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# Senate

Date: 28 June 2023

Time: 12:15pm

Venue: Council Chamber, First Floor, Clocktower Building

Note: Items left open for discussion are indicated by ## in the margin. To send your apology if you are unable to attend the meeting or to receive the Zoom login details, please email Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)) or contact Matt Angel on 03 479 4852.



# Agenda

Agenda

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## 1. Karakia Timatanga

To open  
the hui with a karakia.

## 2. Minutes

To confirm  
the minutes of the Senate hui on 31 May 2023.

- [20230531 Senate minutes](#)

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## 3. Intimations from Council

To note  
that the Council received:

- a) A manatu from the Pro-Vice-Chancellor, Te Kete Aronui, Humanities dated 1 June 2023, and

Approved

the disestablishment of the German, European Studies, and Asian Studies programmes and the Diploma in Global Cultures.

- b) Communications from the Senate dated 26 April 2023 and 31 May 2023, and

Approved the following:

- (i) Ti Kōuka – the Sustainability Strategic Framework 2022 – 2030
- (ii) Scholarships and Prizes

The establishment of the following new scholarship and new prize:

New scholarship

- University of Otago Ralph Moir Memorial Entrance Scholarship

New prize

- Steph Dyhrberg Labour Law Prize

## 4. ## School of Computing and Information Science

To consider for endorsement

a proposal from the Pro-Vice-Chancellors of the Divisions of Commerce and Sciences to establish a School of Computing and Information Science within the Division of Sciences and to disestablish the Department of Information Science in the Division of Commerce and the Department of Computer Science in the Division of Sciences.

- [A proposal to establish a new School of Computing and Information Science](#)

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## 5. University of Otago Quality Review Reports

#### a) Recently Released Review Reports

To note

that the following Review Reports have been authorised for release and are available from Megan Wilson of the Quality Advancement Unit (email: [m.wilson@otago.ac.nz](mailto:m.wilson@otago.ac.nz)):

- Department of Anatomy, BMS, 26-28 July 2022
- Social Impact Studio, 16-17 August 2022
- Department of Chemistry, 12-14 October 2022
- Disability Information and Support, 7-9 November 2022
- Department of Food Science, 15-17 November 2022
- Māori Centre, 28-30 September 2022
- School of Arts, 17-20 October 2022
- Employment-Related Processes, 5-8 December 2022 (Please contact the Office of the Vice-Chancellor to request this Report.)
- Studholme College, 6-8 March 2023

(Please note that these Reports are confidential to the University community and distribution outside this group requires the approval of the Deputy Vice-Chancellor (Academic)).

#### b) Recently Completed and Upcoming Reviews

To note

that the following reviews have been recently completed, but have not yet released Review Reports, or are schedule to take place over the listed dates:

##### Recently completed reviews

- Genetics Teaching Programme, 28-30 November 2022
- School of Social Sciences, 20-24 March 2023
- Department of Public Health, UOW, 23-25 May 2023

##### Upcoming reviews

- Department of Preventive and Social Medicine, DSM, 31 July - 2 August 2023
- Publications/Outputs Office/PBRF Office, 23-25 August 2023
- University College, 4-6 September 2023
- Ecology Programme, 2-4 October 2023
- Communication Section, External Engagement, 2-4 October 2023
- Neuroscience Programme, 25-27 October 2023
- Quality Advancement Unit, November 2023 - to be confirmed
- ELM Programme - to be confirmed
- Department of Women's and Children's Health, DSM; Department of Obstetrics and Gynaecology, UOC; Department of Obstetrics, Gynaecology and Women's Health, UOW - to be confirmed

## 6. Quality Advancement Committee

To receive

the minutes of a meeting of the Quality of Advancement Committee on 2 May 2023.

- [20230502 QAC minutes](#)

## 7. Internationalisation Committee

To receive  
the minutes of a meeting of the Internationalisation Committee on 8 May 2023, and

To note  
that the following new and renewed agreements have been approved by the Deputy Vice-Chancellor (External Engagement) on recommendation of the Committee:

### New agreements

- A Memorandum of Understanding (MOU) between the University of Otago and Universitas Gadjah Mada, Indonesia
- An MOU between the University of Otago and Mesa Community College, U.S.A.
- An MOU between the University of Otago and Windward Community College, Hawai'i, U.S.A.
- An MOU between the University of Otago and Fujian Medical University, P.R. China
- A Student Exchange Agreement (SEA) between the University of Otago and Friedrich-Alexander-Universität Erlangen-Nürnberg, Germany
- An MOU between the University of Otago and Southwest University, P.R. China

### Renewed agreements

- The MOU and SEA between the University of Otago and the University of Essex, United Kingdom
- The MOU and SEA between the University of Otago and Universidad Veracruzana, Mexico
- The MOU between the University of Otago and Dalian University of Foreign Languages, P. R. China

- [20230508 IC minutes](#)

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## 8. Committee for the Advancement of Learning and Teaching

To receive  
the minutes of a meeting of the Committee for the Advancement of Learning and Teaching on 25 May 2023.

- [20230525 CALT minutes](#)

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## 9. Research Committee

To receive  
the minutes of meetings of the Research Committee on 17 May 2023 and 7 June 2023.

- [20230517 RC minutes](#)
- [20230607 RC minutes](#)

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## 10. Board of Undergraduate Studies

To receive  
the minutes of a meeting of the Board of Undergraduate Studies on 7 June 2023, and

- [20230607 BUGS minutes](#)

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a) To approve

the following new and amended papers and amended programmes:

New paper

- MART 310 Current Issues in International Branding

Amended papers

- GENE 313
- GEOG 280

Amended programmes:

- Geography major subject
- Environmental Management major subject

b) To note

that the following amended papers were approved under the expedited approval process for academic proposals:

Amended papers

- ACCT 310
- BLAW 211
- BLAW 212
- FINC 303
- FINC 308

## 11. Board of Graduate Studies

To receive

the minutes of a meeting of the Board of Graduate Studies on 8 June 2023, and

- [20230608 BoGS minutes](#)

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a) To recommend

that the following renamed programme and deleted programme and papers be approved:

Renamed programme

- Consumer Food Science subject for MAppSc, to be renamed Food and Agriculture

Deleted programme

- Obesity Prevention and Management endorsement for PGDipHealSc and PGCertHealSc

Deleted papers

- OBPM 401
- OBPM 402
- OBPM 403

b) To approve

the following new, amended and deleted papers:

New papers

- NPSY 707 Clinical Practice in Neuropsychology 2
- POLS 413/513 Political Theory for the Environment

Amended paper

- NPSY 706 Clinical Practice in Neuropsychology 1

Deleted paper

- POLS 402/510 Community, Culture and Rights

c) To note

that the Deputy Vice-Chancellor (Academic) has granted executive approval to the following amended and reinstated papers:

Amended papers

- BDBA 913
- SCOM 412

Reinstated paper

- SCOM 413

## **12. Convener's Business**

## **13. Date of Next Meeting**

To note

that the Senate will next meet on Wednesday 26 July 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

## **14. Karakia Whakamutunga**

To close

the hui with a karakia.



