

THE UNIVERSITY OF WAIKATO
TE WHARE WĀNANGA O WAIKATO

ACADEMIC BOARD

Minutes of the meeting held on 6 December 2017

Present: Professor N Quigley (Chair), Professor V Arcus, Mr T Anderson, Professor B Barton, Associate Professor B Bicknell, Dr T Bowell, Mr T Brown, Associate Professor C Breen, Dr A Campbell, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr D Craig, Mr R Hallett, Professor C Hewitt, Professor B Hicks, Professor G Holmes, Professor L Johnston, Professor A Jones, Ms M Jordan-Tong, Professor A Kirkman, Mr W Lewis, Professor R Longhurst, Associate Professor T McGregor, Professor A McKim, Dr S Nock, Professor J Oetzel, Associate Dr K Petrie, Associate Professor C Pope, Associate Professor W Rumbles, Professor M Steyn-Ross, Mr C Temese, Professor M Thrupp, Dr S Tiakiwai, Associate Professor M Walmsley, Professor K Weaver, Professor M Wilson and Mr R Yates.

In attendance: Ms R Boyer, Ms D Fowler, Mr B McGibbon, Ms T Pilet and Associate Professor M Princep

Secretariat: Ms T Pilet and Ms J Richards

17.86 APOLOGIES

Received

Apologies from the following members: Dr C Blickem, Associate Professor M Cameron, Dr D Delbourgo, Ms G Dondoli, Professor M Dyer, Professor A Hinze, Professor B Hokowhitu, Dr D Johnson, Professor P Kurian, Dr J Lane, Mr T O'Brien, Mr S Outram, Professor K Perszyk, Professor J Roper, Dr T Ryan, Professor F Scrimgeour, Professor L Smith, Mr J Tuauipiki, and Professor J Verbeek.

17.87 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 17 OCTOBER 2017

Confirmed

The minutes of the meeting (Part 1) held on 17 October 2017, as set out in document 17/452a.

17.88 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 17/453a.

17.89 MATTERS TO BE RAISED BY STUDENT MEMBERS

Reported

Student Levy

1. That the University had recently established a student services committee, which would consider matters such as the student levy and the student experience.
2. That with regard to the student levy, students were consulted to determine what they expected in relation to student services. As Council set the levy it was decided to provide a more robust framework within which to determine the levy.
3. That further consultation would also be undertaken with respect to student experience and whether there was an opportunity to collectively agree on what that should be and how it would be achieved.
4. That the Waikato Student Union had conducted a review of the class representative system and further information would be provided in due course.

17.90 REPORT OF COUNCIL

Received

The report of the 10 October 2017 meeting of Council, as set out in document 17/454.

17.91 EDUCATION COMMITTEE REPORT

Received

The report of the Education Committee, as set out in document 17/455.

Noted in discussion

1. That it was clarified that proposals approved by the New Zealand Universities' Vice Chancellor's Committee would be notified via the Official Circular. The Academic Office would continue to notify proposers as soon as practicable following approval by the New Zealand Universities' Committee on University Academic Programmes.
2. That the Deputy Vice-Chancellor Academic would consider the Faculty Board feedback on Work Integrated Learning and provide a response and redrafted document for consideration in 2018.

17.92 RESEARCH COMMITTEE REPORT

Received

The report of the Research Committee, as set out in document 17/456.

Noted in discussion

Performance Based Research Fund (PBRF)

1. That a report for faculties would be compiled on the first draft of PBRF portfolios. Staff were encouraged to complete their first draft before the Christmas break.
2. That staff were reminded that editorial support was available, however that was somewhat dependant on how quickly work was received as there needed to be sufficient work available to make the support viable.

