

Academic Board Agenda Part I

Wednesday 21 February 2024, 1.30pm – 3.30pm

Item	Subject/Topic	Action	Presenter	Paper	Page
PROCEDURAL MATTERS					
1.1	Introduction/Mihimihi	-	Chair	Verbal	
1.2	Apologies/Quorum	(Info)	Chair	Verbal	
1.3	Declaration of Interests	(Info)	Chair	Verbal	
1.4	Meeting Agenda Review			Verbal	
1.5	Confirmation of Minutes Academic Board Meeting 15 November 2023 – Part I	(Decision)	Chair	AB24/02/01	3
1.6	Matters Arising	(Info)	Chair	Verbal	
1.7	Action Schedule - Part I	(Info)	Chair	AB24/02/02	8
1.8	Academic Board Work Plan 2024 – Part I	(Discussion)	Chair	AB24/02/03	9
STRATEGIC UPDATES					
2.1	Chair's Report – Part I	(Info)	Chair	Verbal	
2.2	Vice-Chancellor's Report – Part I	(Info)	Vice-Chancellor	AB24/02/04	11
2.3	Student Report	(Info)	Student Member	Verbal	
2.4	Copyright Material for Educational Purposes Policy	(Discussion)	Jean Jacoby	AB24/02/05	20
2.5	Embargo Policy Guide	(Discussion)	Prof. Tracy Riley	AB24/02/06	27
PAPERS FOR NOTING ★					
3.1★	College of Sciences College Board Minutes 5 October 2023 – Part I	(Info)		AB24/02/07	37
3.2★	College of Sciences College Board Minutes 19 October 2023 – Part I	(Info)		AB24/02/08	38
3.3★	College of Business College Board Minutes 10 October 2023 – Part I	(Info)		AB24/02/09	41
3.4★	College of Business College Board Minutes 14 November 2023 – Part I	(Info)		AB24/02/10	50
3.5★	College of Health College Board Minutes 17 October 2023 – Part I	(Info)		AB24/02/11	56
3.6★	College of Humanities and Social Sciences College Board Minutes 20 October 2023 – Part I	(Info)		AB24/02/12	63
3.7★	University Research Committee Minutes 26 October 2023 – Part I	(Info)		AB24/02/13	67
EXCLUSION OF PUBLIC					

5.1	Public Exclusion Resolution	(Decision)	Chair	AB24/02/14	71
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Part I: Paper for Decision



**MASSEY UNIVERSITY COUNCIL
MINUTES OF THE ACADEMIC BOARD**

**HELD VIA VIDEOCONFERENCE
on**

WEDNESDAY 15 November 2023 AT 1.30 PM

PART I

Present:

Associate Professor Claire Matthews (Chair), Vice-Chancellor Professor Jan Thomas, Provost Professor Giselle Byrnes, Dr Maria Borovnik, Professor Dianne Brunton, Professor Jonathan Elms, Professor Lisa Emerson, Sosefina Filo-Masoe, Professor Ray Geor, Professor Tasa Havea, Professor Margaret Maile, Cameron McCausland Taylor, Professor Jill McCutcheon, Associate Professor Andre Mūrnieks, Flynn O'Hallahan, Professor Julieanna Preston, Distinguished Professor Peter Schwerdtfeger, Associate Professor Veronica Tawhai, Professor Carol Wham, Professor Cynthia White, Professor Bryan Walpert, and Mikayla Matenga.

In Attendance: Pro-Chancellor Alistair Davis, Governance Advisor Christabelle Marshall, Governance Advisor Chanell Meehan, and 11 members of the public [Part I only].

Apologies: Professor Stephen Croucher, Associate Professor Jo Cullinane, Deputy Vice-Chancellor Māori Meihana Durie, Aniva Feau, Professor Huia Jahnke, Mikaela Matenga, Dr Tere McGonagle-Daly, Professor Matt Roskrige, Professor Nicolette Sheridan, Andrew Steele, and Professor George Zellmer; and for early departure from Dr Marta Rychert and Associate Professor Fiona Te Momo.

1. PROCEDURAL MATTERS

1.1 Introduction/Mihimihi

The Chair opened the meeting with a mihimihi and welcomed all members present and those in attendance.

1.2 Apologies

The apologies were noted by the Board.

1.3 Declaration of Interests

No interests were declared for the meeting.

1.4 Meeting Agenda Review

No items were unstarred in the agenda for discussion.

1.5 Confirmation of Minutes of Meeting held on 18 October 2023 – Part I (AB23/11/262)

Part I: Paper for Decision

- **Council Elections:** Noted the Professional and Academic staff member on Council elections are currently underway, with results to be announced in early December.
- **Council:** Noted attendance at a Council meeting on 2 November.
- **New Student Members:** Noted that Te Tira Ahu Pae student members, Ramairoa Tawera, Francisco Hernandez and Aniva Feau had resigned from Academic Board, and welcomed Cameron McCausland-Taylor, Flynn O’Hallahan and Sosefina Filo-Masoe as their replacements.

2.2 Vice-Chancellor’s Report (AB23/09/266)

The Vice-Chancellor noted her report should be taken as read and welcomed questions from the Board.

A Board member questioned the recent decision regarding employer superannuation contributions and noted potential negative impacts that the decision may have on attracting top staff internationally. It was questioned whether this decision would be reviewed and reconsidered in the future. The Vice-Chancellor acknowledged the Board member’s comments and noted national challenges in attracting and retaining top researchers.

Dr Marta Rychert left at 2:42pm

2.3 Provost’s Report

The Provost provided a verbal update to the Board, noting the recent work undertaken by the Academic Committee and University Research Committee. It was noted that Academic Committee had discussed the Specific Circumstances Framework as part of Pūrehuroatanga and continued discussions on academic progression, programme regulations and support provided to students. It was further noted that the review of CUAP had been discussed, including Graduating Year Reviews, and internal quality reviews.

The Board discussed the pause on Massey University Research Fund (MURF) and Strategic Research Investment Fund (SREF) rounds for 2023.

2.4 Student’s Report

Cameron McCausland-Taylor, Sosefina Filo-Masoe and Flynn O’Hallahan introduced themselves to the Board. Flynn O’Hallahan provided a verbal report to the Board, and noted student morale is low across all student cohorts. It was further noted that a student-led survey had been conducted regarding student experiences with Online Supervised Exams (OSE). The Provost welcomed students to provide this report for further discussion and review of OSE and their use.

It was questioned what support the university would provide to students who may need to transfer to another university to complete their degree if the current College of Sciences proposal for change were to go ahead. Pro Vice-Chancellor College of Sciences Professor Ray Geor noted that the College would be communicating with students over the next 24 hours regarding possible options for students, including financial support.

3. PAPERS FOR NOTING

- ★ 3.1 College of Sciences College Board Minutes 21 September 2023 – Part I **AB23/11/269**
- ★ 3.2 College of Business College Board Minutes 8 August 2023 – Part I **AB23/11/270**
- ★ 3.3 University Research Committee Minutes 24 August 2023 – Part I **AB23/11/271**

Part I: Paper for Decision

- ★ 3.4 University Research Committee Minutes 28 September 2023 – Part I AB23/11/272
- ★ 3.5 College of Humanities and Social Sciences College Board Minutes 15 September 2023 – Part I AB23/11/273
- ★ 3.6 College of Health College Board Minutes 15 August 2023 – Part I AB23/11/274

The Board noted the papers as listed.

AB23-71 RESOLVED: (Matthews/White)

THAT the Academic Board approves the degrees be conferred, and the certificates and diplomas be awarded to those as listed in document AB23/11/276, and the seal affixed to the parchments.

CARRIED

4. MOVING INTO PART II - EXCLUSION OF THE PUBLIC (AB23/11/268)

AB23-72 RESOLVED: (Matthews)

THAT the Academic Board exclude the public from the papers as noted in the table below, excluding Pro-Chancellor Alistair Davis, Acting Director Governance and Assurance Frances Mullan, Governance Advisor Christabelle Marshall and Governance Advisor Chanell Meehan.

General subject of each matter to be considered		Reason	Section 48(1) grounds
23/11/275	Confirmation of Minutes Academic Board Meeting 18 October 2023 – Part II	For the reasons set out in the Part I minutes of 18 October 2023 held with public present	
23/11/276	Action Schedule – Part II	Improper gain or advantage	s7(2)(j)
23/11/277	Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy	s7(2)(a)
Papers for Noting			
College of Sciences College Board Minutes 21 September 2023 – Part II			
College of Business College Board Minutes 8 August 2023 – Part II			
University Research Committee Minutes 24 August 2023 – Part II			
University Research Committee Minutes 28 September 2023 – Part II			
College of Humanities and Social Sciences College Board Minutes 15 September 2023 – Part II			
College of Health College Board Minutes 15 August 2023 – Part II			

This resolution was made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

CARRIED

Part I of the meeting closed at 2.49pm

Signature: _____

Part I: Paper for Decision

Date: _____

UNCONFIRMED

Academic Board Action Schedule – Part I

ITEM	ACTION	RESPONSIBILITY	MEETING DATE REF	STATUS	DUE DATE
1	Congratulatory letters to be sent on behalf of the Board to award recipients as listed in the Vice-Chancellor's report.	AB Secretary	November 2023	Congratulatory letters drafted and pending review.	21 February 2024

Academic Board 2024 Work Plan

	21 FEBRUARY	20 MARCH	24 APRIL	29 MAY	19 JUNE
Location	Zoom	Zoom	Zoom	Zoom	Zoom
Standing Items	<ul style="list-style-type: none"> Chair’s Report VC Report Student Report 	<ul style="list-style-type: none"> Chair’s Report VC Report Student Report 	<ul style="list-style-type: none"> Chair’s Report VC Report Student Report 	<ul style="list-style-type: none"> Chair’s Report VC Report Student Report 	<ul style="list-style-type: none"> Chair’s Report VC Report Student Report
Strategic / Academic Discussion	<ul style="list-style-type: none"> Research Commercialisation Update Research Funding Landscape (Govt policies/ National Research Priorities/ Aus Uni Accord) Copyright Policy 	<ul style="list-style-type: none"> Annual Reports from AB Subcommittees x7 AB monitoring of self-improvement actions CoCA/ CoH/ CoHSS update on implementation of uni strategy related to academic matters 	<ul style="list-style-type: none"> Report on Academic Grievances ReADI Update Paerangi MBS/ CoS update on implementation of uni strategy related to academic matters 	<ul style="list-style-type: none"> Report on Policies approved through AB Te Pou Rangahau Update Transnational Education Update International Travel Presentation 	<ul style="list-style-type: none"> Proposed 2025 meeting schedule Report on Research Ethics – background, applications, issues, policy development and reviews upcoming/ ongoing
Academic Programme	Qualification Review Reports (if any) Conferment of Degrees and other qualifications	CUAP Proposals (Round 1) Qualification Review Reports (if any) Conferment of Degrees and other qualifications	CUAP Proposals (Round 1) Qualification Review Reports (if any) Conferment of Degrees and other qualifications	Qualification Review Reports (if any) Conferment of Degrees and other qualifications	CUAP Proposals (Round 2) Qualification Review Reports (if any) Conferment of Degrees and other qualifications
Papers for Noting	Subcommittees’ Minutes	Subcommittees’ Minutes	Subcommittees’ Minutes	Subcommittees’ Minutes	Subcommittees’ Minutes

Academic Board Meeting - Part I - Procedural Matters

	24 JULY	21 AUGUST	25 SEPTEMBER	23 OCTOBER	20 NOVEMBER
Location	Zoom	Zoom	Zoom	Zoom	Zoom
Standing Items	<ul style="list-style-type: none"> Chair's Report VC Report Student Report 	<ul style="list-style-type: none"> Chair's Report VC Report Student Report 	<ul style="list-style-type: none"> Chair's Report VC Report Student Report 	<ul style="list-style-type: none"> Chair's Report VC Report Student Report 	<ul style="list-style-type: none"> Chair's Report VC Report Student Report
Strategic / Academic Discussion	<ul style="list-style-type: none"> General Reports from AB subcommittees x7 (review of performance under current ToR) 	<ul style="list-style-type: none"> Research Rankings Update (SDGs/ THE Rankings) 	<ul style="list-style-type: none"> Annual Report on Academic Integrity Academic Board Meeting Schedule 2024 – Confirmation 	<ul style="list-style-type: none"> AB Self Review Te Ara Paerangi and Te Pou Rangahau 6-monthly update from Provost 	<ul style="list-style-type: none"> 6-monthly update on AB approved policies
Academic Programme	CUAP Proposals (Round 2) Qualification Review Reports (if any) Conferment of Degrees and other qualifications Graduating Year Reviews	Qualification Review Reports (if any) Conferment of Degrees and other qualifications Graduating Year Reviews	Qualification Review Reports (if any) Conferment of Degrees and other qualifications	Qualification Review Reports (if any) Conferment of Degrees and other qualifications	Qualification Review Reports (if any) Conferment of Degrees and other qualifications
Papers for Noting	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes

MEETING DATE:	21 February 2024
AUTHOR:	Vice-Chancellor Professor Jan Thomas
SUBJECT:	VICE-CHANCELLOR'S PART I REPORT TO ACADEMIC BOARD PERIOD: October 2023 – January 2024

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Recommendations

- Recommendation: That Academic Board note this update on current issues, key achievements and highlights arising during the reporting period.

Executive Summary

This report is intended to be a high-level summary overview of the reporting period. I have taken the opportunity to provide links to information for further detail. I wish to continue to emphasise that given the size, depth and diversity of our multi-campus university, this report can only provide a point-in-time record of the accomplishments of our staff, students and wider community. Please forgive me for not being able to mention all of the wonderful mahi and achievements of the Te Kunenga ki Pūrehuroa Massey University whānau, both individually and in partnership across the university, and externally with our many communities, at home and across the globe. Many of these stories can be found on the [Massey News site](#) and other internal communication channels detailed in this report.

I highlight in this report just a few of the university's efforts and achievements in making Massey a place of equity and excellence, for students, staff and our community. I will seek to ensure that the content reflects, and speaks to the enactment of university's Strategic Plan, pou, attributes, and Te Tiriti foundation. In this regard, you will note that this report is provided in a format and structure to reflect the four strategic pou of the university.

Te Pou Rangahau – Research

Examples of the delivery of research excellence and its impact include:

- *Riddet Institute food scientist tops international research ranking*
A Massey University Professor is the top food scientist in New Zealand, according to the latest Stanford University international research rankings list of the top two per cent most influential scientists in the world in different disciplines.

Distinguished Professor Harjinder Singh is Director of the Riddet Institute Centre for Research Excellence based at Massey University's Palmerston North campus. He is the highest-ranked food scientist in New Zealand, the second-highest in Australasia, and 19th in the world, in the discipline of food science and technology. Distinguished Professor Singh is also internationally ranked 3781 out of the top 210,198 scientists across all science disciplines.

- *Royal Society of New Zealand Te Rangaunua Hiranga Māori Award*
 Congratulations to Professor Regan Potangaroa, Ngāti Kahungunu ki Wairarapa, School of Built Environment, who has been [awarded the Te Rangaunua Hiranga Māori Award](#) by the Royal Society Te Apārangi. The Te Rangaunua Hiranga Māori Award recognises excellent, innovative co-created research by Māori that has made a distinctive contribution to community wellbeing and development in Aotearoa New Zealand.
- *2023 recipient of the National Communication Association's (NCA) Gerald M Phillips Award for Distinguished Applied Communication Scholarship*
 Professor Mohan Dutta from the Center for Culture-Centered Approach to Research and Evaluation (CARE), has been announced as the 2023 recipient of the National Communication Association's Gerald M Phillips Award. Bestowed annually, the award is presented to scholars responsible for authoring bodies of published research and creative scholarship in applied communication. [Read more ...](#)
- *McMeekan Memorial Award*
 Head of the School of Agriculture and Environment, Professor Paul Kenyon, has been named as the 2023 recipient of an award that has been presented annually since 1975. The award recognised his sustained level of research excellence over a prolonged period - research that is making an impact and has resulted in practice change in the New Zealand sheep industry. [Read more...](#)
- *Four University Research Medals awarded for 2023*
 University Research Medals are the highest awards for research bestowed by the university. Each year, the university recognises outstanding achievements of staff in up to five categories. [Two Individual, one Early Career and one Supervisor Research Medal](#) have been awarded to staff for exceptional research success in 2023. Congratulations to Professor David Hayman from the School of Veterinary Science Tāwharau Ora and Professor Regina Scheyvens from the School of People, Environment and Planning who have each been awarded an Individual Research Medal. Professor Pamela von Hurst from the School of Sport, Exercise and Nutrition has been awarded a Supervisor Research Medal, and Dr Alice Beban from the School of People, Environment and Planning has been awarded an Early Career Research Medal.
- *Signal discovery could be key to understanding global disease*
 A research collaboration involving scientists from Massey University, AgResearch and New Zealand science company Flowjoanna has discovered a signal that indicates when human cells are infected with the parasite *Cryptosporidium*. This discovery may unlock new opportunities to prevent or treat an infection that kills children in their thousands around the world.

