

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

ACADEMIC BOARD: 4 March 2014

Minutes of the meeting of the Academic Board on Tuesday 4 March 2014

Present: Professor R Crawford (Chair), Dr T Bowell, Professor K Broughan, Dr K Bryan, Dr A Campbell, Professor B Clarkson, Ms B Cooper, Associate Professor W Drewery, Professor A Gillespie, Mr R Hallett, Mr D Harrison, Mr L Hines, Professor D Hodgetts, Dr D Johnson, Professor A Jones, Associate Professor S Jones, Dr A Kingsbury, Dr T Kukatai, Dr J Lane, Mr A Letcher, Professor R Longhurst, Dr D Marsh, Professor R Moltzen, Ms S Morrison, Professor B Morse, Mr N Orr, Mr W Phee, Dr K Reedy, Mr M Savage, Dr M Schoenberger-Orgad, Associate Professor J Tressler, Mr J Tuapiki, Professor K Weaver, Mr R West, Professor M Wilson.

In Attendance: Dr T Cartner, Ms A Drake and Ms H Pridmore

Secretariat: Ms M Jordan-Tong and Ms R Boyer-Willisson

14.01 APOLOGIES

Received

Apologies for absence from Mr L Arthur, Professor B Barton, Ms C Blickem, Professor N Boister, Dr A Hinze, Professor G Holmes, Ms S Nock, Professor L Smith and Associate Professor E Weymes.

14.02 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 22 OCTOBER 2013

Confirmed

The minutes of the meeting held on 22 October 2013 as set out in document 14/99a.

14.03 UNIVERSITY GOVERNANCE

Noted in discussion

1. That the Minister for Business, Innovation and Enterprise had announced that the proposed amendments to the Education Act, including the proposed changes to University Governance, would be proceeding to parliament in the near future; however, the New Zealand universities community hoped that the proposal would go to a select committee for consideration to allow for further submissions to be made.
2. That it was difficult for the Academic Board to provide a collated response to proposals such as this one as meetings did not necessarily align with the tight

consultation timeframes.

3. That it was proposed that, if needed, the Academic Board could appoint a small working party to provide advice to, or feedback on behalf of, the Academic Board.
4. That it was also possible to call a special meeting of the Academic Board if required.
5. That the Board expressed support for the formation of a working party to formulate advice on behalf of the Academic Board on the proposed changes to university governance.

Resolved

1. That Professor K Broughan would convene a working party to formulate advice to Council, on behalf of the Academic Board, on the proposed changes to university governance.
2. That the working party would include Professor B Barton, Professor M Wilson and Dr A Campbell, and possibly the Vice-Chancellor or Deputy Vice-Chancellor.
3. That other members of the Academic Board were to contact Professor Broughan if they wished to join the working party.
4. That, timeframes permitting, the working party would report back to the Academic Board prior to reporting to Council.

14.04 EXECUTIVE APPROVAL

Received

The list of items granted Executive Approval by the Chair of the Academic Board between the November 2013 and March 2014 meetings, as set out in document 14/67.

14.05 REPORT OF THE VICE-CHANCELLOR

Received

The report of the Vice-Chancellor, as set out in document 14/98a.

14.06 REPORT OF COUNCIL

Received

The report of the 12 December 2013 meeting of Council, as set out in document 14/101.

14.07 MATTERS TO BE RAISED BY STUDENT MEMBERS

University Website

Noted in discussion

1. That students and staff had noted a number of issues in relation to usability of the University website, including:
 - a. Enrolment issues, with students experiencing difficulties with assigning papers to their degrees.

- b. Ease of use – particularly in relation to navigating iWaikato.
 - c. A perceived lack of student focus in the design of the website.
 - d. Navigation – it was difficult to find faculty/departmental webpages from the home page.
 - e. Poor performance of the search function.
2. That the website was the University's window on the world. If students were finding it difficult to find their way in, it might affect enrolments.
 3. That navigation through some of the other New Zealand universities' websites appeared to be much more intuitive than Waikato's and it was possible to get to the required pages within 2-3 clicks.
 4. That the Chair would take this away as an issue and would provide the Board with an indication of how the University would deal with the matters raised. Student members of Academic Board indicated that they would be happy to assist with this.

14.08 TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP

Received

The terms of reference, constitution and 2014 membership of the Academic Board, as set out in document 14/100.

