
Minutes

Date	Wednesday 25 July 2018
Time	4.00 pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Dr Rod Carr (Vice-Chancellor), Ms Sue McCormack (Pro-Chancellor), Mr Peter Ballantyne, Dr Rosemary Banks, Ms Catherine Drayton, Professor Roger Nokes, Mr Warren Poh, Mr Josh Proctor, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Mr Steven Wakefield.
Apologies	None
In Attendance	Mr Jeff Field, University Registrar Mr Bruce White, Acting Registrar Professor Ian Wright, Deputy Vice-Chancellor Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Financial Officer Dr Darryn Russell, Assistant Vice-Chancellor Māori Dr Andrew Bainbridge-Smith, Academic Registrar Ms Robyn Nuthall, UC Futures Programme Director Mrs Raewyn Crowther, University Council Co-ordinator
CONFLICTS OF INTEREST	Professor Roger Nokes noted that as a member of the review panel for the Academic Board review he had a conflict of interest in respect of item 7.2 on the agenda, Academic Board Review Update.
MINUTES	The minutes of the meeting held on 27 June 2018 were approved and signed as a correct record.
MATTERS ARISING	There were no matters arising.
FROM THE CHANCELLOR	<p>Chancellor's Meetings The schedule of meetings was noted for information.</p> <p>Acting Vice-Chancellor February 2019 Council noted that as Dr Carr's term as Vice-Chancellor was ending on 31 January 2019 and the Vice-Chancellor designate Professor de la Rey was expected to commence in the role in mid-February, there was a need to appoint an Acting Vice-Chancellor for the intervening period. As Dr Carr would have no powers of delegation at that time Council was required to delegate those powers to Professor Ian Wright.</p>

Moved

That: Council, under Section 197 of the Education Act 1989 and the State Sector Act 1988, delegate the authority, functions, powers and responsibilities of the Vice-Chancellor and the Chief Executive to the Deputy Vice-Chancellor, Professor Ian Wright from 1 February 2019 until the VC Designate commences employment, expected to be in mid-February 2019.

Carried

Council Work Plan 2018

An updated copy of the Work Plan was tabled and Mr White noted the changes made since the plan was last tabled. A visit to the Emergency Operation Centre was planned for 1pm on Monday 15 October for members of the Audit and Risk Committee and any other member of Council who wished to attend.

Degrees Conferred in Absentia

The Chancellor advised Council that the schedule of degrees awarded in absentia had been approved and the names of the graduates were entered into the public record.

FROM THE VICE- CHANCELLOR

Monthly Report

Dr Carr presented the report which was taken as read. A section of the report was withdrawn as the matter was under embargo. The following points were highlighted:

- A meeting had been held with the Mayor of Kaikoura regarding possible collaboration on a marine research facility, possibly utilising some Regional Development funding.
- A new wellhead would need to be drilled on the site of the Civil Engineering water tower.
- Water damage to West Building following an internal leak had been assessed at approximately \$4.5M. UC had a \$500,000 excess. Some of the affected spaces had been returned to service while others would take longer to repair. It was noted that the decision on the future of the building was deferred two years ago and the building was expected to be in use for decanting purposes until 2022. It was therefore worthwhile bringing it back into service. Decisions as to whether to demolish or re-purpose the building would need to be made at some point by a future Council
- The International Board of Advisors had been disbanded. The Incoming Vice-Chancellor may wish to establish her own advisory body. Council acknowledged the work of the board and their service to UC.

Moved

That: The Vice Chancellor's Report be received.

Carried

FROM THE ACADEMIC BOARD

Academic Board Report

Professor Ian Wright presented the report from the meeting of the Academic Board. In discussion of the Academic Board meeting it was noted:

- The VC Designate had visited the Academic Board and been warmly received.
- Recent surveys indicated that PhD students were largely content but Masters students were less satisfied with the support provided by the University.