**Senate**

Committee Secretary: Matt Angel Telephone: 03 479 4852

E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)

**MINUTES OF A MEETING OF THE SENATE**

**31 May 2023**

**Present:** Professor H D Nicholson (Acting Convener), Professor R W Aitken, Associate Professor A Alm, Professor I G Barber, Professor R J Barker, Professor G D Baxter, Associate Professor M A Beres, Dr F Beyer, Associate Professor S A Biggemann, Professor P B Blakie, Associate Professor S E Bond, M E H Butts, Professor T S Conner, Professor P R Cooper, Professor T D Cooper, Professor B K Daniel, Associate Professor M Dawson, Associate Professor G C Dick, Professor W J Duncan, Professor F J Edgar, Associate Professor A D Eketone, J Gibson, Associate Professor A R Gorman, Associate Professor R W Greatbanks, Professor S E Griffiths, Professor J B Halberstadt, Professor L A Hale, Associate Professor E A Hargreaves, Associate Professor A J High, Professor C L Hulbe, Professor S J Jackson, Q D Jane, Professor C L Jasoni, Associate Professor C M L Johnson, Professor M A Kennedy, Professor S M Knowles, Dr S W Lau, E Lemalu-Eteuati, Dr G H Leonard, Professor W M M Levack, Associate Professor N T Lucas, Professor K M Lyons, Associate Professor L J Machado, Professor J B Maclaurin, Professor C A Marra, Professor S C Marshall, Professor E A Matisoo-Smith, Professor B J McCane, Associate Professor C M Moy, Professor D A Orlovich, Professor J F M Palmer, Professor N F Pierse, Professor P C Priest, Professor J N J Reynolds, Associate Professor K J Robertson, Dr R M Schaaf, Professor B Schonthal, Professor G Sole, Dr S J Stein, Professor W Sweetman, E F Taukolo, Professor R W Taylor, Professor M Thompson-Fawcett, D J Thomson, Professor M A Thyne, Professor P P Vakaoti, Associate Professor S J Wakes, Associate Professor S W Walker, M Wall, Associate Professor S C Walton, K L Wells, R K A White, Professor T J Wilkinson, Professor E H Wyeth

**In attendance:** M T Angel, Professor K C Gordon, M A Morgan, Professor I Oey,

**Apologies:** Vice-Chancellor (Convener), Associate Professor V R Anderson, Professor A J Ballantyne, Professor J M Baxter, Professor J M Bering, Professor R J Blaikie, Professor P J Bremer, Professor H R Campbell, Associate Professor A M Carr, S D Carrington, Dr J A Cattermole, Professor C J Charles, Professor N J Cullen, J R Cushen, Associate Professor C Fraser, Professor N J Gemmell, Dr V Kahui, Professor R A Kemp, Associate Professor D N Kenwright, Associate Professor J R Kirman, Professor M D Lamare, Associate Professor P M Lokman, Professor B A Lovelock, Associate Professor C J Marshall, Dr R S Martin, Professor S P A McCormick, C D McQueen, Professor N J Medlicott, Professor M J Miroso, Associate Professor A B Moore, Dr P M O'Kane, Associate Professor T G Patterson, Professor R J A P Peeters, Dr T L Perry, Associate Professor M A C Perry, Professor S G Pitama, Professor R Richards, Associate Professor K R Ruckstuhl, Associate Professor D R Ruwhiu, Dr D Schumayer, Professor L N Signal, Professor L J Surgenor, A Taia, Dr X J Walker, S W Willis, Professor J Zhang

**Item 2**  
**For confirmation**

**1. Karakia Timatanga**

The Acting Convener opened the hui with a karakia.

**2. Minutes**

The minutes of the Senate hui on 26 April 2023 were confirmed.

**3. Intimations from Council**

The Senate noted that the Council, 9 May 2023, received Communication from the Senate dated 29 March 2023 and 26 April 2023, and:

a) Approved the following:

i) Academic Proposals

To be submitted to the Committee on University Academic Programmes (CUAP):

- The amendment of the Bachelor of Dental Surgery with Honours, including new and deleted papers:

New papers

- DENT 570 Clinical Dental Practice for Honours
- DENT 572 Dental Research for Honours

Deleted papers

- DENT 561 General Practice Dentistry for Honours
- DENT 563 Community Service Learning
- DENT 580 Dental Honours Research Project 1
- DENT 581 Dental Honours Research Project 2

- The amendment of the name of the Advertising endorsement for the Diploma for Graduates to Creative Marketing.

- The amendment of the Bachelor of Dental Technology and Bachelor of Dental Technology with Honours, including new and deleted papers:

New papers

- DTEC 111 Fundamental Sciences for Dental Technology
- DTEC 113 3D and Digital Fixed Prosthetics 1
- DTEC 311 Applied Research for Dental Technology
- DTEC 312 Integrated 3D and Digital Prosthetics
- DTEC 411 Dental Technology Research for Honours
- DTEC 412 Dental Technology Practice

Deleted papers

- DTEC 204 Applied Design for Orthodontics
- DTEC 301 Special Topics: Dental Technology Research
- DTEC 302 Dental Technology 4
- DTEC 490 Dental Technology Research 3



**Item 2**  
**For confirmation**

- The deletion of the Electronics subject for the Bachelor of Science, Master of Science, Postgraduate Diploma in Science, Master of Applied Science, Postgraduate Diploma in Applied Science, and Bachelor of Science with Honours, and to delete all ELEC papers.
- The deletion of the Bachelor of Applied Science and Bachelor of Applied Science with Honours, with some subjects to be retained and transferred to new qualifications:

Transfer the following majors to the BSc

- Agricultural Innovation
- Aquaculture and Fisheries
- Data Science
- Energy Management
- Environmental Management
- Forensic Analytical Science
- Geographic Information Systems
- Physical Education, Activity and Health
- Software Engineering
- Sport and Exercise Nutrition

Transfer the following minors to the BSc

- Agricultural Innovation
- Aquaculture and Fisheries
- Computational Modelling
- Energy Management
- Environmental Management
- Geographic Information Systems
- Physical Education, Activity and Health
- Software Engineering
- Sport and Exercise Nutrition
- Supplementary Nutritional Science (for students majoring in Sport and Exercise Nutrition only)

Add to the BA, BA(Hons), PGDipArts and BACom

- Environmental Management

Transfer the following subjects to the BSc(Hons)

- Aquaculture and Fisheries
- Energy Management
- Environmental Management
- Forensic Analytical Science
- Geographic Information Systems
- Software Engineering
- Sport and Exercise Nutrition
- Telecommunications

- The deletion of the Ethnomusicology and Classical Music minor subjects for the Bachelor of Arts.
- The amendment of the minimum required GPA to enter coursework master's degrees to B.

ii) Scholarships and Prizes

The establishment of the following scholarships:

- Otago Council Postgraduate Scholarship in Commerce, noting that Council recommended a name change to this scholarship, to amend name to the University of Otago Council Postgraduate Scholarship in Commerce.
- The Professor John Steele Honours Scholarship in Musicology
- The Professor John Steele Master’s Scholarship in Musicology
- The Professor John Steele Doctoral Scholarship in Musicology
- The Eamon Cleary Trust Postgraduate Travel Award
- Stewart Petrie Diversity & Equity Scholarship in Surveying & Spatial

The establishment of the following prizes:

- Caledonian Society Prize for Scottish Literature
- Mayne Wetherell Prize
- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Clinical Oral Health Practice Prize
- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Community Oral Health and Oral Health Promotion Prize

The disestablishment of the following scholarships:

- The Eamonn Cleary Trust Honours Scholarship
- A J Park Intellectual Property Prize

b) Agreed to carry the following matter forward to its next scheduled meeting:

Ti Kōuka - The Sustainability Strategic Framework 2022-2030

**4. Disestablishment of German, Asian Studies, and European Studies Programmes**

The Senate

**ENDORSED**

a proposal from the Pro-Vice-Chancellor, Te Kete Aronui Humanities to disestablish the German, Asian Studies, and European Studies programmes and the Diploma in Global Cultures, *noting that:*

- *The Senate endorsed this proposal by a majority vote, which included a number of dissenting voices.*
- *The programmes proposed for disestablishment have experienced a prolonged period of low and decreasing enrolments, in spite of the excellent mahi and dedication displayed by the staff involved – a trend shared by many contemporary language programmes across the motu.*
- *Any staffing changes resulting as a consequence of or in relation to this proposal – if approved – are beyond the purview of the Senate.*
- *The Senate acknowledged the strategic risks of disestablishing the German programme, recognising the significance of Germany to society and to the University.*

- *The Senate discussed the possibility of retaining German as a minor subject and as a study option within the Global Studies major subject, with some members expressing strong views in favour of this alternative.*
- *The Senate heard comments outlining the historical and cultural links between Germany and the University, Aotearoa, and the Pacific.*
- *The Senate acknowledged initiatives by the Languages and Cultures Programme, such as developing the successful Global Studies major subject and embedding teaching into other departments and divisions.*
- *The Senate also heard comments expressing the importance of German to international conversations and developments in business, culture, and politics.*
- *The Senate expressed reluctance to see these programmes disestablished, but also appreciated the need for the University to focus its resources to ensure the financial sustainability of its academic programmes and to achieve its strategic vision, as outlined in its [official documents and frameworks](#).*