Cryptosporidium has been identified as the second most common cause of diarrhoea in infants, with one study reporting approximately 83,000 children under five died globally due to diarrhoea caused by this parasite. There are currently no vaccines for the disease. [Read more...](#)

- Māori visual arts Professor named a Laureate*
 Professor Robert Jahnke ONZM, Ngai Taharora, Te Whānau a Iritekura, Te Whānau a Rakairo o Ngāti Porou, from Whiti o Rehua School of Art has been named a 2023 Arts Foundation Te Tumu Toi Laureate. [Read more...](#)
- Janet Duffin Award*
 Professor Jodie Hunter from the Institute of Education has won the prestigious *Janet Duffin Award* for an “outstanding article” titled *Challenging and disrupting deficit discourses in mathematics education: positioning young diverse learners to document and share their mathematical funds of knowledge*, published in the *Research in Mathematics* journal. Professor Hunter has been on a Visiting Professorship funded by the Leverhulme Foundation to disseminate her research findings and methodology to different universities in Britain.
- Ministry of Business, Innovation and Employment (MBIE) Research Funds Endeavour Annual Report RAGG results*
 School of Psychology Professor Fiona Alpass’, Research Programme maximising workforce participation for older New Zealanders (concluded in 2023) was given a gold rating - one of only eight awarded nationwide. Professor Alpass is also currently working with the MBIE communications team for a story around the impact of this project that will feature on MBIEs website.

Mahi undertaken to foster, support and enable research excellence. Examples include:

- Te Pou Rangahau Massey University Research Plan*
Te Pou Rangahau 2024-2027 is now available on the Massey University website [here](#). The plan sets out the research aspirations for the university for the next four years. It is intended as a high level, aspirational plan for all researchers. It advances from the previous Research Strategy (He Rautaki Rangahau 2018-2022) and the research rankings strategy (He Waihanga ake i Te Whare Rangahau: Building a Research Powerhouse) and provides a pathway to support the realisation of the Te Kunenga Ki Pūrehuroa Massey University Strategy 2022-2027. The plan sets out our commitments to research excellence and Te Tiriti o Waitangi. It identifies research goals and associated actions to support researchers and research students, sustainability and climate action, entrepreneurship, civic leadership, and global engagement. Implementation and reporting on *Te Pou Rangahau* will be led by the University Research Committee, with support from the Office of the Provost, and with the expectation that this is a whole of university plan. Progress against the goals and actions will be reported to the Senior Leadership Team, Academic Board and the University Council on a regular basis.
- New Open Access agreement with American Psychological Association*
 Massey has signed a new Transformative/Read and Publish/Open Access agreement for 2024 with the American Psychological Association (APA). This provides the Institution’s authors with uncapped publishing in APA’s 87 hybrid journals. Eligible article types are research and review articles. CC-BY is the default license option.

The Council of Australasian University Libraries (CAUL) has issued a [press release](#) with further details about the agreement with APA. An alphabetical list of Massey’s Read & Publish Agreements is located on the [Library Website](#).

- Food Research**
 Massey's Food Experience and Sensory Testing (FEAST) Lab has been awarded a \$1m contract by Fonterra to [explore methods to predict consumer responses to food products](#).
- Marsden Fund 2023 Full Proposals – Outcomes**
 Te Apārangi received a total of 922 proposals in the preliminary round, of which 225 were considered at the full proposal stage. These full proposals had requested funding of \$156.1 million (ex. GST) in total. Of the 225 proposals, the Marsden Fund Council recommended 123 proposals to be offered funding (76 Standard applications and 47 Fast-Starts), at a cost of \$83.591 million (ex. GST) over three years.

Of the 18 full proposals submitted in June, seven Massey projects were recommended to be funded. Massey researchers were also Associate Investigators on five other successful proposals. The total funding received for the Massey-awarded projects is \$4,948,000 (ex. GST), accounting for 5.9 per cent of the total national Marsden funding available for 2023. The seven successful grants were made up of two Fast-Start grants (for new and emerging researchers) and five Standard grants. Congratulations to all involved.
- Ministry of Business, Innovation and Employment (MBIE) Research Funds**
Unlocking Curious Minds Fund - Outcome
 One project has been successfully funded through the Unlocking Curious Minds Fund. This funding is for outreach activities designed to connect researchers with communities that have had limited opportunities to see the relevance of science and technology in their lives, and to encourage careers in STEM.
- New funding awarded to pioneering research strengthening volcanic resilience**
 New funding from Toka Tū Ake Earthquake Commission (EQC) has been awarded to a first-of-its-kind research project on infrastructure resilience to volcanic activity, led by Associate Professor Carol Stewart, School of Health Sciences. [Read more...](#)
- Massey Lincoln Agriculture Industry Fund (MLAIF) - Outcomes**
 The MLAIF supports innovative research, teaching, professional development and/or industry focused commercialisation in agriculture, horticulture, biological sciences and related fields, that will benefit the primary sector. It is a joint initiative between Massey and Lincoln universities for the purpose of facilitating collaboration between, and capability development by, the two universities, working alongside primary sector stakeholders and primary industries. Each project team includes researchers from each university. Funding was awarded to five projects:

Primary Investigator	Lead-University	College/Faculty	Title	Value
Dr Rene Corner	Massey	College of Sciences	Shade and shelter on NZ sheep farms: farmer perceptions and animal needs	\$129,262
Dr Majula Kularathna	Lincoln	Faculty of Agriculture and Life Sciences	Evaluating the potential threat to New Zealand sweet potato (kūmara) industry by plant pathogenic nematodes	\$103,500

Professor Jonathan Proctor	Massey	College of Sciences	Te Hā o te Whenua – Transforming farm research and management through hyperspectral remote sensing	\$146,000
Dr Nicky Stanley-Clarke	Massey	College of Health	Coordinating Wellbeing: Mapping Landscapes of Support for rural young people	\$149,385
Dr Peter Tait	Lincoln	Agribusiness and Economics Research Unit	Mahere Atamai: New crops for a climate-resilient, diverse, and vibrant Māori economy	\$149,423

Te Pou Ako – Learning and Teaching

Mahi undertaken to foster, support and enable an excellent learning environment. Examples include:

- *New student Orientation*
Our teams are geared up to welcome students onto our campuses (and online) over the coming weeks. Orientation kicks off on 19 February with international student orientation on each campus. An online orientation will be available to our new distance students. It will be an action-packed week that focuses on welcoming our new students to the Massey whānau. Check out the [orientation website](#) where more information is now live.

- *Teaching Excellence Awards*
The awards are managed by the Teaching Academy, and they recognise the sustained commitment to teaching and learning at Massey University. The recipients strive to enhance learning through a student-centred, enquiry-based approach.

This year there were three Vice-Chancellor’s Teaching Excellence Award winners: The Chemistry Team, School of Natural Sciences (College of Sciences); John Murrie, School of Aviation (Massey Business School); and Dr Ute Kreplin, School of Psychology (College of Humanities and Social Sciences). The Mental Health and Addiction Programme, School of Health Sciences (College of Health) won the new Learner Success, Retention and Transitions Excellence Award. [More here...](#)

- *Designing a legacy with a nine-year Red Dot Awards success streak*
Toi Rauwhārangī College of Creative Arts has taken [second place in the 2023 Red Dot Design Awards for the Asia and Pacific regions](#), making it the ninth consecutive year of being in the top three universities.

- *Advance HE Fellowships*
Twenty one staff members across the university achieved Advance HE Fellowship in October. This is the culmination of coursework that began in March 2023 and represents an 85% success rate of course enrolments.

The Advance HE Fellowship demonstrates a commitment to professionalism and provides recognition of practice, impact and leadership in teaching and learning. More information around the Advance HE Fellowships can be found [here](#).

- *Massey Business School Senior Lecturer recognised with teaching award*

Congratulations to School of Accountancy Senior Lecturer Dr Fawad Ahmad, who has won the MYOB Educator of the Year Award. [Read more ...](#)

- *Speech Language Therapy programme now more widely accessible*
The university is shifting its training programme online from 2024 so it becomes accessible to all students no matter where they live. [Read more...](#)
- *New business specialisation the first of its kind*
The new Applied Professional Practice specialisation within the Bachelor of Business is the first of its kind in Aotearoa New Zealand and offers a unique and relevant path to learn about the business world. [Read more...](#)
- *Building success with launch of new cutting-edge construction qualification*
A new [Bachelor of Construction \(Honours\)](#) offering from the School of Built Environment will see students elevate their career by holding an internationally recognised post-degree qualification. [Read more...](#)
- *Massey to co-host major international learning conference in 2025*
In partnership with Te Pūkenga, Massey will host the International Council for Open and Distance Education's 30th World Conference in Wellington in 2025. [Read more...](#)
- *University Graduate Profile*
The new University Graduate Profile has been approved by Academic Board. This marks a significant milestone and provides a means of aligning our curriculum with the Strategic Goals of the university.
- *Student and graduate success stories*
Congratulations to Bachelor of Social Work student Shahmea Nowakowsky, Ngā Rauru Kītahi, who has been selected for the prestigious 2023 Prime Minister's Scholarships for Asia programme. She will be one of 24 participants for the Reimagining India Study Tour in early 2024 as part of the programme.

Massey graduate and young entrepreneur Milli Kumar, the inventor behind EatKinda – cauliflower-based ice cream, took out two major awards at the [NZ Food Awards 2023](#). The team won the Below Zero Award and the Novel Award and have just launched their ice cream range in Countdown stores nationwide. Ms Kumar is currently completing a Master of Food Technology at Massey University and received the Massey Ventures Master's Enterprise Bursary.

Bena Jackson, Master of Fine Arts student, has been awarded the Iris Fisher Scholarship. Ms Jackson makes sculptures and installations. Her practice considers community actions in public space and urban environments where agency, ingenuity, potential and tension intersect. Bena's work has been included in exhibitions at the RM Gallery in Auckland. She has received the Collin Post Memorial Scholarship in Sculpture and a Massey University Master's Research Scholarship as well.

Meg Higgs, first year Bachelor of Nursing student, has been awarded the Jodee Redmond Memorial Award for 2023. The Jodee Redmond Memorial Award was created in 2020 to honour the life of much-respected community nurse Jodee-Anne Genevieve Redmond Wager to recognise

a first-year Bachelor of Nursing student who demonstrates personal qualities that are important within the nursing profession. These include a generosity of spirit, empathy towards patients and whānau, honesty, integrity, and the ability to positively influence others through words and actions.

Te Pou Tangata – People

Mahi undertaken to foster, support and enable an inclusive, respectful and safe environment.

Examples include:

- *Kōrero with staff*
Staff Update is a weekly e-newsletter that shares information from across the university and works in parallel with *People@Massey*, which celebrates staff achievements and shares insights into the work our people do. *Staff Update* includes the latest updates from SLT, whether it is a message from myself or other relevant information from others in the team. This enhances the visibility of SLT members and our decision making. *Staff Update* includes information and updates that do not warrant a *Massey-all* email. Please note that the ongoing SLT *Focus on the Future* communications are provided via the weekly *Staff Update*, where possible.

Massey-all emails are used for significant items of interest that are time-critical and important to all staff, and generally will come direct from the Vice-Chancellor and members of the university's Senior Leadership Team.

We have also regularly been inviting staff feedback through an evergreen feedback mechanism, which you can find at [vcfeedback](#). This is monitored daily, and I respond to as many comments as is practical.

- *Focus on the Future: Catching up with the Vice-Chancellor*
 Fresh back from the holiday break, I sat down with Executive Director Marketing and Communications Ruth Mackenzie to discuss the challenges of 2023, what's ahead for 2024, our divestment plans and the Financial Recovery Plan, amongst many other questions sent in from staff in recent months. You can [watch the interview here](#).

I hope this video will answer some initial questions staff might have, and as always, I encourage staff to send in any questions, comments or concerns to me via the [VC Feedback portal](#).

I'll be looking to do more in-person staff forums, with other members of the Senior Leadership Team and regular webinars about the various projects underway at Massey this year, with details to be announced soon.

- *Five new Professor Emeriti titles bestowed*
 I'm proud to announce [five new Professor Emeriti](#), conferred by the Honorary Awards Committee. Congratulations to Professors Clive Davies, John Cockrem, Richard Archer and Rosie Bradshaw, along with Distinguished Professor Marti Anderson, have all been awarded emeriti titles in recognition of their service to the university.
- *Massey continues to make strides towards decreasing the gender wage gap*

The latest [Pay and Employment Equity Monitoring and Analysis \(PaEE\) Report](#) shows that over approximately 10 years, the gender wage gap amongst Massey's general staff has decreased by seven per cent, from 17.2 per cent in 2009 to 10.25 per cent in 2020.

Te Pou Hono – Connection

Mahi undertaken to create, honour and sustain meaningful connections and partnerships, and addressing the world's big problems, matters of national interest, and promoting leadership. Examples include:

- *Massey shines in global Sustainability Ranking*
The Quacquarelli Symonds (QS) Sustainability Rankings framework highlights the different ways in which universities are tackling the world's greatest environmental, social and governance issues, which make up the three categories in which institutions are ranked.

The 2023 ranking has seen Massey rise 44 positions to now be ranked 81st in the world and third equal amongst New Zealand's universities. These results are especially noteworthy considering that the number of universities included in the 2023 ranking has doubled, from 700 universities worldwide in the inaugural ranking last year, to 1403 this year.

In the Environmental Impact component to the ranking, Massey ranked 63rd equal in the world, up from 104th in 2022. Notably, Massey excelled in the Environmental Education section, with a placement of 40th equal in the world. Massey's Master of Sustainable Development Goals, launched in 2020, is clearly contributing to this measure. In Semester 1 a [new Climate Change major](#) will be available in this degree.

In the newly introduced Governance component, Massey is ranked 89th equal globally. This component assesses different elements of best practice in this area, such as the centrality of ethics, good hiring practices and open and transparent decision making.

In the Social Impact component, the university is now ranked 140th equal in the world, a significant increase of 84 places from last year. Of note is Massey's positioning of 58th equal globally for Equality. The university also increased by more than 200 places each for the Health and Wellbeing, and Knowledge Exchange sections.

Research on the SDGs has contributed to Massey's rise of more than 200 places in the Environmental Research section of the QS Sustainability rankings, now ranked at 156th equal in the world.

These sustainability initiatives have also led to an Impact Ranking of 86th equal in the world for Massey in the 2023 Times Higher Education Impact Rankings, released earlier this year. Notably, top 35 placings worldwide were achieved for both SDG5 – Gender Equality and SDG8 – Decent Work and Economic Growth. Additionally, Massey attained rankings in the top 100 universities worldwide for both SDG11 – Sustainable Cities and Communities, and SDG15 – Life on Land. [Read more...](#)

- *2024 New Years Honours*
Congratulations to the former staff and alumni recognised in 2024 New Year Honours List. Three former staff members and 10 alumni have been named in the [2024 New Year Honours List](#).

- New directory of subject area experts for media*
 The Communications Team has created an online [media directory](#) so journalists can quickly and easily find academic experts to speak with and their contact details.
- Mātairangi Mahi Toi Artist Residency*
 Award-winning musician THEIA is the 2023-24 recipient of the Mātairangi Mahi Toi Artist Residency. Theia is [a fierce proponent for the revitalisation of Māori language and culture](#).
- Online curriculum resource released - Kōwhiri Whakapae*
 Associate Professor Tara McLaughlin from the Institute of Education and team, have released *Kōwhiri Whakapae* – the online curriculum resource. This resource is designed to help early learning kaiako strengthen teaching practice and formative assessment within the framework of Te Whāriki He Whāriki mātauranga mō ngā mokopuna o Aotearoa. They held the initial contract for the overall development of the resource and the social-emotional section. Institute of Education team members who contributed to the resource include Keri Cheetham, Dr Karyn Aspden, Dr Linda Clarke, Dr Huinga Jackson-Greenland, Dr Sala Tagoilelagi-Leota, Vicki Gifkins, Karen Mackay, Julie Houghton, Rachel Beazley, Dr Monica Cameron and Jan Macfarlane.
- Research on diversifying the expertise of teachers*
 Dr Jared Carpendale, Institute of Education, has been appointed as a member of the Steering Committee for a research project funded by the Australian Research Council Discovery Grant. The project, *Shifting the culture of out-of-field professional education for teachers*, aims to model an education system that would diversify the expertise of teachers as part of attending to the long-term teacher shortage.
- Serving up nutritional education to help communities in need*
 Master of Science (Nutrition and Dietetics) students are improving the lives of young people in vulnerable communities through the delivery of education programmes focused on healthy eating, learning to cook and food security. One example is the Nestlé Cook for Life programme, where student dietitians are working closely with schools in South Auckland to teach young adults about nutrition, cooking and healthy eating. [Read more...](#)
- Campaign on being ‘poo-pared’ makes a splash at Emergency Media and Public Affairs Awards*
 A public education campaign highlighting an emergency sanitation plan developed by an interagency team, including members of the university, has won an award for readiness and resilience. [Read more ...](#)



To: Academic Board
From: Jean Jacoby
Date: 8 January 2024
Subject: **Use of Copyright Material for Educational Purposes Policy**

RECOMMENDATION

That the Academic Board **consider** and **discuss** the revised Massey University *Use of Copyright Material for Educational Purposes Policy*, and if satisfied with the review, **approve** the Policy in the context of a regular policy review cycle.

