

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

ACADEMIC BOARD

Minutes of the meeting held on 6 December 2023 (Part 1)

Present: Professor N Quigley (Chair), Dr A Alvarez-Jimenez, Associate Professor K Barbour, Professor M Barbour, Ms M Blake, Mr M Bolger, Associate Professor T Bowell, Professor K Bryan, Ms J Champion, Professor B Cowie, Associate Professor T Daya-Winterbotton, Associate Professor S Dillon, Dr K Edmonds, Professor M Garry, Dr J Gibb, Dr K Hébert-Losier, Dr K Hemi, Professor G Holmes, Professor A Jones, Professor J Lane, Professor P Lemana, Professor R Longhurst, Associate Professor M Low, Associate Professor J Mullarney, Professor M Parsons, Dr S Peel, Associate Professor K Petrie, Professor T Rewi, Professor A Roy, Professor F Scrimgeour, Professor A Strutt, and Ms L Thebe.

In attendance: Mrs R Alexander, Mr B McGibbon

Secretariat: Mr T O'Brien, Ms A Beardsmore

23.68 APOLOGIES

Received

Apologies for absence from Associate Professor J Bowen, Professor E Collins, Professor M Duke, Dr D Forbes, Associate Professor W Fox-Turnbull, Professor M Harcourt, Professor A Hinze, M Jordan-Tong, Associate Professor T Keegan, Dr J Kingsbury, Dr F McCormack, Professor K Perszyk, Professor S Peters, Prof V Reid, Professor N Starkey, Dr A Stewart, Ms L Swears, Mr P Te Whau, and Dr S Tiakiwai.

23.69 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 28 SEPTEMBER 2023

Confirmed

The minutes of the meeting (Part 1) held on 28 September 2023, as set out in document 23/433a.

23.70 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 23/434a.

23.71 REPORT FROM STUDENT MEMBERS

Noted in discussion

1. That outgoing student member, Mr Phoenix Te Whau, expressed his appreciation to all staff who had supported students in 2023.
2. That the work on the Student Partnership Framework, and the incorporation of religious holidays into our teaching and assessment practices, was acknowledged by the Waikato Students' Union (WSU).
3. That thanks were expressed to student members for their contributions to the Board; the Board's responsiveness to student feedback was noted.

23.72 REPORT OF COUNCIL

Received

1. The report of the 10 October 2023 meeting of Council, as set out in document 23/435.
2. An oral report from the elected staff member to Council.

Noted in discussion

That Council had met on 5 December 2023 and a report from this meeting would be made available at the next Board meeting.

23.73 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 15 November 2023, as set out in document 23/436.

Noted in discussion

1. That the Cycle 6 Academic Audit report should be available publicly on the 14 December 2023.
2. That the trend towards more specialised degrees was noted. While there might be benefits in having specialised degrees, there was also a risk of splitting the student cohort and doubling up on teaching efforts and resourcing. It would be beneficial to take a more deliberate and conscious approach to considering this trend.
3. That all the Graduating Year Reviews submitted by the University had been approved by the Universities New Zealand Committee on University Academic Programmes.
4. That the new Paper Outlines tool had now been implemented and staff could start building outlines for 2024 papers. Te Puna Ako Centre for Tertiary Teaching and Learning (CeTTL) would be providing training and support on the new tool, with an initial focus on outlines being developed for papers starting in January 2024.

23.74 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee meeting held on 1 November 2023, as set out in document 23/437.

Noted in discussion

1. That the University had submitted 12 Endeavour proposals.
2. That the new Deputy Vice-Chancellor Research would be starting on 26 February 2024.
3. That staff were reminded that the Performance Based Research Funding round would be taking place in two years and there should be a focus on submitting publications over the next year.

23.75 REPORT OF THE PACIFIC STRATEGIC COMMITTEE

Received

The report of the Pacific Strategic Committee meeting held on 19 October 2023, as set out in document 23/438.