## **5. Regulations for Higher Doctorates**

The Senate

**APPROVED** the establishment of generic Regulations for the Higher Doctorate Degrees Awarded by the University of Otago, replacing the current separate regulations for the higher doctorates, *subject to:*

- *The addition of language – to the satisfaction of the Dean, Graduate Research School – stating that resubmission is not normally a result of examination for higher doctorates or a variation to these regulation.*

## **6. PhD Regulations**

The Senate

**APPROVED** amendments to the regulations for the Degree of Doctor of Philosophy (PhD) regarding programme duration, *noting that:*

- *It is important that PhD candidates and prospective students understand that the course of study is typically three full-time years as this may have visa and scholarship implications.*
- *While three years of full-time study is sufficient to undertake a PhD, some students may wish to expand their research portfolio beyond the work undertaken for a PhD to achieve their academic and career ambitions.*
- *There is an error in the proposed wording of clause for 4(c), whereby ‘will normally subject to’ should read ‘will normally be subject to’.*

## **7. University of Otago Quality Review Reports**

### a) Recently Released Review Reports

The Senate noted that the following Review Reports have been authorised for release and are available from Megan Wilson of the Quality Advancement Unit (email: [m.wilson@otago.ac.nz](mailto:m.wilson@otago.ac.nz)):

- Department of Anatomy, BMS, 26-28 July 2022
- Social Impact Studio, 16-17 August 2022
- Department of Chemistry, 12-14 October 2022
- Disability Information and Support, 7-9 November 2022
- Department of Food Science, 15-17 November 2022
- Māori Centre, 28-30 September 2022
- School of Arts, 17-20 October 2022
- Employment-Related Processes, 5-8 December 2022 (Please contact the Office of the Vice-Chancellor to request this Report.)

(Please note that these Reports are confidential to the University community and distribution outside this group requires the approval of the Deputy Vice-Chancellor (Academic)).

### b) Recently Completed and Upcoming Reviews

The Senate noted that the following reviews have been recently completed, but have not yet released Review Reports, or are schedule to take place over the listed dates:

#### Recently completed reviews

- Genetics Teaching Programme, 28-30 November 2022
- Studholme College, 6-8 March 2023
- School of Social Sciences, 20-24 March 2023

#### Upcoming reviews

- Department of Public Health, UOW, 23-25 May 2023
- Quality Advancement Unit, 13-15 June 2023
- Department of Preventive and Social Medicine, DSM, 31 July - 2 August 2023
- Publications/Outputs Office/PBRF Office, 23-25 August 2023
- ELM Programme, week of 4 September 2023 - to be confirmed
- University College, 4-6 September 2023
- Ecology Programme, 2-4 October 2023
- Communication Section, External Engagement, 2-4 October 2023
- Neuroscience Programme, 25-27 October 2023
- Department of Women's and Children's Health, DSM; Department of Obstetrics and Gynaecology, UOC; Department of Obstetrics, Gynaecology and Women's Health, UOW – 30 October - 3 November 2023
- Department of Zoology - November 2023 - to be confirmed

**Item 2**  
**For confirmation**

**8. Scholarships and Prizes Committee**

The Senate received the minutes of a meeting of the Scholarships and Prizes Committee on 17 May 2023, and

**RECOMMENDED** that the following new scholarship and new prize be approved:

New scholarship

- The University of Otago Ralph Moir Memorial Entrance Scholarship

New prize

- Steph Dyhrberg Labour Law Prize

**9. Board of Undergraduate Studies**

The Senate received the report of the Board of Undergraduate Studies 3 May 2023, and

**APPROVED** the following amended papers, new paper codes and amended programmes:

Amended papers

- SOCI 306
- SOCI 304

New paper codes

- MICN paper codes (for administrative use to facilitate enrolment in exceptional circumstances)

Amended programmes:

- Criminology minor subject
- Criminology endorsement for DipGrad

**NOTED** that the following deleted paper was approved under the expedited approval process for academic proposals:

Deleted paper

- MART 325

**NOTED** that the following special topic has been approved:

New special topic

- SOCI 304 Special Topic: Exploring Neurodisability in Health, Welfare and Justice Systems

**10. Board of Graduate Studies**

The Senate received the minutes of a meeting of the Board of Graduate Studies on 4 May 2023, and

**APPROVED** the following deleted paper and amended programme:

Deleted paper

- NEUR 461 Clinical Neurology

**Item 2**  
**For confirmation**

Amended programme:

- Ecology subject for BSc(Hons), PGDipSci, and MSc

**NOTED**

that the following amended papers were approved under the expedited approval process for academic proposals:

Amended papers

- BDBA 909
- BDBA 913

**11. Convener's Business**

The Senate noted that the Acting Convener did not have any business to report.

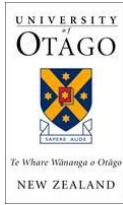
**12. Date of Next Meeting**

The Senate noted that it will next meet on Wednesday 28 June 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

**13. Karakia Whakamutunga**

The Acting Convener closed the hui with a karakia.

# Memorandum | Manatu



To | Ki a: Senate  
From | Nā: Professor Maree Thyne, Pro-Vice-Chancellor (Commerce) and  
Professor Richard Barker, Pro-Vice-Chancellor (Sciences)  
Date | Te rā: 21 June 2023  
Re | Te kaupapa: Proposal to establish a School of Computing and Information  
Science (Name TBC)

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This is to seek endorsement from Senate for a joint proposal from the Pro-Vice-Chancellors of Commerce and Sciences to:

1. Establish a new School of Computing and Information Science within the Division of Sciences, with the establishment date of 1 August 2023
2. Disestablish the Department of Information Science in the Division of Commerce
3. Disestablish the Department of Computer Science in the Division of Sciences

Initially the two departments will continue as programmes within the School of Computing and Information Science. However, staff in the school will be expected to develop a new curriculum as a priority.

A key intention at this stage is to develop a new qualification in Software Engineering for CUAP approval. We believe that the new programme can be built around core strengths at the University of Otago, including Health Science through a specialisation in digital health. The Division of Commerce also plans to develop or refresh related academic programmes and a memorandum of understanding (MOU) between the Division of Commerce and the Division of Sciences has been signed as a sign of commitment to working collaboratively on these new initiatives.

This proposal was endorsed by the Sciences Divisional Board on 19 June 2023 and by the Commerce Divisional Board on 21 June 2023.



## **Quality Advancement Committee**

Stand in Committee Secretary: Carol Forbes Telephone 03 479 8792

E-mail: [carol.forbes@otago.ac.nz](mailto:carol.forbes@otago.ac.nz)

### **Minutes of a Meeting of the Quality Advancement Committee (QAC)**

**2 May 2023**

**Present:** Professor David Baxter (Convener), Professor Richard Blaikie, Dr Simon Connell, Professor Tim Cooper, Jo Gibson, Mia Heaphy Butts, Associate Professor Anna High, Professor Niels Kjaergaard, Kevin Maley, Margaret Morgan, Associate Professor Helen Roberts, Amanda Taia, Associate Professor Andrew Trotman, Professor Robin Turner

**In Attendance:** Carol Forbes, Dr Julie Weaver

**Apologies:** Jason Cushen, Professor Helen Nicholson, Professor Kerry Shepherd

#### **1. Welcome**

Professor Baxter welcomed the following new members to the committee – Associate Professors Anna High and Andrew Trotman, as Senate representatives, Professor Robin Turner, representing the Division of Health Sciences, and Associate Professor Helen Roberts, representing the Division of Commerce.

#### **2. Minutes**

Confirmed the minutes of a meeting of the Committee held on 9 February 2023.

#### **3. Matters Arising from the Previous Minutes**

It was noted that [REDACTED] is also a member of the working group revising the QAC Terms of Reference and membership composition.

#### **4. Quality Advancement Committee – Terms of Reference**

The Committee received draft revised Terms of Reference prepared by the Working Group and discussed the proposed changes with reference to the current Terms of Reference. The following points were noted for further consideration by the Working Group:

- That the Committee's role should be focused on the University's academic quality assurance and enhancement processes at the higher order, at an oversight level



rather than on specific management and operational components, and that it reports to Senate.

