

# Academic Board Agenda Part I

Wednesday 15 November 2023, 1.30pm – 3.30pm

Via Zoom <https://massey.zoom.us/j/86042022084>

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 18 October 2023 – Part I	(Decision)	Chair	AB23/11/262	3
1.6	Matters Arising	(Info)	Chair	Verbal	
1.7	Action Schedule - Part I	(Info)	Chair	AB23/11/263	10
1.8	Academic Board Work Plan 2023 - Part I	(Info)	Chair	AB23/11/264	11
1.9	Draft Academic Board Work Plan 2024	(Discussion)	Chair	AB23/11/265	13
STRATEGIC UPDATES					
2.1	Chair's Report – Part I	(Info)	Chair	Verbal	
2.2	Vice-Chancellor's Report – Part I	(Info)	Vice-Chancellor	AB23/11/266	15
2.3	Provost Report	(Info)	Provost	Verbal	
2.4	Student Report	(Info)	Student Member	Verbal	
PAPERS FOR NOTING ★					
4.1★	College of Sciences College Board Minutes 21 September 2023 – Part I	(Info)		AB23/11/269	21
4.2★	College of Business College Board Minutes 8 August 2023 – Part I	(Info)		AB23/11/270	24
4.3★	University Research Committee Minutes 24 August 2023 – Part I	(Info)		AB23/11/271	30
4.4★	University Research Committee Minutes 28 September 2023 – Part I	(Info)		AB23/11/272	35
4.5★	College of Humanities and Social Sciences College Board Minutes 15 September 2023 – Part I	(Info)		AB23/11/273	40
4.6★	College of Health College Board Minutes 15 August 2023 – Part I	(Info)		AB23/11/274	46

## EXCLUSION OF PUBLIC

5.1	Public Exclusion Resolution	(Decision)	Chair	AB23/11/268	50
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Part I: Paper for Decision



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

**HELD VIA VIDEOCONFERENCE  
on**

**WEDNESDAY 18 OCTOBER 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 Stephen Croucher, Associate Professor Jo Cullinane, Professor Meihana Durie, Professor Jonathan Elms, Aniva Feau, Professor Ray Geor, Professor Tasa Havea, Francisco Hernandez, Professor Huia Jahnke, Professor Margaret Maile, Professor Jill McCutcheon, Professor Julieanna Preston, Professor Matt Roskruge, Dr Marta Rychert, Distinguished Professor Peter Schwerdtfeger, Professor Nicolette Sheridan, Andrew Steele, Ramairoa Tawera, Associate Professor Fiona Te Momo, Associate Professor Andre Mürnieks, Professor Bryan Walpert, Professor Carol Wham, Professor Cynthia White, and Professor Georg Zellmer.

**In Attendance:** Pro-Chancellor Alistair Davis, Acting Director Governance and Assurance Frances Mullan, Head of School of Veterinary Science Professor Jon Huxley, Professor Michael Belgrave, Governance Advisor Christabelle Marshall, Governance Advisor Chanell Meehan, and approximately 60 members of the public [Part I only].

**Apologies:** Professor Lisa Emerson, Mikaela Matenga, Dr Tere McGonagle-Daly, and Associate Professor Veronica Tawhai; and for lateness from Professor Stephen Croucher; and for early departure from Professor Meihana Durie and Professor Tasa Havea.

**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.



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in high demand globally with the Vice-Chancellor noting that the university needs finances to support researchers in their work so getting to a financial position where it can invest in research is critical. The Vice-Chancellor further encouraged staff and students to attend and engage with forums and the mechanisms available for providing feedback on proposals for change.

A Board Member questioned whether the scoping was adequate to prevent impacts to students noting lack of consultation before the proposal was released. The Vice-Chancellor noted consultation was undertaken by each college which each had a different strategy for improving their financial outlook. It was again reiterated that consultation cannot occur prior to the release of the proposal because that would trigger the timelines for the proposal.

A Board member questioned whether modelling had been completed and this was confirmed through the Vice-Chancellor.

The Board further discussed the proposal for change document and noted the consultation process came at a difficult time for staff and students in the midst of exams and preparations for the following year of study and teaching.

A Board member shared concern regarding a missing overall strategy for getting the university from red to black with the delegation of proposals for change to individual SLT members and a perceived lack of communication between SLT members. It was further felt that the university was lacking vision and agreement on what courses are integral to the offering of the university. Specific concerns regarding the Engineering assessment in the proposal was raised.

The Vice-Chancellor acknowledged Board feedback and confirmed that SLT was working collectively and intensively to address the current financial situation. It was further noted that all efforts towards financial sustainability were reflective of the university's Horizon 2042 which was approved through Council and had been shared with staff.

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

### **2.3 Provost Report**

The Provost did not provide a report in Part I.

### **2.4 Student Report**

Andrew Steele provided a verbal report to the Board and shared student concerns regarding the current College of Sciences and College of Humanities and Social Sciences Proposals for Change. Students shared feelings of despair, turmoil and uncertainty and questioned how the university would maintain teaching quality with reduced staff numbers.

Pro Vice-Chancellor College of Humanities and Social Sciences responded to student concerns and noted the College had endeavoured to minimise impacts on students including providing predictability of the offering available in 2024. It was further noted that there had been a recent shift in student demand, and the university needed to adapt to the current student demand. The Board discussed supervision requirements and suggested that contingency plans, including multiple supervisors, be in place to allow flexibility for students to complete studies.

### **2.5 The Lecture and its Future (AB23/10/240)**

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Professor Michael Belgrave provided an overview of the document and commented on the future direction of university education.

The Board discussed blended teaching and noted that some courses required in person teaching environments. The Board further discussed digital learning environments and potential impacts on student health and wellbeing.

The Chair thanked Professor Belgrave for his presentation and acknowledged his longstanding contributions to Massey University and to Academic Board.

**2.6 Massey University Graduate Profile (AB23/10/241)**

The Provost spoke to the Massey University Graduate Profile paper and noted that following discussion at Council, minor amendments to the graduate profile were made.

The Board noted the amended Massey University Graduate Profile.

**2.7 Massey University Student Survey Policy and Procedures (AB23/10/242)**

The Provost spoke to the Massey University Student Survey Policy and Procedures and noted that the Academic Board had previously received these and provided feedback. An overview of feedback responses was provided, and it was noted that the current iteration of the document was for Academic Board approval.

The Board discussed the Student Survey Policy and Procedures including processes for reviewing survey results in light of some members' concerns that the results could be used punitively. The Provost acknowledged potential issues with survey validity and confounding variables but noted that all survey results would be contextually considered and include consideration of impacting variables.

**AB23-62**

**RESOLVED:**

**(Byrnes/Croucher)**

**THAT the Academic Board approve the Massey University Student Survey Policy and Procedures.**

**CARRIED**

*One Board member voted against the motion.*

*Two Board members abstained from voting.*

**2.8 College of Sciences Proposal for Change (AB23/10/253)**

The Pro Vice-Chancellor College of Sciences spoke to the College of Sciences Proposal for Change paper and noted the rationale behind the proposal and feedback received during the consultation period to date. He acknowledged that many staff and students had expressed feelings of stress, anxiety, anger and frustration in relation to the proposal and its timing. It was further acknowledged that all feedback provided during the Board meeting, including alternative strategies would be noted and considered during the feedback review.

Professor Jon Huxley, Head of School of Veterinary Science, summarised feedback received at the recent College of Science College Board meeting, including staff and student concerns and general comments. Staff members had expressed concerns regarding potential loss of specialist expertise, connections, academic quality, research income, reputational damage, an increase in administrative load for remaining staff and Māori/Pacific student impacts as a result of the changes proposed. Student members had expressed concerns regarding the

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timing of the proposal, loss of specialist expertise and the uncertainty of planning their study into the 2024 academic year.

The Board discussed the proposal, which included the following comments:

- Concern was raised regarding claimed inaccuracies in data for space charges and expenses for consumables, and the inability for communities to make informed decisions based on this information.
- Expressed support for the retention of plant sciences and engineering and highlighted the importance of these subjects in addressing climate change.
- Expressed concern that this was the beginning of a downward spiral, and the university would have trouble attracting students in the future.
- Questioned the validity of enrolment forecasting.
- Expressed concern regarding potential health and safety risks if there was to be a reduction in lab technicians.
- Concern was expressed regarding the future direction of the university, loss of capability and potential damage to the reputation and ranking of the university.
- Suggested that the College consider grandfathering in any proposed changes.
- It was questioned why freshwater ecology was impacted when the offering currently had high enrolments.
- Suggested that pre-vet courses be reinstated at Auckland campus to attract students and utilise available space.
- Requirements with regard to factoring in teaching-out costs within the plan.
- It was suggested that the Board recommend to the Pro Vice-Chancellor College of Sciences that the consultation period on the College of Sciences Proposal for Change be increased by two weeks.

**AB23-63**

**RESOLVED:**

**(Schwerdtfeger/Zellmer)**

**THAT the Academic Board recommend to Pro Vice-Chancellor College of Sciences that the consultation period on the College of Sciences Proposal for Change be increased by two weeks.**

**CARRIED**

*Five Board members voted against the motion.*

*Three Board members abstained from voting.*

*Deputy Vice-Chancellor Māori Professor Meihana Durie left the meeting at 3.10pm.*

### **3. ACADEMIC PROGRAMMES**

#### **3.1 CUAP Assessment Review Report (AB23/10/243)**

The Provost spoke to the CUAP Assessment Review Report and noted that this report was an assessment review of three recently approved qualifications.

**AB23-64**

**RESOLVED:**

**(Byrnes/Croucher)**

**THAT the Academic Board endorse the Massey University College (MUC) CUAP Assessment Review Report and recommend approval to the Vice-Chancellor.**

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**CARRIED**

**4.1 PAPERS FOR NOTING**

- ★ 4.1.1 Australian Universities Accord – Interim Report **AB23/10/245**
- ★ 4.1.2 College of Humanities and Social Sciences College Board Minutes 18 August 2023 – Part I **AB23/10/246**
- ★ 4.1.3 College of Creative Arts College Board Minutes 9 June 2023 – Part I **AB23/10/247**
- ★ 4.1.4 College of Sciences College Board Minutes 20 July 2023 – Part I **AB23/10/248**
- ★ 4.1.5 Academic Committee Minutes August 2023 – Part I **AB23/10/249**
- ★ 4.1.6 Academic Committee Minutes 5 September 2023 – Part I **AB23/10/250**

The Board noted the papers as listed.

