

Academic Board Agenda Part I

Wednesday 20 March 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 21 February 2024 – Part I	(Decision)	Chair	AB24/03/24	
1.6	Matters Arising	(Info)	Chair	Verbal	
1.7	Action Schedule - Part I	(Info)	Chair	AB24/03/25	
1.8	2024 Academic Board Work Plan - Part I	(Info)	Chair	AB24/03/26	
STRATEGIC UPDATES					
2.1	Chair's Report – Part I	(Info)	Chair	Verbal	
2.2	Vice-Chancellor's Report – Part I	(Info)	Vice-Chancellor	AB24/03/28	
2.3	Provost Report	(Info)	Provost	Verbal	
2.4	Student Report	(Info)	Student Member	Verbal	
2.5	University Research Committee Annual Report – February 2024	(Info)	Tracy Riley	AB24/03/29	
PAPERS FOR NOTING ★					
4.1★	College of Business Minutes Part I – 12 December 2023	(Info)		AB24/03/30	
4.2★	College of Creative Arts Part I – 10 November 2023	(Info)		AB24/03/31	
4.3★	College of Health Part I – 21 November 2023	(Info)		AB24/03/32	
EXCLUSION OF PUBLIC					
5.1	Public Exclusion Resolution	(Decision)	Chair	AB24/03/33	

Part I: Paper for Decision



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

**HELD VIA VIDEOCONFERENCE
on**

WEDNESDAY 21 FEBRUARY 2024 AT 1.30 PM

PART I

Present:

Associate Professor Claire Matthews (Chair), Vice-Chancellor Professor Jan Thomas, Dr Maria Borovnik, Cameron Causland-Taylor, Professor Stephen Croucher, Associate Professor Jo Cullinane, Sosefina Filo-Masoe, Professor Meihana Durie, Professor Jonathan Elms, Professor Ray Geor, Professor Tasa Havea, Professor Huia Jahnke, Professor Jill McCutcheon, Associate Professor Andre Mūrnieks, Flynn O'Hallahan, Dr Marta Rychert, Distinguished Professor Peter Schwerdtfeger, Professor Nicolette Sheridan, Professor Fiona Te Momo, Professor Bryan Walpert, Professor Cynthia White, Hennessey Wilson.

In Attendance: Director Office of Academic Quality Reporting and Assurance Fiona Coote (acting as Academic Board Secretary), Director Education Futures Jean Jacoby, Director Governance and Assurance Heather Kirkwood, Communications Manager Jenna Nicols, Acting Provost and Dean Research Professor Tracy Riley.

Apologies: Provost Professor Giselle Byrnes, Pro-Chancellor Alistair Davis, Professor Lisa Emerson, Dr Tere McGonagle Daly, Professor Julieanna Preston, Associate Professor Veronica Tawhai, Professor Carol Wham, Professor Georg Zellmer.

Not in attendance: Professor Dianne Brunton, Professor Margaret Maille and Professor Matt Roskruge.

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/Quorum

The apologies were noted by the Board.

1.3 Declaration of Interests

No interests were declared for the meeting.

1.4 Meeting Agenda Review

Part I: Paper for Decision

No items were unstarred in the agenda for discussion.

- 1.5 **Confirmation of Minutes of Meeting held on 15 November 2024 – Part I (AB24/02/01)**
Professor Stephen Croucher was an abstention as he did not attend the November meeting.

AB24-01 **RESOLVED:** (Schwerdtfeger/Elms)

THAT the Academic Board adopts the minutes of Part I of the meeting held on 15 November 2023 as a true and correct record.

CARRIED

1.6 **Matters Arising**

There were no matters arising from the minutes.

1.7 **Action Schedule - Part I (AB24/02/02)**

The Chair spoke to the action schedule and noted there were no outstanding actions.

The Chair noted that quite a lot of feedback had been received from recipients of the congratulatory letters expressing gratitude for the acknowledgment.

1.8 **Academic Board Work Plan 2024 - Part I (AB24/02/03)**

The Board noted the 2024 Work Plan.

2. **STRATEGIC UPDATES**

2.1 **Chair's Report**

The Chair provided a verbal report for Part I, noting she did not attend the December Council meeting. The Chair welcomed Hennessey Wilson as the new General President of Te Tira Ahu Pae and noted there is one student representative vacancy to fill. The Chair noted two new staff council members have been elected, they are Rebecca Argyle and Distinguished Professor Gaven Martin. She also noted that elections for a number of Academic Board members will be held in mid-2024 and a new appointment for Academic Board Chair will occur at the same time. It was noted that the term for the current Academic Board representative on the University Academic Promotions Committee ends this year and an Election for a replacement will be deferred until after the mid-year Academic Board members election.

2.2 **Vice-Chancellor's Report (AB23/10/239)**

The Vice-Chancellor noted her report should be taken as read and noted at the December Council meeting the Terms of Reference revised at Academic Board were approved. Council hold open forums where anyone is able to come and talk to Council for around five minutes each. Council enjoy hearing from a diverse range of individuals. It was noted that in December there were a number of presentations to Council on the Proposals for Change. It was also noted that Council approved the budget for 2024 and we now have an approved budget for a \$30M deficit.

Part I: Paper for Decision

It was observed that Distinguished Professor Marti Anderson from the NZ Institute for Advanced Study was omitted from the report on the Stanford University World's Top Scientists 2023.

***ACTION:** Congratulatory letters to be sent on behalf of the Board to award recipients as listed in the Vice-Chancellor's report.*

2.3 Student Report

General President Hennessey Wilson provided a verbal report to the Board and noted their student representative training was held on a marae for one week, and that students are back on campus in numbers not seen since COVID-19. It was noted students have expressed concerns around cuts in both Science and Humanities, noting the difficulties faced when courses have moved locations or caused in person students to study via distance. Concerns were raised around the health and safety of humanities staff due to an increase in workload resulting from the proposals for change. The potential sale of land and buildings was noted as not being communicated well to staff and students. Student service fees were noted to have almost doubled, they seek clarification around these costs and how this impacts distance students. It was noted that students have a low level of engagement with decision makers.

2.4 Copyright Material for Educational Purposes Policy (AB24/02/05)

Jean Jacoby provided an overview of the policy and noted that we are governed by the Copyright Act so much of the Policy is regulated by that. The Act allows the University to copy in excess of what is normally permitted under the Act but we are required to provide digital reporting, this is why we introduced E-reserve.

A question was raised about whether it is possible to reduce the number of steps required to input into E-reserve? Jean Jacoby noted there is not much that can be done as this service is delivered through by a third party provider. However, once the steps have been completed, that can be rolled over for the next time.

AB24-02

RESOLVED:

(Te Momo/McCutcheon)

THAT the Academic Board approve the Policy in the context of a regular policy review cycle.

CARRIED

2.5 Embargo Policy (AB24/02/06)

Professor Tracy Riley spoke to the Embargo Policy and noted changes made were to clarify the grounds for embargo which included relevant legislation. Good practice principles have been added. This Policy has been out for consultation for some time.

Around 10 – 15% of students request an embargo between 1 and 3 years. This is flexible though and extensions can be granted if students contact GRS. The Dean Research signs off embargo requests.

The Chair proposed an amendment to the title to be Thesis Embargo Policy rather than just Embargo Policy as this more accurately reflects the Policy.

Part I: Paper for Decision

AB24-03 **RESOLVED:** **(Mathews/Croucher)**

THAT the Academic Board approve the Policy, with the amended title, within the context of a regular policy review cycle.

CARRIED

3. PAPERS FOR NOTING

- ★ 3.1 College of Sciences College Board Minutes 5 October 2023 – Part I **AB24/02/07**
- ★ 3.2 College of Sciences College Board Minutes 19 October 2023 – Part I **AB24/02/08**
- ★ 3.3 College of Business College Board Minutes 10 October 2023 – Part I **AB24/02/09**
- ★ 3.4 College of Business College Board Minutes 14 November 2023 – Part I **AB24/02/10**
- ★ 3.5 College of Health College Board Minutes 17 October 2023 – Part I **AB24/02/11**
- ★ 3.6 College of Humanities and Social Sciences College Board Minutes 20 October 2023 – Part I **AB24/02/12**
- ★ 3.7 University Research Committee Minutes 26 October 2023 – Part I **AB24/02/13**

The Board noted the papers as listed.

4. DECISIONS TRANSFERRED FROM PART II OF THE ACADEMIC BOARD MEETING

4.1 Conferment of Degrees Paper (AB24/02/16)

AB24-04 **RESOLVED:** **(Cullinane/Mathews)**

THAT the Academic Board approves the degrees be conferred, and the certificates and diplomas be awarded to those as listed in document AB24/02/16, and the seal affixed to the parchments.

