

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

ACADEMIC BOARD

Minutes (Part 1) of the meeting held on 25 July 2025

Present: Professor N Quigley (Chair), Dr A Alvarez-Jimenez, Mr M Ambrusfy, Associate Professor K Barbour, Ms M Blake, Associate Professor J Bowen, Professor R Braund, Professor L Burrows, Ms J Campion, Dr G Clarke, Associate Professor H Crocket, Professor T Daya-Winterbottom, Associate Professor S Dillon, Professor M Duke, Associate Professor S Ellis, Associate Professor D Forbes, Associate Professor W Fox-Turnbull, Professor M Harcourt, Associate Professor K Hébert-Losier, Dr K Hemi, Professor A Hinze, Professor G Holmes, Professor A Jones, M Jordan-Tong, Ms J Kerr, Associate Professor J Kingsbury, Professor J Koh, Professor N Kularatna, Dr V Kumar, Ms J Kuo, Professor F Lemke, Mr C Lester, Mr B Levy, Associate Professor F McCormack, Professor I McDonald, Mr J McNamara, Professor J Milam, Dr N Munn, Dr E Nicholson, Dr S Peel, Professor S Peters, Associate Professor K Petrie, Professor M Prinsep, Dr D Raman, Professor T Rewi, Associate Professor U Sharma, Professor T Smith, Mr T Smith, Professor H Thorpe, Dr S Tiakiwai, Mr S Tiwari, Professor G Wilson, and Professor F Yang.

In attendance: Mrs R Alexander, Ms L Fowler, Mr B McGibbon, Mr Y Shemeena

Secretariat: Mr T O'Brien, Ms A Beardsmore

25.39 APOLOGIES

Received

Apologies for absence from Dr C Ackermann, Professor M Barbour, Associate Professor T Howell, Dr K Edmonds, Professor M Garry, Professor J Lane, Mr S Lohrey, Professor C McLachlan, Associate Professor J Mullarney, Professor K Perszyk, Professor V Reid, Mr W Roberts, Dr A Stewart, Mr N Tapiata, and Ms B M Waka.

25.40 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 28 APRIL 2025

Confirmed

The minutes of the meeting (Part 1) held on 28 April 2025, as set out in document 25/298a.

25.41 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 25/299a.

25.42 REPORT OF STUDENT MEMBERS

Noted in discussion

1. That the Waikato Students' Union (WSU) executive had participated in the work of the Artificial Intelligence Taskforce and contributed input into paper outlines, academic integrity papers, and various policies and procedures. Work was also well underway on developing a new WSU academic portfolio position.
2. That class representative training for Trimester B had been completed and digital resources were being developed for those unable to attend the training.

25.43 REPORTS OF COUNCIL

Received

The reports of the 20 May 2025 and 1 July 2025 meetings of Council, as set out in document 25/300 and 25/301.

Noted in discussion

1. That Council had been pleased to elect current member, Mrs Susan Hassall, as the new Chancellor of the University and to welcome The Hon Te Ururoa Flavell as Pro-Chancellor.
2. That Council had noted the strong progress in several portfolios, including research, academic matters, and health and safety. They were also pleased with progress on the Academic Integrity module for students, and the improvements shown in the results of the recent staff pulse survey.
3. That Council planned to hold a workshop focused on artificial intelligence.

25.44 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 9 July 2025, as set out in document 25/302.

Noted in discussion

1. That the Tertiary Education Commission (TEC) expressed satisfaction with the progress detailed in our Learner Support Plan and Disability Action Plan updates, noting the effective use of data-driven strategies. The University remained committed to achieving the ambitious goal of full parity by 2035, and the Education Committee would continue to monitor progress towards this target.
2. That phases four and five of the Study Advising project had now been completed.
3. That the focus was on taking a human-centred approach to student support, mapping out student support services, and understanding the student experience in the coming months.
4. That an additional WSU representative on the Education Committee was being trialled to enhance student voice.

25.45 REPORTS OF THE RESEARCH COMMITTEE

Received

The reports of the Research Committee meetings held on 7 May 2025 and 8 July 2025, as set out in documents 25/303 and 25/304.