PURPOSE

This paper provides Academic Board with an overview of the draft, revised, *Use of Copyright Material for Educational Purposes Policy*, including a summary of consultation to-date, so that Academic Board may consider the revised policy.

BACKGROUND

Massey's *Use of Copyright Material for Educational Purposes Policy* has been due for review since October 2016. In the time since the policy was written, the Marrakesh Treaty, which supports the adaptation of copyrighted materials into accessible formats has been adopted by a number of countries, and written into law in New Zealand by the Copyright (Marrakesh Treaty Implementation) Amendment Act 2019. While the fundamental requirements of copyright law, and therefore the policy, remain unchanged, it is necessary that the revised policy reflect the requirements of the 2019 Act.

In addition, in 2016, Universities New Zealand entered into an agreement with Copyright Licensing New Zealand (CLNZ). This agreement, which allows the university to copy substantially more of works than the 3% permitted under the Act, requires that the university use digital resource management software (eReserve) to track and report the use of copied materials. Failure to do so could result in the university losing the CLNZ licence and thus being limited to the quantities permitted under the Act. Although Massey completed adoption and rollout of this software in 2022, the requirement for its use was not reflected in the copyright policy.

A tracked changes version of the policy is available in the Appendix of this document. (Please note that for ease of viewing, formatting changes are not tracked.)

DISCUSSION

Although substantively the same as the current policy, the draft, revised *Use of Copyright Material for Educational Purposes Policy* contains the following proposed amendments:

- Expanding the purpose of the Policy to include reducing risks to staff and students associated with the use of copyright materials, protecting the university's reputation, referencing the implications of the Marrakesh Treaty, and identifying responsibilities for copyright compliance.

- Adding that all staff and student users of copyright materials are expected to comply with the requirements of the copyright licences held by the university.
- Including 'other digital materials provided by the library' to materials which may be covered by publishers' licences. This is a licensing and contractual requirement.
- Adding the requirement that all copyrighted materials copied for general teaching and learning purposes must be provided to students through the university's electronic copyright managing and reporting system (eReserve).
- Requiring that copying and/or conversion of materials into accessible formats under the Marrakesh Treaty must be done within the terms of the Copyright Act 1994 and the Copyright (Marrakesh Treaty Implementation) Amendment Act 2019.
- Requiring that records in relation to the use of copyright material for educational purposes must be kept and disposed of in accordance with the General Disposal Authority for New Zealand Universities.
- Clarifying that staff are responsible for ensuring continued compliance with all copyright requirements in their areas of activity, and that staff with teaching or learning-support activities are also responsible for ensuring that students are aware of copyright issues and requirements pertaining to them. Use of eReserve ensures that this responsibility is met without making onerous demands on academic staff.
- Providing links to staff and student copyright information resources.
- Directing staff and students seeking advice to the University Copyright Officer.
- Updating the glossary of terms.
- Removing responsibility assigned for sign-off of copyright licences and contractual obligations, which are dealt with in the Intellectual Property Policy.
- Removing the 'Guidelines for staff assessment of Copyright issues' section, which duplicates references to available information covered in the 'Responsibilities' section.

CONSULTATION

Feedback on the draft revised policy was sought **from all College Boards, the Learning and Teaching Committee, and Academic Committee**. Responses were supportive of the revised policy. With the exception of comments relating to minor grammatical changes, feedback received, and responses to it, are listed in the table below:

Feedback	Response
The glossary needs a definition for 'copyright materials'.	A definition is included.
The policy needs to consider how the use of generative artificial intelligence might impact copyright.	The impact of AI on copyright is unclear. Several cases are before the courts in the US and elsewhere. Because it is difficult to predict either how AI will develop or how the legal cases will be resolved, the opinion of the UNZ Copyright Experts Working Group is that it is too early to suggest policy relating to copyright and AI.
Information on the policy and how it should be implemented should be added to the staff copyright information page.	This will be actioned following approval of the revised policy.
The specific inclusion in the revised policy of students enrolled in micro credentials and short courses was supported.	Noted.

The current *Use of Copyright Material for Educational Purposes Policy* can be found [HERE](#).

RECOMMENDATION

That the Academic Board **consider** and **discuss** the revised Massey University *Use of Copyright Material for Educational Purposes Policy*, and if satisfied with the review, **approve** the Policy in the context of a regular policy review cycle.



APPENDIX

- Use of Copyright Material for Educational Purposes Policy (with tracked changes)

USE OF COPYRIGHT MATERIAL FOR EDUCATIONAL PURPOSES POLICY

Section	Academic
Contact	University Copyright Officer
Last Review	October 2013 – January 2014
Next Review	October 2016 – January 2027
Approval	AB13/124 – November: 3.2.1

Purpose:

The purpose of this policy is to:

- ~~facilitate the lawful and appropriate use of copyright materials for teaching and learning and to protect the rights of copyright owners in the activities of the university;~~
- ~~reduce the risks to staff and students associated with the use of copyright materials;~~
- ~~protect the university's reputation in relation to the use of copyright material;~~
- ~~protect the rights of copyright owners;~~
- ~~clarify exceptions to the Act, including under the Marrakesh Treaty, which allow for the reproduction, distribution and exchange of copyright works in accessible formats for individuals with print disabilities; and~~
- ~~identify responsibility for copyright compliance.~~

Policy statement:

1. ~~All staff and student users of copyright materials for educational purposes must comply with the requirements of the Copyright Act 1994 and subsequent amendments, and with the requirements of the copyright licences held by the university.~~
2. ~~Electronic journals, e-books and other digital materials provided by the Library – The Library e-journals and e-books – are covered by publishers' licences, and any restrictions on these licences prevail over copyright law, even for educational purposes.~~
3. ~~All copyrighted materials copied for general teaching and learning purposes must be provided to students through the university's electronic copyright managing and reporting system (eReserve).~~
4. ~~Copying and/or conversion of materials into accessible formats under the Marrakesh Treaty must be done within the terms of the Act.~~
5. ~~Records in relation to the use of copyright material for educational purposes must be kept and disposed of in accordance with the General Disposal Authority for New Zealand Universities.~~

Responsibility:

~~Academic and general~~ Staff are responsible for ensuring continued compliance with all copyright requirements in their areas of activity. Staff with teaching or learning support activities are also responsible for and ensuring that students are aware of copyright issues and requirements pertaining to them. This includes referring ing to information available via the student copyright information page on the website ~~copyright website (http://copyright.massey.ac.nz)~~ and seeking advice from the University Copyright Officer (copyright@massey.ac.nz) or the staff copyright information pages ~~from staff in appropriate units (e.g., National or Campus Centres for Teaching & Learning, ITS, Library)~~ if there is any uncertainty regarding copyright requirements.

~~The Assistant Vice Chancellor Academic & International and the Assistant Vice Chancellor Operations & University Registrar are normally responsible for the final sign-off of the University's copyright licence agreements. Contractual obligations for these agreements require the University to participate in copyright surveys on a regular basis. Consequently, staff will be required to participate in data collection activities from time to time.~~

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Definitions:

The Act: The Copyright Act 1994 and subsequent amendments

Accessible format copy: defined in the Act as: "a copy of a published literary, dramatic, musical, or artistic work, or a part of the work, in an alternative manner or form that gives persons who have a print disability access to the work."

Copying: reproducing or recording a work in any material form (including any digital format). This includes scanning, photocopying, retyping, transferring, duplicating from any format to any other format, and sharing across systems (e.g., Stream).

Copyright: Copyright protects the expression of an idea, rather than the idea itself. It is intended to protect a particular work, such as a painting or a written work, from unfair plagiarism or unauthorised copying.

Copyright licences: The University has a range of licences which support the use of copyright works and extend the allowances of certain materials under the Act. Information about these is available [here](#). If a copyright licence does not explicitly permit an activity or use, the provisions of the Act apply.

Copyright materials: Any materials in which copyright exists, irrespective of format or purpose, and including printed, textual, digital, educational, literary, dramatic, musical, artistic, typographical, film and /or sound materials.

Educational purposes: refers to making ~~multiple~~ copies of copyright material as part of educational learning resources including, but not limited to, study guides, student notes, handouts, audio, video and other digital resources. This includes uploading copyright works to online environments. Educational purposes also includes copyright works used for instructional purposes in the classroom, for example, including artistic works (graphs, diagrams, illustrations, images), playing music, showing a video or including works from the internet and digital media.

Marrakesh Treaty: The Marrakesh Treaty is an international agreement that allows for the reproduction of copyright works in accessible formats such as braille, audio and large-print books.

Print disability: The Act defines a print disability, in relation to a person as:

- An impairment that prevents the person from enjoying a printed copyright work to the same degree as a person who does not have that impairment; but
- Excludes an impairment of visual function that can be improved, by the use of corrective lenses, to a level that is normally acceptable for reading without a special level or kind of light.

Staff: Refers to any individual working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to permanent staff, contractors, subcontractors and their employees, guest lecturers, interns and volunteers.

Student: Any individual enrolled in a programme of study at Massey University, including those enrolled in short courses and/or micro credentials.

Guidelines for staff assessment of Copyright issues:-

~~The University Copyright web pages at (<http://copyright.massey.ac.nz>) provide guidance to the New Zealand Copyright Act and the various licences held by Massey University. The Copyright Checklist is provided for staff to self-assess their compliance with copyright requirements when developing study material for print delivery. For papers with a Stream environment the form is part of the Stream Environment Completion Checklist. Completion of the Copyright Checklist is also recommended for all internal papers.~~

Records:-

~~Copyright Checklists submitted to Student Management will be held for a period of two years after which they will be destroyed.~~

~~Institutes or Schools and/or individual academic and general staff are required to keep records of all special permissions granted to them in relation to the use of copyright material for the duration of the use of that material.~~

Audience:

All staff and students

Relevant Legislation:

Copyright Act 1994

Legal Compliance:

Further to the definition of Copyright provided earlier in this document, there are no registration requirements for copyright. Copyright arises automatically on creation of a work provided various criteria are met, such as originality

Related Procedures/Documents:

[eReserve and reading lists](#)

[General Disposal Authority for New Zealand Universities](#)

[Intellectual Property Policy](#)

[Individual licences held](#)

[Recording of Scholarly Work and Student Work Framework](#)

[Recording of Scholarly Work and Student Work Policy](#)

[Student Copyright Information](#)

~~Copyright website~~

~~Copyright Checklist for print delivery~~

~~Intellectual Property Policy~~

~~Individual licences held (see <http://copyright.massey.ac.nz>)~~

~~Employee's Guide to Copyright~~

~~Recording of Scholarly Work, Student Work and University Guest Work Policy (Consultation Draft)~~

~~Recording of Scholarly Work, Student Work and University Guest Work Procedures (Consultation Draft)~~

~~Stream Environment Completion Checklist (Copyright Checklist for online delivery)~~

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To: Academic Board
From: Professor Tracy Riley
Date: 11 January 2024
Subject: **Embargo Policy**

RECOMMENDATION

That the Academic Board **consider** and **discuss** the revised Massey University *Embargo Policy*, and if satisfied with the review, **approve** the Policy in the context of a regular policy review cycle.

PURPOSE

This paper provides Academic Board with an overview of the draft, revised *Embargo Policy*, and includes a summary of consultation carried out, so that Academic Board may consider the revised policy for approval.

BACKGROUND

Massey's *Grounds for Embargo Policy* was last reviewed in March 2014. DRC led a process of consultative review of the policy since 2018, through numerous iterations, which culminated in the revised *Embargo Policy*, which was shared in consultation as more fully discussed below.

In summary, the *Grounds for Embargo Policy* currently provides guidelines for postgraduate research students and their supervisors regarding requests for embargoes on public access to theses. The University believes that research conducted by students and presented as a thesis should be publicly accessible. However, under exceptional circumstances, students have the right to request restrictions on access to their theses, including in the case of sensitive information that could breach contracts or confidentiality agreements, information that may jeopardize intellectual property rights or publication plans, breaches of law, or threats to public safety, and personal, private, sacred, or culturally sensitive information.

Following comprehensive benchmarking against similar policies of other New Zealand and Australian universities, and consideration of university-wide consultative discussions and comments, the revised *Embargo Policy* aims to provide guidance for postgraduate research students and their supervisors in relation to applications for an embargo to be placed on public access to theses.

Due to the substantial changes that have been made to the existing policy (in particular relating to the format as a result of the separation created between policy statements and good practice principles), it is not practical to provide a version of the reviewed policy showing tracked changes. This paper therefore summarises the changes made to the Policy. A copy of the revised *Embargo Policy* is attached as an Appendix to this document.

DISCUSSION

Throughout the extended review process, the aim was to ensure that the revised policy:

- creates better alignment between policy and practice, where some deviations have emerged over the lengthy period since the last review of the policy.
- incorporate best policy and practice from similar policies across New Zealand and Australian universities.
- Distinguishes clearly between policy statements and principles that underpin good practice for making and managing applications for embargo.

The revised *Embargo Policy* therefore reflects the following substantive changes from the current *Grounds for Embargo Policy*:

- Renamed the *Grounds for Embargo Policy* as the *Embargo Policy*, to remove the impression that the policy only relates to the grounds for making embargo applications.
- Aligned references to specific roles to changed role titles where applicable (e.g., Assistant Vice-Chancellor (Research, Academic and Enterprise) to Provost).
- Provided that applications for embargo be considered for approval by the Dean Research rather than by the Provost, to align the Policy with current practice and delegations of authority.
- The Policy section in the *Grounds for Embargo Policy* contains a combination of policy statements, procedures, and guideline notes. The revised *Embargo Policy* separates those by outlining only policy statements in the Policy section, and principles for making and managing applications for embargo of a postgraduate thesis in the Schedule to the Policy.
- Reworked the grounds for embargo, after benchmarking those grounds against similar policies of other New Zealand and Australian universities. This includes the inclusion of a general ‘exceptional circumstances’ ground which captures those exceptional instances where the other grounds for embargo are insufficient. The table below compares the grounds for embargo under the existing *Grounds for Embargo Policy* against the grounds under the proposed *Embargo Policy*.

<i>Grounds for Embargo Policy</i>	<i>New Embargo Policy</i>
Disclosure of commercially sensitive information (the most likely situation and one typically covered by an Agreement with an external party).	Disclosure of sensitive information that might breach contractual arrangements or confidentiality agreements.
Disclosure of thesis contents before the author of the thesis has had reasonable opportunity to publish all or part of the thesis.	Disclosure of information that might prevent or jeopardise an application for a patent, license, registration, or other intellectual property rights (including plans to publish all or part of the thesis).
Disclosure of patentable material prior to a patent application concerning the subject matter of the research.	
Disclosure of information that is personal or private and could breach obligations under the Privacy Act 1993.	Disclosure of information that might constitute a breach of law, or a threat to public safety and order.
Disclosure of material that has been provided on condition that it not be disclosed.	Disclosure of information that is personal, private, sacred, or indigenously/culturally sensitive or disrespectful.
	Exceptional circumstances which may necessitate, in the opinion of the Dean Research, the withholding of information.

- Added a ‘Relevant legislation’ section which the *Grounds for Embargo Policy* does not contain.
- Added a Good Practice Principles Schedule, which contains most of the content previously stated in the ‘Notes’ sections in the *Grounds for Embargo Policy*, and provides principled guidance relating to:

- expectations before an application for embargo is made.
- practical considerations relevant to the grounds for embargo.
- factors that may impact the period for embargo.
- the management of theses during an embargo period.

CONSULTATION

During the revision of the *Grounds for Embargo Policy*, comment and guidance was sought from DVC Māori, Student and Global Engagement, University Services, Research Operations, Dean Pacific, Massey Library, Enterprise Office, Centre for Education Transformation, and Te Tira Ahu Pae.

Those comments and guidance were incorporated in the draft, revised Embargo Policy which was presented to **all College Boards, the Learning and Teaching Committee, and Academic Committee**, for consultation, prior to presenting the *Embargo Policy* to Academic Board for consideration and discussion.