CARRIED

5. MOVING INTO PART II - EXCLUSION OF THE PUBLIC (AB24/02/14)

AB24-05 **RESOLVED:** **(Matthews)**

THAT the Academic Board exclude the public from the papers as noted in the table below, excluding Director Governance and Assurance Heather Kirkwood and Director Office of Academic Quality, Reporting and Assurance Fiona Coote (acting as Academic Board Secretary)

General subject of each matter to be considered		Reason	Section 48(1) grounds
AB24/02/15	Confirmation of Minutes Academic Board Meeting 15 November 2023 – Part II	For the reasons set out in the Part I minutes of 15 November 2023 held with public present	

Part I: Paper for Decision

General subject of each matter to be considered		Reason	Section 48(1) grounds
Verbal	Action Schedule – Part II	Improper gain or advantage	s7(2)(j)
AB24/02/16	Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy	s7(2)(a)
Papers for Noting			
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 Humanities and Social Sciences College Board Minutes 20 October 2023 – Part II			
University Research Committee Minutes 26 October – 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 1.55 pm

Signature: _____

Date: _____



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	21 February 2024	Congratulatory letters drafted and pending review.	20 March 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:	20 March 2024
AUTHOR:	Vice-Chancellor Professor Jan Thomas
SUBJECT:	VICE-CHANCELLOR'S PART I REPORT TO ACADEMIC BOARD PERIOD: January – February 2024

Contents

Executive Summary	1
Te Pou Rangahau – Research	1
Te Pou Ako – Teaching and Learning	3
Te Pou Tangata – People	4
Te Pou Hono – Connection.....	5

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:

- *Royal Society Te Apārangi. Ngā Puanga Pūtaiao Fellowships*
Dr Marjorie Lipsham, Te Putahi-a-Toi (Waikato-Maniapoto, Ngāti Rereahu, Ngāti Raukawa ki Wharepūhanga), and Dr Acushla Sciascia, School of Agriculture and Environment (Ngāruahinerangi, Ngāti Ruanui, Te Āti Awa), have been awarded Ngā Puanga Pūtaiao Fellowships by Royal Society Te Apārangi.

Part I: Paper for Information

The Fellowships aim to empower early and mid-career Māori researchers to foster research, science and innovation talent and plant the seeds for the next generation. [Read more ...](#)

- *National Communication Association - Presidential Citation*
Professor Mohan Dutta, Dean's Chair Professor of Communication and Director of the Center for Culture-Centered Approach to Research and Evaluation (CARE), has had his work in academic-activism recognised by the National Communication Association (NCA) with the Presidential Citation. [Read more...](#)
- *2024 Fulbright-Ngā Pae o te Māramatanga Scholar Award*
Fulbright New Zealand and Ngā Pae o te Māramatanga, New Zealand's Māori Centre of Research Excellence, have announced that Dr Hona Black (Tūhoe, Te Whānau-a-Apanui, Te Whakatōhea, Tūwharetoa) is the 2024 recipient of the Fulbright-Ngā Pae o te Māramatanga Scholar Award to undertake research in the United States.

Dr Black is a Senior Lecturer at Te Pūtahi-a-Toi: The School of Māori Knowledge. He will travel to the University of Hawai'i, where he will explore language interference with te reo Māori and the Hawaiian language. [Read more ...](#)

- *Genetics research wins big at Kudos Awards*
A collaboration between Livestock Improvement Corporation and Massey was recognised at the recent Kudos Awards, where the Variant Discovery Team won the Hill Lab Primary Industries Award.

The Kudos Awards honour educators, scientists and innovators who have embraced technology as a catalyst for progress. The Variant Discovery Team won the award with their groundbreaking research that offers farmers innovative genetic solutions for healthier, high-performance animals, reshaping both genetics research and the future of farming. [Read more...](#)

- Dr Philippa Isom, Institute of Education, was awarded the Philosophy of Education Society of Australasia (PESA) Doctoral Scholarship for 2023. The Society supports doctoral students to advance serious philosophical discussion about education, and who are working at a high level in educational philosophy and theory.
- Dr Nicola McDowell, Institute of Education, launched the 'Austin Assessment App' which is a vision screening tool for children with CVI (Cerebral visual impairment) related visual issues. A charity has been established to run the app – the Austin McDowell Foundation.
- The Joint Centre for Disaster Research, School of Psychology, has completed a project titled *How Visual Design of Severe Weather Outlooks Can Affect Communication and Decision-Making* in collaboration with the New Zealand Meteorological Service to explore how visual variables affect comprehension, inferences, and intended decision-making for hypothetical scenarios. This research has enhanced an important tool to improve decision-making around potential severe weather.

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

- *Health Research Council (HRC) Funds*

Emerging Leader Fellowship - Update

In August 2023, Massey submitted three applications for the new HRC Emerging Leader Fellowships. All three applicants (Dr Marg Wilkie, Dr Belinda Borell, Dr Teah Carlson) were invited

Part I: Paper for Information

for an interview at the beginning of December 2023. The total value of the three applications is \$1,948,379. Results are due out on 14 March 2024.

Health Delivery Research Activation Grant - Outcomes

The Health Delivery Research Activation Grant provides support to enable established or prospective researchers and/or research providers to establish health delivery research evidence needs or research opportunities, or develop research capacity, before applying for further health delivery funding. These grants are designed to incentivise readying and planning for research where resourcing to get started is not otherwise available. This grant is available twice a year, and funding rounds run during April and August. In the first round we had three out of four successful applications. On 31 August, we submitted five applications for the second round of the HRC Health Delivery Research Activation Grants. Results released in mid-December brought success for four applicants (80 per cent success rate). Across both rounds in 2023, the success rate of 77.8 percent is Massey's highest annual success rate for this grant since it was introduced in 2020. [Read more...](#)

- *Lottery Health Research Te Tahua Tangahau Hauoratanga*
Two staff members from the Research Centre for Hauora and Health have been awarded grants from Lottery Health Research Te Tahua Tangahau Hauoratanga for projects that will improve the health of New Zealanders. [Read more...](#)
- *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.

Te Pou Ako – Learning and Teaching

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

- *Projects awarded Teaching and Learning Research Initiative (TLRI) funding*
Associate Professor Pania Te Maro (Ngāti Pōrou, Te Whānau a Pōkai) and Dr Sharyn Heaton (Ngāti Apa ki te Rā Tō, Muaūpoko, Rangitāne, Kai Tahu, Te Arawa) join the prestigious cohort of 2024 funding recipients. contributing to the university's legacy of grant recipients.

TLRI funds top-tier research projects designed to improve learner outcomes, all of which involve collaborations between researchers and educators. Supported by the Ministry of Education and administered by the New Zealand Council for Educational Research Rangahau Mātauranga o Aotearoa, TLRI represents a cornerstone in nurturing educational advancements. [Read more...](#)

- *Short Courses and Micro-credentials*
As of Monday 5 March, updated processes were introduced to consolidate and manage approved short courses and micro-credentials through the Student Management System (SMS). These improvements are a result of new functionality released to support the development of short courses and micro-credentials. These include streamlined processes, consolidated record keeping and improved accessibility. For more information on the release and the Short Courses and Micro-credentials project, please visit the [IT Services site](#).

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.

- *Vice-Chancellor Staff Forum recording and slides available now*

Thank you to everyone who attended the Staff Forums on each campus in the week covering 28 February to 1 March. It was great to see so much passion in the room and hear directly staff feedback, concerns, and innovative ideas for Massey's future.

I appreciate not everyone can make the forums in person, so am sharing the Auckland forum [recording with you here](#). I gave the same presentation on each campus, and you can [view the PowerPoint slides here](#).

As always, I welcome any questions or feedback you may have via the [VC Feedback portal](#) – either about the forums themselves, or anything else you would like to raise. If you are comfortable including your name on the form, I will get back to you directly.

- *Massey Student News – Kōrero o te wā*

The first edition of [Massey Student News – Kōrero o te wā](#) was sent on 27 February. This project around student communications is part of a much wider programme of work led by the Student Experience team that is focused on improving engagements with students, capturing the student voice and enhancing and coordinating students transition through the university. Associate Director Student Development and Partnerships Janine Dean explains more about the team's recent work. [Read more...](#)

- *Professor Jonathan Elms appointed to Pro Vice-Chancellor of Massey Business School*

It was with great pleasure at the end of February, that I announced I have appointed Professor Jonathan Elms to the position of Pro Vice-Chancellor of Massey Business School. Following two rounds of international recruitment, with Professor Elms acting in the position over this time, four candidates were shortlisted and after a rigorous process, Professor Elms was chosen as the preferred candidate.

Professor Elms joined Massey in December 2014 after spending seven years at the Institute for Retail Studies (IRS) at the University of Stirling in Scotland. While there, he directed the IRS' undergraduate retail marketing programmes delivered on campus and in Singapore. He holds a Bachelor of Science (Hons) Marketing, Master of Science Management and a PhD in Marketing

Part I: Paper for Information

from Lancaster University. Professor Elms is recognised internationally for his research focusing on sociological and geographical informed approaches to retail markets and marketplace behaviours.