**4.2 DECISIONS TRANSFERRED FROM PART II OF THE ACADEMIC BOARD MEETING**

- 4.2.1 Conferment of Degrees Paper (AB23/10/254)
- 4.2.2 Memorandum: Attestation to Status of Graduands
- 4.2.3 Reconsideration of Master of Social Work Award (AB23/10/255)

**AB23-67 RESOLVED:** (Byrnes/Matthews)

**THAT the Academic Board approves the degrees be conferred, and the certificates and diplomas be awarded to those as listed in document AB23/10/254, and the seal affixed to the parchments.**

**CARRIED**

**AB23-68 RESOLVED:** (Byrnes/Matthews)

**THAT the Academic Board approves the recall of the Master of Social Work, and that a new certificate be issued to the student listed in AB23/10/255 awarding a Master of Social Work with Honours.**

**CARRIED**

**5. MOVING INTO PART II - EXCLUSION OF THE PUBLIC (AB23/10/244)**

**AB23-65 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
23/10/251	Confirmation of Minutes Academic Board Meeting	For the reasons set out in the Part I minutes of 13 September 2023 held with public present	

Part I: Paper for Decision

General subject of each matter to be considered		Reason	Section 48(1) grounds
	13 September 2023 – Part II		
23/10/252	Action Schedule – Part II	Improper gain or advantage	s7(2)(j)
23/10/254-255	Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy	s7(2)(a)
23/10/256-257	Qualification Review Report Responses	Improper gain or advantage	s7(2)(j)
<b>Papers for Noting</b>			
College of Humanities and Social Sciences College Board Minutes 18 August 2023 – Part II			
College of Creative Arts College Board Minutes 9 June 2023 – Part II			
College of Sciences College Board Minutes 20 July 2023 – Part II			
Academic Committee Minutes 1 August 2023 – Part II			
Academic Committee Minutes 5 September 2023 – Part II			

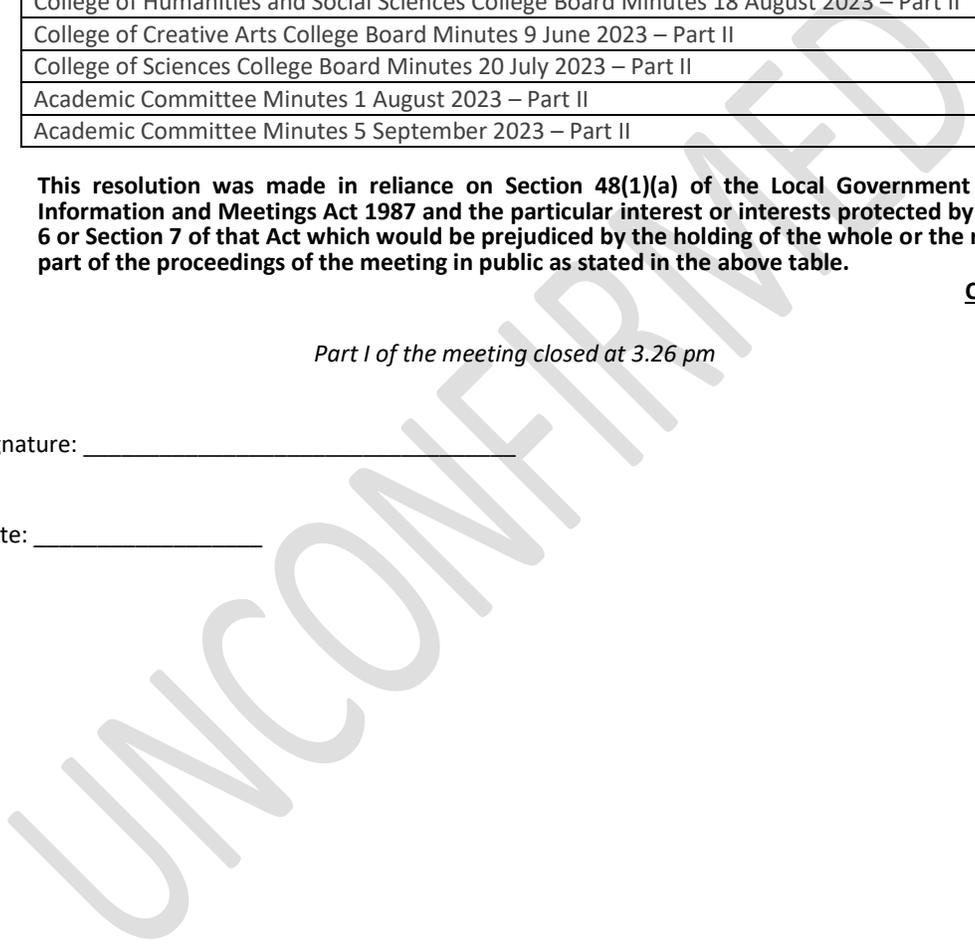
**This resolution was made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings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

**CARRIED**

*Part I of the meeting closed at 3.26 pm*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Academic Board Action Schedule – Part I

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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	October 2023	Congratulatory letters drafted and pending review.	15/11/2023

## Academic Board 2023 Work Plan

	15 FEBRUARY	15 MARCH	19 APRIL	17 MAY	14 JUNE
<b>Location</b>	Zoom	Zoom	Zoom	Zoom	Zoom
<b>Strategic / Academic Discussion</b>	Findings from AB Self-Review Academic Committee Annual Report Chat GPT Paper Distinguished Professor Criteria Discussion University Programme Offerings Student Representation Paper	Annual Reports from AB Subcommittees x7 Academic Board Self-Review key improvement actions discussion	Report on Academic Grievances Annual Reports from CoHSS, CoS, CoCA and CoH Transnational models discussion	URC General Report to AB, including PBRF Update, review of performance under current ToR, and a review of ToR (to be reviewed 2 yearly following) College of Business General Report, including review of performance under current ToR College of Creative Arts College Board General Report, including review of performance under current ToR Paerangi (for endorsement to Council); include what role AB will play in monitoring the implementation of these Plans Report on Policies approved through AB Research & Scholarship leave policy and procedures He Rōpū Ara Mātauranga – Presentation/ Discussion Tiriti Policy	CoHSS College Board General Report to AB, including review of performance under current ToR, College of Health College Board General Report, including review of performance under current ToR Academic Committee General Report to AB, including review of performance under current ToR, and review of ToR (to be reviewed 2 yearly following) Report on Research Ethics – background, applications, issues, policy development and reviews upcoming/ ongoing Te Pou Rangahau Research Plan (for endorsement to Council)
<b>Academic Programme</b>	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
<b>Papers for Noting</b>	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes

	19 JULY	16 AUGUST	13 SEPTEMBER	18 OCTOBER	15 NOVEMBER
<b>Location</b>	Zoom	Zoom	Zoom	Zoom	Zoom
<b>Strategic / Academic Discussion</b>	Academic Freedom Policy consultation Academic Committee Terms of Reference Proposed Academic Board 2024 Dates	6-monthly update on AB approved policies Course incubator discussion Academic Audit Report (Date TBC) Travel Policy Consultation	Annual Report on Academic Integrity – covering background, Academic Integrity network, numbers of L2 and L3 breaches, categories and penalties and general trends and any issues Pūrehuroatanga- Student Success Paper Academic Freedom Policy (for endorsement) Pacific Plan (Endorsement)	Re-imagined Auckland Campus Paper Australian Universities Accord – Interim Report	Post-Election – Education & Research Policies Discussion
<b>Academic Programme</b>	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
<b>Papers for Noting</b>	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes	Subcommittees' Minutes

## Draft Academic Board 2024 Work Plan

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

Academic Board Meeting - Part I - Procedural Matters

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

<b>MEETING DATE:</b>	15 November 2023
<b>AUTHOR:</b>	Vice-Chancellor Professor Jan Thomas
<b>SUBJECT:</b>	<b>VICE-CHANCELLOR'S PART I REPORT TO ACADEMIC BOARD</b> <b>PERIOD: September – October 2023</b>

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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 new Strategic Plan, pou, attributes, and Te Tiriti foundation. In this regard, you will note that this report is now 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:

- *IChemE Fellow awarded prestigious Chemeca Medal*  
The Chemeca Medal, the most prestigious chemical engineering award in Australia and New Zealand, was [presented to Institution of Chemical Engineers \(IChemE\) Fellow Dr Clive Davies](#), School of Food and Advanced Technology, at the Awards of Excellence ceremony during the [Chemeca](#) conference in Auckland in October.

The Chemeca Medal is awarded to a prominent Australian or New Zealand chemical engineer who has made an outstanding contribution, through achievement or service, to the practice of chemical engineering in its widest sense and who continues to serve the profession.

- *Rutherford Discovery Fellowship for public health researcher*  
 Congratulations to Senior Research Officer at the SHORE & Whariki Research Centre, Dr Marta Rychert, who has received a [Rutherford Discovery Fellowship](#) from the Royal Society Te Apārangi

- *Massey Ventures wins 2023 Australasian Research Commercialisation Awards - Best Licensing Deal*

The award recognises the licensing deal involving [Gillies McIndoe Research Institute](#) and [AFT Pharmaceuticals](#) to commercialise [a life-changing treatment for strawberry birthmarks in infants](#) (a benign vascular tumours affecting one in 10 children). Massey Ventures led the commercialisation of the treatment, which has the potential to become the new standard of care in a market worth over \$750 million annually.

The awards celebrate outstanding research commercialisation across Australia and New Zealand. The win follows Massey Ventures' [success at the 2022 awards](#), where they won the same category for the [sale](#) of the FERRI-PRO technology to global food giant Nestlé.

- *Massey in the Rankings*

*The Global Ranking of Academic Subjects rankings*

The Global Ranking of Academic Subjects rankings (known as Shanghai Rankings by subjects) has been released for this year. Massey's performance was mixed. The university dipped in the number of ranked subjects by three (down to 16), with four areas no longer ranked and a new area ranked.

Areas where Massey improved global ranking positions include Communication, up to 76-100 compared with 101-150 (and number 1 in New Zealand), Agriculture (up one band) and Economics (up one band). New to Massey's ranking was Finance, at 101-150, and first equal in New Zealand.

Massey lost ranking positions in Veterinary Science (now ranked 51-75 from 42 last year), Food Technology (down to 76-100 from 51-75 last year), Hospitality and Management (down one band), Ecology (down one band) and Education (down two bands). The university is no longer ranked in Biotechnology, Public Health, Chemistry, Electrical and Electronic Engineering.

Ranking positions remained unchanged for Nursing, Business Administration, Geography, Political Sciences, Computer Science and Engineering, Management and Psychology.

In total, Massey has six subjects ranked first or first-equal in New Zealand – the same compared to last year.

- *Times Higher Education ranking by subject areas for 2024*

Times Higher Education released its ranking by subject areas for 2024. The results are fairly stable for Massey, with Computer Science, Education and Engineering going up a band, and Physical Sciences dropping out of the ranking.