23.76 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held on 2 – 6 October 2023, as set out in document 23/439-23/442.

23.77 DIVISION OF HEALTH PROPOSAL

Considered

Feedback to the Vice-Chancellor on the proposal to establish a Division of Health, as set out in document 23/443.

Noted in discussion

1. That student enrolments in health were projected to increase over the next few years with the success of the nursing programme, the introduction of Pharmacy and Midwifery programmes, and the possibility of a Medical School. The creation of a Division of Health was, therefore, becoming a necessity and the University Council provisionally supported this.
2. That it was anticipated that the Health, Engineering, Computing and Science divisional office would continue to provide support to the new division in the immediate future. In time, increased student numbers and workload could lead to these functions being split out into a divisional office for Health.
3. That it would be worthwhile having further discussions about how disciplines could collaborate across divisional boundaries in teaching and research. In addition, our degree structures should continue to support students in being able to take papers outside of their main field.

4. That the WSU were generally supportive of the proposal. Feedback from class representatives in Health was that issues they had been raising had not been satisfactorily addressed through current channels. The creation of a Division of Health might improve communication between staff and students and enable issues to be resolved more effectively.
5. That the science, computer science, and mathematics programmes remaining in the existing division were all financially viable in their own right and, therefore, shouldn't be impacted financially by this proposal.
6. That there should be enough teaching space available for the increase in student numbers, however, consideration needed to be given to the challenge of student accommodation. Opportunities to partner with other organisations to provide student accommodation were being explored.
7. That the proposed developments for Health, particularly the inclusion of a School of Public Health, were very much aligned with the needs of the Pacific community.

23.78 FLEXI REVIEW REPORT

Reported

That consultation on the Flexi Review Report was undertaken with University Committees over the period of September to November 2023. Students were also consulted on the report and all staff were invited to provide feedback via the Staff Update in September 2023. The Flexi Review Report had been amended accordingly.

Received

1. A summary of the feedback received on the Flexi Review Report, and a response to this feedback, as set out in document 23/444.
2. The final version of the Flexi Review Report, as set out in document 23/284 (revised November 2023).

Noted in discussion

1. That the FLEXI code may need to be retained for 2025 as it would be difficult to make changes to the code prior to 2026.
2. That the student experience was now vastly different to what it had been even three to four years ago. Students now needed flexible learning options to meet their, often complex, lives and the University needed to be responsive to this to ensure student retention and success. This might require redefining our traditional academic terms and structures.
3. That, as reflected in recommendation two in the report, students seeking flexibility wanted to have a known pathway of flexible programmes that they could complete their full qualification in.
4. That a balance needed to be sought between activating the campus and addressing issues of equity of access. It was noted that students still valued on-campus experiences; however, flexible learning offered the only viable study option for some students. A minimum standard for flexible learning was required to ensure that it was consistent and of a high quality, and this needed to be adequately resourced and supported.

5. That the University's narrative and expectations around delivery of flexible learning was very important, particularly in relation to recruiting young academic teaching staff in a challenging and competitive labour market.
6. That the data in the report did not adequately reflect the additional workload that teaching flexible papers generated for staff. However, it was also noted that whilst these papers might be more intensive to set up in the short term, there were efficiencies and rewards to be gained in the longer term.
7. That concerns remained about academic integrity in online assessment. In addition, staff were being asked to be more accommodating in scheduling supervised online tests outside of regular hours, which was adding their workload. There was still a belief that students attending face to face learning had better pass rates than those learning flexibly. However, there could be complex reasons why this might be the case, including other challenges in the lives of flexible learners.
8. That low student attendance in a paper could be due to a number of reasons and did not necessarily mean that the content was not being delivered in an engaging way.
9. That the next phase of this work was to carefully determine how flexible learning could work in each discipline. The intent of the report was not to compel the flexible teaching of any particular programmes. Rather, decisions on which programmes should offer flexible learning would be made at a divisional level. These conversations would be led by the Pro Vice-Chancellors and the Dean of Te Pua Wānanga ki te Ao Faculty of Māori and Indigenous Studies and involve their schools and programmes. Any differences of opinion in relation to specific programmes should be resolved at that level. Any changes to wording in the FLEXI report that might help clarify that position should be picked up with the Pro Vice-Chancellor Teaching and Learning.
10. That CeTTL could provide guidance to the divisions on the viability of flexible learning, and there were other areas around the University with expertise and experience who could also provide support.