Marsden Fund

3. That the emphasis for the Marsden Support Fund was on the provision of editorial support, and to support staff to build the capacity to write a Marsden proposal.
4. That it was raised that the number of proposals submitted by professors had been disappointing with only around a quarter of all University professors involved in Marsden bids. It was noted that the University was as successful as other universities with regard to Marsden grants, but the number of proposals needed to increase.
5. That the Associate Dean Research would encourage and shoulder top staff with the potential to apply for Marsden. More work would be undertaken to support mid-career staff.

17.93 ACADEMIC AUDIT – PROPOSAL FOR CYCLE 6 – ENHANCEMENT THEME

Received

The Cycle 6 Academic Audit Enhancement theme – University of Waikato indicative plan of priorities, objectives and initiatives developed by the Deputy Vice-Chancellor Academic and Deputy Vice-Chancellor Māori, as set out in document 17/405.

Noted in discussion

1. That the intention of the University was to separate the Māori and Pacifica enhancement theme, whereas most other universities had merged them.
2. That a report for the Academic Quality Agency was due in March 2018. The Deputy Vice-Chancellor Māori would work with Māori students with respect to the enhancement theme and the Pacific Advisory Group would provide advice with respect to the Pacifica theme.

17.94 ROUNDS ONE AND TWO 2018 – ACADEMIC DEVELOPMENTS

Received

The current list of proposals for Round One 2018 that have been signalled to date or deferred from previous rounds, as set out in document 17/339 (revised 7 November 2017).

17.95 CATEGORY C AND SPECIALISATION PROPOSALS

Received

1. The list of proposals that have been signalled out of session, as set out in document 17/06 (revised 15 November 2017).
2. The Category C and Specialisation proposals timeline for 2018, as set out in document 17/392.

Resolved

Approval of the following Category C proposals signalled out of session, as set out in documents 17/411a-j and 17/411l:

1. Amendment to the requirements for the Political Science major, as set out in document 17/411a.
2. Amendment to the requirements for the Screen and Media major, as set out in document 17/411b.

3. Amendment to the requirements for the Bachelor of Environmental Planning, as set out in document 17/411c.
4. Amendment to the requirements for the Bachelor of Social Work, as set out in document 17/411d.
5. Amendment to the requirements for the specialisation in Creative Writing, as set out in document 17/411e.
6. Amendment to the specified programme in Computer Graphic Design for the BCGD, as set out in document 17/411f.
7. Amendments to the Bachelor of Business, Bachelor of Business Analysis, Bachelor of Communication Studies and the Bachelor of Management Studies with Honours, as set out in document 17/411g
8. Amendment to the list of numeracy papers available to students in the BSc or BSc(Tech), as set out in document 17/411h.
9. Change to code for the first-year Psychology paper required for the Animal Behaviour minor, as set out in document 17/411i.
10. Deletion of the PGCert in Science and Technology, as set out in document 17/411j.
11. Amendment to the field of the degree for the BSc and BSc(Tech), as set out in document 17/411l.

17.96 ACADEMIC INTEGRITY STATEMENT

Considered

1. Approval of the revised Academic Integrity Statement, as set out in document 16/376.
2. Faculty Board feedback on the Academic Integrity Statement, as set out in Appendix 1 of document 16/376.

Noted in discussion

1. That it was reported that three work streams were associated with Academic Integrity:
 - a. a statement to appear everywhere
 - b. the redevelopment of Academic Integrity modules. The first iteration, developed by CeTTI had been reviewed and a revised module would be available in 2018.
 - c. the development of resources for staff and students
2. That consultation had been undertaken by Pro Vice-Chancellor Teaching and Learning and other members of the Academic Integrity Working Group within faculties. The te reo statement had been developed in consultation with Associate Professor Tom Roa and there had been a robust process around its development.
3. That much of the feedback received was in relation to the definition of plagiarism included in the paper outline. The paper outline policy would also be reviewed and revised as part of this workstream and it was hoped a revised statement would be ready for A Semester 2018.
4. That the Academic Integrity Statement in the Paper Outline should include plagiarism, but could also incorporate other elements such as ethical concerns, and it could be broadened to include intellectual property and intellectual theft. It was suggested that it may be useful to develop a broad general statement and a more specific statement focussed on plagiarism.
5. That it was suggested that the statement should be read in conjunction with the Student Code of Conduct.

