

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

ACADEMIC BOARD: 4 OCTOBER 2016

MINUTES (PART 1)

Present: Professor N Quigley (Chair), Associate Professor C Breen, Dr A Campbell, Ms B Cooper, Mr D Craig, Ms C Davis, Professor W Drewery, Professor C Hewitt, Professor G Holmes, Mr I Jayasundara, Professor L Johnston, Professor A Kirkman, Professor P Kurian, Dr J Lane, Ms S Lee, Professor R Longhurst, Ms K Lunn, Associate Professor T McGregor, Professor J Oetzel, Associate Professor K Perszyk, Professor W Rumbles, Dr M Schoenberger-Orgad, Professor A St Clair Gibson, Professor M Steyn-Ross, Professor J Swan, Ms H Te-Kowhai Ohia, Professor M Thrupp, Associate Professor M Walmsley, Professor K Weaver, Professor D Willis, Professor M Wilson and Mr Russell Yates

In attendance: Ms D Fowler, Professor B Hicks, Ms H Pridmore, Ms T Sawicka, Professor F Scrimgeour and Mr M Sinton

Secretariat: Ms T Pilet and Ms J Richards

16.78 APOLOGIES

Received

Apologies for absence from Mr T Anderson, Prof B Barton, Dr C Blickem, Dr T Bowell, Assoc Prof M Cameron. Prof B Clarkson, Dr D Delbourgo, Ms C Green, Mr R Hallett, Prof B Hokowhitu, Dr D Johnson, Prof A Jones, Ms M Jordan-Tong, Mr TK Maxwell, Assoc Prof S Morrison and Ms S Nock.

16.79 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 16 AUGUST 2016

Confirmed

The minutes of the meeting (Part 1) held on 16 August 2016, as set out in document 16/350a.

16.80 UNIVERSITY'S COMMITTEE FRAMEWORK RECONSIDERATION

Noted in discussion

That in response to a question about the progress of the University's Committee Framework Reconsideration (minute 16.62) and the future of the Library Committee in particular, it was noted that there would be an opportunity for further clarification at a future meeting and that a final decision had not yet been made.

[Secretary's note: Following the meeting it was noted that as the Library Committee was not a committee of the Academic Board but an advisory committee to the University Librarian (at his or her discretion) the Academic Board did not have a remit to make a decision with respect to the retention

or disestablishment of this committee. Recommendations with respect to the committees of the Academic Board (and their committees) would be brought back to the Academic Board for further consideration.]

16.81 EXECUTIVE APPROVAL

Reported

1. That the Guaranteed Credit Agreement between the University of Waikato and Universiti Kuala Lumpur, Malaysia (UniKL), as set out in document 16/361, had been approved executively by the Chairperson of the Education Committee and the Academic Board in September 2016.
2. That there had been urgency to progress the Agreement through the approval process to support the timing of a visit to the partner, recruitment pipelines and the development of promotional materials.

16.82 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 16/351a.

Noted in discussion

1. That the Vice-Chancellor had signalled a change to the student:staff ratio (SSR) in his column in the 24 August 2016 issue of *Community*.
2. That the University's Branch Committee of the Tertiary Education Union had requested that the Academic Board be invited to provide advice to Council on the variation proposed to the SSR.
3. That in response to a question about the rationale for the proposed 2018 SSRs (25:1, 20:1), the Vice-Chancellor advised that the proposed ratios were not intended to be a precise target but to signal a direction of movement; each faculty would be expected to determine how they might be set within individual programmes.

16.83 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

1. That in response to a question about progress with the anonymisation of examination scripts, the Pro Vice-Chancellor Teaching and Learning) would report back on this at a future meeting; it was understood that work in this space had been progressed.
2. That a paper on the use of Panopto to record lectures was being prepared by student members and would be provided for consideration at a future meeting; the Deputy Vice-Chancellor Academic and Pro Vice-Chancellor Teaching and Learning should be given an opportunity to consider the paper prior to submission of the Academic Board agenda.

16.84 COUNCIL MINUTES (PART 1)

Received

The minutes of the 13 July meeting of Council (Part 1) as set out in document 16/352.