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

- *Celebrating 20 years of advancing Māori knowledge*  
 More than 50 Māori scholars with connection to Te Kunenga ki Pūrehuroa Massey University have [come together to celebrate 20 years](#) of [Te Mata o Te Tau](#), the Academy for Māori Research and Scholarship.

In October, Governor-General of New Zealand Her Excellency the Right Honorable Professor Dame Cynthia (Cindy) Kiro, who is one of the Founding Fellows of Te Mata o Te Tau, hosted an event at Government House to mark the occasion.

- *Wageningen University and Research partnership*  
 The university's strategic partnership with Wageningen University and Research is proceeding well with a joint workplan for the remainder of 2023 and 2024, including seven identified research areas. Executive Director Chris Carey visited in September with the Gallagher Group to further explore synergies for private sector engagement. Professor Glenn Banks from the College of Humanities and Social Sciences visited in early October to further advance a research programme ahead of 2024 EU funding submission windows.
- *Massey articles made retrospectively Open Access*  
 As part of its transformative Read and Publish agreement, the Library was provided with a list of articles published in Elsevier journals that were eligible for conversion to Open Access on the ScienceDirect platform. Library staff reached out to the corresponding authors of the relevant articles, resulting in almost 10% of them being retrospectively converted to Open Access. This move has enabled wider access to Massey University's research.
- *MBIE Endeavour Awards success brings transformational projects to life*  
 Massey has had record success in research projects funded by the recently 2023 Endeavour Fund. This year we were awarded three Research Programmes and two Smart Ideas, totalling \$31.5m over five years. This is more than double the previous record (\$15.5m in the 2020 round). In addition, Massey researchers are participating in projects hosted by other organisations, building the collaborative research networks and bringing in a further \$4.5m in subcontracts. Further information on each of these projects can be found [here](#).

The Kai anamata mō Aotearoa – exploring future food system scenarios and impacts projects, included above, will address the growing concerns around sustainable nutrition and food affordability. This project is a joint venture between the Sustainable Nutrition Initiative of the Riddet Institute, and iwi group Wakatū Incorporation. Additional information can be found [here](#).

- *Another first for Massey University*  
 Massey University has become the first New Zealand institute to [publicly commit to replacing the use of animals for science](#). More details can be found [here](#).

## Te Pou Ako – Learning and Teaching

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

- *2024 Enrolments Open - Future Students Team out and about*  
 Good preparations led to a clean start to the opening of 2024 enrolments on Monday 2 October.

Our Future Students Team attended a large number of expos, visits and events across all locations, including the NZ Defence Force Expo 2023, WOW school visits to Pukeahu Campus, hosted a Master of Clinical Practice (Nursing) webinar, Aviation Open Day, Manu Kōrero National Competition, Chinese Language Speech Competition and visited colleges. Check out the photos [here](#).

- *Artificial Intelligence*  
The “Staff use of generative artificial intelligence working group”, chaired by Associate Professor Maggie Hartnett has been convened. The group is aiming to provide formal guidance on the use of generative AI that enables staff to confidently navigate this technology safely and ethically in the context of Massey University.
- *Universities New Zealand Immigration New Zealand working group*  
Massey is part of a Universities New Zealand-formed strategic working group with Immigration New Zealand to address systemic issues. A series of six workstreams were created including policy, data and reporting, markets and regions, agents’ communications and admissions processes. Workstream groups met in September and detailed action plans have been developed for the remainder of work to be completed in 2023 and early 2024.

## 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.

- *VC Staff forums on campuses in October*  
Further to my August Staff forums, the Senior Leadership Team and I hosted further face to face forums on all campuses in October, to provide opportunities for open dialogue, questions, and discussions with staff about the current context and changes happening within the university.

Thank you to everyone who attended these forums. I want to assure you, I have heard your questions, concerns, and feedback, and taken it all on board. This is an incredibly difficult time for our staff and students, and I am fully aware of the impact uncertainty can bring.

I want to thank attendees again for the robust discussion, the solutions offered, and the feedback on the current situation at the university. I know these are tough conversations to have, and I appreciate you taking the time to attend and share your views.

There were some requests for me to share the slides from my presentation with staff – you can view them [here](#).

As always, feel free to send me feedback or questions via the [VC feedback portal](#). I monitor this myself and respond to as many people as I can.

- *Heather Kirkwood appointed as Director Governance and Assurance*  
I am pleased to welcome Heather Kirkwood, who is a skilled and professional leader with extensive experience in data, planning, performance, and assurance in a career spanning nearly 25 years in the Aotearoa New Zealand tertiary education sector. She will join the university on 20 November. Read further [here](#).

## 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:**

- *A lasting legacy: generosity of alumni will help students for years to come*  
We are very grateful to two Massey University alumni who have [gifted a total of \\$2.3m to the Foundation](#), which will support students in their study journey through scholarships.
- *Massey academic appointed to advise Welsh Government on review of school improvement*  
Associate Professor Jenny Poskitt, an educational assessment expert within the College of Humanities and Social Sciences, has been appointed to an international reference group on the [review of school improvement in Wales](#).
- *Massey Innovation Prize*  
We had 16 entries into the Massey Innovation Prize this year. The MVL and ecentre team selected five finalists who went on to pitch to a panel of three external judges on 6 October. Ben Rajwaer, a final year computer science student, won with his AI music creator app.
- *CAUL Outstanding Library Team Award nomination*  
Current and past Library team members Amanda Curnow, Lyndall Holstein, Barbara Rainier, and Bruce White - all are or have been members of the CONZUL team who developed the 'State of Open Access in Aotearoa' work – have been nominated for the Council of Australian University Librarians (CAUL) for the Outstanding Library Team Award. The purpose of the annual CAUL Awards is to recognise, celebrate and promote outstanding achievement and innovation of staff working in CAUL member institutions in Australia and Aotearoa New Zealand, from innovative teams to emerging leaders and mentors.
- *IATUL Conference 2024 – Library representatives on organising committees*  
Congratulations to the following for their appointment to the International Association of University Libraries (IATUL) Conference organising committees for 2024: Amanda Cooper (Programme); Rohini Subbian (Marketing and Comms); Sheeanda McKeagg (Tikanga and Te Ao



Māori). It is wonderful to have this fabulous international conference in Aotearoa, and to have Massey Library represented so well in the preparation for it.

- *Massey University Blues Awards*  
In October, student athletes, alongside their whānau, friends and sport enthusiasts, [came together for the virtual celebration](#) that recognised the excellence displayed at Te Kunenga ki Pūrehuroa Massey University, both academically and athletically. Alongside the 151 Blues Awards bestowed, the winners of the five major categories were announced, with Erika Fairweather taking home both Distance Sportswoman of the Year and the Supreme Award.



**COLLEGE OF SCIENCES**  
**COLLEGE BOARD**

**A meeting of the College Board (CSB) was held on  
Thursday 21 September 2023 at 2.00 PM via Zoom**

**MINUTES – PART I**

**PRESENT:**

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

**IN ATTENDANCE:**

Ursula Clarke, Fiona Coote, Diana Kessler, Mary O’Carroll, Brian Hewson

**1 WELCOME**

Welcome to Brian Hewson, joining us in attendance

**2 APOLOGIES**

Associate Professor James Millner for early departure  
Dr Mostafa Jelodar for early departure  
Amy Heise

**3 VISITORS**

None

**4 CONFIRMATION OF AGENDA**

**5 MINUTES FOR APPROVAL**

5.1 [Confirmation of Minutes July 2023 Part I](#)

CSB23/9/191

**Resolved:** That the minutes in document CSB23/9/191 of the Part I meeting held in July 2023 be confirmed as an accurate record and forwarded to Academic Board for noting.

**Chair, carried**

**6 MATTERS ARISING**

14.1 Feedback on Academic Freedom Policy to be collated by Simon Hall and sent to Mel Barnes – no feedback was received.

**7 ACTION LIST**

7.1 [Action List September 2023](#)

CSB23/9/192

**Noted**

**8 CHAIRPERSON'S REPORT**

The Chair updated the meeting on progress with implementation of Te Huringa o te Tai and the appointment of the College Executive Manager, Heather Murphy, The college Academic Manager, Brian Hewson, and the Academic Administration Team Lead, Mary O'Carroll. Brian Hewson will attend CoS Board meetings.

The Chair informed the meeting that discussions were held on the Low and No Enrolments Policy and Travel Policy at the recent Academic Board meeting.

**9 COURSE OFFERING CHANGES**

- 9.1 [Course offering changes approved by the DPVC July 2023 to September 2023](#) CSB23/9/193

**Noted**

**10 FROM COLLEGE ACADEMIC COMMITTEE**

- 10.1 [CAC Minutes July 2023 Part 1](#) CSB23/9/194

**Noted**

**11 ACADEMIC DECISIONS**

- 11.1 [Summary of course amendments approved at CAC](#) CSB23/9/195

**Noted**

- 11.2 [Non-CUAP Specialisation Amendment UHENG1JCHBE1 Chemical and Bioprocess Engineering](#) CSB23/9/196

**Approved for forwarding to Academic Committee for approval**

**Hall/Weston**

- 11.3 [Course Amendment 159236 Embedded Programming](#) CSB23/9/197

- 11.4 [Course Amendment 218110 Construction Industry Work Experience I](#) CSB23/9/198

- 11.5 [Course Amendment 218210 Construction Industry Work Experience II](#) CSB23/9/199

**Approved for forwarding to Academic Committee for noting**

**Scogings/Quinton**

**12 TEACHING AND LEARNING**

- 12.1 [COSTL June 2023 Minutes](#) CSB23/9/200

**Noted**

**13 VISITORS' ITEMS**

None

**14 ANY OTHER MATTERS**

Item referred from Liz Norman, Director of Teaching and Learning - CoS

- 14.1 [Examination types and titles for 2024 course offerings](#) CSB23/9/201

The document was discussed.

Resolved:

That Motion 1, that Recommendations 1-8 be approved for all course offerings in 2024

**(Norman/Hall, 1 abstention)**

That Motion 3, that the College Office initiate course amendments for the courses identified under recommendations 7 and 8 and progress them through to College Academic Committee in consultation with the relevant Course Coordinators and Academic Lead

**Norman/Weston**

CSB23/10/217

- Item referred from the School of Veterinary Science
- 14.2 [VPC ToR updated 2023 for ratification track changes](#)  
**Approved with amendments** CSB23/9/202  
Weston/Huxley
- Items referred from Academic Board
- 14.3 [Academic Board Minutes 19 July 2023 Part I](#)  
**Noted** CSB23/9/203
- 14.4 [Summary Report on Academic Board Meeting 19 July 2023](#)  
**Noted** CSB23/9/204
- 14.5 [Academic Board Minutes 16 August 2023 Part I](#)  
**Noted** CSB23/9/205
- 14.6 [Summary Report on Academic Board Meeting 16 August 2023](#)  
**Noted** CSB23/9/206
- Item referred from College of Health
- 14.7 [COH CB23-08-123 Specialisation NNE - UBSCN2JPHYL1 - BSc Physiology](#)  
**Noted** CSB23/9/210

**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 CSB23/9/208, CSB23/9/209 and CSB23/9/211 will be discussed in Part II of this meeting.