I want to take this opportunity to thank Professor Elms for taking on the acting role and congratulate him in his appointment to the substantive role. There is much to be done, and myself and the rest of the Senior Leadership Team are looking forward to working closely with him over the coming years.

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:

- *First Massey University stakeholder newsletter of 2024 is out now*
The latest edition of the quarterly stakeholder newsletter @Massey is out now, featuring a collection of the university's important news, features and events from the past three months. [Click here](#) to access the most recent issue and [here](#) to subscribe.
- *Te Paepoto raises the bar in customer service excellence*
Congratulations to the Massey University Call Centre Te Paepoto who have achieved outstanding results in the 2023 Association for Tertiary Education Management (ATEM) customer service benchmarking programme. The team were ranked in the top group for the quality of customer service being offered. [Read more...](#)
- *Kāhui Irarau Teams Site now available*
Kāhui Irarau provides a new platform to help connect with takatāpui and rainbow communities and create a welcoming space to engage with staff and students. [Read more...](#)
- *Second China-New Zealand Joint Symposium in Horticulture grows connections*
Jointly organised with the Northeast Agricultural University (NEAU) – one of the leading Chinese universities in horticultural biotechnology research. Precision horticulture, food and nutrition under global climate change was the theme of the second annual symposium, held in February, in Haerbin, China. Students from Massey's 3+2 joint Master's Programme with NEAU also presented their research work.

During the symposium, the agreement on the Joint Laboratory on Horticultural Crop Stress Resistance was signed, enabling the establishment of a transformative research platform which will support Massey's current 3+2 joint Master's Programme with NEAU, by providing students with joint research opportunities. [Read more...](#)

- *Long-running workshop crucial resource for improving agriculture and environment*
Opportunities for improved farm and catchment outcomes is the theme of the 36th annual Farmed Landscapes Research Centre workshop which was held on the Manawatū campus in February. [Read more...](#)
- *Community counselling partnership*
The Institute of Education Counselling team is involved in a collaboration project with the University of Auckland to set up a community counselling site to facilitate the collaboration between the two counselling programmes for staff and students, with a particular focus on pluralistic research and communities of practice.

Part I: Paper for Information

- *Indonesian International Student Mobility Awards*
 Massey has been selected as a host partner university for the Indonesian International Student Mobility Awards (IISMA) scholarship programme. The programme, funded by the Indonesian Ministry of Education, Culture, Research and Technology, provides Indonesian students the opportunity to study abroad for a semester. Massey will welcome its first IISMA sponsored students in Semester 1 2025. [Read more...](#)
- *Brazilian Government - Order of Rio Branco*
 Professor Leonel Alvarado, School of Humanities, Media and Creative Communication, and Regional Director – Wellington, was awarded the Order of Rio Branco by the Brazilian Government for supporting the Brazilian Embassy in New Zealand and for the promotion of Portuguese and Brazilian culture in Oceania at a ceremony held at the Embassy in Wellington.
- *Recipient of the inaugural Manukura Memorial Veterinary Scholarship announced*
 Fourth year Bachelor of Veterinary Science student Sabine O’Neill-Stevens has been named the first recipient of a joint scholarship established to commemorate the life and legacy of Manukura, the rare white kiwi. [Read more...](#)
- Congratulations to Bachelor of Science student Erika Fairweather, who has become New Zealand’s latest world champion, winning the first-ever gold for Aotearoa at the World Aquatics Championships in February. [Read more...](#)
- *Video on our commitment to being a Te Tiriti-led university*
 Also in February Deputy Vice-Chancellor Māori Professor Meihana Durie, Rangitāne, Ngāti Kauwhata, Ngāti Porou, Ngāi Tahu, and I sat down for a wide-ranging kōrero at Te Rangimarie Marae in Manawatū. We discussed Massey’s commitment to Te Tiriti o Waitangi and the mahi and developments that are underway across the university, including our continued partnerships with the tangata whenua of our three campuses, our commitment to seeing students succeed and more. You can [watch the kōrero here](#).
- *Making Massey ‘irreplaceable’*
 In February I sat down with George Heagney, a reporter from Stuff. He’s very familiar with the struggles facing Massey and the wider university sector, so it was nice to chat over a coffee about those challenges, what we’re doing to ensure a stronger financial position in the future, and some of our recent successes. The headline says it all for me – I do want Massey to be ‘irreplaceable’. I know this is a big ambition, but I also know we have the people, passion and capability to make it happen. [Read more...](#)



February 2024
Annual University Research Committee Report to Academic Board

Purpose

The University Research Committee (URC) is required by its Terms of Reference to report annually to Academic Board on its progress with delegated business. The 2023 URC Annual Report is attached.

Background

The approved (2023) URC Terms of Reference requires an annual report to Academic Board detailing progress with delegated business.

A report detailing the business of the Committee has been compiled, along with an assessment of the progress of business based on the approved minutes. The agenda of business for the year (Appendix 1), membership for 2023 (Appendix 2), and a summary of Massey University internal research fund allocations (Appendix 3) are included.

Discussion

The URC completed business under all responsibilities and delegations of the approved Terms of Reference. This is summarized in detail in Appendix 1.

The priority for the Committee in 2023 was the completion of *Te Pou Rangahau Massey University Research Plan 2024-2027*. Other key initiatives undertaken by the committee included:

- improving the reporting and analysis of data on research activity and performance to enhance strategic research decision-making
- allocating funding for the International Visitor Research Fund (IVRF) for travel in 2023 to support strategic, high quality international research collaborations
- analysing the implications for Massey research and researchers in the context of changes in the national and international environment, including Trust Research-Protective Security Requirements, sensitive technology research, and Generative AI
- discussing and socializing external research policy reviews including the Government's *Te Ara Paerangi Future Pathways Green Paper* and PBRF Sector Reference Group consultation toward the Quality Evaluation 2026
- leading initiatives to enhance Massey University's performance in international university rankings
- overseeing research ethics codes and practices, as reported through the Chairs of the Human Ethics and Animal Ethics Committees
- understanding the processes and implications for the management of externally funded research and doctoral research supervision in relation to research staff departing the University, and
- reporting and monitoring to support strategic decision-making, including external research income, publication numbers, research funding applications, doctoral student and supervisor

activities, and co-publication collaborators and institutional affiliations.

In terms of equity and diversity, the Committee membership aims to reflect the diversity of Massey University's research community, including campus, discipline, research career stage and gender diversity. Through its practice and processes, the Committee is continually seeking to advance and support women researchers, and to ensure that Māori and Pacific researchers are being considered for research funding, awards, nominations and prizes. The Research Plan, Te Pou Rangahau, which was finalised in 2023 after extensive consultation across the University, positions Māori and Pacific knowledges and research methodologies as key parts of our future research commitments. The Committee's Terms of Reference were amended in February 2023 to include the Ethics Committee Chairs' Committee as a formal subcommittee of the University Research Committee, thereby enhancing its ability to carry out its responsibility for overseeing the implementation and review of the Codes of Ethical Conduct.

Mode of business

The progress of business was supported by monthly meetings, which were well attended. Members have access to named alternates to attend if they cannot due to teaching and other commitments, and this has ensured continuity of business. All ordinary meetings were conducted online via Zoom. Members attended a full day planning workshop in -person in March 2023. At the request of the Academic Board, in May 2023 the Committee conducted a self-review of its objectives and responsibilities. The review found members were satisfied overall that the Committee was operating well under its Terms of Reference. Members offered a number of suggestions for enhancing the operation and effectiveness of the Committee.

Academic Board is asked to **note** this report.

Professor Tracy Riley
Deputy Chair University Research Committee
February 2024

Appendix 1: Agenda of Business for 2023

Terms of Reference	2023 Agenda Topics and Actions	Completed
(a) Provide advice to Academic Board on the strategic direction for research at the University.	<ol style="list-style-type: none"> 1. Support achievement of the priorities for research in <i>Te Kunenga Ki Pūrehuroa Massey University Strategy 2022-2027</i>. 2. Support the University's journey as a Te Tiriti o Waitangi-led organisation. 3. Agenda, Minutes and Papers for discussion and note available on SharePoint and Minutes reported to Academic Board. 4. Respond to requests for reports and feedback from Academic Board. 5. URC general report to Academic Board. 	1, 2, 3 (ongoing) 4, 5
(b) Function as an interactive forum for discussing, developing, implementing and disseminating positions on research and research training.	<ol style="list-style-type: none"> 1. Update guidelines for the Strategic Research Excellence Fund (SREF) for 2024 funding round. 2. Consider the impact of Generative AI tools for research activity and research excellence. 3. Increase researcher awareness of the benefits of open access research. 4. Promote an understanding of research impact including research aligned with the UN Sustainable Development Goals (SDGs). 5. Oversee University Library support for researchers and research students. 	1, 2 3, 4, 5 (ongoing)
(c) In association with the Provost, lead the preparation of an overarching research strategy for the University.	<ol style="list-style-type: none"> 1. Lead consultation and finalise Te Pou Rangahau Massey University Research Plan 2024-2027. 2. Receive and discuss College Research Committee (CRC) minutes and reports, and approve CRC Terms of Reference. 3. Regular discussion of reports from Doctoral Research Committee and Academic Committee. 4. Review of guidelines for Strategic Research Excellence Fund (SREF) 5. Develop and promote strategies to improve performance in international rankings (including enhancing researcher commitment for measures to improve rankings and enhancing contact lists and the online visibility of Massey research). 6. Lead discussions and provide guidance on research excellence. 	1, 2, 3, 4 5, 6 (ongoing)