- That the 'Purpose' statement is broad and may not be specific enough.
- That consideration be given to where the reference to Te Tiriti o te Waitangi or our place in the Pacific is best placed.
- That consideration be given to retaining the 3<sup>rd</sup> bullet point of the current terms of reference which describes how to better understand the academic quality processes.
- That consideration be given to retaining the last bullet point from the current Terms of Reference.
- That the Working Group will continue to work on developing the Terms and report back to the August meeting.

It was also noted that the composition (membership) of the Committee had not been reviewed by the Working Group for this report.

#### **5. Otago Cycle 6 Academic Audit – Update**

The Committee received a verbal update from the Director, noting

- Preparations for the self-review report are underway with multiple areas across the university involved. The information and data received is being checked and collated for the report to ensure it aligns with the Academic Audit Framework's guideline statements.
- The plan is to have a near final draft report ready by the end of September 2023, with submission of the report due in March 2024.
- The audit panel will be provided with a report on the status of key initiatives and any significant new documentation in advance of its site visit in July 2024.

#### **6. Cycle 6 Academic Audits – Executive Summaries**

The Committee received the Cycle 6 Academic Audit Executive Summaries for Te Herenga Waka – Victoria University of Welling and Waipapa Taumata Rau – University of Auckland, noting the following:

- The summaries identified issues common to both institutions relating to curriculum, strategic frameworks, and student management systems.
- There are challenges in the postgraduate space around supervision, training, and progress reporting across institutions.
- Victoria University has identified an enhancement initiative to develop an academic quality framework.

#### **7. Quality Surveys and Evaluations Report**

The Committee received a Quality Surveys and Evaluations Report dated May 2023, noting the following:

- The 2023 Graduate Opinion Survey opened in March, 5368 graduates were invited to participate.
- The 2023 College and First Year Survey is scheduled to open for data collection on 4 May.

**Item 6**  
**For noting**

- The 2023 International Student Barometer (ISB) opened for data collection on 18 March.
- There was good staff engagement with the Student Evaluation Process Improvement Survey. The intent of this survey was to collect feedback from staff who have ordered Student Evaluation of Teaching Questionnaires within the last three years. A final report of findings is being prepared and will be submitted to QAC in due course.
- There was a strong increase in the number of evaluation questionnaires ordered by staff (up 23%) compared to the same period in 2022
- That the University's core survey and evaluation process could be a topic for a CALT Kōrero event.

**8. Quality Reviews Report**

The Committee received the Quality Reviews Report dated May 2023, noting the following:

- 13 Reviews are scheduled for 2023; one has been deferred to 2024.
- There are two outstanding review reports from 2022.
- A GYR workshop was held in February; nine GYRs are scheduled for this year.
- A new prompt sheet for 'Internationalisation at Otago' is currently being prepared.
- The provisional 2024 Review Schedule of 15 reviews has been circulated to PVCs and Directors for consideration.

**9. Convenor's Business**

No items to report.

**10. Other Business**

The Committee acknowledged the passing of Dr Tasileta Teevale and recognised the University had lost a great leader and scholar.

**11. Date of Next Meeting**

Noted that the next meeting of the Committee is currently scheduled for Tuesday 1<sup>st</sup> August from 2-4pm, in Committee Room North.

**12. Members of the Committee**

13. Professor David Baxter (Convener)  
Professor Helen Nicholson  
Professor Richard Blaikie  
Dr Simon Connell  
Professor Tim Cooper  
Jason Cushen  
Claire Gallop  
Jo Gibson  
Mia Heaphy Butts  
Professor Anna High  
Professor Niels Kjaergaard

**Item 6**  
**For noting**

Kevin Maley  
Margaret Morgan  
Professor Helen Roberts  
Professor Kerry Shephard  
Amanda Taia  
Associate Professor Andrew Trotman



INTERNATIONALISATION COMMITTEE

**MINUTES OF THE INTERNATIONALISATION COMMITTEE**  
**MONDAY, 8 MAY 2023**

**Present:** Professor Tony Ballantyne (Convenor), Associate Professor Leah Watkins, Jason Cushen, Associate Professor Joel Tyndall, Dr Florian Beyer, Dr Hunter Hatfield and Mr Cyrus Yam.

**In attendance:** Dr Paul Baker, Mrs Megan Smith, Ms Bronwen Stephens, Dr Sally Henderson, Mrs Chriss Hamilton, Ms Danielle Yamamoto-Kerr, Ms Kylie Davies (representing Student Experience), Ms Karamea Pewhairangi, Ms Kellie Bain and Ms Lynda McIver.

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**Part 1: Matters to be Reported to Senate**

1. **Karakia Timatanga** – led by Professor Ballantyne.

2. **Welcome and Apologies**

[REDACTED]  
[REDACTED] were unable to attend the meeting.

Professor Ballantyne welcomed Ms Kylie Davies, representing Student Experience, invited guest Ms Kellie Bain, International Visits Specialist, and Ms Karamea Pewhairangi, representing the Office of Māori Development, to the meeting.

3. **Confirmation of the Minutes of the Meeting of 6 March 2023**

Part 1 of the Minutes of the meeting of 6 March 2023 was accepted as a true and accurate record.

4. **Agreements**

On the recommendations of the Committee, the Deputy Vice-Chancellor (External Engagement) approved the following proposed new agreements and renewals:

**4.1 Proposed New Agreements**

Recommended that the University of Otago enters into a Memorandum of Understanding (MOU) with Universitas Gadjah Mada, Indonesia;

that the University of Otago enters into a MOU with Mesa Community College,

U.S.A.;

that the University of Otago enters into a MOU with Windward Community College, Hawai'i, U.S.A.;

that the University of Otago enters into a MOU with Fujian Medical University, P.R. China;

that the University of Otago enters into a Student Exchange Agreement (SEA) with Friedrich-Alexander-Universität Erlangen-Nürnberg, Germany;

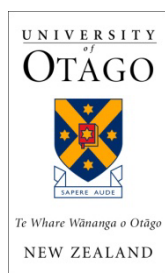
that the University of Otago enters into a MOU with Southwest University, P.R. China.

#### **4.2 Agreements to be Renewed**

- Recommended
- that the MOU and SEA between the University of Otago and the University of Essex, United Kingdom, be renewed;
  - that the MOU and SEA between the University of Otago and Universidad Veracruzana, Mexico, be renewed;
  - that the MOU between the University of Otago and Dalian University of Foreign Languages, P. R. China, be renewed.

#### **4.3 Finalised Agreements**

- Noted
- that the following agreements have been finalised since the last meeting:
    - a MOU and SEA between the University of Otago and Prague University of Economics and Business, Czech Republic;
    - a MOU and SEA between the University of Otago and the Stockholm School of Economics, Sweden;
    - a MOU and SEA between the University of Otago and Aarhus University, Denmark;
    - a MOU and SEA between the University of Otago and Lund University, Sweden;
    - a MOU and SEA between the University of Otago and the National University of Singapore, Singapore;
    - an Articulation Agreement between the Division of Health Sciences, University of Otago and the International Medical University, Malaysia;
    - a MOU between the University of Otago, Arcadia University-College of Global Studies and Elon University, U.S.A.;
    - a MOU between the University of Otago and Dali University, P. R. China.



## **Committee for the Advancement of Learning and Teaching**

Committee Secretary: Michelle Bennie:  
Telephone: 479 9105  
E-mail: [michelle.bennie@otago.ac.nz](mailto:michelle.bennie@otago.ac.nz)

### **Minutes of a Meeting of the Committee for the Advancement of Learning and Teaching**

**25 May 2023**

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**Present:** Professor Richard Blaikie (Acting Convener), Dr Lee Adam, Cate Bardwell, Dr Russell Butson, Professor Ben Daniel, Mia Heaphy Butts (z), Dr Rachel Martin (z), Margaret Morgan, Dr Tracy Perry (z), Professor Sheila Skeaff, Associate Professor Alesha Smith, Dr Sarah Stein (z), Nicola Walmsley, Dr John Williams

**Apologies:** Professor Helen Nicholson, Jason Cushen, Dr Stephen Scott, Dr Fairleigh Gilmour

**In attendance:** Michelle Bennie, Julie Weaver

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#### **1. Apologies**

The Committee noted apologies.

