

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

ACADEMIC BOARD

Minutes (Part 1) of meeting held on 26 July 2024

Present: Professor N Quigley (Chair), Dr A Alvarez-Jimenez, Professor M Barbour, Professor M Berryman, Mr M Bolger, Associate Professor T Bowell, Associate Professor J Bowen, Ms J Champion, Professor T Daya-Winterbottom, Associate Professor S Dillon, Professor M Duke, Dr K Edmonds, Associate Professor Sonja Ellis, Dr D Forbes, Professor M Garry, Professor M Harcourt, Dr K Hemi, Professor A Hinze, Professor G Holmes, Professor A Jones, M Jordan-Tong, Ms K Kaur, Associate Professor T Keegan, Professor J Lane, Mr C Lester, Associate Professor M Low, Dr K McChesney, Professor C McLachlan, Dr N Munn, Professor M Parsons, Professor S Peters, Prof V Reid, Professor T Rewi, Dr A Stewart, Professor A Strutt, Dr S Tiakiwai and Professor G Wilson.

In attendance: Mrs R Alexander, Mr B McGibbon

Secretariat: Mr T O'Brien, Ms A Beardsmore

24.40 APOLOGIES

Received

Apologies for absence from Associate Professor K Barbour, Ms M Blake, Dr G Clarke, Associate Professor W Fox-Turnbull, Associate Professor K Hébert-Losier, Professor M Holmes, Mr Z Isaac, Dr J Kingsbury, Professor P Leman, Mr G Liu, Dr F McCormack, Associate Professor M Mucalo, Associate Professor J Mullarney, Dr S Peel, and Professor F Scrimgeour.

24.41 CONFIRMATION OF THE MINUTES OF THE MEETING (PART 1) HELD ON 24 APRIL 2024

Confirmed

The minutes of the meeting (Part 1) held on 24 April 2024, as set out in document 24/296a.

24.42 CORRESPONDENCE

Reported

1. That the University of Waikato Investment Plan 2025-2027 had been circulated to members of the Board for feedback, out of session, in June 2024.
2. That the Investment Plan had been revised accordingly and had been submitted to the Tertiary Education Commission (TEC). The Investment Plan would be published on the University website following approval by the TEC.

24.43 REPORT OF THE VICE-CHANCELLOR (PART 1)

Received

The report of the Vice-Chancellor (Part 1), as set out in document 24/297a.

24.44 REPORTS OF COUNCIL

Received

The reports of the 15 April 2024 and 11 June 2024 meetings of Council, as set out in documents 24/298 and 24/299.

24.45 REPORT OF THE EDUCATION COMMITTEE

Received

The report of the Education Committee meeting held on 10 July 2024, as set out in document 24/300.

Noted in discussion

That the report referenced a student resource on generative artificial intelligence; credit for the compilation of this resource should be given to staff from the Library and Te Puna Ako.

24.46 REPORT OF THE RESEARCH COMMITTEE

Received

The report of the Research Committee meeting held on 26 June 2024, as set out in document 24/301.

Noted in discussion

1. That the University had been part of a collaborative expression of interest in the applied doctorate scheme being established by the Ministry of Business, Innovation and Employment (MBIE). The leadership on this, by the Deputy Vice-Chancellor Research, was acknowledged.
2. That a review of the University's Research Institutes (RI) had been initiated. A working group would initially review the existing RI regulations and purpose, before completing a forward-looking review of the RIs to evaluate whether they were currently fit for purpose. Recommendations from this review would be presented to the Research Committee and then Academic Board. This work would fit well with the Council's strategic goal to invest in, and promote, significant areas of excellence within the University.
3. That the MBIE quotas on proposal submissions had been set using an algorithm based on previous grant submissions and success. It was unclear if the same quota system would also be rolled out to Health Research Council grant applications, but the current Marsden application process remained unchanged.
4. That the memo on data storage options, provided by Information Technology Services, would be circulated more widely.

24.47 REPORTS OF THE PACIFIC STRATEGIC COMMITTEE

Received

The reports of the Pacific Strategic Committee meetings held on 2 May 2024 and 6 June 2024, as set out in documents 24/302 and 24/303.

24.48 REPORTS OF THE DIVISIONAL BOARDS

Received

The reports of the Divisional Board meetings held 6-10 May 2024 and 27 May–31 May 2024, as set out in documents 24/304 - 24/311.

24.49 ACADEMIC DEVELOPMENTS ROUND THREE 2024

Received

The current list of Academic Development proposals for Round Three 2024 that had been signalled to date or deferred from previous rounds, as set out in document 23/269 (revised 11 July 2024).

Reported

1. That the proposals had been shared with Marketing, Future Students, International Office, Finance and Analytics, Planning Performance and Analytics, the Director of the Vice-Chancellor's Office and the University Librarian for feedback. The feedback that had been received had been added to the relevant proposals.
2. That following discussion at the Vice-Chancellor's Executive Leadership Committee and with Divisions, a number of new Academic Development initiatives were prioritised for inclusion in Round Three 2024. There were four Category 1-5 proposals (24/74h-k) and one Category 6-9 proposal (24/101e). These proposals had been considered by the Curriculum Committee and Education Committee.