URC 24/00-

<p>(d) Evaluate and monitor research policies and recommend any new policies, or amendments, to the Academic Board.</p>	<ol style="list-style-type: none"> 1. Feedback on draft Low and No Enrolment Policy and Procedures; Digital Plus Policy 2. Development of draft Research and Consultancy Projects Policy and Procedures; draft Policy on Research and Scholarship Leave. 3. Consultation on draft Scholarships, Fellowships, Bursaries and Awards Policy; draft Embargo Policy. 	1, 2, 3
<p>(e) Actively support the Academic Board in its endeavours to demonstrate leadership as a Te Tiriti o Waitangi-led University.</p>	<ol style="list-style-type: none"> 1. Promote and support University and national initiatives (including Te Pūkai Tara Universities NZ) to promote greater recognition of te ao Māori in research and wider understanding of Mātauranga Māori. 2. Collaborate with Māori Professoriate members in preparation of <i>Te Pou Rangahau Massey University Research Plan 2024-2027</i>. 	1, 2
<p>(f) Compile reports and data on the progress of University research and the implementation of the University Research Strategy, including the commissioning of benchmarking reports.</p>	<ol style="list-style-type: none"> 1. Provide strategic analysis on external research income, publication numbers and co-authorship institutional affiliation, research contracts, doctoral student numbers and external research funding application numbers and success analysis. 2. Promote the use of dashboards for monitoring research income and research project activity, to enhance strategic research decision-making. 	1, 2
<p>(g) Provide research leadership to enable Massey University to optimise its standing in any external audit process which evaluates research excellence (e.g. TEC Performance Based Research Fund goals).</p>	<ol style="list-style-type: none"> 1. Contribute to TEC, UNNZ, MBIE and other consultation documents. 2. Leadership of Massey University submissions to PBRF Sector Reference Group. 3. Submission on Te Ara Paerangi Future Pathways Green Paper. 	1 (ongoing) 2, 3
<p>(h) Provide leadership on matters relevant to research students.</p>	<ol style="list-style-type: none"> 1. Monitor and discuss postgraduate research statistics including overall completion rates and performance measures for doctoral students. 2. Oversight of doctoral research events and issues through regular report by Dean Research. 3. Appointment and induction to Committee of postgraduate research student representatives. 	1, 2, 3 (ongoing)

URC 24/00-

<p>(i) Ensure that appropriate research career development provision is fostered at both institutional and college levels, including oversight of those processes which lead to the awarding of the annual Massey University research awards and medals.</p>	<p>1. Promote and support the College Research Awards and University Research Medals.</p>	<p>1</p>
<p>(j) Propose an annual budget to the Provost for the operations of the Committee and advise the Provost on the annual distribution of a proportion of internal research funds.</p>	<p>1. IVRF allocations approved through URC (see Appendix 3).</p>	<p>1</p>
<p>(k) Oversee the implementation and review of the Code of Ethical Conduct and the Code of Responsible Research Conduct.</p>	<p>1. Receive reports and provide oversight of research ethics matters at the University.</p>	<p>1</p>
<p>(l) Constitute such sub-committees as it thinks fit for the purposes of its business.</p>	<p>1. Exercise duties of University Research Medals sub-committee 2023. 2. Provide review panel for IVRF allocations.</p>	<p>1, 2</p>
<p>(m) Ensure that decisions are disseminated and implemented at the appropriate levels within the University.</p>	<p>1. Each College representative acts as ambassador and communicator to the College Research Committee or its equivalent, to ensure appropriate subject and discipline translation of information. 2. Policy information is posted on relevant OneMassey pages, in Massey News and/or via Research All emails from Provost. 3. Cross committee representation works effectively.</p>	<p>1, 2, 3</p>

Appendix 2: The membership of the University Research Committee (2023)

Provost: Professor Giselle Byrnes

College Research Directors/Associate Deans or equivalents:

- CoCA Associate Professor Oli Wilson, Director Research
- CoH Professor Leigh Signal, Associate Dean Research
- CoHSS Professor Bill Fish, Research Director
- CoS Professor Suzanne Wilkinson, Associate Dean Research
- MBS Professor Jonathan Elms, Associate Dean Research (to June 2023)
Professor Jarrod Haar, Acting Associate Dean Research (from July to November 2023)
Associate Professor David Brougham, Acting Associate Dean Research (from December 2023)

Dean Research:

- Professor Tracy Riley

Nominee of DVC Māori:

- Professor Christine Kenney

Dean Pacific or nominee:

- Professor Tasa Havea

Up to two early career researchers selected from College nominees and appointed by the Chair for a 2-year term:

- Dr Linda Murray

University Librarian

- Ms Linda Palmer, University Librarian

Director of Research Ethics

- Professor Craig Johnson (to April 2023)
- Position vacant (from May 2023)

Director Research Operations

- Dr Viv Smith

Up to three postgraduate research student representatives including at least one Māori postgraduate research student representative (selected from College nominees and appointed by the Chair for a 1-year term with option to review and reappoint for further year):

- Deanna Haami (PhD candidate, CoHSS)
- Sophie Newmarch (PhD candidate, CoS)
- James Roberts (Masters candidate, CoS)

Appendix 3: International Visitor Research Fund (IVRF) Allocation 2023 (for expenditure in 2023)

Applicant Name	Project Title	College	Academic Unit	Funding Allocated (\$)
Antony Nevin	Materialising Biomedical Research through Generative Design: A transdisciplinary collaboration between Design and Science	College of Creative Arts	School of Design	10000
Klaus Kremer	Participatory design to foster citizen-led climate adaptation	College of Creative Arts	School of Design	7000
Ajmol Ali	Using Dissonance to Prevent Eating Disorders	College of Health	School of Sport, Exercise and Nutrition	8260
Ksenija Napan	What constitutes meaningfulness in social work education and research	College of Health	School of Social Work	10000
Ilana Seager van Dyk	Visiting Scholar Assoc. Prof. Michael Boroughs: Research on the health of nonmonosexual people in Aotearoa and related activities in the School of Psychology	College of Humanities and Social Sciences	School of Psychology	10000
Lucila Carvalho	Postdigital Learning Spaces	College of Humanities and Social Sciences	Institute of Education	8532
Tony Carusi	Maynooth University Centre for Public Education and Pedagogy Invited Visiting Scholar and University of Aberdeen Invited Visiting Scholar	College of Humanities and Social Sciences	Institute of Education	10000
David Thomas	All phosphorus sources are not created equally: assessing the bioavailability of organic and inorganic sources for pet nutrition.	College of Sciences	School of Agriculture and Environment	7500
Don Samarasinghe	Building Sustainable Communities: 3D Printing Construction for People in China and New Zealand	College of Sciences	School of Built Environment	4400
Eziaku Rasheed	Developing a digitalised user-centric POE process that monitors and predicts long-term users' energy use and comfort behaviour void of accuracy-based errors.	College of Sciences	School of Built Environment	7500
Georg Zellmer	Time-evolution of magma genesis, ascent, and resulting volcanism in New Zealand's arc and back-arc regions	College of Sciences	School of Agriculture and Environment	6307
Karen Stockin	Pathobiology of New Zealand common dolphins	College of Sciences	School of Natural Sciences	9327

Applicant Name	Project Title	College	Academic Unit	Funding Allocated (\$)
Marilou Raduban	Development of optical sensors for high-energy radiation 1	College of Sciences	School of Natural Sciences	9000
Neroli Thomson	Bioreactor Technology at North Carolina State University	College of Sciences	School of Veterinary Science	6500
Odile Smits	Superheavy elements in searches of physics beyond the Standard Model.	College of Sciences	NZ Institute of Advanced Studies	5530
Peter Tozer	Measuring the Economic Impact of Animal Diseases on Households in Developing Countries	College of Sciences	School of Agriculture and Environment	7000
Ruggiero Lovreglio	The Massey/Tsinghua Digital Built Environment Collaboration	College of Sciences	School of Built Environment	8000
Ryan Chanyi	Smart Bioplastics	College of Sciences	NZ Food Safety Science Research Centre	6500
Daniel Voica	Optimal food consumption in the presence of habit formation and altruism	Massey Business School	School of Economics and Finance	8450
TOTAL:				149806