Ursula Clarke, Fiona Coote, Diana Kessler, Mary O'Carroll, and Brian Hewson will be in attendance in Part II for their expertise in student administration and operations of the College's academic offer.

CBB 2022/08/289

Minutes Part 1



**MASSEY UNIVERSITY  
COLLEGE OF BUSINESS BOARD**

Meeting held on 08 August 2023

By Video Conference at 10 am

Zoom ID - 83709935267

## MINUTES: PART 1

No.	Item	Details	Decision	Paper No.
1	PRESENT	Associate Professor Jo Cullinane (Chair, DPVC), Professor Jonathan Elms (Acting PVC), Professor Stephen Croucher (HoS, SCJM), Professor Jo Bensemann (HoS, SoM), Professor Jens Mueller (Dir, MED), Professor Martin Berka (HoS, SoEF), Associate Professor Claire Matthews (DAQ), Associate Professor Elizabeth Gray (DTL), Professor Matt Roskrige (Associate Dean Māori), Dr Mui Kuen Yuen, Associate Professor Sandy Bulmer (Chair, CBAPC), Dr Angela Feekery, Professor Mohan Dutta, Professor Hatice Ozer Balli, Dr Sam Richardson, JS Imbeau, Michelle Pham, John Murrie, Sanskar Soni (Student rep), Chrissy Yang (Student rep)		
	IN ATTENDANCE	Alison Gustafson, Fiona Diesch, Diana Kessler, Carnette Pulma (Secretary – August)		
	APOLOGIES	Professor Jarrod Haar, Ashok Poduval, Dr Jeff Stangl, Professor Fawzi Laswad, Sanskar Soni (early departure), Flynn O’Hallahan, Jean Jacoby, Stephanie Allan		
	MIHIMIHI	The Chair formally opened the Board meeting with a welcoming mihi.		
	THANK YOU	Dr Angela Feekery (Staff representative) Dr Sam Richardson (Staff representative) Professor Mohan Dutta (Professorial representative) Professor Hatice Ozer Balli (Professorial representative)		
	VOTING REPRESENTATIVES	<u>Designated Staff Representatives</u> Dr Angela Feekery (SCJM) Dr Sam Richardson (SoEF) JS Imbeau (SoM)		

No.	Item	Details	Decision	Paper No.
	Michelle Pham (SCJM) John Murrie (SoAv) <u>Designated Professorial Representative</u> Professor Mohan Dutta			
2	<b>INTEREST: DECLARATION AND DISQUALIFICATION</b>		None	
3	<b>MINUTES FOR APPROVAL from CBB Part 1 – 11 July 2023 meeting</b>  <b>AMENDMENT:</b> To remove a stray word in the heading		RESOLVED THAT subject to minor amendment, the minutes be approved as a true and accurate record.  CULLINANE	CBB 2023/07/277 CBB 2023/07/277Rev1
4	<b>MATTERS ARISING - PART 1</b>			
4.1	<b>Action Sheet from the last meeting on 11 July 2023</b>			CBB 2023/07/278
	<ul style="list-style-type: none"> <li>• <b>Dissolving CQC for Co-Directors</b> MBS and CoHSS have met and made an agreement that the appointment of Co-Directors will move forward. The job description has also been agreed. Professor Stephen Croucher will discuss further with Professor Jonathan Elms, Professor Cynthia White, and Professor Kerry Taylor regarding HR matters (e.g., advertisement).</li> </ul>		ONGOING	
	<ul style="list-style-type: none"> <li>• <b>Certificate in Business Studies (Financial Services)</b> The academic advisors are requesting MBS staff to give a presentation on financial services again.</li> </ul>		CLOSED	
	<ul style="list-style-type: none"> <li>• <b>Distributed Delivery Model Proposal</b> The proposal was submitted to the Globalisation Committee.</li> </ul>		ONGOING	
	<ul style="list-style-type: none"> <li>• <b>Applied Professional Practice (Major)</b> DAQ Assoc Professor Claire Matthews will follow up this task.</li> </ul>		ONGOING	
	<ul style="list-style-type: none"> <li>• <b>Academic Freedom Policy</b></li> </ul>		CLOSED	
	<ul style="list-style-type: none"> <li>• <b>Graduating Year Review (GYR) Report</b></li> </ul>		CLOSED	
5	<b>REPORTS</b>			
5.1	<b>Pro Vice-Chancellor</b>			
	<ul style="list-style-type: none"> <li>• The Acting PVC acknowledged <ul style="list-style-type: none"> <li>- the professional staff around the college (for the patience with the Te Huringa o Te Tai process);</li> <li>- DPVC Assoc Professor Jo Cullinane, Professor Jo Bensemann, and DAQ Assoc Professor Claire Matthews for ensuring that all the Te Huringa o Te Tai interview processes are well planned and scheduled; and to</li> <li>- those who contribute to the Bachelor of Communication Manawatū campus which will be paused in 2024.</li> </ul> </li> <li>• The Manawatū Open Day nearly had 1,300 students signed up across the university, with ~900 students who participated on campus. Thanked everyone who was involved. The Albany Open Day tracks the same number as it had in the last couple of years. There is an increase in participation for the Wellington Open Day.</li> <li>• Voluntary Enhanced Cessation (VEC) is a voluntary disestablishment of roles which will be concluded by the end of 2023. It is a personal decision for the individual in question and there will be possible staff</li> </ul>			

No.	Item	Details	Decision	Paper No.
		<p>changes across the college. There were 11 initial expressions of interest received across the college. MBS will ensure that all teaching is covered for Semester 2 and Summer School to minimise disruption if any of the VECs are filled by staff with teaching responsibilities in those semesters.</p> <p><i>Discussion</i></p> <ul style="list-style-type: none"> <li>• Pausing of Bachelor of Communication in Manawatū campus in 2024 <ul style="list-style-type: none"> <li>- No new admissions or new First years. Students who are already in the programme will still continue with the programme.</li> <li>- The student numbers have been in steady decline over the past years. MBS and CoHSS need to take stock over the next year to ensure that students acquire the necessary expertise and background to graduate with best skills and profile.</li> <li>- Albany, Distance, and Wellington offers are still available for the BC.</li> <li>- Other majors in the BC are also being reviewed. It is anticipated that there will be few more changes hence there would not be many international prospectus hard copies printed. MBS works closely with the other college, any new decision made are relayed quickly to lessen communication difficulties.</li> </ul> </li> <li>• Voluntary Enhanced Cessation <ul style="list-style-type: none"> <li>- There are no decisions made yet but the timeframes are short so we will know soon.</li> </ul> </li> </ul>		
5.2	<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• The Academic Excellence Awards have been carried off within a challenging environment with really pleased whānau and students. The events were again run without an events manager but delivered run by the College professional staff well and with extreme professionalism despite the context.</li> <li>• Also acknowledged the DAQ Assoc Professor Claire Matthews and Professor Jo Bensemann. Had hiring arrangement for the first two jobs – College Executive Assistant and the new College Executive Manager. The new College Executive Manager is Brigit Eames who will become a College Executive Team member and will lead professionalisation agenda for the professional staff.</li> <li>• The DPVC helps the university run the Academic Progression. Acknowledged the Student Registry team in assisting the process effectively. Recently completed Semester 1 where ~270 students have been identified for exclusion and will be placed in coaching arrangements to help them overcome their issues. Atypical Enrolments Trial – 8 or 9 MBS courses are involved, where the university look at students who had previously not passed or withdrawn on time from specific courses previously but keep enrolling in them.</li> </ul>		
5.3	<b>Director Academic Quality</b>	<ul style="list-style-type: none"> <li>• Not much else to add to reports just heard.</li> </ul> <p><i>Response to query</i></p> <ul style="list-style-type: none"> <li>• A report about Impaired Performance trial within the college is a little overdue but will be presented asap when the other unexpected impediments (such as Te Huringa o Te Tai are back under control).</li> </ul>		
5.4	<b>Director of Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• The large numbers of interviews for the academic integrity (AI) cases generated by Semester 1 exams are now almost complete. Some</li> </ul>		

No.	Item	Details	Decision	Paper No.
		<p>forward planning is underway in relation to how the process can be improved in Semester 2, particularly around Online Supervised Exams (OSEs) and the generation of AI referrals.</p> <ul style="list-style-type: none"> <li>Schools are already busy preparing exams for Semester 2. Thanked the staff involved.</li> <li>The AI policy is still evolving as we are in a dynamic space. The Artificial Intelligence tools are changing, and the students and staff are still finding new ways of using these tools. The DTL is part of a working group that is discussing Academic Integrity and Artificial Intelligence matters. The group will produce recommendations for changes to policies and procedures to ensure guidance is provided as an ongoing process.</li> <li>Thanked everyone who was involved in the Manawatū Open Day.</li> <li>Materials to promote the new BBus specialisations and the new core courses are in preparation. The DTL will liaise with the Academic Advising Team, so they are able to advise students about the increased choices in 2024.</li> <li>The Professional Development session on Pastoral Care was well attended. There is another session scheduled on 9<sup>th</sup> August with specific focus on the use of quizzes and question banks.</li> </ul>		
5.5	<b>Director of Research</b>	None		
5.6	<b>Associate Dean Māori</b>	<ul style="list-style-type: none"> <li>Increasing number of students who ask for their assessments and resources to be available in te reo Māori. If received, to refer the said request to the DTL Assoc Professor Elizabeth Gray and Professor Matt Roskrugs so these can be addressed as soon as possible. Currently waiting for a university-wide policy from the Office of DVC-Māori.</li> <li>Three Māori mentors are finishing their roles at the end of the year. There is one new mentor for 115109 and 2 trainee mentors for 113 and 115. Currently looking for a mentor for 211.</li> <li>Success rate is slightly down for Semester 1 2023 with 75% pass rate (80% target). This number was taken from Professor Farah Palmer's office.</li> <li>Currently working with Treasury to get donations to provide scholarships or internships for the Māori Student Awards which is being held with Massey University Foundation.</li> </ul> <p><i>Note</i> Staff are reminded by the Chair that if a student wishes to use te reo Māori, it is their right. The College will make the accommodation to ensure that the assessment is marked appropriately.</p>		
5.7	<b>Student Representatives</b>	<ul style="list-style-type: none"> <li>Concern that there is variation in processing of applications (eg visa extensions) and examples of some student accounts are blocked due to expired visa. Diana Kessler with work with Chrissy Yang to address these issues.</li> </ul>		
6	<b>MATTERS REFERRED FROM ACADEMIC COMMITTEE (AC) / OFFICE OF ACADEMIC QUALITY, REPORTING AND ASSURANCE (OAQRA)</b>			
6.1	None			
7	<b>MATTERS REFERRED FROM ACADEMIC BOARD (AB) /LEARNING AND TEACHING COMMITTEE (LTC) / OFFICE OF THE PROVOST</b>			