Noted in discussion

1. That the draft Research Plan was currently being revised to incorporate the feedback received so far and would be circulated during the next University committee cycle for additional feedback and a recommendation. Divisional research plans were also being prepared to align with, and support, the implementation of the University Research Plan.
2. That the Sustainability Report and its contributors were acknowledged. The report presents a comprehensive overview of work related to nearly all of the Sustainability Development Goals.
3. That the Deputy Vice-Chancellor Research had recently completed a series of roadshows across the divisions, and a recording was now available on [Te Hononga](#).
4. That applications for the University's internal Strategic Research Fund were now open to all disciplines until the end of September. Additional funding had been made available due to the cancellation of next year's MBIE Endeavour round, and the fund would support projects for the next 18 months.

25.46 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held 28 April-2 May 2025 and 26–30 May 2025, as set out in documents 25/305 - 25/314.

25.47 REPORTS OF THE MĀORI ACADEMIC BOARD OF STUDIES

Received

The reports of the Māori Academic Board of Studies meetings held on 30 April 2025 and 4 June 2025, as set out in documents 25/315 and 25/316.

25.48 REPORTS OF THE PACIFIC STRATEGIC COMMITTEE

Received

The reports of the Pacific Strategic Committee meetings held on 15 May 2025 and 10 June 2025, as set out in documents 25/317 and 25/318.

25.49 INTERNATIONAL PLAN 2025-2029

Reported

1. That the International Plan 2025-2029 had been revised following receipt of feedback from the Divisional Boards, the Postgraduate Research Committee, the Māori

Academic Board of Studies, the Pacific Strategic Committee, Research Committee and Education Committee.

2. A summary of the feedback received and a response to this was set out in Appendix 2 of document 25/216.

Noted in discussion

1. That, with the increase in international student numbers in 2025 and potentially 2026, it was recognised that careful consideration would be required to manage the 25 percent target established in the University Strategy. Nonetheless, sustained emphasis on recruitment efforts should be maintained.
2. That it was noted that differing assessment expectations among international students could lead to academic integrity concerns requiring staff attention. In addition, providing support to staff in managing higher student numbers also needed to be considered. However, these challenges were part of broader student growth issues and were best handled at the divisional level, as they vary by discipline, and through the academic portfolio.

Recommended

That Council approve the International Plan 2025 – 2029, as set out in document 25/216 (revised 17 July 2025).

25.50 ARTIFICIAL INTELLIGENCE (AI) POSITION STATEMENT AND PRINCIPLES

Reported

1. That the draft University AI Position Statement and Principles had been revised following receipt of feedback from the Divisional Boards, the Postgraduate Research Committee, the Māori Academic Board of Studies, the Pacific Strategic Committee, Research Committee and Education Committee.
2. That a summary of this feedback, and the response to it, was set out in Appendix 3 of document 25/210.

Noted in discussion

That the Principles were deliberately formulated at a high level; however, more specific principles, along with detailed guidelines and procedures, may be developed within the three workstreams of research, academic and operations.

Resolved

To approve the AI Position Statement and Principles, as set out in document 25/210 (revised 15 July 2025).

25.51 ACADEMIC INTEGRITY COMPLAINTS PROCESSES

Reported

1. That the Vice-Chancellor's Executive Leadership Committee had endorsed the expanded programme of Academic Delegates in March 2025.

2. That the Student Discipline Regulations had been amended to give effect to the expanded Academic Delegates process.
3. That the Academic Integrity Complaints processes had been revised following receipt of feedback from the Divisional Boards, the Māori Academic Board of Studies, the Pacific Strategic Committee, the University of Waikato College, and the Education Committee.

Noted in discussion

1. That the objective was to implement a localised, proportionate, and educational approach to addressing minor academic integrity concerns, to be managed within the respective divisions.
2. That the establishment of the Academic Integrity Committee would ensure oversight of academic integrity issues, thereby enabling the Student Discipline Committee to concentrate on behavioural complaints. Associate Professor Kirsten Petrie would serve as Chair of the Academic Integrity Committee.