CBB 2023/12/363

Minutes Part 1



**MASSEY UNIVERSITY
COLLEGE OF BUSINESS BOARD**

Meeting held on 12 December 2023

By Video Conference at 10 am

Zoom ID – 87904826172

MINUTES: PART 1

No.	Item	Details	Decision	Paper No.
1	<p>PRESENT Assoc Professor Jo Cullinane (CBB Chair), Associate Professor Sandy Bulmer (CBAPC Chair), Mary Dawkins (Staff rep), Professor Stephen Croucher (HoS, SCJM), JS Imbeau (Staff rep), Dr Mui Kuen Yuen (Associate Director – Pacific), Associate Professor Claire Matthews (DAQ), Associate Professor Elizabeth Gray (DTL), Professor Jonathan Elms (Acting PVC), Associate Professor Craig Fowler (Staff rep), Professor Jo Bensemman (HoS, SoM), Professor Fawzi Laswad (HoS, SoAcc), Professor Mohan Dutta (Prof rep), Professor Matt Roskrugge (Associate Dean Māori)</p> <p>IN ATTENDANCE Dr Jeffrey Stangl (Dir, International), Alison Gustafson (Advising and Communications), Brigit Eames (CEM, MBS), Fiona Diesch (Library Section), Diana Kessler (Student Registry), Carnette Pulma (Acting Secretary)</p> <p>APOLOGIES Ashok Poduval (HoS, SoAv), John Murrie (Staff rep), Professor Jens Mueller (MED), Associate Professor David Brougham (Acting DoR), Dr Angela Feekery (Staff rep), Jean Jacoby (Academic Operations)</p> <p>THANK YOU Alison Gustafson (Advising and Communications)</p> <p>GUESTS Jade Berridge (ICT Business Relationship Manager, Application Services – ITS), Phillippa Smith (Senior Business Analyst, Application Services – ITS), Julie Williams (Academic Administration Team Lead, MBS), Inez Goldsworthy (Academic Administrator, MBS), Lili Zhao (Academic Administrator, MBS)</p>			

No.	Item	Details	Decision	Paper No.
2	INTEREST: DECLARATION AND DISQUALIFICATION		None	
3	MINUTES FOR APPROVAL from CBB Part 1 – 14 November 2023 meeting		RESOLVED THAT the minutes be approved as a true and accurate record CULLINANE	CBB 2023/11/344
4	MATTERS ARISING - PART 1			
4.1	Action Sheet from the last meeting on 14 November 2023 No Outstanding Actions		NOTED	CBB 2023/11/345
4.2.1	Memo - Bachelor of Communication – Major/minor requirement		NOTED	CBB 2023/12/347
4.2.2	Proposal - Bachelor of Communication – Major/minor requirement Proposal approved via electronic vote and sent to Academic Committee for approval		NOTED	CBB 2023/12/348
4.2.3	Email to AC – Submission of Bachelor of Communication – Major/minor requirement proposal <u>Discussion</u> It was intended that the general ordinary regulations around minors apply. Students can take minors from any undergraduate degree. The advertising material will indicate a preference that students be guided towards the minors associated with the majors of the programme. A personal variation process will be given, if necessary, to allow students to do minors outside of the programme if they chose to.		NOTED	CBB 2023/12/360
4.3	CBB feedback sent to Office of the Provost on the “Use of Copyright Material for Educational Purposes Policy”		NOTED	CBB 2023/12/349
5	REPORTS			
5.1	Pro Vice-Chancellor - The final decision for the College of Sciences (CoS) Proposal for Change will be out on Thursday morning (14 December). The final or tentative decision for the College of Humanities and Social Sciences (CoHSS) Proposal for Change will come out at the beginning of January. - Associate Professor David Brougham is taking over the role of Associate Dean, Research. - Expressed thanks for everyone’s hard work. 2023 has been a tough year again. Wished everyone a well-deserved break and looked forward to seeing everybody in January.			
5.2	Chairperson - The DPVC had a period of acting as a PVC while Professor Jonathan Elms took a well-deserved break. - Started investigating MBS’ positioning for next year, and there are some clear indications that college’s position is going to improve - likely the position that approaches where we were in 2019. There			

No.	Item	Details	Decision	Paper No.
		would still be a tough time due to other units still working turnaround and change. - The DPVC has covered work for colleagues and have been carrying an increasing university-level workload, as there are only few people who are available to give representative advice or take over in moments of need and crisis.		
5.3	Director Academic Quality	- The DAQ is currently engaged in ongoing tasks and preparing for the next academic year.		
5.4	Director of Teaching and Learning	- The DTL expressed congratulations to John Murrie (SoAv) who recently won the Richard Buchanan Teaching Excellence Award for MBS, for being awarded one of the 2023 University Teaching Excellence Awards. - There were a number of quite serious technical problems with the Semester Two exam round. Assessment Services is actively pursuing possibilities for other providers of online supervised exams and invigilation. The DTL has attended a presentation from one company, which was interesting and promising. - The DTL is preparing the 2024 course guide templates for distribution. The course guide templates are now streamlined since the majority of the content has now been embedded into the new Stream template which is useful and time saving. For postgraduate courses, they can still use the more comprehensive course guides, as not all of those have been rolled over into the new Stream site.		
5.5	Director of Research	None – not present		
5.6	Associate Dean Māori	- Due to budget cuts, there will not be as much support to be offered to the Kaiārahi programme as last year. The Kaihāpai programme budget has been cut by about 40%. - Currently looking at 77% pass rate for Māori students across the core courses plus the two others which the college provide mentors for. A couple of courses with distance students are currently under review. The internal students are doing well.		
5.7	Student Representatives	None		
6	MATTERS REFERRED FROM ACADEMIC COMMITTEE (AC) / OFFICE OF ACADEMIC QUALITY, REPORTING AND ASSURANCE (OAQRA)			
	None			
7	MATTERS REFERRED FROM ACADEMIC BOARD (AB) /LEARNING AND TEACHING COMMITTEE (LTC) / OFFICE OF THE PROVOST			
7.1	Academic Board	Academic Board Minutes – November 2023	NOTED	CBB 2023/12/350
7.2	Learning and Teaching Committee	Minutes – October 2023 meeting Feedback It was observed that it could be seen in a series of minutes from this committee, that the committee seems to be tackling less and less business. We need them to stay proactive and aspirational to keep driving forward improvements. And there is apparently less planned	NOTED	CBB 2023/12/352

No.	Item	Details	Decision	Paper No.
		work on going. The DTL Associate Professor Elizabeth Gray will find an appropriate way to raise this as an issue.		
8	COLLEGE OF BUSINESS – ACADEMIC PROGRAMMES COMMITTEE (CBAPC)			
8.1	Draft minutes (Part I) received from CBAPC 22 November 2023 meeting		NOTED	CBB 2023/12/353
	COURSE AMENDMENT 2024			
8.2	School of Communication, Journalism and Marketing	156334 Marketing Consultancy Project - To change which assessment components are compulsory and to standardise the assessment schedule so that it is identical for Distance and Internal students	RESOLVED THAT these documents be approved, and details provided to Academic Committee for noting	CBB 2023/12/354
8.3		115231 Business Preparation and Simulation - To realign learning outcomes in assessment 2 (from LO 1 & 2 to LO 1 & 3) <u>Discussion</u> There was a question about why the change was needed given that the course was only newly drafted and has not yet been taught. It was observed in reply that during the preparation of the assessments, it was realised that the course design and delivery were more closely aligned with two different LOs than initially planned.	CROUCHER / BULMER	CBB 2023/12/355
8.4	School of Economics and Finance	127702 Sustainable Property Development - To update learning outcomes, assessments, and completion requirement	RESOLVED THAT this document be approved, and details provided to Academic Committee for noting DAWKINS / CROUCHER	CBB 2023/12/356
8.5	School of Management	152252 Project Management - To amend learning outcomes and assessments	RESOLVED THAT this document be approved, and details provided to Academic Committee for noting BENSEMANN / IMBEAU	CBB 2023/12/357
8.6	College of Business	115230 Pakihi Māori - To amend assessment schedule, weightings, and learning outcomes alignment	This proposal will be sent back to the next CBB to get	CBB 2023/12/351 CBB 2023/12/351Rev1