16.85 ELECTION OF PROFESSORS TO THE ACADEMIC BOARD

Reported

1. That provision 16 of the Academic Board constitution provided for eight professors to be elected by and from the academic staff, for terms of three years from 1 January.
2. That the University had held an election for six vacant positions and the following professors had been duly elected:
 - Professor Vic Arcus
 - Professor Barry Barton
 - Professor Brendan Hicks
 - Professor Anne McKim
 - Professor Juliet Roper
 - Professor Frank Scrimgeour
3. That the terms of the members would run from 1 January 2017 until 31 December 2019 but the newly elected members had been invited to be in attendance for the remaining Academic Board meetings of 2016.

16.86 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 16/354.

Noted in discussion

1. That the Academic Board formally acknowledged Deputy Vice-Chancellor Research Professor Bruce Clarkson's receipt of the prestigious 2016 Charles Fleming Award for Environmental Achievement.
2. That the MBIE Roadshow would be on campus on 6 October 2016; interested staff were encouraged to attend.
3. That the Science and Innovation Minister had launched the second round of the Unlocking Curious Minds contestable fund, which offered up to \$2 million for successful projects; applications for 2017 were now open.

16.87 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 16/353.

16.88 REVIEW OF CENTRALLY FUNDED SCHOLARSHIPS

Considered

A proposal from the Dean of Graduate Research with regard to a review of centrally funded scholarships, as set out in document 16/355.

Noted in discussion

Undergraduate Scholarships

1. That proposed changes to the undergraduate scholarships would be important for the recruitment of high quality secondary school students. The ability to attract top students before they left school would serve as a recommendation of the University to the student's peers.

PhD Scholarships

2. That an increase to the value of each scholarship for PhD students was suggested; it was noted that the award was commensurate with other universities and would remain at the current level for now.
3. That clarification was requested with respect to how the batching of application processing would operate. It was noted that faculties would receive a batch of PhD applications three times a year which would be ranked according to the quality of the candidate as well as the ability of the faculty to provide supervision in the candidate's chosen field. The faculty's ranked list of preferred candidates would be submitted to the Scholarships Executive Committee which would decide how many PhD scholarships would be awarded based on the quality of the student, the doctoral application and the supervisor.
4. That the proposal suggested that "*doctoral scholarships would be awarded on the Faculty's proven ability to complete doctoral students*". Clarification was requested as to how this would affect a faculty such as Law, which historically had few PhD students. It was noted that Faculties would have an opportunity to rank potential PhD candidates, and as part of that process, should give consideration to the ability of the Faculty to offer supervisors with the requisite experience and expertise to supervise PhD candidates to completion.
5. That it was suggested that an experts list be developed to indicate the areas that experienced supervisors would be willing to undertake PhD supervision in; the list could also include information about projects and research underway in faculties, centres, institutes and units. It was noted that it would be feasible to produce such a list and that it could be incorporated into the new website portal.
6. That clarification was requested with respect to the availability of part-time PhD scholarships. It was noted that students could apply for a variation if circumstances provided, however, the preference would be to award PhD scholarships to students prepared to commit to full-time study.

Masters Scholarships

7. That clarification was required about masters scholarships, particularly those that combined taught papers with a thesis or dissertation. It was noted that further work would be undertaken on the masters scholarships as some areas of overlap had been identified.
8. That taught masters scholarships would fund course costs as was the case for postgraduate fee scholarships.

Recommended

That the recommendations and adjustments proposed by the Dean of Graduate Research to centrally funded scholarships, as set out in document 16/365, be implemented.

16.89 ACADEMIC DEVELOPMENTS

1. *Round Two 2016

Reported

1. That the Academic Developments submitted by the University of Waikato and other universities to NZVCC CUAP for consideration in Round Two 2016 had been made available in iWaikato.
2. That the University was required to review these proposals and make comments where appropriate.
3. That the Academic Quality Administrator had invited staff in the Faculties/School to comment on relevant proposals.
4. That all staff would be advised via the Official Circular that proposals had been made available for viewing.

2. Round One 2017 - Planning

Received

The current List of Proposals for 2017 that had been signalled to date or deferred from previous rounds, as set out in document 16/336 (updated 20 September 2016).