Academic Board Meeting - Part I - Papers for Noting

No.	Item	Details	Decision	Paper No.
7.1.1	<i>Academic Board</i>			
7.1.2	Summary Report on Academic Board Meeting – 19 July 2023		NOTED	CBB 2023/08/280
	Academic Board Minutes Part I – 19 July 2023		NOTED	CBB 2023/08/281
7.2	<i>Learning and Teaching Committee</i>			
	Minutes – 20 June 2023 meeting		NOTED	CBB 2023/08/288
8	<b>COLLEGE OF BUSINESS – ACADEMIC PROGRAMMES COMMITTEE (CBAPC)</b>			
8.1	Draft minutes (Part I) received from CBAPC 26 July 2023 meeting		NOTED	CBB 2023/08/282
	<b>COURSE AMENDMENT 2024</b>			
8.2	School of Management	<b>115327 Critical Issues in Business Analytics</b> - To update the assessments and learning outcomes (LOs) - To change the owning organisation from CoB to SoM	RESOLVED THAT this document be approved, and details provided to Academic Committee for noting  BENSEMANN / GRAY	CBB 2023/08/283
	<b>COURSE RETIREMENTS 2024</b>			
8.3	School of Communication, Journalism and	<b>219790 Research Methods in Communication</b> - To retire course	RESOLVED THAT this document be approved, and forwarded to Academic Committee for approval  CULLINANE	CBB 2023/08/284
8.4	Marketing	<b>156776 Research Methods in Marketing</b> - To retire course		CBB 2023/08/285
9	<b>OTHER BUSINESS</b>			
	None			
	<b>SUBSIDIARY COMMITTEES</b>			
10	<b>COLLEGE RESEARCH COMMITTEE (CRC)</b>			
10.1	Draft minutes (Part 1) received from CRC July 2023 meeting		NOTED	CBB 2023/08/286
11	<b>MASSEY BUSINESS SCHOOL TEACHING AND LEARNING COMMITTEE (T&amp;L)</b>			
	No minutes (Part 1) from T&L Committee Next meeting on 28 September 2023			
12	<b>MASSEY BUSINESS SCHOOL ASSURANCE OF LEARNING COMMITTEE (AOL)</b>			
	No minutes (Part 1) from AOL Committee Next meeting on 05 October 2023			
13	<b>SHARED PROGRAMMES AND PROGRAMMES WITH COLLEGE REPRESENTATION</b>			
13.1	<b>COMMUNICATION QUALIFICATIONS COMMITTEE (CQC)</b> No minutes (Part 1) from CQC  The August meeting has been cancelled.			
14	<b>SUPPLEMENTARY ITEMS - PART 1</b>			
	None			

No.	Item	Details	Decision	Paper No.
15	<b>EXCLUSION OF THE PUBLIC</b>	<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 <b>Committee Secretary</b> will be in attendance for Part II.</p> <p><b>Grounds: Section 9, of the Official Information Act-</b></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>		



### University Research Committee

Minutes of the meeting of the University Research Committee held on Thursday 24 August 2023 held at 2:30 p.m. via Zoom

### MINUTES – Part I [Public]

**PRESENT:** Tracy Riley (Acting Chair), Bill Fish, Deanna Haami, Jarrod Haar, Tasa Havea, Christine Kenney, Linda Murray, Sophie Newmarch, Linda Palmer, James Roberts, Leigh Signal, Viv Smith, Suzanne Wilkinson, Oli Wilson.

**In attendance:** Marise Murrie, Jo Whittle.

#### 1. APOLOGIES

Apologies were received from Giselle Byrnes.

Sophie Newmarch left the meeting at 4:00 p.m.

The meeting opened with karakia offered by Linda Palmer.

#### 2. CONFIRMATION OF Part I MINUTES OF MEETING HELD 27 JULY 2023

(URC 23/104)

Resolved that the minutes of the last meeting be adopted as a true and correct record, subject to correction p.2 of 'Crowd Helix' to 'Cloud Helix'.

(Smith/Wilkinson)

(ALL)

#### 3. ACTION ITEMS AND MATTERS ARISING

NUMBER	RESPONSIBLE FOR ITEM	ITEM	RESPONSIBLE FOR ACTION	DUE DATE
1	Giselle Byrnes	Confirm format and timing of the Research and Teaching Medals awards ceremony	Giselle Byrnes	August 2023
2	Viv Smith	Circulate an updated spreadsheet of College Centres to Research Directors specifying additional information on the state of Centres, along with a process for immediate closure of inactive Centres	Jo Whittle	August 2023
3	Viv Smith	Confirm whether the CoHSS Research Compact can be shared	Philippa Butler	Completed

		with URC members		
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**Action items 1:** It was confirmed that any celebration of Research and Teaching Medal winners would be very 'low key' and online, given the University's current financial situation and restrictions on travel. Medals and certificates would probably be delivered by internal mail.

**Action item 2:** This action will now be progressed via the Research Directors/Associate Deans group supported by Jo Whittle.

**Action item 3:** The CoHSS Research Compact has been shared with members by email, for their information.

**4. STRATEGIC DISCUSSION**

Te Pou Rangahau Research Plan 2023-2027, approved by Massey University Council in July, was now being finalised for distribution in hard copy and online.

Under the new Terms of Reference for the Doctoral Research Committee, the committee membership includes a representative of the URC. Christine Kenny volunteered to represent URC on the Doctoral Research Committee.

In order to manage Massey Library's 2024 budget, staff have reviewed current print subscriptions across all three libraries, and all online subscriptions, with a view to reducing annual subscription costs. It was proposed that the subscriptions to a number of expensive titles, many of them costing hundreds or thousands per article viewed, would be discontinued from 2024, unless there were very compelling reasons for maintaining the subscription. A list of titles proposed for non-renewal will be circulated to Research Directors/Associate Deans, who are asked to communicate these to their researcher communities and let Linda Palmer know by mid-September latest if there is a case to continue specific titles.

**5. RESEARCH OPERATIONS MONTHLY REPORT**

(URC 22/105)

Noted. Members' attention was drawn to the changes in funding for the Rutherford Foundation Postdoctoral Fellowships which has seen a \$5,000 increase in the annual stipend to \$80,000, and the considerable addition of overheads of \$80,000 annually. Members also noted the figures showing contracting activity in 2023 so far compared with previous years. There had been a jump in the numbers of contract variations and subcontracts in the past three months, leading to additional pressure on staff time, while over the same period the average value of these contracts declined. A similar trend was noted for invoicing activity, which increased during the period 2019 to 2022 while the value of invoices declined. The team was investigating ways to increase efficiency in administering research accounts and contracts.

The Ministry of Business Innovation and Employment (MBIE) has been working for several years on a replacement system for their Information Management System (IMS) that served as its research funding application portal. Pītau, the new system, would go live on 4 September after only minimal user testing. The Endeavour 2024 Smart Ideas and Research Programmes would be the first application rounds to be processed through the new portal, and there were likely to be some 'teething issues' for applicants.

Viv Smith, Associate Professor Phil Battley and Professor Nick Roskrug have been involved in a UNZ

Working Group with Department of Conservation, led by Professor Richard Blaikie of University of Otago, and aiming to identify a more effective process for receiving, assessing, and capturing information about permissions to access the Conservation Estate to carry out research. It was likely to take at least a year to implement any changes.

**6. GRADUATE RESEARCH SCHOOL & ETHICS MONTHLY REPORT** (URC 22/106)

Noted. Members were pleased to see an increase in doctoral student enrolment numbers which had now returned to pre-COVID-19 levels. There had also been a record number of doctoral completions as the University and students caught up with the delays caused by the pandemic. It was noted that staff changes associated with the current Voluntary Employment Cessation process could have an impact on supervisions; the Graduate Research School was working closely with Colleges to minimise any potential disruption should supervisors leave the University. The success of the recent three-day thesis writing bootcamp was noted. This was held online, and brought together 28 students from all Colleges, campuses and stage of study, with very positive reports from the students involved.

**7. ITEMS FOR DISCUSSION AND APPROVAL**

**7.1 Consultation on Scholarships, Fellowships, Bursaries and Awards Policy** (URC 23/107)

Members were invited to provide feedback on the draft policy, which had changed considerably from the previous version. The policy aimed to establish clear and consistent practices for the development, administration and awarding of scholarships, bursaries and awards across the University. Members noted that the title of the policy did not make it clear that it applied to students rather than staff, and recommended that the policy included a definition of 'scholarship' which was open to a range of interpretations. The application of the policy to student stipends within externally funded research projects should also be addressed in the policy. The minimum values for any new mechanisms needed to be revisited to avoid excluding small but useful bursaries and awards, for example hardship grants which could fall under the definition of an 'award' and which were often less than the minimums stipulated in the policy. Any additional feedback could be sent to Tracy Riley and/or Jo Whittle.

**7.2 Symplectic Elements Impact Module: Research Impact Advisors' strategic plan**

(URC 23/108)

Research Impact Advisors Rahna Caruso and Catherine Rivera joined the meeting to present information on research impact resources available to researchers via the OneMassey research pages. They also introduced the new impact module in Symplectic Elements and outlined the benefits of using the module to plan, monitor and record the impact of research. The question was asked whether the system and/or impact resources could be made available to postgraduate students. Only staff have access to these, however supervisors could share relevant material with their research students.

**7.3 CoS Research Committee Minutes June 2023**

(URC 23/109)

Noted.

**7.4 CoHSS Research Committee Minutes July 2023**

(URC 23/110)

URC 23/118

Noted.

**7.5 Doctoral Research Committee Minutes July 2023** (URC 23/111)

Noted.

**7.6 Academic Committee Minutes July 2023** (URC 23/112)

Noted.