A number of major curricula developments were presented for approval and submission to CUAP. Council was informed of the proposed changes for each course, which included:

- Bachelor of Social Work with Honours – a change of degree programme from level 7 to level 8
- Master of Māori and Indigenous Leadership – an international tour would be a compulsory part of the course, thereby requiring TEC approval as well as CUAP approval to enable students to access loans for the cost of the tour.
- Master of Criminal Justice – following from the success of the Bachelor in Criminal Justice programme, this would consist of coursework, a dissertation and an internship. It would be a level 9 degree.
- Conjoint Bachelor of Commerce and Science – a 540 point course replacing the double degree which had declined in numbers. UC had been slower to develop conjoint courses which enjoy popularity at other universities. It was noted that knowledge of the conjoint degrees on offer or being developed by other universities would inform UC's development of similar degree courses.
- Diploma in Early Childhood Education – this was being discontinued as it had not proved popular with students.
- Master of Civil Engineering and Postgraduate Certificate in Civil Engineering – these were stand-alone courses rather than being endorsements of the Master of Engineering Studies degree.
- Doctor of Philosophy: Product Design – this was being introduced ahead of a Masters course due to its popularity and international interest. It would be likely to attract external research funding.

Other matters considered by Council were curriculum developments of a more minor nature that needed to be approved for submission to CUAP and changes to regulations that required Council approval. In discussion it was noted that the regulation changes for the Bachelor of Engineering with Honours had not been agreed by the College but had gone straight to the Academic Board. It was agreed that this item be removed from the list for approval, referred back to the College for comment and would come back to a future meeting of Council.

It was remarked that few of the items involved the College of Science. Council was advised that the College was focussing on the

development of the Applied Research and Innovation degree with Lincoln University and was in the process of reviewing the BSc degree.

Moved

That:

- i) ***Council note the Academic Board Report***
- ii) ***Council approve the following major curricula developments and forward the proposals to CUAP and TEC for their noting or approval:***
 - a. ***Bachelor of Social Work with Honours (for approval)***
 - b. ***Master of Māori and Indigenous Leadership (for approval)***
 - c. ***Master of Criminal Justice (for approval)***
 - d. ***Conjoint Bachelor of Commerce and Science (for approval)***
 - e. ***Diploma in Early Childhood Education (for noting)***
 - f. ***Master of Civil Engineering and Postgraduate Certificate in Civil Engineering (for approval)***
 - g. ***Doctor of Philosophy: Product Design (for approval)***
- iii) ***Council approve the following curricula developments and forward the proposals to CUAP and TEC for their noting or approval:***
 - a. ***Postgraduate Certificate in Te Reo Māori (for noting)***
 - b. ***Bachelor of Music (for approval)***
 - c. ***Bachelor of Arts: Digital Humanities (for approval)***
 - d. ***Bachelor of Arts: French (for approval)***
 - e. ***Bachelor of Commerce: Innovation (for approval)***
 - f. ***Bachelor of Commerce: Tourism Management and Marketing (for approval)***
 - g. ***Bachelor of Commerce: Business and Culture (for approval)***
 - h. ***Postgraduate Certificate in Counselling Studies (for approval)***
 - i. ***Bachelor of Sport Coaching: Sports Leadership and Management (for approval)***
 - j. ***Master of Education (for approval)***
 - k. ***Postgraduate Certificate in Science (for noting)***
 - l. ***Doctor of Philosophy: Admission Requirements (for approval)***
- iv) ***Council approve the following minor curricula developments:***
 - a. ***Bachelor of Forestry Science***
 - b. ***Bachelor of Arts: Spanish***
 - c. ***Master of International Relations and Diplomacy***
 - d. ***Bachelor of Arts with Honours, Master of Arts: Māori and Indigenous Studies***
 - e. ***Bachelor of Product Design, the Conjoint Bachelor of Product Design and***

- Commerce and
the Conjoint Bachelor of Product Design and
Science: Mathematics*
- f. Bachelor of Product Design,
the Conjoint Bachelor of Product Design and
Commerce and
the Conjoint Bachelor of Product Design and
Science: Product Design Principles*
- g. Master of Engineering*
- h. Master of Engineering Studies*
- i. Postgraduate Certificate in Engineering*

Carried

Academic Board Review Update

In introducing this item, the Chancellor noted the relationship between the Academic Board and the Vice-Chancellor was critical to the work of the university. In light of the pending change of Vice-Chancellor it would be prudent to inform the VC designate, Professor de la Rey, of progress with the review and its direction before Council made any decisions.