Resolved

To approve the following:

1. The establishment of an Academic Integrity Committee, as set out in Appendix 1 of document 25/209 (revised 16 July 2025).
2. Changes to the Student Discipline Regulations, as set out in Appendices 2 and 4 of document 25/209 to
 - a. amend the criteria and outcomes for Academic Delegate consideration of academic integrity complaints
 - b. update the regulations to reference the proposed Academic Integrity Committee, and
 - c. change nomenclature associated with academic integrity complaints (Appendix 4)
3. Regulations to establish a procedure for *Poor Academic Practice*, as set out in Appendix 3 of document 25/209.

25.52 EVALUATION OF TEACHING AND PAPERS POLICY

Reported

1. That proposed changes to the paper and teaching evaluation process had been endorsed by the Vice-Chancellor's Executive Leadership Committee on 24 March 2025.
2. That the revised Guidelines for the Student Evaluation of Teaching and Papers had been approved and implemented.
3. That the proposed changes to the Evaluation of Teaching and Papers Policy had been considered by the Education Committee, the Divisional Boards, the Māori Academic Board, the Pacific Strategic Committee, and the University of Waikato College Academic Committee.

Noted in discussion

1. That the proposed changes were intended to place an emphasis on incorporating student voice into ongoing improvement initiatives.
2. That evaluations would form one part of the academic promotion process, rather than serving as a standalone metric. The process would emphasise consideration of staff

- engagement with evaluation feedback and actions taken in response. Additionally, the introduction of a teaching profile would encourage staff to develop a comprehensive teaching portfolio, alongside their research portfolio.
3. That a query was raised regarding the threshold for reporting evaluation responses from students, especially for small classes with low response rates. Additional information about the threshold levels would be provided by the Director of Planning, Performance and Analytics. Efforts were being made to increase response rates and to calibrate reporting thresholds for each course over time.

Resolved

To approve the proposed changes to the Evaluation of Teaching and Papers Policy, as set out in Appendix 1 of document 25/119.

25.53 AMENDMENTS TO THE DOCTORAL REGULATIONS

Reported

1. That the proposed changes to the Doctoral Regulations had been considered and recommended by the Postgraduate Research Committee, Research Committee, the Divisional Boards, the Māori Academic Board of Studies and the Pacific Strategic Committee.
2. That a summary of the feedback received, and a response to this was set out in Appendix 2 of document 25/91.

Resolved

To approve the proposed changes to the Doctoral Regulations, as set out in document 25/91 (revised 15 July 2025).

25.54 ACADEMIC DEVELOPMENTS ROUND TWO 2025

Reported

That CUAP had approved the following Round Two 2025 Academic Development proposals:

- a. To introduce a Certificate of Attainment in English Language as the single qualification for the Academic English programme, merging the two current qualifications CAEL and CAEE and introducing an 'Academic English' endorsement.
- b. To rename Leadership Communication to Management Communication for the Bachelor of Business, Graduate Certificate, Bachelor of Communication Studies with Honours, Postgraduate Certificate, Postgraduate Diploma, Master of Business and Doctor of Philosophy.

25.55 ACADEMIC DEVELOPMENTS ROUND THREE 2025

Received

The current list of Academic Development proposals for Round Three 2025 that had been signalled to date or deferred from previous rounds, as set out in document 24/342 (revised 10 July 2025).

Reported

That the proposals were shared with Marketing, Future Students, International and Engagement Office, Finance and Analytics, Planning Performance and Analytics, the Director of the Vice-Chancellor's Office, the University Librarian and Admissions for feedback. The feedback that was received had been added to the relevant proposals.

Resolved

1. To approve the following Round Three 2025, Category 1-5 proposals:
 - a. Introduction of a Master of Professional Practice in Social and Community Services, as set out in document 25/12a.
 - b. Introduction of a Postgraduate Certificate in Indigenous Data Sovereignty and Analytics, as set out in document 25/42a.
 - c. Introduction of a Master of Data Science, as set out in attached document 25/42b.
2. To approve the following Round Three 2025, Category 6-9 proposal:
 - a. Rename the specified programme in 'Materials and Process Engineering' to 'Materials and Manufacturing Engineering' for the Bachelor of Engineering with Honours and Master of Engineering, as set out in document 25/228.