Responses were supportive of the revised *Embargo Policy*. Apart from comments relating to minor grammatical changes, feedback received, and responses to it, are listed in the table below:

Feedback	Response
Change good practice guidelines into principles, given the directives of the policy.	Changed to principles.
Update submission of theses to include an electronic only, to align with current practice.	Paragraph 4 of the Schedule provides that “ <i>The submitted digital copy of the thesis will be held securely by the Library until the end of the agreed embargo period</i> ”, and that “ <i>In the case of an embargo of the full digital copy held by the university, only the author, title, abstract and metadata will be publicly accessible through the university’s digital repository while the embargo remains in place.</i> ”
Encourage students to discuss embargo timeframes for theses with publications.	Paragraph 2.2 of the Schedule provides that “ <i>Students who are writing a Thesis with Publications should discuss with their supervisor the advisability of applying for an embargo sufficient to cover the period of embargo specified by the relevant publisher/s.</i> ”
Consistency in presentation style.	Edited format to eliminate previous inconsistencies in presentation style.
Section 3 ‘Period of an Embargo’ of the policy. If the reason behind the embargo is due to a cultural/indigenous sensitivity issue, would this sensitivity vanish within two years or would this be more persistent? Reupena Tawhai noted Te Pakaka Tawhai’s thesis with Massey has been embargoed since 1978. Specific permission must be sought from the whānau as it contains whakapapa.	As in the example given, each thesis may be embargoed for longer periods of time on a case-by-case basis depending upon the reasons for embargo. There may be different cultural/indigenous sensitivities to be considered and these would need to be individually considered with some flexibility and responsiveness in approach. This is an operational matter in how we process applications and decisions. Section 3 provides for extensions beyond a two-year period in exceptional circumstances. No change necessary.
Increase who can make an embargo request. The application for an embargo is limited to a student with comment/support from the supervisor. However, there is an assumption throughout the	It would be highly unusual for someone other than an author (in the case of students, with the agreement of their supervisors) to request to embargo a thesis. In the case of externally funded or commercial research,

<p>policy that IP considerations for example, as well as other considerations, are those that are of interest to the student and or University only. However, where research is funded by an external commercial partner, for example, others within the University may need to request an embargo, for example the Research Office generally, the Legal Services team or the Enterprise Office. This will especially be the case where a student is not inclined to request an embargo, but a commercial partner would like to request an embargo and such a request prima facie appears legitimate. In such a case, the Legal Services team, or another team, should be able to make the request. This will ensure that the University is not at risk of breaching our legal arrangements, as our contracts assume that where a commercial partner requests an embargo, such a request will be considered by the University. But this can only happen if the request makes its way to the Dean.</p>	<p>it would seem reasonable for the author to be directly approached by the commercial partner and/or their representative. As part of their learning, it seems important that student authors/researchers are engaged in these discussions about their research and that they are given opportunity to understand the sensitivities, processes, etc. Exceptional circumstances such as these are covered in clause 2.5. Research funded by an external commercial funder should commonly be regulated by an agreement. It may be necessary to consider the likelihood of embargo when the contract is concluded. No change suggested.</p>
<p>Clarification to 2.2. There is an assumption that IP considerations are relevant re the interests of the student and the University only. The policy is largely silent regarding the IP interests of other third parties that have a legitimate interest. This wording should be broadened to include consideration of IP from funders and other partners. For example, where Fonterra is funding the thesis which results in IP that could be protected by a patent and the right to apply for the patent and own/exploit that patent is Fonterra's right as confirmed by contract. In such a situation, there might be a legitimate reason for an embargo to be placed on the thesis to allow a reasonable period of time for Fonterra to apply for the patent.</p>	<p>The policy is for Massey University students and their interests. If an external party, under contract, sought to apply for a patent as part of a contract, would the student not also be under contract as a researcher? Would this not be included in the student contract? As above, the onus for application should rest with the author/researcher, not an external party. Exceptional circumstances such as these are covered in clause 2.5. Research funded by an external commercial funder should commonly be regulated by an agreement. It may be necessary to consider the likelihood of embargo when the contract is concluded. No change suggested.</p>
<p>Clarification to 2.4. Recommend that wording like "sensitive or disrespectful" be amended. The overall policy implies that an embargo is only granted in exceptional circumstances. However, the standard that is implied by words like "sensitive or disrespectful" would not, in my view, rise to the level exceptional circumstances. This wording suggests a lower standard. Therefore, to set the appropriate standard and to ensure that expectations are appropriately calibrated, I would recommend that this wording be amended accordingly.</p>	<p>This is very seldom, if ever, a reason for an embargo application (usually it is related to commercial sensitivities and publication opportunities). The Policy directs that the Dean Research "will determine the outcome of the application for embargo after considering whether sufficient grounds for embargo exist". This open discretion provides for consideration of different levels/impact of sensitivities/disrespect, which would be both difficult and dangerous to define more strictly. No change suggested.</p>
<p>Privacy under 2.3 and 2.4 needs to be clarified. The NZ Privacy Act is concerned with personal information. The policy deals with this under both 2.3 and 2.4. This implies that the policy is looking at two different concepts of privacy. The concept</p>	<p>Agreed. Changed the first paragraph of 2.4 from "Privacy is a complex and variable concept that may be influenced by a number of different factors, which may change over time. Understanding different personal and cultural perspectives around the</p>

<p>of privacy as understood and defined by law under the Privacy Act and so considered under 2.3 and a second concept of privacy as dealt with under 2.4. I have assumed this is why it is mentioned in two different places. I would recommend that the second concept of privacy under 2.4 be deleted. It is not clear what this means or how it differs from privacy under the Privacy Act, which would be considered under 2.3.</p>	<p><i>collection, use and disclosure of sensitive information is critical for completing responsible research and publication.</i>"</p> <p>to</p> <p><i>"Understanding different personal and cultural perspectives around the collection, use and disclosure of sensitive information, which is often complex, variable, and may be influenced by a number of different factors, is critical for completing responsible research and publication."</i></p>
<p>Recommend that the Legal Services team, the privacy officer or the Enterprise Office be approached for comment where appropriate. There is an assumption that an embargo might be required where issues of privacy, breach of contractual arrangements, IP, commercial considerations, and so on are at issue. Such matters are usually dealt with by the Legal Services team, the privacy officer, or the Enterprise Office for the University. As such, the policy should require the decision maker to consult with these groups to ensure that the request is legitimate or has foundation, and so on. I would recommend that this is explicitly stated.</p>	<p>The Enterprise Office is consulted in practice. Added the following sentence in the 4th paragraph of 1. Making an application: (note: also removed 'Before' from the header of the section)</p> <p><i>"Where deemed appropriate, the Dean Research will consult the University's Legal Services team, the Privacy Officer, and/or the Enterprise Office before determining the outcome."</i></p>
<p>Reference to Massey Research Online should be consistent – it's called both digital archive (p. 1, first paragraph) and digital repository (p. 5, section 4), and I think digital repository is preferable</p>	<p>Changed all to digital repository, as proposed.</p>
<p>Under section 2.2 on p. 4 (last paragraph), the phrase "discuss the availability of applying for an embargo" - should this be "discuss the advisability of applying for an embargo"?</p>	<p>Changed to advisability.</p>

The current *Grounds for Embargo Policy* can be found [HERE](#)

RECOMMENDATION

That the Academic Board **consider** and **discuss** the revised Massey University *Embargo Policy*, and if satisfied with the review, **approve** the Policy within the context of a regular policy review cycle.

APPENDIX

Draft, revised *Embargo Policy*



EMBARGO POLICY

Section	Research
Contact	Provost
Last Review	March 2014
Next Review	July 2028
Approval	
Effective from	

Purpose:

To provide guidance for postgraduate research students and their supervisors in relation to applications for an embargo to be placed on public access to theses.

Policy:

Massey University holds to the principle that research undertaken by students and presented as a thesis in partial or complete requirement for the award of a postgraduate research degree should be in the public domain. Postgraduate research students should therefore undertake research which results in a thesis that is available for public use and access through Massey Research Online, the University's open access digital repository.

In principle, postgraduate research should not proceed unless eventual disclosure is possible.

The university recognises that student researchers have a right to request under exceptional circumstances that conditions be imposed restricting access to theses, and requires students to consult with their supervisors before applying for an embargo.

The conditions under which a student may, with supervisory support, request an embargo be placed on public access are:

- Disclosure of sensitive information that might breach contractual arrangements or confidentiality agreements.
- Disclosure of information that might prevent or jeopardise an application for a patent, license, registration, or other intellectual property rights (including plans to publish all or part of the thesis).
- Disclosure of information that might constitute a breach of law, or a threat to public safety and order.
- Disclosure of information that is personal, private, sacred, or indigenously/culturally sensitive or disrespectful.
- Exceptional circumstances which may necessitate, in the opinion of the Dean: Research, the withholding of information.

Where an application for embargo is approved, the minimum embargo period is one year, and the maximum is normally two years from the date on which the thesis is entered into the student's academic record. However, grounds for a longer period of embargo or an extension of an approved embargo may be considered under exceptional circumstances.

The embargoed thesis may be released earlier with the approval of the Dean Research, following an application from the student and supervisor.

Applications for embargo and extension of an embargo period, as the case may be, must be made to the Dean, Research for approval using the '*Application for Approval to Embargo a Thesis*' form.

During the period of the embargo the thesis will be treated as confidential and access restricted. Where a full digital copy is held by the University, only the author, title, abstract and metadata will be publicly accessible through the Massey Research Online while the embargo remains in place.

Whilst embargo may be sought to delay the publication of a completed thesis if a strong case is made under any of the grounds for embargo in this Policy, no person or body, other than the student whose thesis is in question, may under any circumstances require any modification to the student's thesis. For avoidance of doubt, a request for any section or part of a thesis to be deleted would be a 'modification' within the meaning of this section.

The Schedule to this Policy contains the principles for making and managing applications for embargo, which are to be followed by students, supervisors and staff as meticulously as reasonably possible.

Audience:

Postgraduate research students
Postgraduate research supervisors

Relevant legislation

Official Information Act, 1982
Privacy Act, 2020

Related policies and procedures:

[Research Practice Policy](#)
[Intellectual Property Policy](#)

Schedule: Good Practice Principles for Embargo Applications

This schedule provides the principles for making and managing applications for embargo of a postgraduate thesis.

1. Making an application

University research should be open to scrutiny, and an essential part of that process is an assessment of the evidential basis of the research. Research projects should therefore be conducted in a manner where issues regarding disclosure are minimised, and close attention should be paid to this issue at the commencement of a thesis. It is advisable that students and supervisors choose research topics and information sources carefully upfront, so that this issue does not arise.

Students and their supervisors are strongly advised to also consider issues of accessibility or availability, particularly regarding the student's ability to publish. Evidence of the student's scholarly abilities and research skills should be available for public scrutiny and to potential employers. It is therefore important that embargoes be the exception rather than the norm.

Students, with the support of their supervisors, may apply for embargo, and must state the applicable ground(s) and provide appropriate evidence to support the application, in the '*Application for Approval to Embargo a Thesis*' form, which is available online. It is advisable for students and supervisors to agree that it would be appropriate to make an application before submitting it, and to state as such in their application.

The Dean Research will determine the outcome of the application for embargo after considering whether sufficient grounds for embargo exist under the *Embargo Policy*. Where deemed appropriate, the Dean Research will consult the University's Legal Services team, the Privacy Officer, and/or the Enterprise Office before determining the outcome. The application should where possible be processed before the final approved thesis is submitted via Massey University Doctoral Thesis Upload.

Students and supervisors should note that the university cannot guarantee to maintain an embargo if disclosure is granted in the 'public interest' under the Official Information Act (1982).

2. Grounds for embargo

2.1 Disclosure of sensitive information that might breach contractual arrangements or confidentiality agreements

Where a student participates in research which is or may become subject to confidentiality obligations to any third party, the supervisors should advise students before they commence their research whether a confidentiality agreement is in place, or may become applicable, and its potential implications. The student and/or supervisor(s) should contact the Graduate Research School for advice where they have any concerns or questions.

Students must not use or disclose confidential information for any unauthorised purpose. It is a primary responsibility of supervisors and candidates to report research carefully in such a way that the confidentiality of participants is protected.

In some instances, research may only be possible if supported through external government, NGO, philanthropic or commercial funding. However, the funding of research should not be allowed to compromise its integrity and independence. Potential funders and candidates should be made aware of the overriding obligation of the university to conduct disinterested enquiry and to disseminate the results of research as soon as practicable.

Where an embargo has been approved for a thesis prior to examination, all examiners should be required to sign confidentiality agreements.

2.2 Disclosure of information that might prevent/jeopardise an application for a patent, license, registration, or other intellectual property rights (including plans to publish all or part of the thesis)

If the basic principles of immediate dissemination and careful research planning are followed, there should be little need for exemption on this ground. However, in some instances there may be a risk for the student if release of the thesis would enable a rival researcher or group to publish competing material first.

Students should refer to the *Intellectual Property Policy* prior to the commencement of any work which may be deemed commercially sensitive, and must ensure they understand the obligations they are bound to under that Policy. Students and supervisors should seek patent protection for all/any inventions described in the thesis at the earliest point to avoid unnecessary delays in publication of the thesis or of papers derived in part or wholly from the thesis.

Students should discuss with and must notify the Research and Enterprise Office as soon as is practicable about any Intellectual Property that they develop, create, or conceive (whether totally or in part) that is related to the business of Massey University in any way and/or that may be of commercial interest to the university. The student must be advised of their right to obtain independent legal advice in respect of any agreement concerning intellectual property rights, and be allowed sufficient time and opportunity to obtain such advice.

Students who are writing a Thesis with Publications should discuss with their supervisor the advisability of applying for an embargo sufficient to cover the period of embargo specified by the relevant publisher/s.

2.3 Disclosure of information that might constitute a breach of law, or a threat to public safety and order

Students and supervisors should consider the impact of the Official Information Act (1982), the Privacy Act (2020) and any other law or legislation that may be pertinent to their research. They should consequently choose research topics and information sources carefully, and should not, without good reason, make any undertakings to suppliers of information.

Similarly, students and supervisors should consider the potential impact of their research and/or information disclosed in it on public safety and order. Appropriate safeguards should be sought and put in place where the research proceeds.

2.4 Disclosure of information that is personal, private, sacred, or indigenously/culturally sensitive or disrespectful

Understanding different personal and cultural perspectives around the collection, use and disclosure of sensitive information, which is often complex, variable, and may be influenced by a number of different factors, is critical for completing responsible research and publication.

Safe, transparent and responsible handling of sensitive information of this nature not only benefits the student, the university and the providers of the information, but also society as a whole. Students and supervisors should therefore consider carefully how they could make their processes for the collection, handling and dissemination of sensitive information of this nature more culturally and socially responsible.

2.5 Exceptional circumstances which may necessitate, in the opinion of the Dean: Research, the withholding of information

Public access to a thesis may be withheld if the Dean Research is satisfied that there are exceptional circumstances, that are not covered by the grounds for embargo in the Policy, and that those exceptional circumstances necessitate the withholding of information.

Applications for embargo under these circumstances should provide full details of those exceptional circumstances, and a compelling motivation supporting the application for embargo.

3. Period of an embargo

When applying for a thesis to be embargoed, students and supervisors should indicate clearly the factors that would determine an appropriate length of time for their thesis to be embargoed.

The period of embargo will not normally exceed two years from the date on which the thesis is entered into student's academic record.

Extensions to this limit may be granted only in the most exceptional circumstances, and where the lack of an extension would cause significant disadvantage to the student. An application for extension of an embargo will be required to be made by the student and supervisor, using the '*Application for Approval to Embargo a Thesis*' form.

4. Management of thesis during an embargo period

During the period of the embargo, the embargoed thesis will be treated as confidential, and access to it will be restricted to supervisors, examiners, and appropriate Library staff, and the student. The submitted digital copy of the thesis will be held securely by the Library until the end of the agreed embargo period.

In the case of an embargo of the full digital copy held by the university, only the author, title, abstract and metadata will be publicly accessible through the university's digital repository while the embargo remains in place.



COLLEGE OF SCIENCES
COLLEGE BOARD

**A special meeting of the College Board (CSB) was held on
Thursday 5 October 2023 at 10.00 AM via Zoom**

MINUTES – PART I

PRESENT:

Professor Ray Geor; Professor Simon Hall; Professor Jamie Quinton (early departure); Professor Chris Scogings; Professor Jon Huxley; Associate Professor Liz Norman; Professor Suzanne Wilkinson ; Professor Peter Lockhart; Professor Jenny Weston; Associate Professor James Millner (early departure); Dr Mostafa Jelodar; Professor Donald Bailey; Professor Mark Waterland; Associate Professor Tammy Lynch; Dr Kat Littlewood; Professor Gourab Sen Gupta; Ella Nisbet; Fareen Khan; Eloise Fleming.

IN ATTENDANCE:

Fiona Coote; Amy Heise; Diana Kessler; Mary O'Carroll; Brian Hewson

1 WELCOME

Welcome to two new student representatives
Ella Nisbet – Postgraduate student representative
Fareen Khan – Manawatū internal student representative

2 APOLOGIES

Professor Jon Procter; Ursula Clarke; Associate Professor James Millner (early departure);
Professor Jamie Quinton (early departure)

3 VISITORS

None

4 CONFIRMATION OF AGENDA

15 EXCLUSION OF THE PUBLIC

THE CHAIRPERSON WILL MOVE THAT MEMBERS OF THE PUBLIC NOW BE EXCLUDED FROM THE MEETING SO THAT THE FOLLOWING MATTERS MAY BE DISCUSSED WITHOUT PUBLIC DISCLOSURE, THE COMMITTEE BEING SATISFIED THAT THERE ARE CONSIDERATIONS WHICH OUTWEIGH THE PUBLIC INTEREST OF DISCLOSURE.