**7.7 Research funding: implications of employment changes** (URC 23/116)

Noted. This paper provided a comprehensive guide to funding implications should a researcher with internal or external research funding leave Massey University. It was prepared to manage the effects of recent rounds of Voluntary Employment Cessation, and provided detailed information for each funding mechanism as the rules varied greatly depending on funder, researcher role (Primary Investigator, Associate Investigator, other named role) and employment status. It was stressed that external research contracts were agreements between Massey University (not the Primary Investigator) and the funder. Under the terms of many funding mechanisms, submitting an application implied an obligation on the University to commit to supporting the researchers named in the application for the duration of the project. Members noted the differentiation between researchers on a permanent or fixed-term contract (employees of the University) and those undertaking research under a Massey research contract or contract for service (not employees of the University). Members were asked to discourage any staff members contacting the funders directly with queries about the impacts of employment changes; all contact between the funder and the University should be made via Research Operations. The paper can be shared widely. Members acknowledged the value of the paper, and thanked Viv Smith, Marise Murrie, Te Peeti Armitage, Tracy Riley and Paul Gillespie for their contribution to the paper.

**8 ITEMS FOR NOTING****8.1 Academic Board Meeting Summary and Minutes July 2023** (URC 23/113)

Noted.

**8.2 The Conversation Research Engagement report July 2023** (URC 23/114)

Noted.

**9 GENERAL BUSINESS**

No General Business.

Linda Palmer offered karakia to close the meeting.

**MEETING CLOSED AT 4.12 pm.****THE NEXT MEETING WILL BE HELD ON Thursday 28 September 2023.**

**ACTION POINTS**  
(To be carried over until completion)

<b>NUMBER</b>	<b>RESPONSIBLE FOR ITEM</b>	<b>ITEM</b>	<b>RESPONSIBLE FOR ACTION</b>	<b>DUE DATE</b>
1	Giselle Byrnes	Confirm format and timing of the Research and Teaching Medals awards ceremony	Giselle Byrnes	Completed
2	Viv Smith	Circulate an updated spreadsheet of College Centres to Research Directors specifying additional information on the state of Centres, along with a process for immediate closure of inactive Centres	Jo Whittle	Completed



### University Research Committee

Minutes of the meeting of the **University Research Committee** held on **Thursday 28 September 2023**  
held at 2:30 p.m. **via Zoom**

### MINUTES – Part I [Public]

**PRESENT:** Tracy Riley (Acting Chair), Bill Fish, Jarrod Haar, Tasa Havea, Linda Murray, Sophie Newmarch, Linda Palmer, Leigh Signal, Viv Smith, Suzanne Wilkinson, Oli Wilson.

**In attendance:** Marise Murrie, Haifa Albostami, Alice Tappenden.

Linda Palmer offered karakia to open the meeting.

#### 1. APOLOGIES

Apologies were received from Giselle Byrnes, Deanna Haami, Christine Kenney, James Roberts, Oli Wilson and Jo Whittle.

The Acting Chair welcomed to the meeting Haifa Albostami, REaDI & PBRF Coordinator, to take the minutes.

#### 2. CONFIRMATION OF Part I MINUTES OF MEETING HELD 24 AUGUST 2023 (URC 23/118)

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

(Acting Chair)

(ALL)

#### 3. ACTION ITEMS AND MATTERS ARISING

NUMBER	RESPONSIBLE FOR ITEM	ITEM	RESPONSIBLE FOR ACTION	DUE DATE
1	Giselle Byrnes	Confirm format and timing of the Research and Teaching Medals awards ceremony	Giselle Byrnes	Completed
2	Viv Smith	Circulate an updated spreadsheet of College Centres to Research Directors specifying additional information on the state of Centres, along with a process for immediate closure of inactive Centres	Jo Whittle	Completed

#### 4. STRATEGIC DISCUSSION

Te Pou Rangahau Research Plan 2023-2027 is now in the final stages of production ahead of distribution in hard copy and via OneMassey.

Members raised concerns about the potential cumulative impacts of the outcomes of current Proposals for Change on research income, PBRF performance, support for Early Career Researchers and support for research support and management. Members were encouraged to feed back on their concerns as part of the consultation on Proposals for Change and to offer any suggestions for other options to address the University's financial shortfall.

Universities New Zealand DVCs-Research group, URONZ and IT Chief information Officers Forum members met with representatives from Ministry of Foreign Affairs and Trade (MFAT), New Zealand Security Intelligence Service (NZSIS) and Department of Prime Minister and Cabinet to discuss two recently released reports on security threats and the changing international environment: *New Zealand's Security Threat Environment 2023: an assessment by the NZSIS* and *Navigating a Shifting World* by MFAT. The first of these reports identified four factors that would shape the nation's 'threat environment' (strategic competition, declining social trust, technological innovation and global economic instability). The second report described New Zealand's strategic context for the next decade and identified three global 'big shifts' that could alter the country's place in the world:

1. a shift from rules to power (a 'multipolar world' characterised by a period in which rules are more contested and relative power between states assumes a greater role in shaping international affairs)
2. a shift from economics to security (economic relationships are reassessed in light of increased military competition in a more securitized and less stable world), and
3. a shift from efficiency to reliance (where building greater resilience and addressing pressing social and sustainability issues become more prominent).

Together the documents predict the end of the period of relative stability that many countries have experienced since the end of the Cold War, and the beginning of an era of greater insecurity between and within states. Members noted that this instability would impact on researchers and on research management, and that the University (in common with other New Zealand universities) were in the early stages of responding to these issues for example through operationalising the Trusted Research – Protected Security Requirements.

**Action:** *Viv Smith to confirm if the two reports can be shared with members, before the next meeting.*

The Ministry of Business Innovation and Employment had announced details of its applied doctoral scheme to start in 2024, with the aim of preparing more students for careers outside of academia such as in Crown Research Institutes, industry, iwi organisations and local authorities. It was noted that the quantity of funding for this scheme would be relatively limited and that there were a range of industry-based doctorate models already in place around New Zealand.

#### 5. RESEARCH OPERATIONS MONTHLY REPORT

(URC 22/119)

Noted. Members noted that many researchers continued to apply for external funding despite the current pressures and uncertainties. They also noted the recently released results of the 2024 Endeavour funding round, in which Massey researchers were awarded a record \$31.5M over the next three years (Smart Ideas) and five years (Research Programmes). A further \$0.5M had been

awarded to Massey researchers as part of projects led by other institutions. Securing longer-running projects like these had a significant impact on research income over the coming years. Members acknowledged the hard work and commitment of both successful and unsuccessful applicants, and thanked Marise Murrie and the Research Innovation and Impact team (particularly Daina Grant and Kathryn Lawrence) for their expert support. The attention of members was also drawn to the update on the number of the Massey staff who had an ORCID (Open Researcher and Contributor IDs). Numbers of staff with ORCIDs had increased over 200% since 2018, while it was estimated that around 540 staff have yet to claim or load their ORCID numbers. Research Operations would look to develop a process towards ensuring all Massey researchers had ORCIDs.

**6. GRADUATE RESEARCH SCHOOL & ETHICS MONTHLY REPORT** (URC 23/120)

Noted. The results of the 2024 Massey University Doctoral Scholarships round were noted. A total of 34 scholarships had been awarded, including one Pacific Doctoral Scholarship and two Māori Doctoral Scholarships. The majority of scholarships were awarded to international students. Members acknowledged the work done by the selection committees in supporting the process. Members also noted the Massey University Alumni Doctoral Scholarships which would be offered for the first time in February 2024, open to students who had completed study at Massey. The Undergraduate Research Symposium was held in August and highlighted research conducted by undergraduate and Honours students. Although participant numbers were small this year, the symposium highlighted the excellent research carried out by undergraduate students.

**7. ITEMS FOR DISCUSSION AND APPROVAL**

**7.1 Consultation on Embargo Policy** (URC 23/121)

This paper presented the updated Embargo Policy for consultation. The policy provided guidelines for postgraduate students and their supervisors regarding requests for embargoes on public access to theses. Changes from the previous policy included provision for approvals for embargo by the Dean, Research (rather than the Provost); inclusion of 'exceptional circumstances' as a ground for embargo where other grounds were insufficient, and the addition of good practice principles around expectations, practical considerations and management of theses during an embargo period. The need to manage embargo requests appropriately where students were part of externally funded research projects was noted. It was also noted that Massey's Legal Services team provided advice to supervisors regarding embargo issues where appropriate, but did not provide legal advice to individual students. Members were invited to provide feedback on the draft policy to Tracy Riley by 10 October 2023.

**7.2 Library report for URC** (URC 23/122)

The report provided a summary of new and planned Library facilities, services and resources. Members were pleased to note the capacity to search catalogues for Māori authors on the basis of iwi affiliation, and the increasing number of Massey articles being made open access via Read and Publish Agreements, as well as the expansion of the list of eligible journal titles included in these agreements. The review and cancellation of a number of print subscriptions and high-cost online subscriptions was noted. Consultation on the titles to be discontinued had not elicited any major concerns about these decisions. Members thanked Linda Palmer for a useful report.

**URC 23/137**

- 7.3 CoS mini-MURF allocation 2023** (URC 23/123)  
 Approved. (Wilkinson)  
 (ALL)
- 7.4 CoH Research Committee Minutes June and July 2023** (URC 23/124)  
 Noted.
- 7.5 MBS Research Committee Minutes July 2023 Part I** (URC 23/125)  
 Noted.
- 7.6 Doctoral Research Committee Minutes August 2023** (URC 23/126)  
 Noted.
- 7.6 Academic Committee Minutes August 2023** (URC 23/127)  
 Noted.

**8 ITEMS FOR NOTING**

- 8.1 Academic Board Meeting Summary and Minutes August 2023** (URC 23/128)  
 Noted.
- 8.2 The Conversation Research Engagement report August 2023** (URC 23/129)  
 Noted.
- 8.3 Russell Group principles on the use of generative AI tools in education** (URC 23/130)  
 Noted. The emerging implications of the use of generative AI tools in research were noted. Some journals were requiring authors to acknowledge where AI had been used. The question of use of generative AI as part of PhD studies was also raised.
- 8.4 Tactical guidance on public service use of GenAI** (URC 23/131)  
 Noted.
- 8.5 Massey University submission on draft PBRF QE Guidelines 2026** (URC 23/132)  
 Noted.

**9 GENERAL BUSINESS**

No General Business.

Linda Palmer offered karakia to close the meeting.