25.56 CATEGORY C, DELETION AND WIL PROPOSALS**Received**

The list of Category C proposals signalled to date for 2025, as set out in document 25/01 (revised 10 July 2025).

Resolved

To approve the following:

1. 15 Category C proposals, as set out in documents 25/206a-i, 25/206k-m and 25/229a-c.
2. Two Deletion proposals, as set out in documents 25/227a-b.
3. The Work-Integrated Learning regulations for *HEALTH363 The Impact Lab*, as set out in document 25/221.

25.57 SCHEDULE OF LIMITATIONS ON ENROLMENTS**Reported**

1. That the schedule of programmes and papers for which enrolments were to be limited were published in the Calendar in association with the Limitations Statute.
2. That document 25/193 lists papers for which limitations on enrolments had been proposed for 2026 and included 2025 enrolment figures as at 14 May 2025.

Noted in discussion

That advice had recently been received from the New Zealand Midwifery Council on the eligibility of international students to become accredited through the University's midwifery programme. Consequently, the Board was asked to approve an amendment to the cap ratio for the Master of Clinical Practice (Midwifery) to set the 2026 domestic limit at 25 and the 2026 international limit at 5.

Resolved

1. To approve the Schedule of Limitations on Enrolments for 2026, as set out in document 25/193 (revised 16 July 2025)
2. To approve the amendment to the cap ratio for the Master of Clinical Practice (Midwifery) as noted in discussion.

25.58 STREAMLINING THE ACADEMIC DEVELOPMENT PROCESS**Reported**

1. That the revised academic development process was endorsed by the Education Committee at their meeting on 9 July 2025.
2. That the proposed amendments to terms of reference of the Curriculum Committee and Education Committee were recommended to the Academic Board by the Education Committee.

Received

A background paper outlining changes to the Academic Development process, as set out in document 25/319.

Resolved

To approve the amendments to the Curriculum Committee and Education Committee terms of reference to reflect the revised academic development process, as set out in Appendices 2 and 3 of document 25/319.

25.59 INTERNATIONAL GUARANTEED CREDIT AGREEMENTS**Reported**

1. That, at their meeting on 9 July 2025, the Education Committee had approved the following international Guaranteed Credit Agreements between the Division of Management and:
 - a. Universiti Tun Abdul Razak, Malaysia.
 - b. Methodist College Kuala Lumpur, Malaysia.
 - c. Central University of Finance and Economics.
2. That copies of these GCAs would be made available on Raiser's Edge and My Waikato, or by contacting the Partnerships team at global@waikato.ac.nz.

25.60 EXECUTIVE ACTIONS**Reported**

1. That the Chair of the Academic Board had executively approved:
 - a. A Category C proposal to amend the Prescriptions for the required papers for the Graduate and Postgraduate Diploma in Teaching.
 - b. Amendments to the Curriculum Committee and Education Committee constitutions to add the Deputy Vice-Chancellor Academic as Chair of the

Education Committee and Curriculum Committee, and to add the Deputy Vice-Chancellor to the Education Committee.

2. That the Chair of the Academic Board executively recommended to Council an amendment to the Academic Board constitution to add 'or equivalent' to the membership provision for Heads of School.

25.61 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on 25 September 2025 at 10.00am.

25.62 PROCEEDINGS WITH THE PUBLIC EXCLUDED

Resolved

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

1. Minutes (Part 2) of the Academic Board meeting of 28 April 2025
2. Report of the Vice-Chancellor (Part 2)
3. Division of Management Schools' Structure
4. Honorary Award

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 affects material previously dealt with in a meeting from which the public was excluded.

Items 2 and 3 affect the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Item 4 affects the privacy of natural persons.

Alison Beardsmore

Tim O'Brien

Academic Office

28 July 2025