#### **2. Minutes**

The minutes of a meeting of the Committee held on 30 March 2023 were confirmed.

#### **3. Matters Arising from Previous Minutes**

The Committee discussed reviewing its Terms of Reference to reflect the new reporting lines for the Summer School Operational Group (SSOG) and the Distance Learning Advisory Committee (DLAC) *noting that:*

- *Although SSOG and DLAC are not explicitly mentioned in the current Terms of Reference, the inclusion of provisions for establishing thematic subcommittees and working groups implies that receiving reports and minutes from these entities falls within the Committee's mandate.*
- *Taking into consideration the interim convenor and the forthcoming appointment of a Dean of Learning and Teaching, the Committee noted the following key points which might be considered in any future revision of the Terms of Reference:*

- *The existing Terms of Reference focus primarily on the formulation and advancement of strategies, policies, and guidelines for recommendation to the Senate, rather than their implementation.*
- *The Committee's composition includes provision for Pacific representation, however there is currently no member in this role. The need for a Pacific representative was highlighted.*
- *The Terms of Reference could be aligned with the University's graduate profile and Vision 2040, as well as ensuring a Te Tiriti-based understanding of teaching and learning activities.*
- *A review may clarify the Committee's role in relation to the Digitally-Enhanced Learning and Teaching Group.*
- *Staging changes of committee membership will be important for continuity (nine of the current members have expiry dates of 31 December 2024).*

#### **4. Library Report**

The Committee received the Library report to May 2023 noting that:

- *[REDACTED] is a valuable addition to the team, having been appointed to the new role of Library Pacific Engagement Advisor.*
- *The Health Sciences team has persuaded some departments to adopt APA style, mostly at undergraduate level.*
- *Library staff are collaborating with Student Learning and Development to pull together academic skills programme offerings for postgraduate students.*

The Committee thanked [REDACTED] for an excellent report.

#### **5. Summer School Operational Group (SSOG)**

The Committee received the SSOG minutes from the meeting held on 15 March 2023.

The Committee discussed SSOG's relationship with CALT noting that:

- *As SSOG is an operational group of CALT, any matters relating to CALT's Terms of Reference should be clearly flagged in SSOG minutes, which will be received by CALT.*
- *CALT's approval is not required for operational matters.*
- *A convenor who is a member of CALT will ensure two-way communication.*

#### **6. Distance Learning Advisory Committee (DLAC)**

The Committee noted that the DLAC meeting scheduled for 11 May 2023 was cancelled, with the next meeting scheduled for 23 August 2023.

The Committee discussed how DLAC and the Distance Learning Office might play a role in supporting the University with respect to the direction for distance learning made explicit in Vision 2040 noting that:

- *Pae Tata sets out a shorter-term view of the next steps towards Vision 2040, which will be operationalised with specific, assigned actions and milestones.*
- *By CALT's next meeting, an approved strategy should be available as a framework for conversation, feedback and criticism, enabling agreement on roles to begin work towards goals clearly linked to University strategy.*

**7. Digital Learning Environment (DLE) Review – Update**

The Committee received a verbal update on the DLE Review *noting that*:

- *The report on the Review is almost complete, including a series of recommendations.*
- *The Director, Distance Learning will meet with the Senior Leadership Team on 29 June 2023.*

The Committee thanked the Director and the Steering Group for their work in getting the DLE Review to this point.

**8. Digitally Enhanced Learning and Teaching (DELT) Group – Update**

The Committee received the DELT minutes from the meeting held on 18 April 2023 *noting that*:

- *DELT's Terms of Reference allow it to co-opt members from ITS Advisory and Disability Support Services; CALT's approval would be required for adding permanent members.*
- *[REDACTED] has not yet been invited to join the project on AI tools and institutional strategy.*

The Committee noted the document *Online Learning Standards* (circulated by email prior to the meeting).

The Committee discussed the draft document *Framework for Ethical and Responsible Use of AI in Teaching, Learning, Research and Service*, *noting that*:

- *The document was developed in response to Senate's direction that the Australian Academic Integrity Network (AAIN) guidelines require finetuning for the University of Otago context, to include guidance on matters of equity, inclusivity, and justice, and staff use of generative AI, with responsibility for this work sitting with DELT, the Academic Integrity Advisory Group, and the Equity Advisory Committee.*
- *The University has, and continues to develop, requirements for ethical behaviour and research integrity, not specific to AI but appropriate.*
- *At present, the DVC Academic's office is advising departments to determine each individual papers' approach to the use of AI, whether they wish to ban or actively encourage use with clarity around expectations and referencing. If not banned in the course booklet, use of AI cannot be referred to Academic Integrity.*
- *There is a broader issue of staff use of AI in academic work and referencing.*
- *Fundamental AI technology is not changing rapidly, but new products are appearing.*
- *Explainability and transparency may not be possible, with AI increasingly embedded in systems and the way we operate and think.*
- *The DVC Academic or Dean of Learning and Teaching may be an appropriate role to oversee the production of a simple, dynamic guiding document, providing direction rather than being comprehensive, building on the good work of DELT, the Academic Integrity Advisory Group and others.*

The Committee noted that the Learning Café *Artificial Intelligence—Cases and Examples in Teaching and Learning* will be held Thursday 8 June, 9.30-11.00am.

**9. University Teaching Development (UTD) Grants**

The Committee received 11 final reports and project snapshots.

The Committee expressed thanks for the reports *noting that*:



- *Machine Translation Literacy for Language Learning* – Areas from this could feed into a CALT Kōrero.
- *Solving the Problem: Anchored instruction of mathematics using authentic problems* – Members should contact the author to discuss dissemination.
- *Decolonising education: An Ōtākou approach* – Suggest sharing this with Compass Project, and perhaps a CALT Kōrero.
- *The efficacy of an educational escape room (EER) to teach clinical handover: pre-registration health professional students' perspectives* – Interesting reflection on how a focus on competition can distract from learning, in terms of the gamification of education.
- *Targeted Online Writing Support for At-Risk University of Otago Students* – Would be good to receive follow-up regarding whether this made a difference.
- *An enquiry into learning environments and their effects on medical student learning during lockdown for the COVID-19 pandemic* – Related to advanced learning in medicine.
- *Can you see us? Can you hear us? Fostering equity, diversity, and inclusion in our Bachelor of Pharmacy curriculum* – Appears to be on hold pending Health Sciences review.
- *Delivering effective interprofessional education for medical and midwifery students: an exploratory study of a collaborative model of educational delivery* – Narrow and specific, so outcomes not so generalisable.
- *Moana Theology* – Used to develop curriculum in innovative way.
- *R code for training in data analysis using case study videos that motivate statistics learning* – Great work and a useful central resource for integrating the teaching of underlying principles/methodologies across disciplines rather than compartmentalising. Use as a case study for CALT Kōrero to promote discussion and showcase examples.
- *Learning on clinical placements - understanding placement culture* – Workplace-embedded learning and what can we learn from a professional programme with significant experience in placements.

## 10. Convenor's Business

The Committee discussed University Teaching Development (UTD) Grants 2024 and

- AGREED** that Professor Blaikie will take back to [REDACTED] the Committee's strong view that:
- these grants are a critical part of academic advancement and research-informed teaching.
  - the Committee would accept a lower number of awards for 2024 (retaining the maximum award per grant) targeting important strategic projects, time-limited issues, savings for the University, and Cycle 6 Academic Audit focus areas in teaching, learning, support and outcomes for students.

that CALT would act as the review committee for these grants, with Professor Blaikie convening.

Professor Blaikie advised the Committee on the following:

- *Otago Teaching Excellence Awards* – to be retained.
- *Turnitin detection and scoring of AI-generated content* – has now been disabled.
- *CALT Kōrero - Fostering student engagement: the value of students coming to class* – to be held 1-2pm Friday, 26 May 2023.

## 11. Other Business

(a) 2023 EDUCAUSE Horizon Report

The Committee noted the *2023 EDUCAUSE Horizon Report - Teaching and Learning Edition*.