Professor Wright spoke to the report, noting that the review had considered:

- The role and functions of the Academic Board
- What constitutes “academic matters”
- Various options for the Chair
- Attendance of delegates and quorum options
- Committees and representation

Membership, in an effort to reduce the size of the Board SMT and Colleges were invited to comment on the review prior to Academic Board finalising the advice to Council. It was expected that the advice would be received later this year.

The issue of the role of the Board when Council had delegated responsibilities to the Board was discussed. While the Board was an independent body established by statute, it was deemed to act as a sub-committee of Council when Council had delegated responsibilities to it. The Chancellor had been invited to attend Academic Board on rare occasions.

When asked if it would be possible for the Academic Board members to reach a consensus on the review, it was noted that they held widely divergent views which would make this difficult to achieve, the greatest difficulty being reaching agreement to reduce the size of the Board. However the use of sub-committees and ad hoc working groups of the Academic Board had proved to be an effective mechanism to obtaining useful input into developments at an early stage.

Professor Wright was thanked for the informative report and the progress made thus far was pleasing and encouraging.

Moved

That: Council note both the progress of the Academic Board Review Working Group, and the emerging options developed thus far through the College and Academic Board sub-committee consultation process.

Carried

**PUBLIC EXCLUDED
MEETING**

Moved

That: the public be excluded from the following parts of the proceedings of this meeting, namely:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4	Minutes of the Council Meeting held on 27 June 2018 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6 6.1	From the Chancellor Honours and Appointments Committee	To protect the privacy of natural persons.	7(a)
7. 7.1	From the Vice-Chancellor Risk Report	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)
8. 8.1 8.1.1 8.1.2 8.1.3 8.1.4 8.2 8.3 8.4 8.5 8.6 8.7 8.8	From the Finance, Planning and Resources Committee UC Futures - UC Futures Summary - GOG Quarterly Scorecard - GOG Report to the Minister - Draft Letter to Ministers Hipkins and Robertson Draft Kia Tōpū Programme BC IT Storage Enhancement BC Draft Investment Plan 2019 Domestic Fees Student First Update Monthly Financial Report to 30 June 2018 Movements in Year End Forecast to May 2018	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i) 7(f)(i) 7(h) 7(h) 7(f)(i) 7(h) 7(h) 7(f)(i) 7(h) 7(h) 7(f)(i) 7(h) 7(h)
9	Strategic Matters	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

and that the relevant University management representatives be permitted to remain at this meeting because of their knowledge of the various matters being discussed. This knowledge will be of assistance in relation

to the matters discussed, and is relevant because of their involvement in the development of the reports to Council on these matters.

Carried

**REPORT FROM THE
PUBLIC EXCLUDED
SESSION**

Members returned to public meeting at 6.20pm and resolved:

2019 Domestic Fees

That:

A. Domestic Fees

1. Council approve the maximum permissible increase in tuition fees under the Annual Maximum Fee Movement limit.

B. Special Programmes

2. Council approve the maximum permissible increase in special programme fees under the Annual Maximum Fee Movement limit.

3. Council approve the disestablishment of the application and acceptance fees charged within the Business Taught Masters Programme for entry to premium priced programmes.

C. Compulsory Course Costs

4. Council approve the maximum permissible increase in compulsory course costs under the Annual Maximum Fee Movement limit.

D. Non-Tuition Fees

5. Council approve a \$5 increase in the Administration Fee to \$125.

6. Council approve an increase in the Student Visa Application Fee to \$220.

7. Council approve a \$5 increase in examination fees charged by Records, Examinations and Graduation.

8. Council maintain the \$30 fee for the provision of a digital transcript or letter and the \$40 fee for a hard copy (paper) transcript or letter.

9. Council maintain the Accommodation Application Fee at \$100 for each first year applicant.

E. Student Services Levy

10. Council approve an increase to the Student Services Levy from \$811.00 to \$827.00 for each student, being a 2% increase.

11. Council approve allocation of funding from the Student Services Levy as per the schedule in Table 12, subject to final budget approval.

Carried

GENERAL BUSINESS There were no items of general business.

The meeting closed at 6.21 pm.

NEXT MEETING The next meeting is scheduled for 4.00pm on Wednesday 29 August 2018.

SIGNED AS A CORRECT RECORD: _____

DATE: _____