

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

ACADEMIC BOARD

Minutes of the meeting held on 2 December 2020 (Part 1).

Present: Professor N Quigley (Chair), Professor M Barbour, Dr P Barrett, Professor B Barton, Mr M Bolger, Associate Professor T Bowell, Dr J Bowen, Mr S Campbell, Ms K Campbell-Kamariera, Ms J Champion, Associate Professor M Cheng, Dr C Curtis, Associate Professor S Dillon, Professor M Dyer, Dr K Edmonds, Mr R Hallett, Dr K Hemi, Professor B Hokowhitu, Professor G Holmes, Associate Professor M Houlahan, Professor A Jones, Ms M Jordan-Tong, Associate Professor T Keegan, Professor A Kirkman, Professor D Klinger, Mr Z Liu, Professor R Longhurst, Professor M Manley-Harris, Associate Professor A Mohsin, Ms K Nobilo, Dr S Peel, Associate Professor S Peters, Associate Professor M Prinsep, Professor V Reid, Professor A Rose, Professor A Roy, Professor F Scrimgeour, Professor S Strasser, Professor M Thrupp, Dr S Tiakiwai, Mr J Waiti, Professor M Walmsley, and Professor K Weaver.

In attendance: Mrs R Alexander, Ms A Beardsmore, Mr B McGibbon, Ms T Pilet, Ms Lushomo Thebe

Secretariat: Mr T O'Brien

20.81 APOLOGIES

Received

Apologies for absence from Professor M Berryman, Associate Professor B Bicknell, Professor C Breen, Ms T Brown, Professor E Collins, Mr N Cooper, Professor B Cowie, Professor B Curtis, Associate Professor S Ellis, Mr J Govers, , Dr K Hébert-Losier, Associate Professor A Hinze, Professor B Jackson, Professor B James, Dr G Khan, Ms M Kolo, Professor T Kukutai, Professor Patrick Leman, Associate Professor K Perszyk, Professor B Pfahringer, Professor K Pickering, Associate Professor G Schott, Ms M Singh, Ms T Te Kiri, Professor I White, Ms B Zhao.

20.82 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 6 OCTOBER 2020

Confirmed

The minutes of the meeting (Part 1) held on 6 October 2020, as set out in document 20/509a.

20.83 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 20/510a.

20.84 MATTERS TO BE RAISED BY STUDENT MEMBERS

Noted in discussion

That the divisions were acknowledged for their efforts in getting Academic Board student members appointed for 2021.

20.85 REPORT OF COUNCIL

Received

The report of the 20 October 2020 meeting of Council, as set out in document 20/511.

20.86 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee, as set out in document 20/512.

Noted in discussion

1. That a communication had now been sent to students about teaching delivery in Trimester A 2021. That further communications would be sent once the divisions had finalised the delivery modes for their papers.
2. That there was a balance to be struck in messaging between the substantial benefits of students returning to campus and responding to what students have said regarding their appreciation of online flexible learning.

20.87 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee, as set out in document 20/513.

20.88 REPORTS OF THE MĀORI ACADEMIC BOARD OF STUDIES

Received

1. The report of the Māori Academic Board of Studies special meeting held on 26 August 2020, as set out in document 20/514.
2. The report of the Māori Academic Board of Studies meeting held on 21 October 2020, as set out in document 20/522.

Noted in discussion

1. That three of the resolutions noted in the October 2021 report of the Māori Academic Board of Studies were highlighted to the Academic Board. Specifically: that institutional, structural and casual racism does exist in the University; that the Māori Academic Board do not agree with the process and some of the findings of the Parata-Gardiner Report 2020; and that the Māori Academic Board give unreserved support for Professor Linda Tuhiwai Smith as Co-Chair of the Taskforce.

2. That a review of the promotions processes and procedures had been initiated, and would be undertaken in consultation with relevant parties.
3. That the Taskforce had gathered a lot of information from open forums and submissions. This information was now being considered, and a roadmap forward would be presented to Council on 16 February 2021. The Academic Board would also have an opportunity to provide feedback at the 24 February 2021 meeting.

20.89 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held on 12 – 16 October 2020, as set out in document 20/515-20/518.

20.90 ROUND ONE 2021 ACADEMIC DEVELOPMENTS

Received

1. The current list of proposals for Round One 2021 that have been signalled to date or deferred from previous rounds, as set out in document 20/384 (revised 23 November 2020).
2. The Academic Development flowchart for 2021, as set out in document 20/286.

20.91 CATEGORY C AND DELETION PROPOSALS

Received

1. The list of proposals that had been signalled for Round C, as set out in document 19/533 (revised 10 November 2020).
2. The Category C and Specialisation proposals timeline for 2021, as set out in document 20/287.

Noted in discussion

Bachelor of Nursing (20/424gg)

1. That this proposal had been developed in response to feedback from the Nursing Council.
2. That there had been strong interest in the programme from potential students.

