

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

ACADEMIC BOARD

Minutes (Part 1) of the meeting held on 28 April 2025

Present: Professor N Quigley (Chair), Dr A Alvarez-Jimenez, Mr M Ambrusfy, Associate Professor K Barbour, Associate Professor T Bowell, Associate Professor J Bowen, Dr G Clarke, Associate Professor H Crocket, Professor T Daya-Winterbottom, Associate Professor S Dillon, Professor M Duke, Associate Professor D Forbes, Associate Professor W Fox-Turnbull, Professor M Garry, Professor M Harcourt, Associate Professor K Hébert-Losier, Dr K Hemi, Professor A Hinze, Professor G Holmes, Professor A Jones, M Jordan-Tong, Ms J Kerr, Prof J Koh, Dr V Kumar, Ms J Kuo, Prof F Lemke, Mr C Lester, Associate Professor M Low, Assoc Prof F McCormack, Professor I McDonald, Professor C McLachlan, Mr J McNamara, Professor J Milam, Associate Professor J Mullarney, Dr S Peel, Professor S Peters, Assoc Prof K Petrie, Prof M Prinsep, Prof V Reid, Professor F Scrimgeour, Mr T Smith, Dr A Stewart, Mr N Tapiata, Professor H Thorpe, Assoc Prof H Tuaupiki, Ms B M Waka, and Professor G Wilson.

In attendance: Mrs R Alexander

Secretariat: Mr T O'Brien, Ms A Beardsmore

25.21 APOLOGIES

Received

Apologies for absence from Professor M Barbour, Professor M Berryman, Ms M Blake, Professor R Braund, Professor L Burrows, Dr K Edmonds, Associate Professor Sonja Ellis, Associate Professor T Keegan, Assoc Prof J Kingsbury, Professor J Lane, Dr N Munn, Dr E Nicholson, Assoc Prof K Perszyk, Professor T Rewi, Mr W Roberts, and Dr S Tiakiwai.

25.22 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 24 FEBRUARY 2025

Confirmed

The minutes of the meeting (Part 1) held on 24 February 2025, as set out in document 25/150a.

25.23 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor, as set out in document 25/151.

25.24 REPORT OF STUDENT MEMBERS

Noted in discussion

1. That the Waikato Students' Union (WSU) had experienced an increase in advocacy cases, Nexus readership, and cross-referrals from other parts of the University, such as the Health Centre, so far this year. They were currently implementing a new platform to enhance communications with students and provide support for class representatives.
2. That a group of students had been canvassed to understand why they do not complete student paper evaluations. These students indicated that they tend to complete evaluations only if their experience with a paper was either very good or very poor. They also mentioned that they don't see whether their feedback leads to changes in the paper, as they had moved on by the time any changes might be implemented.

25.25 REPORTS OF COUNCIL

Received

The reports of the 25 February 2025 and 1 April 2025 meetings of Council, as set out in documents 25/152 and 25/153.

Noted in discussion

That the Chancellor's term on Council was ending and an election process for a new Chancellor would be conducted at the next meeting of Council on 20 May 2025.

25.26 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 1 April 2025, as set out in document 25/154.

Noted in discussion

That work was continuing on the expansion of Academic Delegate practices within the divisions for Trimester B. The objective was to provide a better student experience and a more localised feedback loop by reducing reliance on the University's formal disciplinary process. It was noted that providing guidance on the divisional administration support requirements would be helpful for divisions.

25.27 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee meeting held on 26 March 2025, as set out in document 25/155.

Noted in discussion

1. That the University had submitted a response to the Phase 2 consultation paper from the Science System Advisory Group, which would be made available to staff via Te

- Hononga. No further updates had been received from this advisory group or the University Advisory Group.
2. That a revised Research Plan was being developed; the first draft would be reviewed by the Research Committee, before being circulated for wider consultation.
 3. That the Research Committee would soon be receiving the expressions of interest submitted for Research Institutes and Research Centres.
 4. That, despite current funding challenges in New Zealand and the United States, Europe was expected to significantly increase funding for the next Horizons Europe round.

25.28 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held on 10 – 14 February 2025, as set out in documents 25/156 - 25/160.

25.29 REPORT OF THE PACIFIC STRATEGIC COMMITTEE

Received

The report of the Pacific Strategic Committee meeting held on 20 February 2025, as set out in document 25/161.