(b) Te reo Māori translations

The Committee discussed the use of te reo Māori on Blackboard and in course outlines *noting that*:

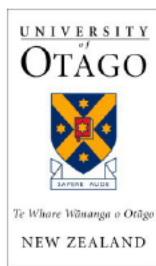
- The Office of Māori Development coordinates te reo Māori translation requests.
- A comprehensive list of Māori translations for generic terms is available.

**12. Date of Next Meeting**

The Committee noted that the next meeting will be held on Thursday 27 July 2023 at 2.00pm, in Committee Room North.

**13. Membership of Committee**

Professor Helen Nicholson (Convener)  
Dr Lee Adam  
Cate Bardwell  
Professor Richard Blaikie  
Dr Russell Butson  
Jason Cushen  
Professor Ben Daniel  
Dr Fairleigh Gilmour  
Mia Heaphy Butts  
Dr Rachel Martin  
Margaret Morgan  
Dr Tracy Perry  
Dr Stephen Scott  
Professor Sheila Skeaff  
Associate Professor Alesha Smith  
Dr Sarah Stein  
Nicola Walmsley  
Dr John Williams



## Research Committee

### Minutes

#### RESEARCH COMMITTEE MEETING

17 May 2023

Centre for Innovation seminar room, 9:00am

**Present:** Professor Richard Blaikie (Convenor), Professor David Baxter, Dr Rosie Brown (z), Professor Hugh Campbell, Professor Tamlin Conner, Dr Sara Filoche (z), Associate Professor Ceridwen Fraser, Dr Martin Gagnon, Associate Professor Peter Jones (z), Professor Roslyn Kemp, Professor Rose Richards, Associate Professor Logan Walker (z), Mike Wall (late), Associate Professor Sara Walton

**Apologies:** Professor Emma Wyeth, Professor Roslyn Kemp to leave early (9:30)

**In Attendance:** Dr David Geraghty (z), Dr Donna Hendry (z), Dr John Milnes, Paulette Milnes,

Acknowledgement of loss of Dr Tasileta Teevale, Director, Pacific Development, who passed away of 21 April 2023.

1.

*Accepted*

#### Minutes of the Previous Meeting

That the minutes of the meeting of 5 April 2023, be accepted as a true and accurate record, with one amendment. In item 4.4, third point, “proscribed” has been replaced with “prescribed”.

2.

#### No Matters Arising

3.

#### No Intimations from the Senate

4.

4.1

*Noted*

#### Research Committee Strategic Activities

##### PBRF Sector Reference Group update

Paper on reporting currently out. Feedback due 16 June 2023.

There has been a change in the schedule for consultation in regard to the draft guidelines.

- Delayed 2 months.
- Due to be released 11 August and feedback closes 22 September.

TEC will put out a summary of in-principal decisions and revised ET template, due mid-June.

SRG meeting 26 May to look at Covid feedback.

Internal draft guidance in development.

- TEC summary and template and Internal draft guidance to RC committee in June

Current computer system will need modification to incorporate changes.

TEC will not be starting the IT schema until 2024, ITS can make some changes quite quickly without the schema.

Staff need to be socialised that PBRF is important and beneficial, and evidence should be routinely collected.  
Next round due to be Mid June 2026. TBC.

██████████ left the meeting

**4.2**  
*Noted*

**Research Responsiveness to Māori Policy**

Policy is still going through consultation.

██████████ is receiving responses. Largely positive with some concerns regarding cost and academic freedom issues.

Consideration needed of level of project which requires active engagement with policy, and resourcing.

In some research areas it would be appropriate for departments to put effort into relationship building with mana whenua.

The University has a requirement under the Education Act to support academic freedom, to be the critic and conscience of society, and to challenge conventional wisdom.

The University has to act within the law and with the highest ethical standards and be open to scrutiny. Publication of research allows scrutiny of research. This may not be considered sufficient for some stakeholders, but the University must uphold the law and act within the Crown’s obligations under Te Tiriti. There must be respectful engagement with mana whenua to protect the rights of the researchers and the rights of mana whenua, and some provision for respectful disagreements to exist.

Implementation of the Research responsiveness to Māori policy will be aligned with other actions and commitments within Pae Tata.

**4.3**

**Te Ara Paerangi – Future Pathways**

Professor Blaikie attended the reference group meeting yesterday.

MBIE shared with the group a well-formed draft of one of the work plans to develop a clear statement on roles and responsibilities, within the RSI sector to honour Te Tiriti.

As this was a draft it is not able to be shared with this group, but the TAP reference group was pleased to see the content of the draft document.

Professor Blaikie commented that the content would be supportive of the work undertaken in the Research Responsiveness to Māori Policy.

MBIE has announced new fellowships and scholarships, calls for new Māori research hubs. This is not something that we can respond to as it is to come from Māori led institutions.

MBIE have Cabinet approval for a process under which national research priorities will be agreed.

That process will involve the development of a national research priorities panel. A long list will go to the Minister for comment and endorsement before going through a Cabinet appointment process for approximately 12 members.

Constitution of the panel due to be announced in June-July 2023.

**4.4**  
*Discussion*

**Pae Tata – Strategic Plan to 2030**

Main points of discussion:

██████████  
██████████  
██████████  
██████████



[REDACTED]

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[REDACTED]

*Noted*

[REDACTED]

**5. UORGs**  
**5.1 UORG Extensions/Variations**  
UORG Summary List

*Approved* [REDACTED], UORG extension to 29 September 2023  
*Approved* [REDACTED], UORG extension to 31 July 2023  
*Deferred* [REDACTED], UORG extension to 30 September 2024

- [REDACTED] to go back for further details.
- Professor Blaikie to approve/decline under convenors prerogative after further information is provided.

*Declined* [REDACTED], UORG extension to 18 December 2024

- Application declined but existing commitments to be met.

**5.2 Out of Season UORG**  
*Declined*

[REDACTED]

**6 Incoming correspondence**  
No incoming correspondence

**7. Convener's Business**

**8. General Business**

**9. Next Meeting**  
The next meeting of the Committee has been set down for 7 June 2003.  
Mode to be advised.

**Distribution List**

Professor Richard Blaikie  
Associate Professor Sara Walton  
Professor Roslyn Kemp  
Professor Hugh Campbell

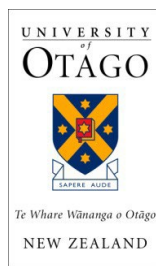
Mike Wall  
Professor Maree Thyne  
Professor Patricia Priest  
Professor Jessica Palmer



**Item 9A**  
**For noting**

Associate Professor Ceridwen Fraser  
Dr Sara Filoche  
Associate Professor Logan Walker  
Professor Tamlin Conner  
Dr Rosie Brown  
Dr Martin Gagnon  
Professor David Baxter  
Professor Rose Richards  
Professor Emma Wyeth

Professor Richard Barker  
Professor Jeff Smith  
Stephen Willis  
Gary Witte  
Cc Matt Angel  
Cc Dr David Geraghty  
Cc Dr John Milnes  
Cc Paulette Milnes  
Cc Fiona Seaton



## Research Committee

### Minutes

#### RESEARCH COMMITTEE MEETING

7 June 2023

Centre for Innovation seminar room, 9:00am

- Present:** Professor Richard Blaikie (Convenor), Dr Rosie Brown, Professor Hugh Campbell (z), Professor Tamlin Conner, Dr Sara Filoche, Dr Martin Gagnon, Professor Roslyn Kemp (z), Associate Professor Diane Ruwhiu, Associate Professor Logan Walker (z), Mike Wall, Professor Emma Wyeth
- Apologies:** Professor David Baxter, Associate Professor Ceridwen Fraser, Professor Rose Richards, Associate Professor Sara Walton
- In Attendance:** Dr David Geraghty (z), Dr John Milnes, Paulette Milnes, Ben Te Aika

1. **Minutes of the Previous Meeting**

*Accepted* That the minutes of the meeting of 17 May 2023, be accepted as a true and accurate record.

*Noted* Due to the discussion of the limited release of Pae Tata at the May meeting, the minutes will be delayed going to Senate until 26 July 2023.