Reference: S48(1)(a)(ii) & S7(j) of the Local Government Official Information and Meetings Act 1987 and S9(2)(k) of the Official Information Act 1982.

Documents CSB23/10/213, CSB23/10/214, and CSB23/10/215 will be discussed in Part II of this meeting.

Fiona Coote, Amy Heise, Diana Kessler, Brian Hewson, and Mary O'Carroll, will be in attendance in Part II for their expertise in student administration and operations of the College's academic offer, Sarah Golding will be in attendance in Part II to facilitate the development of FAQs, on any matters in Part II that contribute to public-facing FAQs.

CSB23/11/252



COLLEGE OF SCIENCES
COLLEGE BOARD

A meeting of the College Board (CSB) was held on
Thursday 19 October 2023 at 2.00 PM via Zoom

MINUTES – PART I

PRESENT:

Professor Simon Hall, Professor Paul Kenyon, Professor Jamie Quinton, Professor Chris Scogings, Professor Jon Huxley, Associate Professor Liz Norman, Professor Suzanne Wilkinson, Professor Peter Lockhart, Professor Jenny Weston, Dr Mostafa Jelodar, Professor Donald Bailey, Professor Mark Waterland, Associate Professor Tammy Lynch, Dr Kat Littlewood (early departure), Professor Gourab Sen Gupta (early departure), Eloise Fleming, Ella Nisbet, Fareen Khan

IN ATTENDANCE:

Diana Kessler, Mary O’Carroll, Brian Hewson

1 WELCOME

In Ray’s absence, Simon Hall will be chair for today’s meeting

2 APOLOGIES

Ray Geor, Ursula Clarke, Amy Heise, Fiona Coote, James Millner
Kat Littlewood and Gourab Sen Gupta for early departure

3 VISITORS

None

4 CONFIRMATION OF AGENDA

5 MINUTES FOR APPROVAL

5.1 [Confirmation of Minutes September 2023 Part I](#) CSB23/10/217

Resolved: That the minutes in document CSB23/10/217 of the Part I meeting held in October 2023 be confirmed as an accurate record and forwarded to Academic Board for noting.

Chair, carried

6 MATTERS ARISING

None

7 ACTION LIST

7.1 [Action List October 2023](#) CSB23/10/218

All actions are ongoing

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		CSB23/11/252
8	CHAIRPERSON'S REPORT None	
9	COURSE OFFERING CHANGES	
9.1	Course offering changes approved by the DPVC September 2023 to October 2023 Noted	CSB23/10/219
10	FROM COLLEGE ACADEMIC COMMITTEE	
10.1	CAC Minutes September 2023 Part 1 Noted	CSB23/10/220
11	ACADEMIC DECISIONS	
11.1	Summary of course amendments approved at CAC Noted	CSB23/10/221
	<i>From the School of Food and Advanced Technology:</i>	
11.2	Course Amendment 280273 Engineering Properties of Food and Food Systems Approved for forwarding to Academic Committee for noting	CSB23/10/222 Gupta/Hall
	<i>From the School of Veterinary Science:</i>	
11.3	Course Retirement 227108 Introduction to Veterinary Anatomy	CSB23/10/223
11.4	Course Retirement 227109 Introduction to Veterinary Physiology	CSB23/10/224
11.5	Course Retirement 227212 Animal Production for Veterinarians I	CSB23/10/225
11.6	Course Retirement 227215 Animal Production for Veterinarians II	CSB23/10/226
11.7	Course Retirement 227221 Veterinary Structure and Function I	CSB23/10/227
11.8	Course Retirement 227222 Professional Practice	CSB23/10/228
11.9	Course Retirement 227223 Integrative Studies in Veterinary Science I	CSB23/10/229
11.10	Course Retirement 227224 Veterinary Structure and Function II	CSB23/10/230
11.11	Course Retirement 227225 Veterinary Infectious Diseases	CSB23/10/231
11.12	Course Retirement 227226 Integrative Studies in Veterinary Science II Approved for forwarding to Academic Committee for approval	CSB23/10/232 Weston/Quinton
	<i>From the PVC:</i>	
11.13	Non-CUAP Qualification Amendment UDFCM Diploma in Facilities Management	CSB23/10/233
11.14	Non-CUAP Qualification Amendment GDFCM Graduate Diploma in Facilities Management A case was made that the qualifications were newly started during COVID and enrolments may yet grow sufficient. Not Approved	CSB23/10/234
		8 not approved 6 approved 3 abstentions
11.15	Non-CUAP Qualification Amendment UDDRT Diploma in Dairy Technology	CSB23/10/235
11.16	Non-CUAP Qualification Amendment GDDRS Graduate Diploma in Dairy Science and Technology Approved for forwarding to Academic Committee for approval	CSB23/10/236 Hall/Kenyon

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- CSB23/11/252
- 11.17 [Non-CUAP Specialisation Amendment GCSCT1ELGHT1 Lighting](#) CSB23/10/237
 A case was made that the programme is now being advertised to international students offshore (by distance) and this may allow enrolments to grow.
Not Approved **8 not approved**
6 approved
3 abstentions
- 11.18 [Non-CUAP Specialisation Amendment PMVTM1SCMAN1 Companion Animal](#) CSB23/10/238
 11.19 [Non-CUAP Specialisation Amendment PMVTT1SEPD1 Epidemiology](#) CSB23/10/239
 11.20 [Non-CUAP Specialisation Amendment PDVTS1EVTEP1 Veterinary Epidemiology](#) CSB23/10/240
 11.21 [Non-CUAP Specialisation Amendment PDVTS1EVTMD1 Veterinary Medicine](#) CSB23/10/241
 11.22 [Non-CUAP Specialisation Amendment PMVTT1SVTPH1 Veterinary Public Health](#) CSB23/10/242
 11.23 [Non-CUAP Specialisation Amendment PDVTS1EVTPH1 Veterinary Public Health](#) CSB23/10/243
Approved for forwarding to Academic Committee for approval **Huxley/Weston**
- 12 TEACHING AND LEARNING**
 None
- 13 VISITORS' ITEMS**
 None
- 14 ANY OTHER MATTERS**
Items referred from Academic Board
- 14.3 [Academic Board Minutes 13 September 2023 Part I](#) CSB23/10/245
 14.4 [Summary Report on Academic Board Meeting 13 September 2023](#) CSB23/10/246
- Noted**
 The chair also noted reminded members of the election of professional and academic staff for council.
 It was also noted that Academic Board had endorsed the Academic Freedom Policy and Guidelines for External Speakers and the Weaving Wisdom Pacific Plan and had forwarded both to SLT for consideration and approval.
- 15 EXCLUSION OF THE PUBLIC**
 THE CHAIRPERSON WILL MOVE THAT MEMBERS OF THE PUBLIC NOW BE EXCLUDED FROM THE MEETING SO THAT THE FOLLOWING MATTERS MAY BE DISCUSSED WITHOUT PUBLIC DISCLOSURE, THE COMMITTEE BEING SATISFIED THAT THERE ARE CONSIDERATIONS WHICH OUTWEIGH THE PUBLIC INTEREST OF DISCLOSURE.
- Reference: S48(1)(a)(ii) & S7(j) of the Local Government Official Information and Meetings Act 1987 and S9(2)(k) of the Official Information Act 1982.
- Documents CSB23/10/248 and CSB23/10/249 will be discussed in Part II of this meeting.
- Fiona Coote, Diana Kessler, Brian Hewson and Mary O'Carroll will be in attendance in Part II for their expertise in student administration and operations of the College's academic offer.

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CBB 2023/10/315

Minutes Part 1



MASSEY UNIVERSITY
COLLEGE OF BUSINESS BOARD

Meeting on 10 October 2023

By Video Conference at 10 am

Zoom ID - 82954600584

MINUTES: PART 1

No.	Item	Details	Decision	Paper No.
1	PRESENT Associate Professor Claire Matthews (Acting Chair, DAQ), Professor Jonathan Elms (Acting PVC), Professor Stephen Croucher (HoS, SCJM), Professor Jo Bensemam (HoS, SoM), Professor Martin Berka (HoS, SoEF), Professor Fawzi Laswad (HoS, SoAcc), Ashok Poduval (HoS, SoAv), Associate Professor Elizabeth Gray (DTL), Professor Matt Roskruge (Associate Dean Māori), Dr Mui Kuen Yuen (Associate Director – Pacific), Dr Angela Feekery, Professor Mohan Dutta, JS Imbeau, Associate Professor Craig Fowler, Flynn O’Hallahan (Student rep), Sanskar Soni (Student rep), Chrissy Yang (Student rep), Stephanie Allan (Student rep)			
	IN ATTENDANCE Fiona Diesch (Library Section), Diana Kessler (Student Registry), Brigit Eames (College Executive Manager), Carnette Pulma (Acting Secretary)			
	WELCOME Professor Mohan Dutta (returning Professorial representative) Dr Angela Feekery (returning Staff representative) Associate Professor Craig Fowler (new Staff representative) Brigit Eames (College Executive Manager)			
	APOLOGIES Associate Professor Jo Cullinane, Dr Jeffrey Stangl, Associate Professor Sandy Bulmer, John Murrie, Alison Gustafson, Jean Jacoby, Professor Jens Mueller			
2	INTEREST: DECLARATION AND DISQUALIFICATION		None	
3	MINUTES FOR APPROVAL from CBB Part 1 – 08 August 2023 meeting		RESOLVED THAT the minutes be approved as a true	CBB 2023/08/289

No.	Item	Details	Decision	Paper No.
			and accurate record. CROUCHER / GRAY	
4	MATTERS ARISING - PART 1			
4.1	Action Sheet from the last meeting on 08 August 2023			CBB 2023/08/290
	No. 05 Dissolving CQC for Co-Directors Note: Massey Business School (MBS) and College of Humanities and Social Sciences (CoHSS) have agreed to appoint Co-Directors for the Bachelor of Communication (BC) - Dr Doug Ashwell (MBS) and Professor Elspeth Tilley (CoHSS).		CLOSED	
	No. 12 Distributed Delivery Model Proposal		ONGOING	
	No. 13 Applied Professional Practice (Major) Note: A written notification has been completed.		CLOSED	
5	REPORTS			
5.1	Pro Vice-Chancellor <ul style="list-style-type: none"> • Thanked the DAQ Assoc Professor Claire Matthews for chairing today's CBB meeting. • Acknowledged other changes going on across the university and thanked the professional staff who underwent changes in the last 14-15 months. • Highlighted that the college has no immediate plans to go through any proposal for change and it looks forward to building upon successes it had undertaken in the past years. <ul style="list-style-type: none"> - Further clarified that there are no imminent plans for a proposal for change within the college. While acknowledging the uncertainty of the future, the PVC stressed that there are no changes planned at this time. • The PVC was thanked for meeting colleagues in Communication regarding the Bachelor of Communication programme. There was a query whether the commitment on the major and minor requirement will go through. The PVC advised both MBS and CoHSS are committed to implementing the proposed changes. Due to some challenges at CoHSS, they aim for a settled environment while working to make the changes as soon as possible and will ensure a successful implementation within the timeframe. 			
5.2	Chairperson None			
5.3	Director Academic Quality <ul style="list-style-type: none"> • The end of the second semester is approaching which means there will be another round of exams, grade publications, and quality assurance surveys. The recent restructure had two administrative job vacancies yet to be filled and some temporary arrangements are in place. A 			

No.	Item	Details	Decision	Paper No.
		briefing session is planned in a couple of weeks, with support available, to staff who are new to their role. The DAQ recognised possible challenges and reminded the academics to be supportive of the administrative staff as they adapt to their new responsibilities.		
5.4	Director of Teaching and Learning	<ul style="list-style-type: none"> • Congratulated the two MBS teaching award winners 2023 <ul style="list-style-type: none"> - John Murrie (School of Aviation) - Richard Buchanan Teaching Excellence Award - Dr Mia Pham (School of Economics and Finance) – MBS Special Achievement in Teaching Award • Encouraged everyone to attend the upcoming professional development session, which will discuss implications of generative artificial intelligence (AI) for teaching and research on 18th October (Wednesday). The session will feature insights from colleagues on how they have adjusted their teaching practice and assessment design to meet the challenges of generative AI. Professor Jarrod Haar (DoR) will also talk about the implications of generative AI for researchers. • The DTL shared data pertaining to MBS students sitting the regularly scheduled exam and the replacement exam in the Semester One 2023 exam round and noted that a number of students benefitted from the opportunity, providing a good outcome for the college and students. 90% of the students sat the regularly scheduled exam, and 24% of those who missed the regular exam took up the opportunity to sit the replacement. Of those who sat in the replacement exam, 92 students passed courses that they would otherwise have failed. <ul style="list-style-type: none"> - Based on the investigative work and data collected by the college, students who choose not to take up the replacement exam are generally those who have already failed the course or have missed substantial portions of the internal assessments. They may have missed the exam deliberately because they anticipate failing the course. Meanwhile, those who opt for the replacement exam stand a chance to pass if they take the opportunity. 		
5.5	Director of Research	<ul style="list-style-type: none"> • As the year comes to a close, the focus is on ensuring that the available funding is fully utilised. The research committee has been allocating the limited funds as diligently and efficiently as possible. There is a lot of interest in how the situation is shaping up for 2024. 		
5.6	Associate Dean Māori	<ul style="list-style-type: none"> • Thanked Dr Mal Green (SCJM) for all the works (e.g., running workshops) under the Kaiārahi Tiriti programme. 		
5.7	Student Representatives	None		
6	MATTERS REFERRED FROM ACADEMIC COMMITTEE (AC) / OFFICE OF ACADEMIC QUALITY, REPORTING AND ASSURANCE (OAQRA)			
6.1	None			
7	MATTERS REFERRED FROM ACADEMIC BOARD (AB) /LEARNING AND TEACHING COMMITTEE (LTC) / OFFICE OF THE PROVOST			

No.	Item	Details	Decision	Paper No.
7.1.1	Academic Board Summary Report on Academic Board Meeting – 16 August 2023		NOTED	CBB 2023/10/292
	Note: The Aviation Management specialisation that is noted under CUAP specialisation retirement is an old specialisation.			
7.1.2	Academic Board Minutes Part I – 16 August 2023		NOTED	CBB 2023/10/293
7.1.3	Summary Report on Academic Board Meeting – 13 September 2023		NOTED	CBB 2023/10/294
7.1.4	Academic Board Minutes Part I – 13 September 2023		NOTED	CBB 2023/10/295
	Learning and Teaching Committee			
7.2.1	Minutes – July 2023 meeting		NOTED	CBB 2023/10/296
7.2.2	Minutes – August 2023 meeting		NOTED	CBB 2023/10/297
	Note: Under #4.2 of Standing Items section of August 2023 meeting minutes (page 3), the “130 academic integrity referrals” has been clarified to be not the result of the RPNOW issue. There were 130 referrals due to the increase in courses electing to use Online Supervised Exams (OSEs), which were previously using Time Constrained Assessments (TCAs), resulting in more recorded exams and reviews. The process was managed with the help of school-based academic integrity officers to handle the volume. Assessment Services (AS) has received assurances from PSI (the company that provides RPNOW) that they will deliver as per their contractual obligations. AS is prepared for any potential issues and anticipates better service this semester.			
8	COLLEGE OF BUSINESS – ACADEMIC PROGRAMMES COMMITTEE (CBAPC)			
8.1	Final minutes (Part I) received from CBAPC 23 August 2023 meeting		NOTED	CBB 2023/10/298
8.2	Draft minutes (Part I) received from CBAPC 27 September 2023 meeting		NOTED	CBB 2023/10/299
8.3	Proposal checklist - A checklist that schools and unit can refer to during the preparation of proposals (courses, specialisation, qualifications) to CBAPC.		NOTED	CBB 2023/10/311
	COURSE AMENDMENTS 2024			
8.4	School of Communication, Journalism and Marketing	115109 Introduction to Business Analytics - To change the written assignment assessment to “group project/assignment” - To adjust the assessment sequence - To change the assessment title	RESOLVED THAT documents CBB 2023/10/300-303 be approved, and details provided to Academic Committee for noting CROUCHER / FEEKERY	CBB 2023/10/300
8.5		156231 Strategic Marketing Management - To reduce the number of assessments		CBB 2023/10/301
8.6		156742 Advanced Consumer Behaviour - To update assessment types and weighting		CBB 2023/10/302
8.7		156757 Marketing Strategy - To change the learning outcomes and assessment pattern		CBB 2023/10/303