No.	Item	Details	Decision	Paper No.
		<p><i>Note: This proposal was given permission to submit to CBB directly without going to CBAPC because of timing issues.</i></p> <p>Feedback</p> <ul style="list-style-type: none"> - Rationale, accreditation considerations and consultation statements all need to be added. <p>Update</p> <ul style="list-style-type: none"> - Rationale, accreditation considerations and consultation statements were added. - Removal of Professor Jo Bensemam’s name in the collaborator staff section. - Approved through Chair’s Action (17 Dec 2023) 	<p>this approved as a Chair’s Action.</p> <p>Subsequently approved through Chair’s Action</p>	
COURSE AMENDMENT 2025				
8.7	School of Aviation	<p>190216 Aviation Human Factors</p> <ul style="list-style-type: none"> - To remove the restriction of 190205 for this course 	<p>RESOLVED THAT this document be approved, and details provided to Academic Committee for noting</p> <p>CULLINANE</p>	CBB 2023/12/358
9 PRESENTATION / OTHER DOCUMENT				
9.1	<p>Timed presentation</p> <p>New/incoming Specific Circumstances Framework (SCF) by Jade Berridge (ICT Business Relationship Manager (ITS) and Project Manager of SCF) and Phillippa Smith (Senior Business Analyst, ITS)</p> <p><u>Note:</u> <i>The CBB chair was temporarily handed over to Acting PVC Professor Jonathan Elms by the DPVC at this point. The DPVC helps run the board that looks after system changes and manages stakeholder activity, e.g., awareness within colleges and units.</i></p> <p><u>Background</u> The Specific Circumstances Framework (SCF) arrangements are being built into the student portal. A working group and stakeholders are working in the background, helping to discuss the university-wide adoption of arrangements that support the systems. The presentation will relate mostly to the portal which has reach into schools, colleges, and units like Massey University College (MUC). It represents a system change that went with the regulatory change made in November 2022.</p> <p><u>Presentation</u> Specific circumstances include impaired performance, aegrotat, alternative arrangements, extensions, and returns of fees. The framework includes multi-remedies e.g., multiple extensions.</p>	DISCUSSED		

No.	Item	Details	Decision	Paper No.
		<p><i>Overview</i></p> <p>A new “Student Support” tab has been built within the student portal and students will be able to create requests such as</p> <ul style="list-style-type: none"> ○ requiring assistance due to an ongoing injury, disability, or health issue. Ongoing issues that are defined as disabilities split off to a <i>new disability support sub-process</i>. ○ applying for research extension (for non-doctoral research students), which would link them off to an <i>existing research process</i>. ○ applying for remedy due to an unexpected event, which will take them through to the <i>new specific circumstances sub-process</i>. ○ applying for a change to an exam venue, time, or date, which will link them off to an <i>existing exam assistance process</i>. <p>If a student selects the specific circumstances option, they need to provide reason for the assistance (i.e., medical, bereavement, or family matters) and they can submit the courses they want to seek remedy for. Students are allowed to pick multiple courses and select up to three semesters at a time (prior, current, and future semesters). Then they will proceed to the final page, where they can indicate what remedy they are seeking for each course. There are eight different remedies available: assessment extension (greater than 1 week), multiple assessment extensions, multiple remedies, return of a fee, alternative arrangements, aegrotat, impaired performance, and do not know (unsure what assistance required).</p> <p>Depending on which option is selected, additional information will be needed for further assessment by the staff. Students have the option to upload documents, but this is not mandatory. Once they submit, it will take them to a confirmation page. A portal task and an email will be sent out to confirm that the request has been received. On the confirmation page, students will also have the option to go back and create a secondary request.</p> <p><i>How it works on the Student Portal</i></p> <p>Under the main “Student Support” tab, students can create a request under the “Create new request” button and then they are taken into the next page which is the “create a request” form where they choose the type of requests they are after. If a student choose for specific circumstance request, they will be taken to a page where they will provide reason for the request, select courses and semesters, assessments, additional information, and upload supporting documents (optional). Once submitted, students are taken to the confirmation page where they can exit or create a new request.</p> <p>Students will also be able to check the status of their existing applications (if any), both for specific circumstances and existing circumstances and fee returns.</p> <p><u>Discussion</u></p> <p><i>Staff</i></p> <p>The team has also worked on the staff-facing screens, which have already been demonstrated in mock up form to primary stakeholders.</p>		

No.	Item	Details	Decision	Paper No.
		<p><i>Three semesters of courses</i></p> <p>The display of three semesters to select from is due to the transitional period called the cusp or changeover, where for example, students finish Semester Two and start Summer School. This accommodates immediate needs, such as assistance with exam arrangements, for a student with a broken hand. Applications on the cusp period create challenges for retrospective applications, but the triage staff will be trained to make sure that the university rules on timeliness still apply.</p> <p>Another dilemma relates to managing these centrally, where academic decision-making involves a predetermined process and the escalation of decisions that do not fit within frameworks. These are guided by standing orders and protocol lists and the specific activities like exam referrals are channelled to assessment services and research extensions to the research team. The development of this new comprehensive system aims to provide guidance to decision-makers, such as heads of school, in addressing issues outside established protocols.</p> <p><i>Stakeholders</i></p> <p>Stakeholders, including students, have actively participated in shaping the plans, providing feedback, and requesting revisions. This aligns with the university's commitment to Pūrehuroatanga, which prioritises the student experience.</p> <p><i>Extensions</i></p> <p>Potential workload implications of extensions for staff</p> <ul style="list-style-type: none"> - While potential workload changes due to extensions may be an anticipatory concern for the future, the current expectation is that Schools will continue their current approach to extensions. <p><i>Same type of assessments</i></p> <ul style="list-style-type: none"> - Students can provide specific name of the assessment, due date, and weighting to help differentiate the assessments. <p><i>DPVC Professor Jo Cullinane resumed the Chair at the conclusion of this discussion.</i></p>		
9.2	<p>Distance student survey on OSEs (Te Tira Ahu Pae Distance OSE Feedback Report)</p> <p><u>Discussion</u></p>	<p>This document was originally sent to the MBS Teaching and Learning Committee. It shows important learnings that the college needs to take on board since it is the main user of Online Supervised Exams (OSEs). There were significant issues experienced by a number of students during Semester 2 rounds of OSE, which caused exceptional anxiety and distress. The use of a new version of software from PSi to replace RPNOW in Semester 2 resulted in numerous technical difficulties and inadequate support from the PSi company which prompted the Assessment Services to explore alternatives. If the university continues with online exams, it must commit to delivering them a fair, equitable, reasonable, and humane manner for students. Improvements are imperative to better serve the students.</p>	NOTED	CBB 2023/12/361

No.	Item	Details	Decision	Paper No.
		<p>The issues seem predominantly technical, related to software problems, hence the need for a thorough examination of the software and exploration of alternative options. The most common problem reported by students involves difficulties in loading or accessing the software.</p> <p>The committee suggested providing feedback to Te Tira Ahu Pae with regards to excluding sensitive information such as student IDs for the interviews.</p> <p>There was a view express that contrary to some feeling/ comments that students do not want online exams, the report indicates that students actually feel strongly about 'invigilated exams'. Is it the invigilation element that creates issues not the assessment types?</p> <p>The university needs to address issues related to privacy and data protection that emerged during a campaign against online exams. With its continued reliance on online exams, it also needs to explore alternative assessments and reconsider the format of exams to ensure a safer and more viable approach for students.</p> <p>The College through the DTL Associate Professor Elizabeth Gray will prepare a response to be sent to Te Tira Ahu Pae with consultation from the Acting PVC Professor Jonathan Elms before it is finalised.</p>		
SUBSIDIARY COMMITTEES				
10		COLLEGE RESEARCH COMMITTEE (CRC)		
10.1		Draft minutes (Part 1) received from CRC November 2023 meeting	NOTED	CBB 2023/12/359
11		MASSEY BUSINESS SCHOOL TEACHING AND LEARNING COMMITTEE (T&L)		
11.1		No minutes received from T&L Committee		
12		MASSEY BUSINESS SCHOOL QUALITY ASSURANCE COMMITTEE (QAC)		
12.1		No notes received from QA Committee		
13		SUPPLEMENTARY ITEMS - PART 1		
		None		
14		<p>EXCLUSION OF THE PUBLIC</p> <p>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.</p> <p>Grounds: Section 9, of the Official Information Act-</p> <p>(2) (a) to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>(2) (i) to enable organisations holding the information to carry on, without prejudice or disadvantage, commercial activities.</p>		

Confirmed Minutes Part 1
10 November 2023
CCACB2024/02/02



MASSEY UNIVERSITY
COLLEGE OF CREATIVE ARTS
TOI RAUWHĀRANGI

COLLEGE BOARD

CONFIRMED MINUTES Part 1

Friday 10th November 2023 10.00am to 11.30am

Meeting Room: via ZOOM :

<https://massey.zoom.us/j/5816799700?pwd=NXI4TONmcXdsSDQxRHFwU0dudS82UT09>

Members:

Professor Margaret Maile (Chair)
Professor Brian Lucid
Professor Huhana Smith
Professor Kingsley Baird
Professor Heather Galbraith
Associate Professor Faith Kane
Dr Vicki Karaminas
Dr Oli Wilson
Dr Bridget Johnson
Dr Scott Wilson – Karen Loop representing
Dr Marcus Moore
Bryce Galloway
Tristam Sparks
Claire Hackett
Jess Board
Kevin Veale
Ripeka Paapu: Kaiwhakahaere o Manawatahi
Ruby Vigden: Kaiwhakahaere o Kōkiri Ngātahi
Mikayla Masunu-Perrett: Wellington Pasifika Rep
Nikita Anderson: Wellington Student Rep

In attendance: Teresa Hartley (Academic Registrar)
Julian Sutherland (University Library)
Claire Hurley

Apologies: Dr Oli Wilson
Dr Marcus Moore
Kevin Veale
Tristam Sparks

Confirmed Minutes Part 1
10 November 2023
CCACB2024/02/02

For noting: This is the final meeting for the College Academic representatives who have completed their three-year term on College Board and a call for nominations for new academic representatives will be emailed to College staff. All permanent academic staff are eligible to be nominated.