*Noted* If approved, Pae Tata will come back to Committee in a subsequent meeting for development of workplans for implementation in appropriate areas. This is likely to be July but is dependent on other meeting schedules and approval processes.
2. **No Matters Arising**
3. **No Intimations from the Senate**
4. **Research Committee Strategic Activities**
  - 4.1 **PBRF Sector Reference Group update**

The 2026 PBRF round will be structured differently than previous rounds. Official guidelines due to be released at the end of November 2023.

    - Training for staff will occur in 2024, after release, including online video resources.

Panel specific guidelines will be important but have not yet been released.

    - Due out at the end of 2023

TEC to release a summary of in principle decisions later in June.

Draft internal summary sheet feedback

    - Description of weighting (70/30) would be useful in summary
    - Grading criteria schema should be added (on another page) to allow researchers to frame their entries in the most appropriate manner.

All research activities will be audited.

- Audit methodology paper due to be released at the end of 2023.  
[REDACTED] left the meeting.

4.2

**Research Responsiveness to Māori Policy**

Acknowledgement and thanks for the wisdom and effort that have gone into creating the draft under review.

Appreciation for the significant efforts to receive and incorporate feedback into the draft document.

Pilot implementation in progress at Christchurch campus

[REDACTED]  
[REDACTED]  
[REDACTED]  
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- The incorporation of Māori Research Plans within ORIS will allow visibility of more research to NTRCC than at present.

The policy has similar implications for agreements and processes for Māori consultation on the Wellington campus, and for researchers working in other areas which may not be covered by formal MOUs.

- [REDACTED] acknowledged ongoing work by the Office of Māori Development within this space in Wellington which needs to be considered.

Māori research plans will be part of an early stage planning process and will ensure Māori are central to research rather than an afterthought.

NTRCC and Māori Research support staff will both provide advice on Māori research plans.

- Consideration required of how differences of opinion/advice will be managed, and what the institutional response to conflicting advice will be.
- Allowance for difference of opinion where appropriate, including instances of academic freedom.

Practical matters regarding implementation and resourcing, as well as turn-around time for consultation plans and deadlines for grant submission raised.

- Depends on the nature of the research and the quality of the information provided.
- Relevance and low risk research need to be judged by Māori Research support staff/NTRCC rather than researchers.
- It may be appropriate to have Māori research plans for a research interest or a programme of work rather than just for individual projects.
- Clarification required on whether Māori research plans will be needed for teams or for individual members of teams.

- Administration of this will be an operational process within ORIS.
- Clarification regarding end dates for Māori research plans required.
  - Flow diagram to illustrate the process to be attached to the document.
- Communications regarding the discussion, expectations and implementation of the document are extremely important, especially within the current environment within the University.
- Clear, visible support is required from the Senior Leadership Team, and leaders at Divisional and Departmental levels.
  - Change Management team to help with messaging.
  - Communications should emphasise the positive benefits of the policy, and proactively address concerns.
  - Communications should limit using language that would trigger reactive responses.
  - Timing of the release of the policy will be dependent on other factors, such as the confirmation of Pae Tata, the new Māori Strategic Framework and a new senior Māori academic role.
- Decisions regarding release dates will be the responsibility of Senate and SLT.

*Moved (RB)  
Seconded (MG)  
Endorsed*

With consideration given to feedback and recommendations for minor but important amendments, endorse for progress to policy management group, SLT, Senate, and Council. We include a clear limited statement that communication and implementation plans are critical to support this policy as it progresses, particularly when it progresses to Senate for discussion.

Updated version incorporating RC feedback to ADM hui prior to progressing, but the updated version is not required to come back to RC.

#### 4.3 **Te Ara Paerangi – Future Pathways**

Awaiting final information on National Research Priorities  
Draft statement on Te Tiriti responsiveness out for feedback  
Government budget had implications for the research sector, including Wellington Science City proposal, which includes a Wellington Health and Wellbeing Corridor where Otago will take a leading role.

#### 5. 5.1

#### **UORGs UORG Extensions/Variations UORG Summary List**

*Approved  
Approved  
Approved*

[redacted], UORG extension to 30 September 2023  
[redacted] UORG extension to June 2023  
[redacted], UORG extension to 30 June 2024

*Approved with caveat*

[redacted], UORG extension to 30 September 2023  
3 month extension approved post Human Resources completion of appointment process, but no longer than 6 months.

*Approved  
Approved  
Approved*

[redacted], UORG extension to 31 August 2023  
[redacted], UORG extension to 30 September 2023  
[redacted], UORG extension to 30 September 2023 & budget variation

*Approved* [REDACTED], UORG extension to 30 August 2023

*Approved* [REDACTED], UORG budget variation

*Noted* [REDACTED], UORG extension to 30 September 2023

Approved under convenor's prerogative.

## 5.2 UORG Applications for 2023

100 UORG applications and 6 Prestigious Writing Grant applications have been received.

- [REDACTED] to discuss panel composition and numbers with Professor Blaikie, with details to July Research Committee meeting.

## 6 Incoming correspondence

No incoming correspondence

## 7. Convener's Business

No Convener's business

## 8. General Business

### 8.1 Research Priority Areas

This is not yet at the stage for documentation and discussion.

Identified Research Priority Areas need clear leadership, requiring significant time and resource allocation.

Suggested that for large, transformative policies the RC could be utilised as a brainstorming session to develop policy documentation rather than responding to developed documentation.

This could be through a meeting of a subcommittee of the RC, or time could be allocated at the beginning or end of a meeting to have further discussions.

- Meeting is to discuss structure and processes for how RPAs will be identified.
- [REDACTED] and Professor Blaikie to discuss details to implement this.
- [REDACTED] to develop starting documentation for discussion.

## 9. Next Meeting

The next meeting of the Committee has been set down for 12 July 2023, mode to be advised.

### Distribution List

Professor Richard Blaikie  
Associate Professor Sara Walton  
Professor Roslyn Kemp  
Professor Hugh Campbell  
Associate Professor Ceridwen Fraser  
Dr Sara Filoche  
Associate Professor Logan Walker  
Professor Tamlin Conner  
Dr Rosie Brown  
Dr Martin Gagnon  
Professor David Baxter

Mike Wall  
Professor Maree Thyne  
Professor Patricia Priest  
Professor Jessica Palmer  
Professor Richard Barker  
Professor Jeff Smith  
Stephen Willis  
Gary Witte  
Cc Matt Angel  
Cc Dr David Geraghty  
Cc Dr John Milnes

**Item 9B**  
**For noting**

Professor Rose Richards  
Professor Emma Wyeth

Cc Paulette Milnes  
Cc Fiona Seaton

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**



**Board of Undergraduate Studies**

Committee Secretary: Matt Angel  
E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)  
Telephone: 03 479 4852

**Minutes of a Meeting of the Board of Undergraduate Studies**

**7 June 2023**

**Present:** Professor Helen Nicholson (Convener), Professor Tim Cooper, Jason Cushen, Associate Professor Richard Greatbanks, Jennifer Haugh, Professor Karl Lyons, Professor Simone Marshall, Professor Brendan McCane, Margaret Morgan, Dr Sarah Stein, Professor Lois Surgenor, Dr Julie Timmermans

**In attendance:** Matt Angel, Rebecca Connaughton, Carol Forbes, Julie Weaver, Mark Wilesmith

**Apologies:** Ngaroma Bennett, Mia Heaphy Butts

**1. Minutes**

The report of the Board dated 3 May 2023, previously circulated, was confirmed, *subject to correcting 'ARP' to 'APR' in Item 4.*

**2. Intimations from Senate**

The Board noted that the Senate, 31 May 2023, received the report of the Board dated 3 May 2023, and approved all recommendations contained therein.

**3. Matters Still to be Finalised**

The Board noted that the following matters previously considered by the Board were still to be finalised:

- a) Proposals to amend the regulations for the Bachelor of Medicine and Bachelor of Surgery (MB ChB) and health professional programmes concerning eligibility to apply for admission to the programme (June 2022) (April 2023), *noting that work is progressing on this item – including work on the selection criteria for health professional programmes – with the Terms of Reference for health professional programmes admissions committees likely to become standardised.*

For enquiries regarding the follow-up of matters discussed by the Board relating to administrative processes, amendments to forms, and work being undertaken by other boards, working parties or offices, please contact Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)).

