kuching, Malaysia and the Division of Management in the area of Accounting.
2. That a copy of this agreement had been made available on the [International Partnerships Database](#).

#### 20.41 GENERAL

##### **Noted in discussion**

1. That the divisional boards were not currently required to provide reports to the Academic Board. This did not align with the other committees of the Board and, therefore, a process to amend the divisional board terms of reference would be initiated to address this.
2. That storage space for Panopto recordings was close to reaching full capacity. All recordings made prior to 2017 would, therefore, be archived in the near future. All staff were being requested to save any required old recordings into their personal files. Archived recordings could still be retrieved within approximately a half day timeframe.

#### 20.42 DATE OF NEXT MEETING

##### **Reported**

That the next meeting of the Academic Board would be held on Tuesday 28 July 2020 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 18 February 2020
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 were:**

Item 1 affected material previously dealt with in a meeting from which the public had been 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.

Tim O'Brien  
Alison Beardsmore  
**Academic Office**