Also this is the last meeting for student representatives and new representatives will be elected early in 2024.

Agenda Part I

1. Confirmation of Minutes from:

1.1 8 September 2023 – Part I

CCACB2023/11/94

MOVED that the Minutes of the CoCA College Board Meeting Part 1 held on 8th September 2023 be confirmed as a true and correct record.

Jess Board / Heather Galbraith

2. Matters arising from previous meetings:

There are no matters arising from previous meetings.

3. Chairperson's Report

Professor Margaret Maile

College Executive Manager: Margaret advised that Jess Board has now been appointed as the College Executive Manager. We're in discussion regarding how we replace the Director Academic Assurance role but no decisions yet.

CoCA Representative on Academic Committee: Faith Kane will take over from Jess as the CoCA representative on Academic Committee.

College Event Manager: In the Marketing Team proposal for change, the College Event Manager role is to be disestablished. Jess is preparing College feedback to the proposal which you are welcome to contribute to.

4. Report and Items from Director Academic / Director Teaching and Learning

Associate Professor Faith Kane

Academic Integrity and Ethics Officer – Martin Patrick will be stepping down from this role at the end of the year and Faith is working with Martin regarding the shape of this role going forward.

Curriculum Transformation Work: Faith advised that the Early Notice Proposal will be discussed under UGQEC and PGQEC later

in the meeting so she will provide an update of the process so far. The work started in August and proposals for new curriculum structures were discussed at working groups. Lots of work to do and the priority is to get the CUAP proposals ready for the February College Board meeting.

5. Academic Board, Academic Committee, other committees and the Office of Academic Quality Reporting and Assurance

Jess Board

5.1 Summary Report on Academic Board Meeting 13 September 2023 (for noting) **CCACB2023/11/95**

Jess advised that Oli Wilson has stepped down from Academic Board and nominations for a CoCA representative will be requested in the near future. **CCACB2023/11/96**

5.2 Summary Report on Academic Board Meeting 18 October 2023 (for noting) **CCACB2023/11/97a**

CCACB2023/11/97b

5.3 Consultation on Use of copyright material for educational purposes – feedback due 30 November 2023
5.4 Use of copyright material for educational purposes policy

ACTION: Jess will work with Alice and interested academic staff to prepare feedback. Brigid asked that the documents be sent to Catherine Hoad and Ben Howe.
Feedback to Jess by 24 November 2023.

6. Report from Associate Dean Research

Dr Oli Wilson /Professor Heather Galbraith

PBRF Governance group has confirmed that there will be a PBRF self-assessment tool which is voluntary to use. Keen to encourage early career researchers to use this assessment tool. Harder data collection date is now 2025.
Feedback has been submitted feedback from the College to the panel specific guidelines for PBRF.

7. Report from Director Postgraduate

Professor Heather Galbraith

PhD successes:

Māori Visual Arts – Erana Kaa and Tessa Ma’Auga were awarded PhDs with no emendations.

Judith Bayer, Fraser Findlay, Gabrielle Amodeo, Madelein Trigg had been awarded Deans List commendation.

PhD on-line confirmation – there’s been a shift to an on-line confirmation process for PhD which is now live. We haven’t used this new process yet but there will be opportunities in 2024.

Confirmed Minutes Part 1
10 November 2023
CCACB2024/02/02

MFA Examinations – Heather thanked the MFA coordinators and convenors for the recent MFA examinations and also Teresa for the associated administration with this process.

Formal acknowledgement to Craig, subject librarian, from the research team and college for his extraordinary contribution to our researchers and students.

8. Report from College Professoriate and Māori Professoriate
Dr Vicki Karaminas / Dr Huhana Smith

Huhana reported that the Māori Professoriate –

- has nominated an academic candidate for the Massey University Council.
- have assisted with University promotions process.
- are concerned that students need to choose between attending the University graduation ceremony or the Māori Graduation ceremony.

Vicki added to Heather's report in advising that Judith Bayer's PhD thesis has been accepted for publication by Bloomsbury Publishers. Anticipated to be published in 2025.

9. Report from the Kaihautu Toi Māori
No representation

ACTION: Margaret to invite Rongomaiaia Te Whaiti to represent Kaihautu Toi Māori and provide a report to College Board.

10. Quality Enhancement Committee – Postgraduate

10.1 CUAP Early Notice for Significant Developments to the Suite of Toi Rauwhārangī qualifications in area of Fine Arts, Design, Screen Arts, and Commercial Music – for noting.

CCACB2023/11/98

Heather commented on the proposed structural changes to current Masters qualifications and the introduction of new Masters advising that the qualification structures will be aligned and share a core component.

11. Quality Enhancement Committee – Undergraduate

11.1 CUAP Early Notice for Significant Developments to the Suite of Toi Rauwhārangī qualifications in area of Fine Arts, Design, Screen Arts, and Commercial Music – for noting.

CCACB2023/11/98

Faith commented on the proposed structural changes to the existing qualifications, the introduction of new study opportunities for students including the sharing of some core components.

Confirmed Minutes Part 1
10 November 2023
CCACB2024/02/02

Claire Hurley asked that her team of advisers are briefed on the proposed changes as they are nearing the approval process so that they can correctly advise students.

ACTION: the CUAP Early Notice was noted by College Board to be forwarded to Academic Committee.

12. Library

Julian Sutherland

Library is doing an audit of all courses to determine the courses we are teaching into and identify the courses we need to be teaching into.

We are starting the move back to Levels A and B. The books are being boxed up and will be moved to Level B by the end of November with the remaining move to take place after Xmas to be ready by the start of semester one.

13. MAWSA / Student Representatives

Ruby commented that she didn't have anything to report for this meeting.

14. Student Advice and Information

Claire Hurley

Managing peak workflow. Involved in the transitional work with

Introducing online academic advice sessions on Wednesdays
12.00-1.00pm

15. General Business

There were no items of general business.

EXCLUSION OF THE PUBLIC

The Chair will move that members of the press and public now be 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.

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.



MASSEY UNIVERSITY
COLLEGE OF HEALTH
TE KURA HAUORA TANGATA

COH CB23/11/170
AGENDA Part I
November 2023

COLLEGE BOARD MEETING

Tuesday 21 November 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 Matt Barnes (on behalf of A/Prof Andy Foskett), Associate Professor Kathryn Hay, Dr Kerri-Ann Hughes, Professor Kieran O'Donoghue, Associate Professor Rachel Page, Associate Professor Wyatt Page, Professor Nicolette Sheridan, Professor Leigh Signal, Brooke Mehlhopt.</p> <p>In attendance: Jill Coatsworth, Deanna Abbott (Secretary), Elizabeth Sturrock</p> <p>Apologies: Professor Ajmol Ali, Professor Marlena Kruger, Associate Professor Andy Foskett, Associate Professor Chris Wilkins, Associate Professor Shirley Julich, Dr Bevan Erueti</p>		
2.	MINUTES FOR APPROVAL – PART I		
2.1.	Minutes of the meeting held 17 October 2023	<p>MOVED that the Minutes of the meeting held on 17 October 2023 be confirmed as a true and correct record.</p> <p>O'DONOGHUE/W PAGE <u>Carried</u></p>	COH CB 23/10/168
3.	MATTERS ARISING FROM THE PREVIOUS MINUTES		
3.1.	6.1 Feedback on Future of Examinations Requirements Working Group Report	The feedback from the School of Health Sciences was forwarded to A/Prof Maggie Hartnett.	COH CB 23/11/171
4.	ACADEMIC DECISIONS		
4.1.	School of Nursing		
4.1.1.	Memo – School of Nursing <u>COURSE AMENDMENTS for 2024</u>	Dr Kerri-Ann Hughes spoke to the School of Nursing proposals which were discussed and approved in groups as per the accompanying memo.	COH CB 23/11/172
4.1.2.	168171 Professional Nursing I <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/173
4.1.3.	168172 Nursing Practice I: Foundations of Care		COH CB 23/11/174

