

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

ACADEMIC BOARD: 28 FEBRAURY 2017

MINUTES (PART 1)

Present: Professor A Jones (Chair), Professor V Arcus, Professor B Barton, Dr T Bowell, Assoc Prof M Cameron, Dr A Campbell, Professor B Clarkson, Professor T Coltman, Ms B Cooper, Mr D Craig, Dr D Delbourgo, Assoc Professor W Drewery, Professor M Dyer, Mr R Hallett, Professor C Hewitt, Professor B Hicks, Assoc Professor A Hinze, Professor B Hokowhitu, Dr D Johnson, Professor L Johnston, Ms M Jordan-Tong, Professor A Kirkman, Dr P Kurian, Dr J Lane, Mr W Lewis, Professor R Longhurst, Associate Professor T McGregor, Professor A McKim, Assoc Professor TK Maxwell, Dr S Nock, Professor J Oetzel, Mr S Outram, Associate Professor K Perszyk, Professor J Roper, Assoc Professor W Rumbles, Dr M Schoenberger-Orgad, Professor F Scrimgeour, Professor M Steyn-Ross, Mr C Temese, Professor M Thrupp, Assoc Professor M Walmsley, Professor K Weaver, Ms O Webster, Professor M Wilson and Mr R Yates

In attendance: Ms D Fowler and Mr B McGibbon

Secretariat: Ms R Boyer and Ms J Richards

17.01 APOLOGIES

Received

Apologies for absence from Mr T Anderson, Dr C Blickem, Assoc Professor C Breen, Ms C Green, Professor G Holmes, Ms S Lee, Dr S Nock, Mr S Outram, Professor N Quigley, Professor L Smith, Ms H Te Kowhai Ohia and Mr L Whittaker.

17.02 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 6 DECEMBER 2016

Confirmed

The minutes of the meeting (Part 1) held on 6 December 2016, as set out in document 17/53a.

17.03 EXECUTIVE APPROVALS

Reported

1. That an amendment to the Guaranteed Credit Agreement (GCA) between the University of Waikato and Beijing Foreign Studies University, China (BFSU), had been approved executively by the Chair of the Academic Board in December 2016, as set out in document 17/52.
2. That executive action had been sought to enable the Regional Market Manager to progress the agreement to signature to enable recruitment to commence without delay.

17.04 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 17/54a.

17.05 COUNCIL MINUTES (PART 1)

Received

1. The minutes of the 12 October 2016 meeting of Council (Part 1) as set out in document 17/55.
2. An oral report from the Academic Board nominee to Council.

Noted in discussion

1. That Professor M Apperley had been re-appointed to University of Waikato Research Trust.
2. That a Campus Development Committee had been established to allow Council members more direct involvement with these processes.

17.06 RESEARCH COMMITTEE CONSTITUTION

Resolved

Approval of the proposal to amend to the constitution of the Research Committee to add the Director, Research Office and Director, School of Graduate Research and Research Evaluation as ex officio members of the Committee, as set out in document 17/16.

17.07 RESEARCH COMMITTEE REPORT

Received

The report of the Research Committee, as set out in document 17/56.

Noted in discussion

Regional Research Institutes

1. That the Ministry of Business, Innovation and Employment (MBIE) had called for proposals for the second round of the government's Regional Research Institutes initiative (RRI). The Institutes would focus on scientific research relevant to a particular region, with a strong emphasis on the effective transfer of research into new technologies, new firms, and new products and services.
2. That the University had collaborated with industry partners in the Bay of Plenty region, in the development and submission of a proposal based around agri-tech and horticultural activities.

Entrepreneurial Universities

3. That the TEC funded, 'Entrepreneurial University Fund' aimed to identify entrepreneurial international researchers who would be based in New Zealand for at least 6 months.

4. That the University was in the process of finalising the development of a proposal that would also be based in the Bay of Plenty region. The deadline for submission was 17 March 2017.

Freshwater Management Institute

5. That a Freshwater Management Institute (FMI) had been established in partnership with NIWA. The University and NIWA had worked together on the creation of the Director's position description, and expressions of interest had been called for.
6. That the Waikato Regional Council had agreed to fund a Chair of River Science which would also be based in the FMI.
7. That an advisory group had been established which included representatives from Waikato River Trust, Waikato-Tainui Endowment College and Bay of Plenty Regional Council.

17.08 EDUCATION COMMITTEE REPORT

Received

The report of the Education Committee, as set out in document 17/57.