Noted in discussion

Bachelor of Applied Computing (24/74b)

1. That the School of Computing and Mathematical Sciences had committed to providing a report on the student consultation undertaken on the proposal, prior to it being submitted to Universities New Zealand Committee on University Academic Programmes (CUAP).
2. That the qualification name had been changed, however, this name change had not been made consistently throughout the proposal, as there were still references to the Bachelor of Applied Technology.

Resolved

1. To approve the following Round Three 2024, Category 1-5 proposals:
 - a. Introduction of a Bachelor of Applied Computing, as set out in document 24/74b.
 - b. Introduction of a minor in Korean, as set out in document 24/74d.

- c. Introduction of a Master of Teaching and Learning (Early Childhood) and a Postgraduate Diploma in Teaching (Early Childhood), as set out in document 24/74e.
 - d. Introduction of a Graduate Certificate of Science Practice, as set out in document 24/74g.
 - e. Introduction of a Master of Artificial Intelligence, as set out in document 24/74h.
 - f. Introduction of an endorsement in 'Business Analytics' to the Master of Management, as set out in document 24/74i.
 - g. Introduction of an endorsement in 'Project Management' to the Master of Management, as set out in document 24/74j.
 - h. Introduction of an endorsement in 'Agribusiness' to the Master of Management, as set out in document 24/74k.
2. To approve the following Round Three 2024, Category 6-9 proposals:
- a. Rename the major and endorsement in 'Chemical and Biological Engineering' to 'Chemical and Process Engineering', as set out in document 24/101a.
 - b. Amend the admission requirements for the Master of Teaching English to Speakers of Other Languages, as set out in document 24/101b.
 - c. Lower the entry requirements to the Bachelor of Engineering with Honours in the specified programme of Environmental Engineering, as set out in document 24/101c.
 - d. Lower the entry requirements to the Bachelor of Engineering with Honours in the specified programme of Materials and Process Engineering, as set out in document 24/101d.
 - e. Rename the Master of Management Studies to Master of Business and an amendment to the regulations, as set out in document 24/101e.

24.50 CATEGORY C AND DELETION PROPOSALS

Received

The list of Category C proposals signalled to date for 2024, as set out in document 24/01 (revised 12 July 2024).

Noted in discussion

1. That concerns were raised about whether the Māori Academic Board of Studies had been receiving the Category C proposals to consider prior to the Academic Board meetings. This would be followed up by the Academic Office.

Master of Laws (24/189d)

2. That the wording for the Academic Justification section of the proposal had been amended, however, the wording in the version supplied to the Board did not appear to be correct.

Resolved

1. To approve the fifteen Category C proposals, as set out in documents 24/189a-m and 24/218a-b.
2. To approve the Deletion proposal, as set out in document 24/220.

24.51 SCHOLARSHIPS POLICY REVIEW

Reported

1. That the Scholarships Policy, and associated guidelines, were developed and approved in 2019 and were now due for review.
2. That the revised policy had been reviewed and recommended by the Scholarships Executive, the Scholarships Committee, Research Committee, Education Committee, Divisional Boards, the Māori Academic Board of Studies, and the Pacific Strategic Committee.

Noted in discussion

1. That, following discussion with the University of Waikato College, it had been agreed to include clarification that the Policy did not apply to scholarships offered by the College. It would be important to provide a distinction between scholarships offered by the University which apply to College programmes, and scholarships offered by College directly.
2. That references to the Dean of Graduate Research in the policy should be amended to the Dean of the School of Graduate Research.

Resolved

To approve the proposed revisions to the Scholarships Policy, as set out in document 24/82, subject to amendments as noted in discussion.

24.52 PAPER OUTLINE POLICY REVIEW

Reported

1. That, following the implementation of the Paper Information Project, the Paper Outline Policy had been reviewed and updated.
2. That the revised policy had been reviewed by the Divisional Boards, the Māori Academic Board of Studies, the University of Waikato College, Curriculum Committee, Academic Quality Committee and Education Committee. The policy had been revised accordingly.

Noted in discussion

That, particularly for Tauranga papers, it was important to ensure that the paper outline accurately reflected whether the delivery mode would be face-to-face or delivered remotely from the Hamilton campus.

Resolved

To approve the proposed amendments to the Paper Outline Policy, as set out in document 24/201 (revised 15 July 2024).

24.53 ENGLISH LANGUAGE ENTRY REQUIREMENTS

Reported

That the proposed amendments to the English language entry requirements had been reviewed by the Divisional Boards, the Māori Academic Board of Studies and Education Committee. The proposal had been amended accordingly.