Recommended

1. That the plagiarism statement to be included in the Paper Outline be developed by B Semester 2018.
2. That the Academic Integrity Statement be integrated with the Student Code of Conduct and return for consideration in 2018.

Resolved

Approval of the revised Academic Integrity Statement, as set out in document 16/376, to be implemented in A Semester 2018.

17.97 DEED OF COOPERATION BETWEEN TOI OHOMAI, TE WHARE WANANGA O AWANUIARANGI AND THE UNIVERSITY OF WAIKATO

Reported

1. The original Deed of Cooperation between the Bay of Plenty Polytechnic and the University of Waikato was signed in March 2006. In August 2010 the Deed of Cooperation was extended to include Te Whare Wananga o Awanuiarangi and further extended in December 2013 to include Waiariki Institute of Technology.
2. The Deed of Cooperation is now being updated to recognise the establishment of Toi Ohomai Institute of Technology following the disestablishment of the Bay of Plenty Polytechnic and Waiariki Institute of Technology.

Received

The Deed of Cooperation between Toi Ohomai Institute of Technology, Te Whare Wananga o Awanuiarangi and the University of Waikato, as set out in document 17/457.

17.98 EXECUTIVE APPROVAL

To receive

The Revised Guaranteed Credit Agreement with Hebei University of Science and Technology, China, as set out in document 17/458.

17.99 TE AKA MĀNEA (SLMS)

Received

An update on Te Aka Mānea from the SLMS Programme Manager, as set out in document 17/459.

17.100 AMENDMENTS TO THE CONSTITUTION OF THE ACADEMIC BOARD, EDUCATION COMMITTEE AND CURRICULUM COMMITTEE

Considered

1. A recommendation to Council that the constitution of the Academic Board be amended, as set out in Appendix 1 of attached document 17/473.
2. Approval of the amendment to the constitution of the Education Committee, as set out in Appendix 2 of document 17/473.

3. Approval of the amendments to the constitution of the Curriculum Committee, as set out in Appendix 3 of document 17/473.

Noted in discussion

1. That a concern was raised that the amendment removed the Deans discretion with respect to committee appointments, as the member was appointed ex officio, by virtue of their position, (ie Associate Dean Academic) and could mean that the person responsible for curriculum development was not on the appropriate committee.
2. That the intention of the constitutional amendment to Academic Board, Education Committee and Curriculum Committee, was to enable the Dean to appoint staff who were engaged with the work and could best represent the Faculty. With respect to the Education Committee and Curriculum Committee, this should be the person responsible for curriculum development, which in some instances may not be a member of the academic staff. It was noted that where this was the case, curriculum would be developed with support of, and on behalf of academic staff.
3. That the amendment to the constitution of the Education Committee would align it with the constitution of the Research Committee.
4. That it was suggested that the co-option clause provided an opportunity for non-academic staff to be appointed to a committee for particular purposes, and could be a preferable pathway to a constitutional amendment.

Resolved

1. Approval of the amendment to the constitution of the Education Committee, as set out in Appendix 2 of document 17/473.
2. Approval of the amendments to the constitution of the Curriculum Committee, as set out in Appendix 3 of document 17/473.

Recommended

That Council consider the approval of an amendment to the constitution of the Academic Board, as set out in Appendix 1 of document 17/473.

17.101 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Tuesday 27 February 2018 at 2.10pm in the Council Room.

17.102 PROCEEDINGS WITH THE PUBLIC EXCLUDED

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 are as follows:

1. Minutes (Part 2) of the Academic Board meeting of 15 August 2017
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 are:

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

Items 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.

Tracy Pilet (Acting)

Jeanie Richards

Academic Office

19 January 2018