

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

**ACADEMIC BOARD**

**Minutes of the meeting held on 15 August 2017**

**Present:** Professor N Quigley (Chair), Mr T Anderson, Professor B Barton, Associate Professor B Bicknell, Dr T Bowell, Associate Professor C Breen, Dr A Campbell, Professor T Coltman, Ms B Cooper, Mr D Craig, Dr D Delbourgo, Ms G Dondoli, Mr R Hallett, Professor C Hewitt, Professor B Hicks, Professor A Hinze, Professor G Holmes, Dr D Johnson, Professor L Johnston, Ms M Jordan-Tong, Professor A Kirkman, Professor P Kurian, Mr W Lewis, Professor R Longhurst, Associate Professor T McGregor Associate Professor T Maxwell, Professor J Oetzel, Mr S Outram, Associate Professor K Perszyk, Dr K Petrie, Professor J Roper, Associate Professor W Rumbles, Professor F Scrimgeour, Professor M Steyn-Ross, Mr C Temese, Professor M Thrupp, Associate Professor M Walmsley, Professor M Wilson and Mr R Yates

**In attendance:** Ms R Boyer, Ms E Cameron, Ms D Fowler and Mr B McGibbon

**Secretariat:** Ms T Pilet and Ms J Richards

**17.46 APOLOGIES**

**Received**

Apologies for absence from: Professor V Arcus, Dr C Blickem, Associate Professor M Cameron, Professor B Clarkson, Professor M Dyer, Ms N Gosai, Professor B Hokowhitu, Professor A Jones, Dr J Lane, Dr S Nock, Mr S Outram, Associate Professor K Perszyk, Dr K Petrie, Mr C Temese, Professor J Verbeek, Professor K Weaver

**17.47 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 13 JUNE 2017**

**Confirmed**

The minutes of the meeting (Part 1) held on 13 June 2017, as set out in document 17/286a.

**17.48 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13 JUNE 2017 (PART 1) AND NOT OTHERWISE INCLUDED IN THIS AGENDA**

**Reported**

1. That at the 13 June 2017 meeting the Academic Board received a proposal to amend the Constitution of the Academic Board to include a member of the University of Waikato Branch Executive of the Tertiary Education Union.

2. That subsequent to the meeting the Vice-Chancellor had requested that the Branch Executive submit a proposal that outlined the process followed by the Branch Executive to elect a member to be the TEU representative to the Academic Board. Once received the Constitution would be amended accordingly.

#### **17.49 REPORT OF THE VICE-CHANCELLOR (PART 1)**

##### **Received**

The report of the Vice-Chancellor (Part 1), as set out in document 17/287a.

#### **17.50 REPORTS OF COUNCIL**

##### **Received**

The reports of the 2 May and 27 June 2017 meetings of Council, as set out in document 17/288.

#### **17.51 EDUCATION COMMITTEE REPORT**

##### **Received**

The report of the Education Committee, as set out in document 17/289.

#### **17.52 RESEARCH COMMITTEE REPORT**

##### **Received**

The report of the Research Committee, as set out in document 17/285.

#### **17.53 HUMAN RESEARCH ETHICS**

##### **Received**

A document from the Human Research Ethics Committee on changes to applications for ethical approvals, approved by the Vice-Chancellor on 7 June 2017, as set out in document 17/235.

#### **17.54 ACADEMIC AUDIT – PROPOSAL FOR CYCLE 6**

##### **Considered**

Feedback to the Deputy Vice-Chancellor Academic on the proposal for the Cycle 6 Academic Audit of New Zealand Universities, developed by the Director of the Academic Quality Agency, as set out in document 17/263.

##### **Noted in discussion**

1. That the Cycle 6 Academic Audit would introduce an enhancement theme to the audit process, the selected theme would be:
  - a. improving outcomes for Māori learners and
  - b. improving outcomes for Pacific learners

2. That the Academic Quality Agency had discussed whether other cohorts traditionally underrepresented in the university system should be included, but had decided that the theme was already quite broad and some of the lessons learned from the current themes would be applicable to other cohorts.