No.	Item	Details	Decision	Paper No.
		<p><u>Note</u> There was some debate at CBAPC, particularly regarding the introduction of debate assessment that requires synchronous attendance by students, and the concern was how to manage this for distance students. It has been clarified that synchronous times will be negotiated with students, and if necessary, depending on the number of students, there might be two synchronous times for two debates. In the end, CBAPC was comfortable with this approach.</p>		
8.8	School of Economics and Finance	<p>178312 Globalisation and Trade - To amend A2 to be a group assignment</p>	<p>RESOLVED THAT documents CBB 2023/10/304-307 be approved, and details provided to Academic Committee for noting</p> <p>BERKA / CROUCHER</p>	CBB 2023/10/304
8.9		<p>125364 Bank Financial Management - To change A2 from being an “individual assignment” to a “group assignment” - To include LO1 in the LOs being assessed in A2 - To reduce the exam weighting from 60% to 50%. - To increase Assessment 2 weighting from 20% to 30%.</p>		CBB 2023/10/305
8.10		<p>127245 Introduction to Property Finance and Investment - To amend course weightings and assessments</p>		CBB 2023/10/306
8.11		<p>125351 Personal Risk Management - To amend the LOs - To amend the assessments</p>		CBB 2023/10/307
COURSE AMENDMENT 2025				
8.12	School of Accountancy	<p>110732 Risk and Technology - To fix/update the prerequisites - To change the owning organisation to SoAcc - To update the complete requirement statement</p> <p><u>Feedback</u> The proposal indicates that consequential amendments are needed for various courses that are no longer required for 110732, however, these amendments are actually not needed. The Committee suggested to remove the amendment statement entirely.</p> <p><u>Amendment</u> The statement under the “Consequential Amendment” section was removed.</p>	<p>RESOLVED THAT this document be approved, subject to a minor amendment, and details provided to Academic Committee for noting</p> <p>LASWAD / GRAY</p>	CBB 2023/10/308 CBB 2023/10/308Rev1
EARLY NOTICE 2023				
8.13	School of Communication,	Early Notice - New Applied Communication major and minor in the Bachelor of Communication (BC)	<p>NOTED and will be FORWARDED to</p>	CBB 2023/10/309

No.	Item	Details	Decision	Paper No.
	Journalism and Marketing	<p>- To replace the current Communication Management minor and major</p> <p>Background: The Communication Management minor and major will be closed as of 2024, and arrangements to teach students out will be done. It will be replaced by a new minor and major called Applied Communication. The decision was made due to underperformance in terms of student enrolment (EFTs). This change was influenced by industry, student, academic, Māori-led organisation, government, and staff consultations, aligning with the direction of the field and industry. Four courses will be retired, and three new courses will be introduced. Financial analysis and overseas partner input also support this decision. The change to Applied Communication addresses the university's Ti Tiriti's commitment. CoHSS has been consulted and agreed with this change.</p>	Academic Committee	
DUAL AWARD				
8.14	Massey Business School	<p>Dual Award for the Master of Management (Sustainability) and the Master of Analytics</p> <p>- in partnership with the Manchester Metropolitan University</p> <p>Background: This is a proposal for a dual award programme with Manchester Metropolitan University in the United Kingdom (UK), similar to an existing arrangement with University of Greenwich but offering different qualifications. The dual award covers the Master of Management (Sustainability) and Master of Analytics. It has been noted that before coming to CBB, it is proposed that prerequisite requirements in tables on pages 7-9 will be included to ensure the students are aware of prerequisites. For example, courses 125740 Advanced Investment Analysis and 125781 Advanced Financial Risk Management in the Master of Analytics would require finance course (125700 Managerial Finance).</p> <p>Discussion/Feedback: Concerns were expressed about the lack of details and communication regarding this proposal. Issues related to course offerings include:</p> <ul style="list-style-type: none"> a) Tables on page 8, where two sustainability courses are proposed to be delivered in Semester One. <ul style="list-style-type: none"> - these courses cannot be taught in Semester One due to requirements for the courses in other semesters, including those outside MBS. With resource constraints, the college cannot add additional 	DEFERRED	CBB 2023/10/310

No.	Item	Details	Decision	Paper No.
		<p>postgraduate offerings in a semester just for this programme.</p> <p>- it has been suggested to move these courses to Semester Two, where they can be combined with existing offerings.</p> <p>b) There is a need to clarify whether students are expected to come to the Auckland campus since courses 156761 Customer Insights and 156762 Return on Marketing Investment are not taught in Manawatū campus. The same applies for 115801 Applied Analytics Project, whether it is coded for Auckland or Manawatū.</p> <p>c) Course 178719 Climate Change Economics and Policy is offered in the wrong semester.</p> <p>The programme is primarily intended for international students. The students would travel to the UK for their first semester, to New Zealand (NZ) for their second semester and have the option to choose either UK or NZ to complete their project in their third semester.</p> <p>The PVC expressed the view that there are several concerns that need to be addressed before approving the document. It has the potential to be a really good programme, and it is important to have a comprehensive proposal with details about courses, semesters, campuses, and resource implications.</p> <p>It has been noted that the delay in getting this proposal approved may be significant; if not approved, it would only reach the Academic Committee (AC) in February 2024. It has been suggested to seek approval from the Heads of Schools (HoS), subject to making necessary changes and getting the revisions this week, and conditionally approve the programme, pending PVC's and HoS' approval, allowing further discussion and without making rushed decisions. This proposal should have gone to the College Executive Team (CET).</p> <p>However, there was reluctance to approve the proposal conditionally. Instead, the decision is to take note of the feedback, work on updating the proposal, and then circulate it electronically for approval once it is ready. Confirmation from HoSs about the offerings will be sought, and the committee will work around the tight timeframe to ensure the proposal reaches AC.</p> <p>Thus, the decision is to defer the approval and manage it electronically.</p>		

No.	Item	Details	Decision	Paper No.
		Update: This proposal has been withdrawn.		
9	OTHER MATTERS / DOCUMENT			
9.1	CBAPC Terms of Reference (ToR)	<ul style="list-style-type: none"> CBAPC has recommended a change in its makeup; however this requires further work. It has been proposed that this committee continue to operate its existing membership until the revised ToR is approved in the November meeting. This approach is suggested due to the recent administrative restructure within the college, and it would allow the committee to continue its operations with some adjustments as some members have left either MBS or the university. 	<p>RESOLVED THAT CBAPC continues to operate with its existing membership pending a review of its Terms of Reference</p> <p>MATTHEWS / GRAY</p>	
9.2	CBAPC Chair	<ul style="list-style-type: none"> The current chair of CBAPC will be changed back to the Director Academic Quality, not as a reflection on the current chair but to manage staff workloads. The CBB Acting Chair/DAQ expressed thanks to Assoc Professor Sandy Bulmer (SCJM) for her excellent job as Chair of CBAPC for a period of six years. 	<p>RESOLVED THAT CBB Acknowledge the Contribution of Sandy Bulmer as CBAPC Chair</p> <p>MATTHEWS / CROUCHER</p>	
9.3	Aegrotat / Impaired Performance Report	<p>Background: This report provides an update on the new approach to processing Aegrotat (AG) and Impaired Performance (IP) applications with MBS, which was approved in February 2022. This new approach has resulted in greater consistency and better adherence to privacy regulations, with reduced circulation of students' personal information. It has also encouraged the use of extensions for non-fixed time and place assessments. While there are no substantial changes to the process, minor revisions are proposed to provide greater guidance on determining appropriate adjustments e.g., student's rank performance in relation to the average.</p> <p>This report recommends that the new process which has been implemented in Semester One 2022 be confirmed with minor revisions to the guidance provided, noting that a review will be required once the Specific Circumstances Framework is fully implemented by the university.</p> <p>Discussion: When the assessment component is missing (e.g., oral assessment), students sometimes apply for IP instead of AG. A concern was raised about whether there should be a requirement to compare the missing assessment with other similar types of assessments and what happens when there is no similar assessment. It has been clarified that the university's regulation about AG and IP do not require the consideration of the similarity of assessments.</p>	<p>RESOLVED THAT this document be approved</p> <p>MATTHEWS / GRAY</p>	CBB 2023/10/312

No.	Item	Details	Decision	Paper No.
		<p>The proposed recommendation that AG accounts for no more than one-third of the overall qualification did not progress. The university has not yet made a decision at this stage.</p> <p>Other colleges handle applications similarly to what MBS used to do. They will also transition to the Specific Circumstances Framework similar to what MBS is currently implementing, which will address the issue of privacy.</p>		
SUBSIDIARY COMMITTEES				
10		COLLEGE RESEARCH COMMITTEE (CRC)		
10.1		Draft minutes (Part 1) received from CRC August 2023 meeting	NOTED	CBB 2023/10/313
11		MASSEY BUSINESS SCHOOL TEACHING AND LEARNING COMMITTEE (T&L)		
		No September minutes (Part 1) from T&L Committee yet		
12		MASSEY BUSINESS SCHOOL ASSURANCE OF LEARNING COMMITTEE (AOL)		
		No minutes (Part 1) from AOL Committee Next meeting on 04 October 2023		
13		SHARED PROGRAMMES AND PROGRAMMES WITH COLLEGE REPRESENTATION		
13.1		COMMUNICATION QUALIFICATIONS COMMITTEE (CQC) No minutes (Part 1) from CQC August 2023 meeting was cancelled.		
14		SUPPLEMENTARY ITEMS - PART 1		
		None		
15		<p>EXCLUSION OF THE PUBLIC The Chair moved that members of the press and public be now excluded from the meeting so that for the undernoted reason, the following matters may be discussed without public disclosure, the committee being satisfied, where appropriate, that there are considerations which outweigh the public interest of disclosure. The Chair will note that the Committee Secretary will be in attendance for Part II. Grounds: Section 9, of the Official Information Act- (2) (a) to protect the privacy of natural persons, including that of deceased natural persons. (2) (i) to enable organisations holding the information to carry on, without prejudice or disadvantage, commercial activities.</p>		

CBB 2023/11/344

Minutes Part 1



**MASSEY UNIVERSITY
COLLEGE OF BUSINESS BOARD**

Meeting held on 14 November 2023

By Video Conference at 10 am

Zoom ID – 83598647206

MINUTES: PART 1

No.	Item	Details	Decision	Paper No.
1	PRESENT	Associate Professor Claire Matthews (Acting Chair, DAQ), Professor Jonathan Elms (Acting PVC), Professor Jo Bensemann (HoS, SoM), Professor Martin Berka (HoS, SoEF), Professor Fawzi Laswad (HoS, SoAcc), Ashok Poduval (HoS, SoAv), Associate Professor Elizabeth Gray (DTL), Professor Matt Roskruge (Associate Dean Māori), Dr Mui Kuen Yuen (Associate Director – Pacific), Associate Professor Sandy Bulmer, Dr Angela Feekery, Professor Mohan Dutta, Associate Professor Craig Fowler, JS Imbeau, Mary Dawkins, Flynn O’Hallahan (Student rep), Stephanie Allan (Student rep)		
	IN ATTENDANCE	Dr Jeffrey Stangl (Dir, International), Alison Gustafson (Advising and Communications), Jean Jacoby (Academic Operations), Brigit Eames (CEM), Fiona Diesch (Library Section), Diana Kessler (Student Registry), Carnette Pulma (Acting Secretary)		
	APOLOGIES	Assoc Professor Jo Cullinane (CBB Chair), John Murrie (SoAv), Professor Jens Mueller (MED), Professor Stephen Croucher (SCJM), Chrissy Yang (Student rep), Sanskar Soni (Student rep), Professor Jarrod Haar (Acting DoR)		
	THANK YOU	Student representatives who have finished their terms: Chrissy Yang and Stephanie Allan		
2	INTEREST: DECLARATION AND DISQUALIFICATION		NONE	
3	MINUTES FOR APPROVAL from CBB Part 1 – 10 October 2023 meeting		RESOLVED THAT the minutes be approved as a true	CBB 2023/10/315 CBB 2023/10/315Rev1

No.	Item	Details	Decision	Paper No.
			and accurate record. ELMS / GRAY	
4	MATTERS ARISING - PART 1			
4.1	Action Sheet from the last meeting on 10 October 2023			CBB 2023/10/316
	No. 12 Distributed Delivery Model Proposal The distributed delivery model proposal has been approved and presented to Global Framework board. It is currently being marketed as an option for the normal articulations.		CLOSED	
4.2	Chair's Action – Update on Massey University and Manchester Metropolitan University Dual Awards		NOTED	CBB 2023/11/318
5	REPORTS			
5.1	Pro Vice-Chancellor - Thanked everyone for the hard work this year and reminded everyone that there are no immediate current plans for a proposal for change for Massey Business School (MBS). - Provided updates on enrolment numbers: the number of students who are new to Massey University is on the rise, particularly for MBS; domestic numbers seem to be flat with new students; and returning student numbers appears to be lagging behind. The PVC endorsed everyone who has access to and influence over existing students to ask them to re-enrol for 2024. - The college will be very prudent with costs and expenditures for this year and next year in the staffing (consumables, travel, and conference leave) space, including by reducing the college's footprint. - The college is trying new initiatives to increase enrolment numbers, retain students, and to provide a very good overall experience within the college and wider university. - The MBS School Champion initiative had a very favourable response.			
5.2	Chairperson - Reminded everyone that there will be a meeting on 12 th December (as scheduled).			
5.3	Director Academic Quality - The main exam period has just ended, and the replacement exams are now underway. The college is in the midst of grade publishing. - Reminded that all results are expected to be published by the university's publication deadline. - The second iteration of the quality assurance surveys is now available and ready for completion. The college aims to receive improved response and completion for round 2 at the end of the semester.			
5.4	Director of Teaching and Learning - The regular exam period is now over, and the replacement Online Supervised Exams (OSEs) continue for the remainder of the			

No.	Item	Details	Decision	Paper No.
		<p>week. The exams and OSEs have generally gone smoothly this semester, but with some notable bumps. The partnership with PSI, the company that supplies the software for OSE, has not been entirely satisfactory.</p> <ul style="list-style-type: none"> - This is a busy time for the DTL and school academic integrity officers. The college is now progressing with the academic integrity referrals from the exam round and the usual spike at the end of the semester. - The DTL is part of the university working group for staff use of generative AI. Work on producing guidelines on the use of generative AI tools for staff is currently in progress. - The Professional Development session, which focused on the use of AI and the impact of AI in both teaching and research, was well-attended and well-received. The DTL is planning follow-up subject group discussions based around adjusting assessment in the light of generative AI, ideally by the end of the year. 		
5.5	Director of Research	None		
5.6	Associate Dean Māori	None		
5.7	Student Representatives <u>Flynn O'Hallahan</u>	Student feedback on OSEs is currently being collected. Once ready, a consultation report may be shared with the DTL and the college board.		
6	MATTERS REFERRED FROM ACADEMIC COMMITTEE (AC) / OFFICE OF ACADEMIC QUALITY, REPORTING AND ASSURANCE (OAQRA)			
6.1	Academic Committee meeting schedule 2024		NOTED	CBB 2023/11/319
7	MATTERS REFERRED FROM ACADEMIC BOARD (AB) /LEARNING AND TEACHING COMMITTEE (LTC) / OFFICE OF THE PROVOST			
	Academic Board			
7.1.1	Summary Report on Academic Board Meeting – October 2023		NOTED	CBB 2023/11/320
7.1.2	Academic Board Minutes – October 2023		NOTED	CBB 2023/11/321
7.2.1	Learning and Teaching Committee Minutes – September 2023 meeting	<p><u>Note</u> The DTL noted that the minutes under Stream sites opening two weeks before the semester (item #3.2) appear to have not fully captured what was decided upon after the discussion, which was “the two-week expectation (two weeks prior to the semester opening of Stream sites)” is going to be recommended to be retained.</p> <p>There has been very clear data showing that students access the Stream sites ahead of time and that they find the information useful, particularly for the distance contingent.</p>	NOTED	CBB 2023/11/322
7.3.1	Office of the Provost Consultation on the Use of Copyright Material for Educational Purposes Policy		NOTED	CBB 2023/11/323

No.	Item	Details	Decision	Paper No.
7.3.2	Use of Copyright Material for Educational Purposes Policy	<p><u>Discussion</u> Under the Responsibilities section (page 3 of the document), it says, “Staff with teaching or learning-support activities are also responsible for ensuring that students are aware of copyright issues and requirements pertaining to them.” The committee asked what that meant for the teaching staff to make the students aware of. It is sufficient to just have a note on Stream. The note is there as part of the standard e-Reserve interface for students. When sharing readings in another format, a standard copyright disclaimer can be used - Student copyright guide (massey.ac.nz).</p> <p>Under the Definitions section (page 2 of the document), it says, “Student: Any individual enrolled in a programme of study at Massey University, including those enrolled in short courses and/or micro credentials.” The committee agrees to include students enrolled in micro credentials and short courses. These students have exactly the same requirements as those of the more committed students. This is worth noting as the university will have an increasingly large number of short courses and micro credentials available.</p> <p>The committee also queried about copyright and AI use and suggested this might be a useful addition to the policy. The university is currently updating the student copyright information to include that. The committee also suggested adding this copyright information to the staff copyright information page and how it can be managed. The university can offer training with e-Reserve.</p> <p>The college board is in support of this policy and will provide feedback.</p>	DISCUSSED (with FEEDBACK)	CBB 2023/11/324
8	COLLEGE OF BUSINESS – ACADEMIC PROGRAMMES COMMITTEE (CBAPC)			
8.1	Draft minutes (Part I) received from CBAPC 25 October 2023 meeting		NOTED	CBB 2023/11/325
	<u>Note</u> The 190107 Human Performance course proposal (CBAPC 2023/10/234) was withdrawn prior to this meeting. The School of Aviation will not proceed with the proposed change.			
COURSE AMENDMENT 2024				
8.2	School of Communication, Journalism and Marketing	<p>156232 Consumer Behaviour - To reduce the number of assessments and change assessment type and weight</p> <p><u>Note</u> Updated the course initiator to Associate Professor Sandy Bulmer’s name.</p>	RESOLVED THAT this document be approved, and details provided to Academic Committee for noting BULMER / GRAY	CBB 2023/11/326
8.3	School of Management	114241 Principles of Human Resources Management	RESOLVED THAT this document be	CBB 2023/11/327