16.90 CATEGORY C AND SPECIALISATION PROPOSALS

Received

The list of proposals signalled for Round C 2016, as set out in document 16/13 (revised 20 September 2016).

Resolved

To approve the following Category C proposals signalled for Round C 2015:

- a. Amendments to the PhD, MPhil, DMA and EdD regulations, as set out in document 16/159.
- b. Amendments to the requirements for the graduate/postgraduate programmes in History, as set out in document 16/337b.
- c. Amendment to the compulsory paper requirements for Marketing when taken for the BCS(Hons), as set out in document 16/337c.
- d. Amendments to the compulsory paper choices for the PGDip(Econ), MMS(Economics) and MMS (Applied Economics and Finance), as set out in document 16/337d.
- e. The deletion of Social Enterprise as an available subject for the PGCert, PGDip and MMS, as set out in document 16/337e.
- f. The deletion of the following specialisations for the PGDip in Education: Adult Literacy and Numeracy Education, Middle Schooling, Music Education and the specialisation in Coaching and Mentoring from the PGDip in Educational Leadership, as set out in document 16/337f.

16.91 PRESENTATION OF ACADEMIC RESULTS

Reported

1. That the Curriculum Design Framework Transition and Implementation Working Group had asked the Education Quality Assurance Committee (EQAC) to consider and make a recommendation with respect to whether a percentage mark should be given alongside a letter grade when assessments were marked.
2. That EQAC had supported the proposal at its meeting on 15 September 2016 and had made the following observations:
 - a. That a percentage mark indicated to students where they sat within a grading band.
 - b. That a directive as to how results should be given should be included in the Assessment Regulations and Staff Assessment Handbook.
3. That at its meeting on 28 September 2016, the Education Committee had supported the proposal that a percentage mark be provided to students however it was suggested that Moodle allowed either a letter grade or a percentage but not both.
4. That consideration had been given to whether both a letter grade and a percentage grade would be required. The student member of the Education Committee suggested that students wanted to know what percentage they had achieved for a paper or a piece of assessment, rather than a letter grade. Members agreed that a percentage mark was all that would be required and that the proposal should be amended to this effect.

Noted in discussion

1. That an exemption for papers graded using a pass/fail rubric was suggested; pass/fail grades were commonly used for work placements. It was noted that pass/fail grades were not suitable for GPA calculations and would eventually be discontinued.
2. That it was confirmed that grades were not final until confirmed by the Board of Examiners and that provision for the moderation of papers remained.

Resolved

That students must receive a percentage mark for every graded piece of assessment.

16.92 BRIEF GRADE DESCRIPTORS AND GUIDELINES FOR DETERMINING ACADEMIC LEVEL

Reported

1. That at its meeting on 8 April 2016, the Education Committee had recommended that academic level and grade descriptors be combined into one document, and the language revised to better align with the NZQF and the UoW Graduate Attributes.
2. That the Pro Vice-Chancellor Teaching and Learning had overseen the revision of the level and grade descriptors. The revised descriptors were considered at the 15 September meeting of EQAC.
3. That EQAC had suggested that the detailed level descriptors be separated by curriculum level, and faculties given the opportunity to further define the levels by discipline. This work would best be completed in conjunction with representatives from different disciplines to ensure the descriptors were fit for purpose across faculties.

4. That EQAC had also recommended that the brief Grade Descriptors and the Guidelines for Determining Academic Level proceed to the Academic Board for approval with the further work on the detailed descriptors to return for consideration when completed.
5. That the Education Committee had approved the approach taken by the Pro Vice-Chancellor Teaching and Learning to separate the extended Grade Descriptors and approved the rest of the proposal to proceed to the Academic Board.
6. That the wording of the indicative characteristics of C+, C and C- grades might be misleading in some disciplines; the term 'competent' had a particular meaning with respect to standards in the applied sciences in particular.

Resolved

To approve the brief Grade Descriptors and the Guidelines for Determining Academic Level, as set out in document 16/343, on the basis that detailed discipline-specific descriptors would be provided for consideration at a future meeting.

16.93 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 6 December 2016 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. Confirmation of the Minutes (Part 2) of the Academic Board meeting of 16 August 2016
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.

Tracy Pilet
Jeanie Richards
Academic Office
12 October 2016