#### **17.55 REPORT OF THE 2017 REVIEW OF THE COMMITTEE ON UNIVERSITY ACADEMIC PROGRAMMES (CUAP)**

##### **Received**

A report from the Academic Quality Agency on the 2017 Review of the Committee on University Academic Programmes (CUAP), as set out in document 17/281.

#### **17.56 ACADEMIC DEVELOPMENTS ROUND TWO 2017**

##### **Received**

1. The current list of proposals for Round Two 2017 that had been signalled to date or deferred from previous rounds, as set out in document 17/58 (revised 7 August 2017).
2. Feedback from Chief Financial Officer and Student and Information Services with respect to the strategic and resource implications for the Round Two 2017 Academic Development Proposals, as set out in document 17/255.

##### **Considered**

3. Approval of the following Round Two 2017 Category 1-5 proposals:
  - a. Introduction of a 60 point Certificate in STEM subjects requiring papers at 100 level or above, as set out in document 17/256a.
  - b. Introduction of subjects 'Ecology and Biodiversity' and 'Molecular and Cellular Biology' for the BSc(Hons), MSc and MSc(Research), as set out in document 17/256b.
  - c. Introduction of a Master of Engineering Practice, as set out in document 17/256c.
4. Approval of the following Round Two 2017 Category 6-9 proposals:
  - a. Amendments to conjoint degrees as a result of the Curriculum Development Framework, as set out in document 17/33.
  - b. To amend the name, entry requirements and structure of the Postgraduate Certificate in Tertiary Teaching, as set out in document 17/141.
  - c. Amendments to the regulations for the Bachelor of Education and the Bachelor of Teaching as a result of the Curriculum Design Framework, as set out in document 17/257b.
  - d. Adding existing majors to the Bachelor of Business and Bachelor of Business (Honours), as set out in document 17/257c.
  - e. Adding existing majors to the BMS(Hons), as set out in document 17/257d.
  - f. Amendments to align the Bachelor of Science Electronics major with the new degree structure, as set out in document 17/257e.
  - g. Adding the existing subject 'Environmental Sciences' to the MSc, MSc(Tech), as set out in document 17/257f.
  - h. Amendments to the regulations for the MSc and MSc(Research), as set out in document 17/257g.
  - i. Amendments to the MSc(Tech) regulations, as set out in document 17/257h.

### **Noted in discussion**

#### Certificate in STEM (17/156a)

1. That Section 12 of the proposal should list:
  - a. the available subjects, papers and subject codes
  - b. the paper names and codes of the relevant pedagogy papers.

#### Master of Engineering Practice (17/156c)

2. That Section A1 of the proposal should name the four subjects available in the Master of Engineering Practice: electronic engineering, materials and process engineering, mechanical engineering and engineering practice.
3. That in Section 12 the terms 'programme' and 'subject' had not been used consistently and should be revised
4. That it was suggested that the letter of support from the Institution of Professional Engineers New Zealand (IPENZ) be included with the proposal. It was raised that IPENZ would not normally provide any support for a masters degree as these were not accredited by IPENZ. The Institution also sought to remain neutral and not to be seen to support any one institution over another. It was resolved not to include the letter of support from IPENZ.

#### Conjoint Degrees (17/33)

5. That only the six most common combinations of conjoint degrees would be set up for students to enrol in, although other combinations would be considered on a case-by-case basis. The regulations now made explicit that students would need to meet the pre-requisites required for both degrees in a conjoint.
6. That it was raised that the establishment of the Institute of Security and Crime Science had precipitated a growing interest in a conjoint degree in Law and Computer Science and that it may be useful to include this conjoint in the combinations being set up.