23.79 ACADEMIC DEVELOPMENTS 2024

Received

1. The current list of Academic Development proposals for 2024 that have been signalled to date or deferred from previous rounds, as set out in document 23/269 (revised 27 November 2023).
2. The Academic Development timeline for 2024, as set out in document 23/247.

23.80 CATEGORY C, DELETION AND REGULATION PROPOSALS

Received

The list of proposals that have been signalled to date for 2023, as set out in document 23/16 (revised 20 November 2023).

Noted in discussion

That the School of Health and Te Pua Wānanga ki te Ao Faculty of Māori and Indigenous Studies would meet to discuss the HEALTH220 paper referenced in 23/388h and 23/388o.

If any changes were required, following these discussions, they could be submitted via a new proposal in the next Category C round.

Resolved

1. To approve the 15 Category C proposals, as set out in documents 23/388a-k and 23/388m-p.
2. To approve the deletion proposal, as set out in document 23/342.
3. To approve the Disciplinary Foundations and Cultural Perspectives regulations, as set out in documents 23/340a-b and 23/341a-c.

23.81 ACADEMIC ENTRY EQUIVALENCY REQUIREMENTS PROPOSAL

Reported

That the Academic Entry Equivalency Requirements proposal had been considered by the Divisional Boards, the Māori Academic Board of Studies, the Pacific Strategic Committee, the University of Waikato College Academic Committee, Curriculum Committee and Education Committee.

Resolved

To approve the proposal to amend the terms of reference of the English Language Equivalencies Committee to include academic entry equivalency requirements, as set out in document 23/322 (revised 1 November 2023).

23.82 SPECIAL CONSIDERATION COMMITTEE MEMBERS

Reported

1. That Associate Professor Kirstine Moffat's term on the Special Consideration Committee would expire on 31 December 2023.
2. That Associate Professor Moffat had indicated a willingness to remain on the Committee for further term.

Recommended

That the Chair of the Special Consideration Committee renew Associate Professor Moffat's membership for a term of three years.

23.83 STUDY LEAVE REPORT

Received

A report from the Senior Deputy Vice-Chancellor on study leave for the period November 2022 to October 2023, as set out document 23/445.

Noted in discussion

That there were a significant number of academics with accrued study leave days. Staff were encouraged to take this leave, utilising the University's global connections and the option of taking shorter periods of leave.

23.84 INTERNATIONAL GUARANTEED CREDIT AGREEMENTS

Reported

1. That, at their meeting on 15 November 2023, the Education Committee approved a GCA with the University of Economics, Ho Chi Minh City - International School of Business, Vietnam, subject to feedback being addressed. A response to this feedback was currently in progress.
2. That, on 27 November 2023, the Chair of the Education Committee executively approved a GCA with National Economics University, Vietnam.
3. That copies of these GCA will be made available on Raiser's Edge and MyWaikato, or by contacting the Partnerships team at global@waikato.ac.nz.

23.85 ANNUAL REPORTS

Received

1. The 2022 Annual Report of the Human Research Ethics Committee, as set out in document 23/446.
2. The 2022 Annual Report of the Animal Ethics Committee, as set out in document 23/447.

23.86 EXECUTIVE APPROVALS

Reported

That the Chair of the Academic Board executively approved amendments to the 2024 Schedule of Limitations to increase the limit for two Counselling papers.

23.87 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Monday 26 February 2024 at 2.10pm in the Pā.G.13.

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 September 2023
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.

Tim O'Brien
Alison Beardsmore
Academic Office