25.30 REPORT OF THE MĀORI ACADEMIC BOARD OF STUDIES

Received

The report of the Māori Academic Board of Studies meeting held on 19 February 2025, as set out in document 25/162.

25.31 TEACHING AND PAPER EVALUATIONS GUIDELINES

Reported

1. That proposed changes to the paper and teaching evaluation process were endorsed by the Vice-Chancellor's Executive Leadership Committee on 24 March 2025, as set out in document 25/118 (revised 11 April 2025).
2. That the revised Guidelines were considered by the Education Committee on 1 April 2025 and had been amended based on the feedback received. The Guidelines will be presented to the Divisional Boards, the University of Waikato Academic Committee, the Pacific Strategic Committee, and Māori Academic Board of Studies, at their meetings in April and May 2025, for further feedback with a view to having them approved ahead of Trimester A evaluations.
3. That the revised Evaluation of Teaching and Paper Policy were considered by the Education Committee on 1 April 2025. The Policy will be considered by the Divisional Boards, the University of Waikato Academic Committee the Pacific Strategic Committee, and the Māori Academic Board of Studies in April and May 2025, and will then be presented to the Academic Board meeting on 25 July 2025 for approval.

Considered

Feedback to the Deputy Vice-Chancellor Academic on the revised Guidelines for the Student Evaluation of Teaching and Papers, as set out in document 25/120 (revised 11 April 2025).

Noted in discussion

1. That the proposed changes to the evaluations process were intended to improve response rates, ensure transparency when discussing evaluations with students, and ultimately improve the overall student experience at University.
2. That it was important to consider low response rates in the context of assessing the validity of the evaluation data; however, the objective was to mitigate this issue by increasing response rates.
3. That, in general, the WSU executive had responded positively to the changes; they would be submitting a formal response shortly.

25.32 ACADEMIC DEVELOPMENTS 2025**Received**

The current list of Academic Development proposals and reviewers for 2025, as set out in document 24/342 (revised 7 April 2025).

Reported

That the Round Two proposals were sent for review to Marketing, Future Students, International Office, Finance and Analytics, Performance Planning and Analytics, Admissions, the Director of the Vice-Chancellor's Office, the University Librarian and the Assistant Vice-Chancellor Pacific, no concerns were raised.

Noted in discussion

That a question was raised in relation to the timeframe for considering Academic Development 25/12a - Master of Professional Practice in Social and Health Services. There was a desire to have this considered in Round 3 2025, so that it could be rolled out in 2026.

Resolved

1. To approve the following Round Two 2025, Category 1-5 proposal:
 - a. To introduce a Certificate of Attainment in English Language as the single qualification for the Academic English programme, merging the two current qualifications CAEL and CAAE and introducing an 'Academic English' endorsement, as set out in document 25/42c.
2. To approve the following Round Two 2025, Category 6-9 proposal:
 - a. To rename Leadership Communication to Management Communication for the Bachelor of Business, Graduate Certificate, Bachelor of Communication Studies with Honours, Postgraduate Certificate, Postgraduate Diploma, Master of Business and Doctor of Philosophy, as set out in document 25/13.

25.33 CATEGORY C AND DELETION PROPOSALS

Received

The list of Category C proposals signalled to date for 2025, as set out in document 25/01 (revised 7 April 2025).

Resolved

To approve the two Category C proposals signalled to date for 2025, as set out in documents 25/59a-b.

25.34 ANNUAL REPORTS

Reported

That the annual report of the Student Discipline Committee was considered by the Education Committee at their meeting in February 2025.

Received

1. The 2024 annual report of the Student Discipline Committee, as set out in document 25/48.
2. The 2023 and 2024 annual reports of the Animal Ethics Committee, as set out in documents 25/163 and 25/164.
3. The 2023 annual report of the Human Research Ethics Committee, as set out in document 25/165.

25.35 INTERNATIONAL GUARANTEED CREDIT AGREEMENTS

Reported

1. That the Education Committee approved international Guaranteed Credit Agreements between the Division of STEM and:
 - a. Shanghai International Studies University
 - b. Sri Lanka Institute of Information Technology
 - c. ANC Education, Sri Lanka
2. That copies of these agreements would be made available on Raiser's Edge and MyWaikato, or by contacting the Partnerships team at global@waikato.ac.nz.

25.36 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Friday 25 July 2025 at 10.00am.

25.37 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 24 February 2025
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.

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