No.	Item / Details	Actions/Decisions	Doc No.	
	<i>Assessments, Completion requirements and Publication Notes</i>	<p>MOVED that documents COH CB23/11/173 to COH CB23/11/181 be approved and forwarded to Academic Committee for noting.</p> <p>HUGHES/W PAGE <u>Carried</u></p>		
4.1.4.	168173 Nursing Practice II: Foundations of Practice <i>Assessments, Completion requirements and Publication Notes</i>		COH CB 23/11/175	
4.1.5.	168271 Professional Nursing II <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/176	
4.1.6.	168272 Nursing Practice III: Integrated Care <i>Learning Outcomes, Assessments and Completion requirements</i>		COH CB 23/11/177	
4.1.7.	168273 Evidence-based Nursing Practice <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/178	
4.1.8.	168371 Professional Nursing III <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/179	
4.1.9.	168372 Nursing Practice IV: Acute Care <i>Assessments, Completion requirements and Publication Notes</i>		COH CB 23/11/180	
4.1.10.	168373 Preparing for Professional Excellence <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/181	
4.1.11.	168740 Critical Knowledge for Nursing (Bioscience) <i>Completion requirements and Publication Notes</i>		<p>MOVED that documents COH CB23/11/182 to COH CB23/11/191 be approved and forwarded to Academic Committee for noting.</p> <p>HUGHES/R PAGE <u>Carried</u></p>	COH CB 23/11/182
4.1.12.	168742 Fundamental Partnerships I <i>Assessments, Completion requirements and Publication Notes</i>			COH CB 23/11/183
4.1.13.	168743 Fundamental Partnerships II <i>Completion requirements and Publication Notes</i>	COH CB 23/11/184		
4.1.14.	168744 Professional Issues <i>Online learning category, Completion requirements and Publication Notes</i>	COH CB 23/11/185		
4.1.15.	168745 E-Health and Technology in Nursing <i>Completion requirements and Publication Notes</i>	COH CB 23/11/186		
4.1.16.	168746 Social Justice and Citizenship <i>Assessments, Completion requirements and Publication Notes</i>	COH CB 23/11/187		
4.1.17.	168747 Complex Partnerships I <i>Assessments, Learning outcomes, Completion requirements and Publication Notes</i>	COH CB 23/11/188		

No.	Item / Details	Actions/Decisions	Doc No.
4.1.18.	168748 Complex Partnerships II [Transition to Practice] <i>Learning outcomes, Assessments, Completion requirements and Publication Notes</i>		COH CB 23/11/189
4.1.19.	168820 Scholarship for Clinical Practice <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/190
4.1.20.	168821 Leadership in Nursing Practice Project <i>Online learning category, Completion requirements and Publication Notes</i>		COH CB 23/11/191
4.1.21.	168714 Advanced Assessment and Therapeutic Intervention in Mental Health <i>Assessments, Learning Outcomes and Publication Notes</i>	MOVED that documents COH CB23/11/192 and COH CB23/11/193 be approved and forwarded to Academic Committee for noting. HUGHES/SIGNAL <u>Carried</u>	COH CB 23/11/192
4.1.22.	168731 Leadership in Nursing <i>Online learning category, Assessments, Learning Outcomes and Publication Notes</i>		COH CB 23/11/193
4.2.	<u>School of Sport, Exercise and Nutrition</u>		
4.2.1.	Memo – CHANGE OF LOCATION TO SPECIALISATION for 2024 for the Exercise and Sport Science minor	Associate Professor Matt Barnes spoke to the School of Sport, Exercise and Nutrition proposals.	COH CB 23/11/194
4.2.2.	<u>COURSE AMENDMENT – 2025:</u> 151131 Introduction to Food and Nutrition <i>Change to Prescription</i>		COH CB 23/11/195
4.2.3.	<u>COURSE AMENDMENT – 2024:</u> 234213 Fitness Assessment <i>Changes to Assessments and Learning Outcomes</i>	MOVED that documents COH CB23/11/195 to COH CB23/11/197 be approved and forwarded to Academic Committee for noting. BARNES/HUGHES <u>Carried</u>	COH CB 23/11/196
4.2.4.	<u>CUAP QUALIFICATION/SPECIALISATIONS RETIREMENTS – 2025</u> Master of Sport and Exercise and Postgraduate Diploma in Sport and Exercise including specialisations in: - Exercise Prescription and Training - Exercise Science - Physical Education - Sport Coaching - Sport Management/Sport and Management		COH CB 23/11/197
4.3.	<u>School of Health Sciences</u>		
4.3.1.	Memo – Physiology <u>COURSE AMENDMENTS for 2024</u>	Associate Professor Rachel Page spoke to the School of Health Sciences proposals.	COH CB 23/11/198
4.3.2.	194241 Physiological Control Systems <i>Changes to Online learning category and Assessments</i>		COH CB 23/11/199
4.3.3.	194242 Physiology of Mammalian Organ Systems <i>Changes to Online learning category, Assessments and Learning Outcomes</i>	MOVED that documents COH CB23/11/199 to COH CB23/11/201 be approved	COH CB 23/11/200

No.	Item / Details	Actions/Decisions	Doc No.
4.3.4.	194350 Human Lifecycle Physiology <i>Changes to Online learning category, Assessments, correction to prerequisites and Publication notes</i>	and forwarded to Academic Committee for noting. R PAGE/W PAGE <u>Carried</u>	COH CB 23/11/201
5.	ACADEMIC DOCUMENTS FOR DISCUSSION		
5.1.	Consultation on the Use of Copyright Material for Educational Purposes Policy <i>Feedback to Neil Ulrich, Office of the Provost by 30 November 2023</i>	Discussed. ACTION: Please forward any comments or feedback to Deanna by end of the week.	COH CB 23/11/202
6.	ACADEMIC DOCUMENTS FOR NOTING		
6.1.	Location Specific Qualification and Specialisation Closures	Noted	COH CB 23/11/203
6.2.	Summary Report on Academic Board Meeting - 18 October 2023	Noted	COH CB 23/11/204
6.3.	College of Health Board and Academic Programmes Committee meeting dates 2024	Noted	COH CB 23/11/205
7.	REPORTS		
7.1.	Chair's Report Professor Jill McCutcheon <ul style="list-style-type: none"> End of a challenging and busy year. Appreciation and thanks to all staff who have worked to get our programmes ready for next year, especially to Professor Kieran O'Donoghue and the Academic Programmes Committee. University is committed to the Financial Recovery plan to reach the goal of financial stability by 2026. College of Health is on-track and the Chair thanked everyone for the support. Graduation ceremony to be held at the end of the week and it is great to see the number of doctoral completions. 		Verbal
7.2.	Associate Dean – Research Professor Leigh Signal Taken as read. <ul style="list-style-type: none"> Research Success – Congratulations to Marta Rychert and Taisia Hucker on their Research Success. CoH Research Committee – appreciation to Pam von Hurst and Kay Rutherford for their service as School reps. Confirmation of PhD students is going fully online. Research Operations – message has been shared to staff about planning ahead for research grants. Suggestion of an online forum for staff to share their persistence and research grant success. 	RECEIVED	COH CB 23/11/206
7.3.	Associate Dean – Work Integrated Learning Associate Professor Kathryn Hay Meeting with Carl Stent next week to discuss the holistic tool.	RECEIVED	COH CB 23/11/207

No.	Item / Details	Actions/Decisions	Doc No.
7.4.	Director – International Professor Ajmol Ali	RECEIVED	COH CB 23/11/208
7.5.	Associate Dean – Higher Degree Research Professor Marlena Kruger The Chair reminded Heads of Schools to check on any outstanding six-month PhD reports.	RECEIVED	COH CB 23/11/209
7.6.	Associate Dean – Academic / Learning & Teaching Professor Kieran O'Donoghue <ul style="list-style-type: none"> Exams working group update. Specific Circumstances Framework Project (SCFP) – Extension tool has had approval to be built. Reminder of the College Guidelines when granting extensions. Feedback from the SoHS representative on the CoH Teaching & Learning Committee expressing concerns has been sent to the Chair of the SCFP. Teaching awards – these are now open and close in March with a forum is to be organised for staff to encourage colleagues to showcase their work. Professor O'Donoghue expressed his thanks to both the CoH Academic Programmes Committee and Teaching and Learning Committees. 	RECEIVED	COH CB 23/11/210
7.7.	Associate Dean – Māori Dr Bevan Erueti	TABLED	COH CB 23/11/210
8.	MOVING INTO PART II		

EXCLUSION OF THE PUBLIC

THE CHAIRPERSON MOVED THAT, EXCLUDING **JILL COATSWORTH, 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
Item 1. COH CB23/10/169 - Confirmation of Minutes Part II for meeting held 17 October 2023	For those reasons identified by the College of Health College Board in its meeting held on 17 October 2023
Item 2 Matters Arising	For any matters arising from Part II of the meeting held on 17 October 2023

DATE:	20 March 2024
AUTHOR:	Acting Chair of Academic Board, Professor Fiona Momo
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
24/03/35	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
24/03/36	Academic Board Action Schedule	Improper gain or advantage
24/03/37	Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy
Noting Papers		
College of Business Minutes Part I – 12 December 2023		
College of Creative Arts Confirmed Minutes Part II – 10 November 2023		

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.