Resolved

1. To approve the 33 Category C proposals, as set out in documents 20/424a-gg.
2. To approve the 5 Deletion proposals, as set out in documents 20/425a - e.

20.92 TIMETABLE POLICY

Reported

1. That the Timetable Policy had been considered by the Divisional Boards, the Māori Academic Board of Studies, Academic Quality Committee, Research Committee and Education Committee in October / November 2020.

2. That a summary of the feedback received from these committees had been appended to document 20/411. The policy had been revised in response to feedback.

Noted in discussion

1. That the policy documented current practices and conventions.
2. That it had not been possible to accommodate a request to start classes later on a Monday and finish earlier on a Friday due to the pressure on rooms. However, the timetabling of the regional bus service could be reviewed if this was hindering out of town students getting to classes on time.
3. That often staff did not cancel room bookings when the room was no longer required and this created problems for other staff trying to find teaching spaces. Consideration would be given to possible solutions to this issue.

Resolved

To approve the proposed Timetable Policy set out in Appendix 1 of document 20/411 (revised 23 November 2020).

20.93 STUDENT DISCIPLINE REGULATIONS

Reported

1. That the Student Discipline Regulations had been considered by the Divisional Boards, the Māori Academic Board of Studies, Academic Quality Committee, Research Committee and the Education Committee in October / November 2020.
2. That a summary of the feedback received from these committees had been appended to document 20/412.

Noted in discussion

1. That the increased use of online assessments this year had highlighted issues with online cheating services. That further work was required to ensure the integrity of online assessments.
2. That other institutions were also dealing with issues of integrity for online assessments and there would be an opportunity to learn from them.
3. That having the divisions manage some of the academic integrity matters would help them to identify areas where staff could improve teaching practices.
4. That concerns about ensuring fair and consistent disciplinary practices across divisions had been addressed through the processes that had been put in place in the regulations. IT solutions would also be enhanced to aid with this.
5. That it was good to see that bullying, discrimination and harassment were now explicitly included in the regulations as misconduct. However, there was still further work required in these areas.
6. That thanks had been expressed to everyone who had assisted with the revisions to the regulations.

Resolved

To approve the revisions to the Student Discipline Regulations, Code of Student Conduct and Student Discipline Committee set out in the Appendices 1, 3 and 4 of document 20/412.

20.94 SPECIAL CONSIDERATION COMMITTEE

Reported

1. That clause 6 of the constitution of the Special Consideration Committee provided for three academic staff members appointed by the Chairperson of the Special Consideration Committee from a pool of four academic staff nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity.
2. That Associate Professor Stephen Joe and Associate Professor Kirstine Moffatt were appointed to the Committee under clause 6, and their terms would expire on 31 December 2020.
3. That both members had indicated a willingness to remain on the panel for a further term.

Resolved

To approve the nomination of Associate Professor Stephen Joe and Associate Professor Kirstine Moffatt to the Special Consideration Committee for a further term of three years.

20.95 STUDENT DISCIPLINE COMMITTEE

Reported

1. That clause 2 of the constitution of the Student Discipline Committee provided for two people to be appointed by the Chairperson of the Student Discipline Committee from a panel of eight academic staff nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity.
2. That the terms of five panel members were due to expire on 31 December 2020.

Noted in discussion

That further nominees for the committee would be sought following the approval of the revised Student Discipline Committee constitution.

Resolved

To approve the nomination of five academic staff members to the Student Discipline Committee panel, as set out in document 20/519.

20.96 GRADUATING YEAR REVIEWS

Reported

That the University of Waikato was not required to submit any Graduating Year Reviews (GYR) in 2020.

Received

1. The list of University of Waikato GYRs required by CUAP in 2021 – 2026, as set out in document 20/414.
2. The 2021 GYR timeline, as set out in document 20/288.

20.97 DOMESTIC GUARANTEED CREDIT AGREEMENTS

Reported

1. That at its meeting on 18 November 2020 the Education Committee approved the following Guaranteed Credit Agreements (GCA):
 - a. Toi Ohomai NZ Diploma in Environmental Management to the Bachelor of Science degree majoring in Ecology and Biodiversity or Aquaculture.
 - b. Toi Ohomai NZ Diploma in Sport, Recreation and Exercise (Level 5 & 6) to the Bachelor of Health, Sport and Human Performance degree.
 - c. Wintec NZ Diploma in Engineering to the Bachelor of Engineering (Hons) degree.
2. That copies of these GCAs were available on the Academic Office [webpage](#).

20.98 STUDY LEAVE REPORT

Received

A report from the Senior Deputy Vice-Chancellor on study leave for the period September 2019 to October 2020, as set out document 20/520.

20.99 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board will be held on Wednesday 24 February 2021 at 2.10pm in the Council Room.

AGENDA PART TWO – CONFIDENTIAL

Resolved:

That the public were 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 6 October 2020
2. Report of the Vice-Chancellor (Part 2)
3. 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 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.

Item 3 affected the privacy of natural persons.

Tim O'Brien
Alison Beardsmore
Academic Office