Noted in discussion

Toi Ohomai Institute of Technology

1. That the Senior Deputy Vice-Chancellor had met with the CEO of Toi Ohomai with regard to the relationship between the University and Toi Ohomai. As a result, the University had more clarity with respect to qualification pathways and infrastructural requirements.
2. That it was important that the University develop a clear strategy about the papers and programmes to be offered and what it was trying to achieve in Tauranga. It was noted that focus group interviews would be conducted with groups of Tauranga-based students to help inform the strategy.
3. That it was raised that some cohorts of students would require transitional arrangements to enable them to complete programmes under the current regulations when the new degree structure was introduced in 2018.

Pacific Plan

4. That a new Pacific Plan had been drafted and consultation had occurred with a number of committees, stakeholders and postgraduate students.
5. That consultation was underway with undergraduate students and it was expected that the Pacific Plan would be brought to the next meeting of the Academic Board.

17.09 ACADEMIC DEVELOPMENTS

Received

The current List of Proposals for Round One 2017, as set out in document 16/336 (revised 1 Feb 2017).

17.10 CATEGORY C PROPOSALS

Received

The list of Category C proposals signalled for Round A 2017, as set out in document 17/06 (revised 31 January 2016).

Resolved

Approval of the following Category C proposals signalled for Round A 2017:

1. Amendments to the required papers for the 2018 Bachelor of Environmental Planning, as set out in document 17/30a, subject to changes to EARTH103 and EARTH104 which should be EARTH101 and EARTH102 (titles were correct).
2. Amendments to the 2018 Bachelor of Management Studies (Honours) degree regulations, as set out in document 17/30b.

17.11 PROGRAMME REVIEWS

Received

The draft programme review schedule for 2017-2023, as set out in document 17/19.

Noted in discussion

1. That Faculties should consult with Dr T Bowell and/or Dr M Johnson as early as possible in relation to any data, information, or any other support that CeTTL could provide to inform programme reviews.
2. That the Academic Office would also be able to provide support and advice to faculties and programmes undertaking reviews.

17.12 GRADUATING YEAR REVIEWS

Reported

1. That in accordance with the CUAP Graduating Year Review (GYR) process, the University of Waikato would be required to submit two GYRs in 2017.
2. That the Faculties would be required to submit draft GYRs to the Academic Office in June for consideration at the June/July meetings of Faculty Boards, Academic Quality Committee and Education Committee.
3. That information relating to the completion of GYRs, and the required template, would be sent to the nominated GYR coordinators.

Received

1. The list of University of Waikato Graduating Year Reviews required by CUAP in 2017, as set out in document 17/01.
2. The 2017 Graduating Year Reviews Timeline, as set out in document 17/02.

17.13 CYCLE 5 ACADEMIC AUDIT

Reported

That the Cycle 5 Academic Audit one-year follow-up report would be submitted to the Academic Quality Agency for New Zealand Universities in March 2017, as set out in attached document 17/46.

17.14 PAPER EVALUATIONS – QUALITATIVE COMMENTS

Noted in discussion

1. That clarification was sought with respect to whether the qualitative comments, as well as the quantitative data, could be made available to line managers. It was noted that the Academic Board had approved the release of a high level summary to the Dean and appraisal data to line managers. At the time, the Deans had agreed that the receipt of the qualitative comments would be too cumbersome for their purposes; however, there was some support for the comments to be made available on request. It was not clear whether the Academic Board had formally approved the release of the qualitative comments to line managers.
2. That it was raised that consideration of natural justice may be required due to the nature of the responses and it was suggested that a legal opinion may be useful.
3. That a concern was raised with respect to the Health and Safety of staff who received abusive comments. The Pro Vice-Chancellor Teaching and Learning had consulted with the Health and Safety Officer with respect to this. It was noted that instructions on what would be considered an acceptable comment had now been included on Evaluation forms.
4. That the Waikato Student Union President noted that it was important that students felt the information they provided was be used and that students should be informed about all the ways in which their comments could be used.
5. That a student member questioned who currently received the comments. It was noted that lecturers read the comments in their own evaluations; however, there was currently no obligation to share this more widely. The inclusion of information about how student feedback informed changes to papers on Paper Outlines was encouraged.

Resolved

That a paper on this topic would return to a future meeting of the Academic Board.

17.16 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on Wednesday 19 April 2017 at 2.10pm in the Council Room.

17.17 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 was as follows:

20. Minutes (Part 2) of the Academic Board meeting of 6 December 2016
21. Report of the Vice-Chancellor (Part 2)
22. PBRF report to the Research Committee
23. University of Waikato submission to AQA on CUAP review
24. 2016 Student Complaints and Appeals Annual Report

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 20 affected material previously dealt with in a meeting from which the public was excluded.

Item 21, 22, 24 affected the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Item 23 protected information supplied in confidence to any Ministry of the Crown or any department or organisation by or on behalf of the Crown.

Renée Boyer
Jeanie Richards
Academic Office
1 March 2017