**MEETING CLOSED AT 3.43 pm.**

**THE NEXT MEETING WILL BE HELD ON Thursday 26 October 2023.**

**ACTION POINTS**  
(To be carried over until completion)

<b>NUMBER</b>	<b>RESPONSIBLE FOR ITEM</b>	<b>ITEM</b>	<b>RESPONSIBLE FOR ACTION</b>	<b>DUE DATE</b>
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	October 2023

CONFIRMED



## College Board Meeting

Friday 15 September 2023 at 10.00am

### Confirmed Minutes Part I

- Present:** Professor Alison Kearney, Associate Professor Kirsty Ross, Professor Kerry Taylor, Associate Professor Peter Rawlins, Dr Tony Fisher, Associate Professor Jenny Poskitt (Chair), Dr Timu Niwa, Dr Pita King, Dr Barbara Anderson, Dr Liangni Sally Liu, Dr Karyn Aspden, Associate Professor Fiona Te Momo, Dr Nick Holm, Dr Jared Carpendale, Andrea Flavel

**Apologies:** Professor Cynthia White (Chair), Professor Bill Fish, Professor Beth Greener, Professor Hēmi Whaanga, Associate Professor Pania Te Maro, Associate Professor Ross Flett, Heather Reedy, Caroline Lowe

**Early Departure:** Associate Professor Peter Rawlins (10:47am)

**Resigned:** Associate Professor Robyn Andrews

**In Attendance:** Brenda Johnson, Maree Brannigan, Anne Meredith (Secretary)

**Speaker:** 10:30am, Amy Heise, Executive Director of Student Experience, invited to speak about the Student Complaints Process

The Chair opened the meeting with a karakia.

The Chair thanked Associate Professor Robyn Andrews from PEP for her dedicated service to College Board. She has been courageous bringing up issues on behalf of staff and very thorough in representing her unit, PEP.

The Chair welcomed new member Dr Barbara Anderson, who works on Albany campus for PEP, and is a lecturer in Social Anthropology.

- CONFIRMATION OF MINUTES:**

Confirmation of Part I Minutes of the meeting held on Friday 18 August 2023 HSS CB 23/08/215

**Moved from the Chair:** That Part I of the minutes of the meeting held on 18 August 2023 are confirmed as a true and accurate record.

**Carried**

- MATTERS ARISING:**

**3.1** Action List – September 2023

**Item 1** Review Assessment patterns Ongoing

The DAQ will present the report analysing the trends at the October meeting.

**Item 2** Prizes Ongoing

There is an item later in the agenda from Academic Committee concerning Massey's Scholarships, Fellowships, Bursaries and Awards Policy. This item has been deferred.

- Item 3** Student Achievement Awards Ongoing
- The DTL has started a review of the College's Achievement Awards.
  - There is a great deal of variety around the other Colleges in terms of what kind of awards are available and how the candidates are assessed.
  - The CoHSS awards appear to be quite generous and the College needs to clarify what it hopes to achieve with them.
  - The DTL will bring this subject up at the next CTLC meeting (26 Sep) for general discussion.
  - There will be a review of the College's cash prizes, including how to ensure the awards are fair and equitable, and that they tick all the boxes they need to, including Te Tiriti obligations.
  - The DTL welcomes any input from staff.
- 4. CHAIRPERSON'S REPORT – Professor Cynthia White** No report
- 5. PRO VICE-CHANCELLOR'S REPORT – Professor Cynthia White**  
The PVC asked the Chair to convey her thanks to everyone for their dedication to their work in this period of uncertainty. She is very grateful that people keep going with business as usual.
- 6. REPORT FROM DIRECTOR, ACADEMIC QUALITY – Associate Professor Peter Rawlins**  
*Received for noting:*
- ★ **6.1** Director of Academic Quality report to CB Sept 2023 HSS CB 23/09/240
- The DAQ reported that further to the first item in this report, the MEd, PGDipEd, and PGDip Counselling have all been signed off by CUAP.
  - Work is continuing on the student workload calculator, and staff are able to use the trial version.
  - A query was raised because, based on the figures in the report, this College appears to be introducing more new courses than are being retired.
  - The DAQ said that there has been a lag between the development of various programmes, such as the MEd, with the creation of new courses, and the retirement of the old courses. A number of other Schools have also been tidying up old courses, and there will be a significant number of courses to be deleted in the near future.
- Noted**
- 7. REPORT FROM CHAIR, ACADEMIC PROGRAMMES COMMITTEE – Associate Professor Peter Rawlins**  
*Received for noting:*
- ★ **7.1** Report from Chair, Academic Programmes Committee – August 2023 **See DAQ report**
- ★ **7.2** APC Minutes Part I 24 July 2023 confirmed HSS CB 23/09/241
- Noted**
- 8. REPORT FROM DIRECTOR, TEACHING & LEARNING – Dr Tony Fisher**  
*Received for noting:*
- ★ **8.1** DTL Report for College Board Sept 2023 HSS CB 23/09/242

Noted

**9. REPORT FROM CHAIR, TEACHING & LEARNING COMMITTEE – Dr Tony Fisher****Received for noting:**

- |   |     |  |                       |
|---|-----|--|-----------------------|
| ★ | 9.1 | Report from Chair, Teaching & Learning Committee – August 2023 | <b>See DTL report</b> |
| ★ | 9.2 | Student Workload Guidelines - updated                          | HSS CB 23/09/243      |
| ★ | 9.3 | CTLC Minutes Part I 27 June 2023 confirmed                     | HSS CB 23/09/244      |
- Noted**

**10. REPORT FROM RESEARCH DIRECTOR – Professor Bill Fish****Received for noting:**

- |   |      |  |                  |
|---|------|--|------------------|
| ★ | 10.1 | Research Director Report – August 2023 | <b>No report</b> |
| ★ | 10.2 | CRC Minutes 08.06.23 CONFIRMED         | HSS CB 23/09/245 |
- Noted**

**11. STUDENT REPRESENTATIVE DISCUSSION ITEMS:****12. ACADEMIC PROPOSALS – Associate Professor Peter Rawlins****Received for approval and forwarding to Academic Committee:**

- |      |   |                  |
|------|---|------------------|
| 12.1 | Qualification Amendment PG Certificate in Speech and Language Therapy NNE | HSS CB 23/09/246 |
| 12.2 | Qualification Amendment PG Diploma in Speech and Language Therapy NNE     | HSS CB 23/09/247 |

The Chair and the DAQ spoke to these academic proposals.

- The two Speech and Language Therapy qualifications are well below the low and no enrolments threshold and these proposals will close them to new enrolments.

- The Masters of Speech and Language Therapy will be retained, but is now only available through the research pathway, not the course work pathway, because the Certificate and Diploma will not be available.

- Should a student who is taking the Masters need to exit early, the Certificate and Diploma will still be on the books until all students on the course work pathway have completed.

- These changes are being done in consultation with staff, and there are no staffing implications.

**Moved:** That proposals 12.1 and 12.2 be approved by College Board and forwarded to Academic Committee for approval  
**Rawlins/Kearney**  
**Carried**

- |      |  |                  |
|------|--|------------------|
| 12.3 | Qualification Amendment -PG Cert in Tertiary Teaching and Learning NNE | HSS CB 23/09/248 |
|------|--|------------------|

The Chair and the DAQ spoke to this academic proposal.

- The PG Cert in Tertiary Teaching and Learning needs a major overhaul. Enrolments are low so it will be closed to new enrolments for 12 months while its future is assessed.

- There have been some questions about whether this Certificate should be micro-credentialled, and there has been some interest from Ako Aotearoa.

- This qualification was started to give University staff who do not have a formal teaching qualification the opportunity for some training in this area, and a formal qualification. But it has never taken off to

the extent that it was hoped. Advance HE (Higher Education Academy) Fellowships are increasingly being taken up by MU staff.

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

**Rawlins/Kearney  
Carried**

**12.4** COHSS MRC Summary approved by APC for forwarding to CB September 2023 HSS CB 23/09/249

**Moved:** That proposal 12.4 be approved by College Board and forwarded to Academic Committee for noting

**Rawlins/Anderson  
Carried**

### **13. DOCUMENTS FOR DISCUSSION**

**13.1** Scholarships, Fellowships, Bursaries and Awards Policy HSS CB 23/09/250

This policy has been under review since 2022 and proposes that there is a clear and consistent central administration of the processes and responsibilities for all of Massey's scholarships, fellowships, bursaries and awards.

Points from the discussion:

- Other Universities, especially Canterbury, have been very successful at targeting new students with a range of scholarships. This is an opportunity to improve enrolments, through a combination of marketing and providing support for new students through offering more scholarships. Other universities seem to offer more scholarships, and of a more generous level than Massey does.
- It appears that endowments will also be covered in this policy. The intentions of the people who donated the money, and the parameters put around the endowments by those people, must be fulfilled.
- Clarification is needed about how this policy will meet the University's Tiriti obligations.
- The centralisation of the administration for scholarships etc might be a positive move to save units work and develop people who specialise in this area.
- The Scholarships section on the Massey website should be more accessible and easier to navigate, especially for new students who may already be overwhelmed by the whole process of enrolling at University.
- Massey needs to be careful that scholarships are available to a diverse range of people from a variety of circumstances. For example, students who are not necessarily top achievers, but who will go back to their communities and make a significant contribution in the field of their study.
- Members were reminded to send any feedback to Professor Tracey Riley, Dean Research.

#### **Amy Heise, Executive Director of Student Experience, spoke about the Student Complaints processes and procedures.**

Background:

A few years ago a code of practice was introduced for the pastoral care of all domestic and international students. There are specific requirements for all tertiary providers to have a clear process for students to follow when raising concerns or complaints and about record keeping for compliance.

A complaints advice site and form were set up on the Massey website. It was a challenge to make it an easy to navigate process which can deal with all the different types of complaints and concerns. For example, complaints and concerns could be about something academic, or about the behaviour of a person in in the community, or about a service the student has received, etc.

A student can go to the Massey website, type in the word complaint and be directed to a page where they can find information about how to access support or raise a concern, or speak to someone about an experience.

<https://www.massey.ac.nz/student-life/services-and-support-for-students/support-with-making-a-complaint/>

The form goes through to someone in the Student Experience office who has to work out how to raise the complaint or concern to the right person within the University.

The Student Experience team would like to identify what else could be done with these processes and procedures: what the gaps are, what the needs are, what might be a way to meet the obligations under the code, and how to make this complaints experience as good as possible for all parties involved.

The Executive Director invited questions and discussion from Board members.

Points from the discussion:

- In a situation where a staff member is dealing with inappropriate behaviour from a student, there are interim measures which can be used to help protect the staff member during the investigation.
- Investigations of complaints can sometimes take much longer than anyone wants especially when it is serious misconduct.
- Often when students first use the complaints and concerns form they do not really know what pathway they want to take and what they want done with the information they are sharing. The form is very much a support form or triaging form. The preference is to deal with things at a low level as soon as the behaviour presents itself.
- If a staff member has a concern about another staff member, then they should contact HR as the first step to finding out what could be the right thing to do.
- It is best to raise concerns about a student's behaviour as early as possible, even if there are concerns about the student's mental health and wellbeing, so that the behaviour can be addressed and the student's wellbeing supported.
- Information about such complaints and concerns is very confidential, locked down to Executive Director and one other person, and nothing is put on record until there is a final outcome.
- The DAQ said that during investigations several things are discoverable, including emails, so it is best to maintain a professional tone to emails. Also a staff member involved in the situation may be asked to recall conversations about the matter, so keeping a record of such conversations can be useful.
- The following is the student support and referral form which staff can use if they have concerns about a student's behaviour, for whatever reason. It will go through to the Student Wellbeing team.  
<https://apps.powerapps.com/play/e/cb710108-5004-444f-bd23-c0da7e01b1c9/a/2318d543-88c3-4aa5-a0e8-3e6a0f745ab5?tenantId=388728e1-bbd0-4378-98dc-f8682e644300>
- The Executive Director is often sent messages about complaints or issues raised on Massey's social media by students, and the Unit will reach out to those students to see what they are looking for.
- Staff who hear about concerns raised by students are encouraged to contact the students to have an informal conversation with the student to try to resolve the concern at the lowest level without the rigid and formal processes. If the concern is very difficult, the Student Experience Unit is there to help with the process, and there is also the University Mediation Service who are useful to talk to.