Academic Board Meeting - Part I - Papers for Noting

No.	Item	Details	Decision	Paper No.
		- To revise learning outcomes and assessments	approved, and details provided to Academic Committee for noting BENSEMANN / IMBEAU	
COURSE AMENDMENT 2025				
8.4	School of Aviation	190205 Crew Resource Management - To remove the restriction of 190216 for this course (with a proposal to do the same for the reverse restriction to follow)	RESOLVED THAT these documents be approved, and details provided to Academic Committee for noting	CBB 2023/11/328
8.5		190237 Heavy Jet Aircraft Performance - To change the wording of prescription and title to better reflect course content	PODUVAL / BULMER	CBB 2023/11/329
8.6	Proposal to change Membership clause 4 of CBAPC ToR		RESOLVED THAT this document be approved GRAY / ELMS	CBB 2023/11/331
9 OTHER DOCUMENT				
9.1	College of Business Board meeting schedule 2024		NOTED	CBB 2023/11/332
SUBSIDIARY COMMITTEES				
10 COLLEGE RESEARCH COMMITTEE (CRC)				
10.1	Final minutes (Part 1) received from CRC September 2023 meeting		NOTED	CBB 2023/11/333
10.2	Draft minutes (Part 1) received from CRC October 2023 meeting <u>Feedback</u> Under point 13 (page 74) and paragraph 4, the word "should" appear to be quite strong in the two statements. Research assistants do very minor tasks that may not be relevant for authorship. The committee suggested to amend the "should" to "should, where appropriate,".		NOTED	CBB 2023/11/334
11 MASSEY BUSINESS SCHOOL TEACHING AND LEARNING COMMITTEE (T&L)				
11.1	Draft minutes received from T&L Committee September 2023 meeting		NOTED	CBB 2023/11/335
12 MASSEY BUSINESS SCHOOL QUALITY ASSURANCE COMMITTEE				
12.1	Notes received from AOL Committee October 2023 meeting		NOTED	CBB 2023/11/336
12.2a	BBus Assurance of Learning Implementation Sept 2023 AoL <u>Note</u> The DTL acknowledged the considerable work of Dr Angela Feekery. The reports provide clarity and correctness of learning outcomes across MBS programmes. This is important especially for accreditation purposes.		RESOLVED THAT this document be approved FEEKERY / GRAY	CBB 2023/11/337
12.2b	AoL Changes - Explanatory Notes		NOTED	CBB 2023/11/338

No.	Item	Details	Decision	Paper No.
12.3	Revised BSptMgt Assurance of Learning Implementation Plan 2023		RESOLVED THAT this document be approved BENSEMANN / BERKA	CBB 2023/11/339
12.4	Course Annual QA Review AoL report Semester 1 2023		NOTED	CBB 2023/11/340
12.5	Course Annual QA Review report Course Results Semester 1 2023		NOTED	CBB 2023/11/341
12.6	Summary of comments in Course Results section of QA survey Semester 1 2023		NOTED	CBB 2023/11/342
12.7	AoL 2022 Literature Review Report		NOTED	CBB 2023/11/343
13	SUPPLEMENTARY ITEMS - PART 1			
	None			
14	<p>EXCLUSION OF THE PUBLIC The Chair moved that members of the press and public be now excluded from the meeting so that for the undernoted reason, the following matters may be discussed without public disclosure, the committee being satisfied, where appropriate, that there are considerations which outweigh the public interest of disclosure. The Chair will note that the Committee Secretary will be in attendance for Part II. Grounds: Section 9, of the Official Information Act- (2) (a) to protect the privacy of natural persons, including that of deceased natural persons. (2) (i) to enable organisations holding the information to carry on, without prejudice or disadvantage, commercial activities.</p>			



MASSEY UNIVERSITY
COLLEGE OF HEALTH
TE KURA HAUORA TANGATA

COH CB23/10/168
MINUTES Part I
October 2023

COLLEGE BOARD MEETING

Tuesday 17 October 2023 at 10am

Via [Microsoft Teams Meeting](#)

MINUTES – PART I

No.	Item / Details	Actions/Decisions	Doc No.
1.	<p>WELCOME and APOLOGIES</p> <p>Present: Professor Jill McCutcheon (Chair)</p> <p>Dr Rachel Batty, Associate Professor Andy Foskett, Dr Kerri-Ann Hughes, Associate Professor Shirley Julich, Professor Marlana Kruger, Professor Kieran O'Donoghue, Associate Professor Rachel Page, Associate Professor Wyatt Page, Professor Nicolette Sheridan, Associate Professor Chris Wilkins.</p> <p>In attendance: Deanna Abbott (Secretary), Elizabeth Sturrock</p> <p>Apologies: Associate Professor Kathryn Hay, Professor Ajmol Ali, Dr Bevan Erueti, Professor Leigh Signal, Brooke Mehlhopt</p>		
2.	MINUTES FOR APPROVAL – PART I		
2.1.	Minutes of the meeting held 15 August 2023	<p>MOVED that the Minutes of the meeting held on 15 August 2023 be confirmed as a true and correct record.</p> <p>O'DONOGHUE/W PAGE Carried</p>	COH CB 23/08/129
3.	MATTERS ARISING FROM THE PREVIOUS MINUTES		
	None		
4.	RATIFY ELECTRONICALLY APPROVED DOCUMENTS		
4.1.	<p>CUAP Early Notice Qualification amendment – 2025</p> <p>Postgraduate Diploma in Clinical Supervision</p> <p><i>Approved by College Board in September 2023</i></p>	<p>MOVED that the Board ratify the approval of documents COH CB 23/09/131 to COH CB23/10/133.</p> <p>O'DONOGHUE/R PAGE Carried</p>	COH CB 23/09/131
4.2.	<p><u>COURSE RETIREMENT – 2024</u></p> <p>147303 Case Management and Rehabilitation Counselling</p> <p><i>Approved by Chair of College Board on 26 September 2023</i></p>		COH CB 23/09/132
4.3.	<p><u>COURSE AMENDMENT - 2024</u></p> <p>279301 Social Policy: Political Theories and Approaches</p>		COH CB 23/10/133

No.	Item / Details	Actions/Decisions	Doc No.
	<i>Addition of 179240 as a prerequisite Approved by Chair of College Board on 26 September 2023</i>		
5.	ACADEMIC DECISIONS	For approval and forwarding to Academic Committee	
5.1.	School of Health Sciences		
5.1.1.	COURSE AMENDMENT – 2024: 202705 Advanced Clinical Sciences <i>Changes to Assessments and Learning Outcomes</i>	MOVED that this document be approved and forwarded to Academic Committee for noting. R PAGE/O'DONOGHUE <u>Carried</u>	COH CB 23/10/135
5.2.	School of Sport, Exercise and Human Nutrition		
5.2.1.	COURSE AMENDMENTS – 2024: 151131 Introduction to Food and Nutrition <i>Changes to Assessments and Learning Outcomes</i>	Amendment: Correction to typos in the Rationale section – change from 'L) 7' to 'LO 7' and change from 'scape' to 'scope'. MOVED that this document be approved, with amendment, and forwarded to Academic Committee for noting. FOSKETT/R PAGE <u>Carried</u> A query was raised about the removal of food standards from the Learning Outcomes, and that an amendment to the prescription is now required. ACTION: A/Prof Foskett and Board Secretary to initiate a proposal to amend the Prescription for 2025, to be submitted to the November COH APC and College Board meetings.	COH CB 23/10/136
5.2.2.	151232 Nutrition and Metabolism <i>Changes to Assessments</i>	MOVED that documents COH CB23/10/137 to COH CB23/10/141 be approved and forwarded to Academic Committee for noting.	COH CB 23/10/137
5.2.3.	151331 Maternal and Child Nutrition <i>Changes to Assessments</i>		COH CB 23/10/138
5.2.4.	151332 Nutrition for Sport and Performance <i>Changes to Assessments</i>	FOSKETT/R PAGE <u>Carried</u>	COH CB 23/10/139

No.	Item / Details	Actions/Decisions	Doc No.
5.2.5.	151333 Adult Nutrition and Positive Ageing <i>Changes to Assessments and Learning Outcomes</i>		COH CB 23/10/140
5.2.6.	151334 Nutrition Communication and Promotion <i>Changes to Assessments and Learning Outcomes</i>		COH CB 23/10/141
5.3.	School of Nursing		
5.3.1.	COURSE AMENDMENTS – 2024: 168703 Managing Long Term Conditions <i>Changes to Assessments</i>	MOVED that document COH CB 23/10/142 be approved and forwarded to Academic Committee for noting. HUGHES/JULICH <u>Carried</u>	COH CB 23/10/142
5.3.2.	168711 Health Research Design and Method <i>Changes to Assessments</i>	Amendment: Add to the Rationale section the justification for all assessments to be compulsory. MOVED that document COH CB 23/10/143 be approved, with amendment, and forwarded to Academic Committee for noting. HUGHES/JULICH <u>Carried</u>	COH CB 23/10/143
5.3.3.	168714 Advanced Assessment and Therapeutic Intervention in Mental Health <i>Changes to Assessments and Learning Outcomes</i>	MOVED that this document be WITHDRAWN pending further discussion and amendments. Revised document to be submitted to November Board meeting. HUGHES/CHAIR <u>Carried</u>	COH CB 23/10/144
5.3.4.	168720 Clinical Specialty: Mental Health <i>Changes to Assessments</i>	MOVED that document COH CB23/10/142 be approved and forwarded to Academic Committee for noting.	COH CB 23/10/145
5.3.5.	168728 Assessment and Clinical Decision-Making <i>Changes to Assessments</i>	HUGHES/JULICH <u>Carried</u>	COH CB 23/10/146
5.3.6.	168736 Critical Care <i>Changes to Assessments, Learning Outcomes, Completion requirements and Publication Notes</i>	Amendment: Add to the Rationale section the reason why the Clinical Workbook assessment has been removed and the publication note has been added.	COH CB 23/10/147

No.	Item / Details	Actions/Decisions	Doc No.
		MOVED that document COH CB23/10/142 be approved and forwarded to Academic Committee for noting. HUGHES/JULICH <u>Carried</u>	
5.3.7.	168861 Clinical Project for Nurses Changes to Assessments and Learning Outcomes	MOVED that document COH CB23/10/142 be approved and forwarded to Academic Committee for noting. HUGHES/JULICH <u>Carried</u>	COH CB 23/10/148
5.4.	<u>School of Social Work</u>		
5.4.1.	<u>CUAP QUALIFICATION AMENDMENT – 2025</u> Postgraduate Diploma in Clinical Supervision Change in title (from Postgraduate Diploma in Social Service Supervision) and entry requirements	MOVED that documents COH CB 23/10/149 to COH CB23/10/153 be approved and forwarded to Academic Committee for noting.	COH CB 23/10/149
5.4.2.	<u>COURSE AMENDMENTS – 2025:</u> 179740 Clinical Supervision Theory and Practice Changes to Title, Prescription and Learning Outcomes	O'DONOGHUE/JULICH <u>Carried</u>	COH CB 23/10/150
5.4.3.	179741 Leadership, Management and Clinical Supervision Changes to Title, Prescription and Learning Outcomes		COH CB 23/10/151
5.4.4.	179742 Learning and Decolonisation in Clinical Supervision Changes to Title, Prescription and Learning Outcomes		COH CB 23/10/152
5.4.5.	179743 Clinical Supervision Practice Changes to Title		COH CB 23/10/153
5.4.6.	179355 Field Education I Changes to Prescription and Completion requirements	MOVED that documents COH CB 23/10/154 to COH CB23/10/157 be approved and forwarded to Academic Committee for noting.	COH CB 23/10/154
5.4.7.	179455 Field Education II Changes to Prescription, Requisites, Learning Outcomes, Assessment and Completion requirements	O'DONOGHUE/W PAGE <u>Carried</u>	COH CB 23/10/155
5.4.8.	179789 Field Work Practice I Changes to Prescription, Completion requirements and Corequisite		COH CB 23/10/156

No.	Item / Details	Actions/Decisions	Doc No.
5.4.9.	179890 Field Work Practice II Changes to Prescription and Completion requirements		COH CB 23/10/157
6. ACADEMIC DOCUMENTS FOR DISCUSSION			
6.1.	<p>Future of Examinations Requirements Working Group Report</p> <p>Professor O'Donoghue spoke to the is document and noted that there were 14 recommendations made.</p> <p>A discussion was held with the following summary of comments noted:</p> <ul style="list-style-type: none"> • Concerns about what technology is required and potential costs associated. Most examinations are now run by Schools. • What system is to be procured? • Cost of software per student per use, will this be a user charge? Additional tuition cost for students. • Some staff had challenges scheduling exams. • Move towards a digitally based approach – how does this work? Recommendations made highlight the challenges. • Accredited programmes such as the Bachelor of Nursing, need to meet requirements of the Nursing Council and any changes in assessing. As things change will there be constant alignment. This will make a huge difference to resourcing. • Use of AI. Where is that positioned in relation to this document? There are terms of reference for the Academic Integrity working group. • How do we support the development going forward. Reduce workload but accurately assess. • Integrity of exams is important. • Consideration of students who require extra-time, for example those with disabilities, etc. future is interesting and undetermined. <p>ACTION:</p> <p>Please forward any comments or feedback on the recommendations to Professor O'Donoghue and Deanna by Tuesday 14 November 2023.</p>	COH CB 23/10/158	
7. ACADEMIC DOCUMENTS FOR NOTING			
7.1.	Memo - Stream site opening two weeks prior to Semester 2	Noted	COH CB 23/10/159
7.2.	Summary Report on Academic Board Meeting - 13 September 2023	Noted	COH CB 23/10/160
8. REPORTS			
8.1.	<p>Chair's Report</p> <p>Professor Jill McCutcheon</p> <ul style="list-style-type: none"> • Thank you to Professor O'Donoghue and team for the work on the Postgraduate Diploma in Clinical Supervision. • Academic Promotions – Congratulations to Professor Chris Wilkins. • Update on the College of Health and Focus on the Future – email sent to all College staff last week. 	Verbal	

No.	Item / Details	Actions/Decisions	Doc No.
	<ul style="list-style-type: none"> Update on the implementation of the General and Academic Administration, and Finance Business Partnering (Phase Two) – lots of changes in staffing, we will be able to provide details on the team and their roles soon. VC forums this week on campus. Encourage staff to attend. 		
8.2.	Associate Dean – Work Integrated Learning Associate Professor Kathryn Hay	RECEIVED	COH CB 23/10/161
8.3.	Associate Dean – Higher Degree Research Professor Marlena Kruger Taken as read. Points to highlight: <ul style="list-style-type: none"> DRC Doctoral Student Admissions and Progression Subcommittee has been formalised. DRC reviewed the Cycle 6 Academic Audit recommendations related to postgraduate research. DRC has created a form for changes in supervision. ReaDI and PBRF workshop was held. 	RECEIVED	COH CB 23/10/162
8.4.	Associate Dean – Academic / Learning & Teaching Professor Kieran O’Donoghue Taken as read. College of Health Guidelines on Curricula changes – revised. Recent proposal at Academic Committee was approved, which now requires Colleges to report on changes of locations of qualifications and specialisations. In future a covering memorandum that explains the rationale for the changes will need to accompany any changes to: <ul style="list-style-type: none"> specialisations and qualifications, that impact location and delivery. two or more courses in a specialisation and/or qualification. 	RECEIVED MOVED that document COH CB23/10/166 be approved and adopted and forwarded to the College Academic Programmes Committee for noting. O’DONOGHUE/R PAGE <u>Carried</u>	COH CB 23/10/163 COH CB 23/10/166
8.5.	Director – International Professor Ajmol Ali	RECEIVED	COH CB 23/10/164
8.6.	Associate Dean – Research Professor Leigh Signal The Chair provided an update in Prof Signals absence. Congratulations to Professor Pam Von Hurst who has won the College of Health Supervisors Award. Note that discussion around the requirements of travel in the report will be referred to CEG.	RECEIVED	COH CB 23/10/167
8.7.	Associate Dean – Māori Dr Bevan Erueti		No Report
9.	MOVING INTO PART II		

EXCLUSION OF THE PUBLIC

THE CHAIRPERSON MOVED THAT, EXCLUDING **DEANNA ABBOTT AND ELIZABETH STURROCK**, WHO HAVE, IN THE OPINION OF THE COLLEGE OF HEALTH BOARD, KNOWLEDGE THAT COULD BE OF ASSISTANCE, MEMBERS OF THE PRESS AND PUBLIC BE NOW EXCLUDED FROM THE MEETING SO THAT FOR THE UNDERNOTED REASONS THE FOLLOWING MATTERS MAY BE DISCUSSED WITHOUT PUBLIC DISCLOSURE; THE BOARD BEING SATISFIED, WHERE APPROPRIATE, THAT THERE ARE CONSIDERATIONS WHICH OUTWEIGH THE PUBLIC INTEREST OF DISCLOSURE.