Noted in discussion

1. That there was now functionality in SITS to report on student success rates based on the different English language entry requirement tests used by students.
2. That concerns were raised about the academic integrity of the online Duolingo English Test; however, this had been investigated extensively and it had been concluded that there were sufficient invigilation processes in place.
3. That all references to the Pearson test in the regulations should be amended to specify that only the face-to-face version of the test would be accepted.
4. That there appeared to be some discrepancies in the wording of the IELTS One Skill Retake (OSR) in relation to the timeframes for completing the retake. The memo suggested that the OSR should be completed within 60 days of the original test date, however, later wording indicates a retake timeframe of 12 months. The wording around this needed to be clear and should reflect the requirements specified by IELTS.
5. That the University had now closed its IELTS testing centre, however, testing facilities were available at Wintec.

Resolved

To approve the following recommendations to amend English language entry requirements as set out in document 24/202 (revised 16 July 2024), subject to amendments as noted in discussion:

1. To add the online Duolingo English Test to the University Calendar.
2. To cease to accept the online Pearson PTE test version.
3. To accept the IELTS One Skill Retake and to add this to the University Calendar.
4. To amend the English Language entry requirements for admission to:
 - a. all Initial Teacher Education programmes and the Master of Teaching and Learning
 - b. the Bachelor of Nursing
 - c. the Master of Nursing Practice

24.54 REVISIONS TO THE GUIDELINES FOR THE DEVELOPMENT OF DUAL PHDS

Reported

That the revised guidelines had been reviewed by the Postgraduate Research Committee, Research Committee, Divisional Boards, the Māori Academic Board of Studies, and the Pacific Strategic Committee.

Noted in discussion

1. That there would be an onus on the Divisions to ensure that high quality agreements were put in place; the International Office could provide some support with this.

2. That there were additional regulatory requirements, such as with CUAP, that needed to be considered when establishing these agreements. Further to this, the issue of fee payment arrangements needed to be negotiated between the partners and clearly articulated in the agreement. Again, the International Office could provide some support with this.

Resolved

To approve the proposed revisions to the Guidelines for the Development of Dual PhDs, as set out in document 24/98.

24.55 AMENDMENTS TO THE PACIFIC STRATEGIC COMMITTEE CONSTITUTION

Reported

That, following the creation of several new roles for Pacific staff, and the identification of more permanent academic Pacific staff members, an update of the Pacific Strategic Committee (PSC) constitution had been required.

Noted in discussion

1. That clauses 17 and 18 should be amended to specify that the undergraduate and postgraduate student representatives should be Pacific students.
2. That clause 4 should be reworded to 'The Associate Deans Academic of each Division, or nominee.'
3. That clause 2 should be amended to read 'The Associate Deans Pacific, or similar equivalents, of each Division unless a Division does not have such a role, in which case a Pacific staff member in a leadership role, or nominee, appointed by the Pro Vice-Chancellor of the Division.'
4. That, as there was now representation from Te Pua Wānanga ki te Ao Faculty of Māori and Indigenous Studies on PSC, clause 6, specifying the Vice-Chancellor Māori or nominee as an ex officio member, should be removed from the constitution.
5. That PSC should consider whether the current quorum of eight was still appropriate and whether the constitution should specify that a certain number of ex officio members should be present to be quorate.

Resolved

That an amended version of Pacific Strategic Committee constitution, incorporating the above feedback, be provided for consideration at the next Academic Board meeting.

24.56 AMENDMENT TO THE EDUCATION COMMITTEE CONSTITUTION

Reported

That constitution of the Education Committee had been amended to remove the requirement for consultation with the Vice-Chancellor on the appointment of the student member.

Resolved

To approve the revised Education Committee Constitution, as set out in document 24/159.

24.57 DOMESTIC GUARANTEED CREDIT AGREEMENT

Reported

1. That, at their meeting on 10 July 2024, the Education Committee had approved a Guaranteed Credit Agreement (GCA) between the Division of Health, Engineering, Computing and Science (HECS) and Vision College.
2. That a copy of this GCA would be made available on the [Partnerships Database](#) and the [Academic Office Agreements webpage](#).

24.58 INTERNATIONAL GUARANTEED CREDIT AGREEMENT

Reported

1. That, at their meeting on 10 July 2024, the Education Committee approved a GCA between HECS and Vidyalankar School of Information Technology, India.
2. That the Chair of the Education Committee had executively approved a GCA between the Waikato Management School and Hanoi University.
3. That copies of these GCAs would be made available on Raiser's Edge and My Waikato, or by contacting the Partnerships team at global@waikato.ac.nz.

24.59 EXECUTIVE APPROVAL

Reported

That the Chair of the Academic Board had executively approved the re-nomination of Ms Jennifer Campion and Professor Annika Hinze to the Student Discipline Committee for a further term of three years.

24.60 DATE OF NEXT MEETING

Reported

That the next meeting of the Academic Board would be held on 25 September 2024 at 2.10pm.

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 April 2024
2. Report of the Vice-Chancellor (Part 2)
3. University of Waikato Draft Strategy 2025-2029

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 and 3 affected the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University.

Alison Beardsmore

Tim O'Brien

Academic Office

26 July 2024