- The Student Experience and Services Unit, the Counselling Service and the Mediation Service are all open to being contacted by staff for advice.

- One of the gaps in support for staff is the lack of front-end support, where conversations could be had which might avoid the need for formal processes and formal mediation.

- The Development calendar lists various courses about having difficult conversations and awareness about complex issues.

If people have further questions or thoughts, the Executive Director is happy to be contacted, and encourages people to access the Unit's web page.

On behalf of the Board, the Chair thanked the Executive Director for her help and her time.

**14. DOCUMENTS FOR INFORMATION:**

**14.1** Summary Report on Academic Board Meeting 15 March 2023 HSS CB 23/09/251

**14.2** Academic Board Minutes March Part I UNCONFIRMED HSS CB 23/09/252

- The University Graduate Profile has been approved, but there were some concerns about this from members of the Board.

- This will be raised as an item in the October College Board meeting, in terms of the implications for our College.

**15. DOCUMENTS FOR NOTING**

**15.1** Manawatū College Forum Minutes 07.06.23 confirmed HSS CB 23/09/253

**Noted**

**15. GENERAL BUSINESS:**

The Board would like to acknowledge and congratulate the Toikura kaupapa Māori immersion teaching team, from Te Pūtahi-a-Toi, who were awarded the Te Whatu Kairangi Teaching Excellence Award recently. The Awards are administered by Ako Aotearoa and run annually. This year, 11 individual and group awards were given.

**16. LATE ITEMS:**

**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**



**MASSEY UNIVERSITY**  
COLLEGE OF HEALTH  
TE KURA HAUORA TANGATA

COH CB23/08/129  
MINUTES Part I  
August 2023

**COLLEGE BOARD MEETING**

**Tuesday 15 August 2023 at 10am**

Via Microsoft Teams

**MINUTES – PART I**

No.	Item / Details	Decision / Actions	Doc No.
1.	<p><b>WELCOME and APOLOGIES</b></p> <p><b>Present:</b> Professor Jill McCutcheon (Chair)</p> <p>Professor Ajmol Ali, Dr Bevan Erueti, Associate Professor Andy Foskett, Dr Kerri-Ann Hughes, Associate Professor Shirley Julich, Professor Marlena Kruger, Professor Rozanne Kruger, Professor Kieran O’Donoghue, Associate Professor Rachel Page, Associate Professor Wyatt Page, Professor Nicolette Sheridan, Professor Leigh Signal, Associate Professor Chris Wilkins.</p> <p><b>In attendance:</b> Jill Coatsworth, Deanna Abbott (Secretary), Elizabeth Sturrock</p> <p><b>Apologies:</b> Associate Professor Kathryn Hay, Dr Rachel Batty, Brooke Mehlhopt</p> <p>For lateness: Dr Bevan Erueti.</p> <p>For early departure: Professor Rozanne Kruger.</p>		
2.	<b>MINUTES FOR APPROVAL – PART I</b>		
2.1.	Minutes of the meeting held 18 July 2023	<p>MOVED that the Minutes of the meeting held on 18 July 2023 be confirmed as a true and correct record.</p> <p>O’DONOGHUE/SIGNAL Carried</p>	<b>COH CB 22/07/115</b>
3.	<b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b>		
	None		
4.	<b>ACADEMIC DECISIONS</b> For approval and forwarding to Academic Committee		
4.1.	<a href="#"><u>School of Sport, Exercise and Human Nutrition</u></a>		
4.1.1.	<p><b><u>COURSE AMENDMENT FOR 2024</u></b></p> <p>234223 Exercise Physiology <i>Changes to Assessments</i></p>	<p>MOVED that this document be approved and forwarded to Academic Committee for noting.</p> <p>FOSKETT/O’DONOGHUE Carried</p>	<b>COH CB 23/08/118</b>
5.	<b>ACADEMIC DOCUMENTS FOR DISCUSSION</b>		
	None		

No.	Item / Details	Decision / Actions	Doc No.
6.	<b>ACADEMIC DOCUMENTS FOR NOTING</b>		
	None		
7.	<b>REPORTS</b>		
7.1.	<p><b>Chair's Report</b> Professor Jill McCutcheon</p> <ul style="list-style-type: none"> <li>• SLT is working through actions during these challenging financial times at the University.</li> <li>• Staff have had the opportunity to attend the VC forum.</li> <li>• Voluntary Enhanced Cessation process has been completed for the College of Health.</li> <li>• Update on Phase Two for Professional staff – interviews and selection process has started. During this busy time and the interim period with current and new positions, the College will be prioritising activities and patience is appreciated.</li> <li>• College academic footprint – the College Office is continuing to manage the No and Low Enrolment Policy process.</li> </ul>		<b>Verbal</b>
7.2.	<p><b>Director – International</b> Professor Ajmol Ali</p> <ul style="list-style-type: none"> <li>• NZ Skills and Education Group (NZSEG) – possible pathways, Jevey has contacted School of Health Sciences to discuss.</li> <li>• University of Alberta, Canada – Pathway to PhD</li> <li>• University Foundation College (UFC, Qatar)</li> <li>• International Open Day held online 9 August – low number of attendees for College of Health</li> <li>• Wageningen University (The Netherlands)</li> <li>• Meetings in Singapore.</li> <li>• Qatar international opportunity</li> </ul> <p>A discussion was held about NZ based content in programmes and what countries would be suitable for specific programmes. What is the University's perspective on this and how does it align with the Institutional Partnerships Policy?</p> <p><b>ACTION:</b> Professor Ali to be invited to attend a future CEG meeting to discuss further.</p>	RECEIVED	<b>COH CB 23/07/109</b>
7.3.	<p><b>Associate Dean – Higher Degree Research</b> Professor Marlena Kruger</p> <p>Report taken as read.</p> <ul style="list-style-type: none"> <li>• Recent Research Successes</li> <li>• MBIE Endeavour fund workshop</li> <li>• DRC discussion – dropping external examiner, lots of comments from all Colleges.</li> <li>• GRS taking over Master's thesis examination process.</li> <li>• REaDI – guidelines released. Umani is available to help with training and assist staff.</li> </ul>	RECEIVED	<b>COH CB 23/08/119</b>

No.	Item / Details	Decision / Actions	Doc No.
7.4.	<p><b>Associate Dean – Academic / Learning &amp; Teaching</b> Professor Kieran O'Donoghue</p> <p>Report taken as read.</p> <ul style="list-style-type: none"> <li>GRS Masters Examination process - the change to the Master's exam process was raised as part of the Academic Audit process. This now aligns with the PhD process and provides consistency. There is a new email address <a href="mailto:masters@massey.ac.nz">masters@massey.ac.nz</a> and there will be a SharePoint site.</li> <li>Guidelines for Stream have been sent out with the new College template.</li> </ul>	RECEIVED	<b>COH CB 23/08/120</b>
7.5.	<p><b>Associate Dean – Research</b> Professor Leigh Signal</p> <ul style="list-style-type: none"> <li>Research successes – congrats to Chris Wilkins and Lisa Te Morenga with successful HRC project grants; Cassie Slade who was awarded the Claude McCarthy Fellowship; and Darryl Cochrane a health delivery activation grant.</li> <li>URC – Research and Consultancy Projects Policy and Procedures will be sent out soon for feedback. <ul style="list-style-type: none"> <li>– Review of Research Centres, school based not university level.</li> </ul> </li> </ul> <p>The Chair congratulated all staff on the outstanding research success.</p>		<b>COH CB 23/08/121</b>
7.6.	<p><b>Associate Dean – Māori</b> Dr Bevan Erueti</p> <p>Thanks to Eugene Hepi and Serena Lewis who have been looking after all enquiries.</p> <p>Thanks to staff for embracing the Kaiārahi Te Tiriti Project.</p> <p>Te Kāhui Paihere – Learner Success and Ākonga Māori learning support at our university. There have been enquiries about assessments in te reo Māori and building the capability in the Colleges.</p> <p>We have a PhD candidate submitting their thesis in te reo Māori.</p>		<b>Verbal</b>
7.7.	<p><b>Associate Dean – Work Integrated Learning</b> Associate Professor Kathryn Hay</p>		<b>No report</b>
8.	<b>MOVING INTO PART II</b>		

**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
<p><b><u>Item 1.</u></b> COH CB23/07/115 - Confirmation of Minutes Part II for meeting held 18 July 2023</p>	<p>For those reasons identified by the College of Health College Board in its meeting held on 18 July 2023</p>
<p><b><u>Item 2</u></b> Matters Arising</p>	<p>For any matters arising from Part II of the meeting held on 18 July 2023</p>
<p><b><u>Items 3</u></b> CLOSURE TO NEW ENROLMENTS FROM 2024: COH CB23/08/123 Physiology major in BSc COH CB23/08/124 Health Services Navigation major in BHlthSc COH CB23/08/125 Medical Laboratory Science endorsement in PGDipHlthSc</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage. (Reference s7(2)(a) or s7(2)(j).</p>
<p><b><u>Item 4</u></b> COH CB23/08/126 Response to 2022 Qualification Review Report – Bachelor of Sport &amp; Exercise</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage. (Reference s7(2)(a) or s7(2)(j).</p>
<p><b><u>Item 5</u></b> COH CB23/08/127 Outcomes of 2022 Health Science Qualification Review July 2023</p>	<p>To prevent the disclosure or use of official information for improper gain or improper advantage. (Reference s7(2)(a) or s7(2)(j).</p>

Part I: Paper for Decision



<b>DATE:</b>	15 November 2023
<b>AUTHOR:</b>	Chair of Academic Board, Associate Professor Claire Matthews
<b>SUBJECT:</b>	<b>EXCLUSION OF PUBLIC</b>

## 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
23/11/275	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	Conferment of Degrees and Awarding of Diplomas and Certificates	Personal privacy	s7(2)(a)
<b>Noting Papers</b>			
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 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.