Reference: Section 48 (1) of the Local Government Official Information and Meeting Act 1987.

Subject	Reason for Proposed Exclusion
<p><u>Item 1.</u> COH CB23/08/129 - Confirmation of Minutes Part II for meeting held 15 August 2023</p>	<p>For those reasons identified by the College of Health College Board in its meeting held on 15 August 2023</p>
<p><u>Item 2</u> Matters Arising</p>	<p>For any matters arising from Part II of the meeting held on 15 August 2023</p>



College Board Meeting

Friday 20 October 2023 at 10.00am

Minutes Part I confirmed

1. **Present:** Professor Cynthia White, Professor Bill Fish, Professor Beth Greener, Associate Professor Kirsty Ross, Professor Kerry Taylor, Associate Professor Peter Rawlins (Chair), Dr Tony Fisher, Associate Professor Jenny Poskitt, Dr Timu Niwa, Dr Barbara Anderson, Dr Karyn Aspden, Associate Professor Fiona Te Momo, Dr Nick Holm, Dr Jared Carpendale

Apologies: Associate Professor Ross Flett, Brenda Johnson, Professor Jodie Hunter, Andrea Flavel, Professor Alison Kearney, Associate Professor Pania Te Maro, Dr Liangni Sally Liu, Professor Hēmi Whaanga, Dr Pita King,

Resigned: Maree Brannigan

In Attendance: Caroline Lowe, Anne Meredith (Secretary)

The Chair opened the meeting with a karakia.

2. **CONFIRMATION OF MINUTES:**

Confirmation of Part I Minutes of the meeting held on Friday 15 September 2023

HSS CB 23/09/237

Moved from the Chair: That Part I of the minutes of the meeting held on 15 September 2023 are confirmed as a true and accurate record.

Carried

3. **MATTERS ARISING:**

3.1 Action List – October 2023

Item 1 Review Assessment patterns

Completed.

The DAQ presented the report reviewing the Assessment patterns in Part II of the meeting.

To be deleted

Item 2 Prizes

Completed

This has been completed in terms of what currently happens. It will be looked at again in the future, to optimise what we can offer.

To be deleted

Item 3 Student Achievement Awards

Deferred to 2024

- The DTL is still fact-finding, but to produce a proposal for reviewing and amending the awards requires the input of staff in a small working group. This will be deferred until 2024.

4. **CHAIRPERSON'S REPORT**

5. **PRO VICE-CHANCELLOR'S REPORT** – *Professor Cynthia White*
 - The Business And Relationship Development Manager position will not be filled. The work will be taken up by other parts of the portfolio.
 - The Proposal For Change document contains sensitive information that should remain confidential so it has been put on the Part II agenda, and the Pro Vice-Chancellor invites questions and discussion in Part II.
 - Next year the College will be required to make many changes to the academic portfolio, so early in 2024 the Pro Vice-Chancellor will be discussing this with the Board.
6. **REPORT FROM DIRECTOR, ACADEMIC QUALITY** – *Associate Professor Peter Rawlins*
Received for noting:
- ★ 6.1 Director of Academic Quality report to CB Oct 2023 HSS CB 23/10/258
Noted
7. **REPORT FROM CHAIR, ACADEMIC PROGRAMMES COMMITTEE** – *Associate Professor Peter Rawlins*
Received for noting:
- ★ 7.1 Report from Chair, Academic Programmes Committee – Oct 2023 **See DAQ report**
 ★ 7.2 APC Minutes Part I 28 August 2023 confirmed HSS CB 23/10/259
Noted
8. **REPORT FROM DIRECTOR, TEACHING & LEARNING** – *Dr Tony Fisher*
Received for noting:
- ★ 8.1 DTL Report for College Board Oct 2023 HSS CB 23/10/260
Noted
9. **REPORT FROM CHAIR, TEACHING & LEARNING COMMITTEE** – *Dr Tony Fisher*
Received for noting:
- ★ 9.1 Report from Chair, Teaching & Learning Committee – Oct 2023 **See DTL report**
 ★ 9.2 CTLC Minutes Part I 22 Aug 2023 Confirmed HSS CB 23/10/261
Noted
10. **REPORT FROM RESEARCH DIRECTOR** – *Professor Bill Fish*
Received for noting:
- ★ 10.1 Research Director Report **Nothing to report**
11. **STUDENT REPRESENTATIVE DISCUSSION ITEMS:**
12. **ACADEMIC PROPOSALS** – *Associate Professor Peter Rawlins*
Received for approval and forwarding to Academic Committee:
- 12.1 Non-CUAP Qualification Amendment - Master of Speech and Language Therapy HSS CB 23/10/262
 The DAQ spoke to this proposal.
 This change has been brought about by changes to the research methods courses as part of the re-development of the Master of Education and associated qualifications.
Moved: That proposal 12.1 be approved by College Board and forwarded to Academic Committee for approval
Rawlins/Poskitt
Carried

12.2 Course Retirement 132804 Applied Research in Planning HSS CB 23/10/263

12.3 Course Retirement 167890 Advanced Research Practicum HSS CB 23/10/264

The DAQ spoke to these course retirements.

132804 was last taught in 2016, was only taught in one qualification and can now be retired. 167890 has had no enrolments since 2018 and is now surplus to requirements. There are alternative research courses for the students.

Moved: That proposals 12.2 and 12.3 be approved by College Board and forwarded to Academic Committee for approval

**Rawlins/Greener
Carried**

12.4 Course Retirement 200201 Middle Eastern Politics HSS CB 23/10/265

12.5 Course Retirement 200302 Israel-Palestine and the Arab World HSS CB 23/10/266

The DAQ and the HoS PEP spoke to these course retirements.

200201 and 200302 are both very specific and it was felt that they are no longer relevant to the qualification they are part of.

This is in keeping with the move towards a more generalised offer which is central to the disciplines. These courses are not integral to the degree or discipline at this time.

Moved: That proposals 12.4 and 12.5 be approved by College Board and forwarded to Academic Committee for approval

**Greener/Te Momo
Carried**

12.6 Course Retirement 230704 Public Policy Analytics Methodology, Design and Data HSS CB 23/10/267

12.7 Course Retirement 230705 Interpretation in Geospatial Analytics HSS CB 23/10/268

12.8 Course Retirement 230706 Integrated Data Infrastructure HSS CB 23/10/269

The DAQ spoke to these course retirements.

The three courses 230704, 230705 and 230706 are part of a Public Policy specialisation in the Master of Analytics which has had no new enrolments for some years, and are to be retired.

Moved: That proposals 12.6, 12.7 and 12.8 be approved by College Board and forwarded to Academic Committee for approval

**Greener/Poskitt
Carried**

12.9 COHSS MRC Summary approved by APC for forwarding to CB October 2023 HSS CB 23/10/270

Moved: That proposal 12.9 be approved by College Board and forwarded to Academic Committee for noting

Rawlins/Te Momo

13. DOCUMENTS FOR DISCUSSION

13.1

14. DOCUMENTS FOR INFORMATION:

14.1 Summary Report on Academic Board Meeting 13 September 2023 HSS CB 23/10/271

14.2 Academic Board Minutes 13 September 2023 Part I Unconfirmed HSS CB 23/10/272

15. DOCUMENTS FOR NOTING

15.1

16. GENERAL BUSINESS:

16.1 Implications for our College of the recently approved University Graduate Profile

Points from the discussion:

- When the College is making changes to qualifications and courses next year, there will need to be connections built in between the graduate profile and the profiles of the qualifications and courses.
- The College provided feedback to this document, but it did not sway the decision concerning the direction of the document.
- There are potential implications for new courses and ultimately for existing courses and existing programmes, but it is unclear at this time what the time frame is and what the implementation process will be.
- The DAQ will oversee the implementation process for the College once information about the process has been received from the University.

17. LATE ITEMS:

17.1

Note: Exclusion of Press and Public:

The Chair will move that members of the press and public be excluded from Part II of the meeting so that the following matters may be discussed without public disclosure, the Board being satisfied where appropriate, that there are considerations which outweigh the public interest of disclosure.

Grounds: Section 48 (1) of the Local Government Official Information and Meetings Act 1987
Section 9.2(a), (j) and (k) of the Official Information Act - 1982

The Chair will note that Anne Meredith, Secretary, will be in attendance in Part II



University Research Committee

Minutes of the meeting of the **University Research Committee** held on **Thursday 26 October 2023** held at 2:30 p.m. **via Zoom**

MINUTES – Part I [Public]

PRESENT: Giselle Byrnes (Chair), Stephen Croucher (alternate for Tracy Riley), Bill Fish, Jarrod Haar, Tasa Havea, Linda Palmer, James Roberts, Leigh Signal, Viv Smith, Oli Wilson.

In attendance: Anita Muthukaruppan, Jo Whittle.

The Chair offered karakia to open the meeting.

1. APOLOGIES

Apologies were received from Deanna Haami, Christine Kenney, Linda Murray, Marise Murrie, Sophie Newmarch, Tracy Riley and Suzanne Wilkinson.

The Acting Chair welcomed to the meeting Stephen Croucher, alternate for Tracy Riley, and Anita Muthukaruppan, International Research Rankings Advisor.

Leigh Signal joined the meeting at 3:11 p.m. Oli Wilson joined the meeting at 3:12 p.m.

2. CONFIRMATION OF Part I MINUTES OF MEETING HELD 28 SEPTEMBER 2023 (URC 23/137)

Resolved that the minutes of the last meeting be adopted as a true and correct record.

(Smith/Palmer)

(ALL)

3. ACTION ITEMS AND MATTERS ARISING

NUMBER	RESPONSIBLE FOR ITEM	ITEM	RESPONSIBLE FOR ACTION	DUE DATE
1	Viv Smith	Confirm if the NZSIS and MFAT reports on security threats and the changing international environment can be shared with members.	Viv Smith	Completed

4. STRATEGIC DISCUSSION

Te Pōkai Tara Universities New Zealand (UNZ) was preparing its Briefing to the Incoming Minister (BIM). It was assumed that any incoming Minister of Education/Tertiary Education would be new

to the research and university sectors. The BIM would focus on the chronic underfunding of both sectors compared to international benchmarks, and the negative impacts of the competition for access to funding between universities, Crown Research Institutes and independent research organisations. Chris Whelan, UNZ Chief Executive, shared education sector statistics with members of the UNZ DVCs Research group showing a modest 1.7% growth in total student numbers (primary, secondary and tertiary) from 2017 to 2022. Over the same period, staff numbers increased at the Tertiary Education Commission by 26%, Ministry of Education by 55% and Ministry of Business Innovation and Employment by 74%, and funding for these agencies had increased by 28% over that time. Chris noted it was the intention of UNZ to argue that the university sector would be seeking a reprioritization of funding to the institutions that directly deliver teaching and research.

Members of the UNZ DVCs Research group discussed the draft PBRF Quality Evaluation 2026 Panel-Specific Guidelines, currently out for consultation. Concerns were raised that the document was not user-friendly, repeated standard information and omitted other necessary information to help researchers and Tertiary Education Organisations prepare Evidence Portfolios. Such concerns were expected to be raised in university submissions on the guidelines. URC members were invited to provide any feedback for inclusion in the Massey University submission to Jo Whittle by Monday 6 November. It was noted that most universities were stepping up their preparations towards the Quality Evaluation 2026 despite various change processes and funding challenges faced across the sector. It was also noted that most universities were reporting an increase in the numbers of research contracts and contract variations over recent months, reflecting significant staff movements rather than an increase in research income earnings.

The committee was updated on the Wellington Science City initiative: the creation of three multi-institution research, science and innovation hubs in the city. Wellington-based research organizations (including Massey University) were working together to develop an iwi-engagement strategy. It remained to be seen whether the Science City initiative would continue after the upcoming General Election.

5. RESEARCH OPERATIONS MONTHLY REPORT (URC 23/138)

Noted. Members were pleased to note the excellent results for Massey in the 2023 Endeavour Fund round. Massey researchers were funded for three Research Programmes and two Smart Ideas projects, for a total of \$31.5M over five years which was more than twice the previous record of \$15.5M in 2020. The results highlighted the significant implications for the University's research income in any one year from achieving success in these large funds. Research Operations was also aware that several Massey researchers were involved in funded Endeavour and Smart Ideas projects hosted by other organizations. Members were asked to notify Research Operations of any staff who they were aware were involved in funded research projects hosted by other organizations to help in maintaining oversight of this activity.

Members noted the new Aotearoa New Zealand Tāwhia te Mana Research Fellowships in place of the Rutherford Fellowships. The new fellowships are offered in three categories, with all three focusing on research leadership. The categories targeting early career and mid-career researchers cover institutional overheads.

The attention of members was also drawn to the increase in the numbers of subcontracts and contract variations being processed in Research Operations this year in comparison to previous

URC 23/148

years. As noted above, this did not mean a corresponding increase in the amount of research income. There was also a significant volume of work associated with recent and upcoming staff changes and departures, and this was expected to continue over the coming months. It was reiterated that staff should be working through Research Operations when dealing with external funding agencies, including any international funders, rather than contacting funders directly. Members thanked the Research Operations team for a comprehensive report.

- 6. GRADUATE RESEARCH SCHOOL & ETHICS MONTHLY REPORT** (URC 23/139)
Noted. Members were pleased to note the scholar success stories highlighted in the report.

7. ITEMS FOR DISCUSSION AND APPROVAL

- 7.1 URC meeting dates 2024** (URC 23/140)
Noted. The annual URC planning meeting in March would consist of an extended Zoom meeting. The work programme for the committee for 2024 would be guided by Te Pou Rangahou.

Action: Giselle Byrnes to work with Jo Whittle to bring a draft agenda for the URC planning meeting in March 2024 to the next meeting.

- 7.2 CoH Research Committee Minutes August 2023** (URC 23/141)
Noted.

- 7.3 MBS Research Committee Minutes August 2023** (URC 23/142)
Noted.

- 7.4 Academic Committee Minutes September 2023** (URC 23/143)
Noted.

8 ITEMS FOR NOTING

- 8.1 CoS Mini-MURF round 2023** (URC 23/135)
Noted.

- 8.2 Academic Board Meeting Summary and Minutes September 2023** (URC 23/144)
Noted.

- 8.3 The Conversation Research Engagement report September 2023** (URC 23/145)
Noted. Members congratulated Leigh Signal on her recent article in The Conversation which had attracted wide readership. They noted the value of The Conversation in profiling Massey research, and acknowledged the efforts of researchers writing articles for The Conversation.

8 GENERAL BUSINESS

Members noted the upcoming International Open Access Week, October 23-29, with this year's

theme being 'Community over Commercialisation'. The theme encouraged a candid conversation about which approaches to open scholarship prioritized the best interests of the public and the academic community. There was more information about the event on the Library website.

The Chair offered karakia to close the meeting.

MEETING CLOSED AT 3.44 pm.

THE NEXT MEETING WILL BE HELD ON Thursday 23 November 2023.

ACTION POINTS
(To be carried over until completion)

NUMBER	RESPONSIBLE FOR ITEM	ITEM	RESPONSIBLE FOR ACTION	DUE DATE
1	Giselle Byrnes	Present draft agenda for URC Planning Meeting March 2024 for discussion.	Giselle Byrnes Jo Whittle	November 2023

DATE:	21 February 2024
AUTHOR:	Chair of Academic Board, Associate Professor Claire Matthews
SUBJECT:	EXCLUSION OF PUBLIC

Recommendation

- That the Academic Board exclude the public from the papers as noted in the table below:

General subject of each matter to be considered	Reason	Section 48(1) grounds
23/10/14 Confirmation of Minutes Academic Board Meeting 15 November 2023 – Part II	For the reasons set out in the Part I minutes of 18 November 2023 held with public present	
23/10/15 Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy	s7(2)(a)
Noting Papers		
College of Sciences College Board Minutes 5 October 2023 – Part II		
College of Sciences College Board Minutes 19 October 2023 – Part II		
College of Business College Board Minutes 10 October 2023 – Part II		
College of Business College Board Minutes 14 November 2023 – Part II		
College of Health College Board Minutes 17 October 2023 – Part II		
College of Health College Board Minutes 15 August 2023 – Part II		
College of Humanities and Social Sciences College Board Minutes 20 October 2023 – Part II		

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.