14.09 PROPOSAL TO RESTRUCTURE THE FACULTY OF EDUCATION

Received

A report from the Dean of the Faculty of Education on the proposal to restructure the Faculty of Education, as set out in document 14/102.

14.10 PROFESSIONAL DEVELOPMENT FOR COMMITTEE CHAIRS

Received

A report from the Assistant Vice-Chancellor (Executive) on the programme of professional development for committee chairs, as set out in document 14/103.

Noted in discussion

1. That feedback received from participants had been very positive.
2. That one outcome would be further proposed revisions to the Rules of Procedure, code of practice for chairs, and guidelines for conducting advisory committees and more general forums such as departmental meetings, and these documents would be provided to Academic Board in due course.

14.11 REPORT OF THE EDUCATION COMMITTEE

Considered

The report and recommendations from the Education Committee meeting of 25 February 2014, as set out in document 14/97, in relation to the following items:

1. Significant Academic Developments
2. Student Experience Committee Constitution
3. Academic Collaboration Agreements

Resolved

Approval of the Guaranteed Credit Agreement between UNIRAZAK and the University of Waikato as set out in document 14/58.

4. Education Committee Constitution

Resolved

Approval of the proposed change to the constitution of the Education Committee to appoint the Pro Vice-Chancellor (Education) as the Deputy Chair of the committee, as set out in document 14/104.

5. Annual Reports

Noted in discussion

1. That the Annual Report of the Teaching Development and Support Committee stated that the “new online appraisal system is being implemented University-wide by...the Teaching Development Unit.” It was unclear whether this meant that online appraisals would be compulsory, or whether the option for paper-based appraisals would be retained.
2. That one issue with the pilot of the online system in summer school was that the link to the appraisal was sent to students after the final date of teaching which contributed to a low level of participation. It was proposed that the link should be sent out well before the end of the relevant semester.
3. That the online system could result in self-selected participation and low response rates and a number of staff supported the retention of the option for paper-based appraisals.
4. That the Chair and other members of Academic Board were not aware of whether there was an agreed timeframe for the decision to move solely to online appraisals but agreed that it was important to ensure that participation rates are high.
5. That the Deputy Vice-Chancellor would investigate and report back to the Academic Board on this matter.

14.12 REPORT OF THE RESEARCH COMMITTEE

Considered

The report and recommendations from the Research Committee meeting of 20 February 2014 in relation to the following items, as set out in document 14/94:

1. Open Access Mandate Guidelines

Resolved

Approval of the Open Access Mandate Guidelines as set out in document 13/58

2. Research Trust Contestable Fund
3. Examination Outcome – Doctor of Literature

14.13 STUDENT DISCIPLINE REGULATIONS

Noted in discussion

1. That the proposal had been circulated to the Faculty Boards and their feedback had been considered in redrafting the proposed changes. Feedback would be provided to the next round of Faculty Boards in relation to the specific queries raised.
2. That the Curriculum Committee and Education Committee recommended that the Academic Board approve the proposal to amend the Student Discipline regulations.

Resolved

Approval of the proposed amendments to the Student Discipline regulations, as set out in document 13/499c, subject to minor editorial amendments.

14.14 ADMISSION APPEALS COMMITTEE MEMBERSHIP

Reported

1. That clause 7 of the constitution of the Admission Appeals Committee called for "Two people appointed by the chairperson of the Admission Appeals 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 Professor Barry Barton's term as a member of the panel under clause 7 ended at the end of 2013; he had indicated that he did not wish to stand for reappointment.
3. That Ms Cheryl Green from the Faculty of Law had been nominated for membership of the panel under clause 7.
4. That any additional nominations would be accepted prior to, or at the Academic Board meeting; any Academic Board member making a nomination should ensure they had the consent of the nominee, preferably in writing.
5. That in the case of more than one nomination being received for a position, appointment would be by way of a simple majority of votes by those Academic Board members present at the meeting.

Resolved

Approval of the appointment of Ms Cheryl Green to the Admission Appeals Committee under clause 7 of its constitution.

14.15 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 29 April 2014 at 2.10pm in the Council Room.

14.16 AGENDA PART TWO – CONFIDENTIAL

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 22 October 2013
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 have been 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.

Michelle Jordan-Tong
Renee Boyer-Willisson
Student and Academic Services Division
26 March 2014