#### Bachelor of Education and the Bachelor of Teaching (17/257b)

7. That TEACH310 – Literacy and Mathematics 3, for the Primary, Kakano Rua and Secondary teaching streams had been proposed as a shared Level 300 paper. The Education Council had recommended that separate literacy and numeracy papers be developed.
8. That the requested papers would be developed and, once approved by Faculty of Education staff, would be submitted to the Chair of the Education Committee and Chair of the Academic Board for executive approval.

#### Master of Science and Master of Science (Research) (17/257g)

That the following amendment be made to Section 2, paragraph 1, sentence 4: Associated with this is the increased demand for so-called "conversion" qualifications, ...

### **Resolved**

1. To approve the Round Two 2017 Category 1-5 proposals, as set out in documents 17/156a, 17/156b and 17/156c, for submission to CUAP, subject to the amendments noted above.
2. To approve the Round Two 2017 Category 6-9 proposals, as set out in documents 17/33, 17/141, 17/257c-h, for submission to CUAP, subject to the amendments noted above.
3. That the proposal to amend the regulations for the Bachelor of Teaching and Bachelor of Education, as set out in document 17/257b, be amended as required and provided to the

Chair of the Education Committee and Chair of the Academic Board for executive approval.

#### **17.57 2019 TEACHING AND ASSESSMENT DATES**

##### **Considered**

1. Faculty Board feedback on the draft 2019 Teaching and Assessment Dates, as set out in Appendix 1 of document 17/224.
2. Approval of the draft 2019 Teaching and Assessment dates, as set out in document 17/224.

##### **Resolved**

To approve the 2019 Teaching and Assessment dates, as set out in document 17/224.

#### **17.58 OPEN DAY**

##### **Considered**

Feedback to the Assistant Vice-Chancellor Communication, Marketing and Engagement on the proposal to schedule Open Day as a non-teaching day, as set out in document 17/290.

##### **Noted in discussion**

The following points were raised in relation to Open Day that:

1. Open Day would more vibrant on a teaching day when staff and students were in attendance and allowed prospective students to more fully experience the University.
2. The University could run half lectures and introduce some interesting sessions and interactive digital material. Current students could be included in running demonstrations.
3. Open Day had been run on a Saturday in the past and had attracted large crowds of students, parents and other interested members of the public.
4. The University had a responsibility to fee-paying students; the service provided by the University was teaching and research, which should not be compromised. The introduction of another non-teaching day in A Semester would equate to the loss of up to 10% of teaching days.
5. In some other countries semesters ran for a specified number of days and were not limited to Monday to Friday, an extra non-teaching day could be accommodated via a similar process.

##### **Recommended**

That further consultation be undertaken and the proposal return to a future meeting of the Academic Board.

#### **17.59 2018 KEY COMMITTEE DATES**

##### **Resolved**

To approve the 2018 Key Committee Dates, as set out in document 17/279.

**17.60 GUARANTEED CREDIT AGREEMENTS BETWEEN TOI OHOMAI INSTITUTE OF TECHNOLOGY AND THE UNIVERSITY OF WAIKATO**

**Resolved**

To approve the Guaranteed Credit Agreements for the Toi Ohomai Diploma in Applied Computing (Level 5 and 6), NZ Diploma in Web Development and Design (Level 5) and NZ Diploma in Software Development (Level 6), as set out in the document 17/153.

**17.61 EXECUTIVE APPROVALS**

**Reported**

That the Guaranteed Credit Agreement between the University of Waikato and Central University of Finance and Economics (CUFE), China, as set out in document 17/276, had been approved executively by the Chairperson of the Education Committee on 14 July 2017 and the Chairperson of the Academic Board on 15 July 2017.

**17.62 DATE OF NEXT MEETING**

**Reported**

That the next meeting of the Academic Board would be held on 18 October 2017 at 2.10pm in the Council Room.

**17.63 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 13 June 2017
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 are:**

Item 1 affected material previously dealt with in a meeting from which the public was 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.

Tracy Pilet  
Jeanie Richards  
**Academic Office**