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

**4. OPEL Academic Advisory Group**

The Board received the minutes of meetings of the University of Otago Pathway and English Language Centre (OPEL) Academic Advisory Group on 16 March and 18 April 2023, *noting that:*

- *Work on the proposed Diploma in Science (DipSci) is still in progress and that the Board may see a proposal for the DipSci at its next meeting, depending on how it is received at the Division level.*
- *There are common themes in some of the feedback on the DipSci proposal, including the challenge of designing a mathematics paper that serves the needs of both Commerce and Sciences students, and*

Noted that the OPEL Academic Advisory Group is reviewing its Terms of Reference and will submit any recommended changes to this Board in due course.

**5. Division of Health Sciences**

The Board

**RECOMMENDED** that the following proposal from the Division of Health Sciences (18 May 2023) be approved:

**Genetics programme**

HSC-1 - To amend the prescription for GENE 313, *subject to:*

- *Correcting 'disease causing' to 'disease-causing' in the proposed prescription.*

**6. Division of Commerce**

The Board

**RECOMMENDED** that the following proposal from the Division of Commerce (24 May 2023) be approved:

**Department of Marketing**

COM-1 - To introduce a new paper, MART 310 Current Issues in International Branding, the content of which has been offered previously as a special topic, *noting that:*

- *This topic experienced a significant increase in enrolments when it was offered via Distance Learning, bearing in mind that the Summer School teaching period may also play a factor in this.*
- *The Board – while satisfied with linking this proposed new paper to a recently deleted MART paper – urged wariness around attempting to link proposed new papers to older proposals to delete papers and around delaying deletions so that they would pair with new paper proposal in order to satisfy concerns around resourcing.*
- *The Board suggested instead that proposals to delete papers could signal whether a new paper proposal might be expected in the near future in conjunction with the deletion.*



**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

The Board

**NOTED** that the following proposal has been approved under the expedited approvals process:

**Department of Accountancy and Finance**

COM-2 - To amend the prescriptions of ACCT 310, BLAW 211, BLAW 212, FINC 303 and FINC 308

**7. Division of Humanities**

The Board

**RECOMMENDED** that the following proposal from the Division of Humanities (24 May 2023) be approved:

**School of Geography**

HUM-1 - To amend the prerequisites for GEOG 280 Research Methodology in Human Geography, *noting that:*

- *The proposed prerequisite aligns to other prerequisites for 200-level papers in human geography.*
- *The Associate Dean (Academic) for the Division of Humanities discussed with the School of Geography whether all 200-level papers in human geography could simply require '108 points' as their prerequisite.*
- *The School of Geography have responded that 108 points of preparation has proven adequate to equip students so that they can acquire the necessary discipline-specific concepts within 200-level papers without disadvantage, while GEOG 102 is sufficient preparation for part-time students or students starting in the second semester who may not yet have gained 108 points, so no change is required.*

**8. Division of Sciences**

The Board

**RECOMMENDED** that the following proposal from the Division of Sciences (15 May 2023) be approved:

**Geography and Environmental Management**

SCI-1 - To amend the 100-level major subject requirements for Geography and Environmental Management, *noting that:*

*This is the first part of wider changes aimed at ensuring differentiation between programmes.*

*ITS have indicated that the University's Student Management System settings are such that there would be significant resource implications if a number of programmes remove papers from their schedules of programme requirements, noting that this consideration does not affect the current proposal.*

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

**9. Convener's Business**

The Board noted that the University has appointed a new Product Manager for the Student Management Value Stream in ITS with the aim of introducing more nimble processes and work flows around the Student Management System (SMS) and noted the recent enhancements to the SMS which have brought positive changes. The Board indicated that the new dashboard in the SMS is excellent, but that it could be further improved with the inclusion of PhD students.

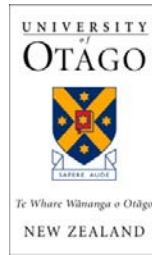
**10. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Wednesday 5 July 2023 in the Council Chamber, First Floor, Clocktower Building.

**11. Members of the Board**

Professor Helen Nicholson (Convener)  
Ngaroma Bennett  
Mia Heaphy Butts  
Professor Tim Cooper  
Jason Cushen  
Associate Professor Richard Greatbanks  
Jennifer Haugh  
Professor Karl Lyons  
Professor Simone Marshall  
Professor Brendan McCane  
Margaret Morgan  
Dr Sarah Stein  
Professor Lois Surgenor  
Dr Julie Timmermans

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**For noting, approval, and recommendation**  
**of approval as outlined in the agenda**



**Board of Graduate Studies**

Committee Secretary: Matt Angel  
E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)  
Telephone: 03 479 4852

**Minutes of a Meeting of the Board of Graduate Studies**

**8 June 2023**

**Present:** Professor Richard Blaikie (Acting Convener), Professor David Baxter, Professor Tim Cooper, Jason Cushen, Professor Zhiyi Huang, Professor Chrys Jaye, Professor Lisa McNeill, Margaret Morgan, Professor Gisela Sole, Dr Sarah Stein, Associate Professor Wayne Stephenson, Keegan Wells

**In attendance:** Matt Angel, Rebecca Connaughton, Carol Forbes, Scott Venning, Julie Weaver, Mark Wilesmith

**Apology:** Professor Helen Nicholson (Convener), Professor Tony Harland, Kirsty Lewis, Lini Roberts

**1. Karakia Timatanga**

The Acting Convener opened the hui with a karakia.

**2. Congratulations**

The Board congratulated Professor Cooper on his appointment to position of Dean, Learning and Teaching, effective from the end of July 2023.

**3. Minutes**

The minutes of a meeting of the Board held on 4 May 2023, previously circulated, were confirmed.

**4. Intimations from Senate**

The Board noted that the Senate, 31 May 2023, received the minutes of a meeting of the Board on 4 May 2023, and approved all recommendations contained therein.

**5. Matters Still to be Finalised**

The Board noted that the following matters previously considered by the Board were still to be finalised:

- a) Amendments to regulations for master's degrees to achieve consistency regarding which papers or courses should be considered when determining an applicant's GPA for entry into the programme (April 2023)

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**of approval as outlined in the agenda**

For enquiries regarding the follow-up of matters discussed by the Board relating to administrative processes, amendments to forms, and work being undertaken by other boards, working parties or offices, please contact Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)).

**6. Graduate Research Committee**

**GRC Minutes**

The Board received the minutes of a meeting of the Graduate Research Committee on 26 April 2023, *noting that:*

- *Further consultation is taking place prior to finalising the Guidelines for a PhD with Practice Research.*
- *Issues with progress reporting have been recognised, and enhancements are being developed in the Student Management System.*
- *There is work taking place in the international reset and recovery space around doctoral scholarships.*

**Graduate Research School Report**

The Board received a report on doctoral candidates for April 2023, *noting that:*

- *Enrolments appear to be down from 2022, and there will be a clearer picture around enrolments for the year once the June 2023 data is received.*
- *The number of examinations and completions has increased from 2022.*

**7. GPA Calculation for Coursework Master's Degree Entrance and Honours Entry Requirements**

The Board received and discussed feedback from Student Experience and the International Office regarding potential methods for a consistent GPA calculation for determining prospective students' eligibility for entrance to coursework master's degrees, and

**AGREED**

to consider further a triaged model whereby applicants' GPA would first be determined by the overall mark for their qualifying degree or other relevant qualification, and then – should the overall mark be insufficient – by the average mark for papers in their final two years of study, *noting that:*

- *The Senior Analyst Research and Policy, Academic Division would draft a manatu, including a draft of potential wording for programme regulations, outlining how this triaged model might work and what the alternatives might be.*
- *The Board discussed the idea of dropping minimum GPA requirements entirely and relying on applicants holding a relevant qualification for entry to coursework master's programmes – an idea raised in the feedback received by the Board.*
- *The Board agreed not to pursue the idea of dropping GPA requirements for the time being as there was concern about how students might cope with study at the master's level without evidence of a sufficient standard of prior achievement and about what resources and support structures the University might be able to provide for these students.*
- *Looking at the overall GPA for the relevant qualification would be the easiest approach to determining GPA, but it has downsides around potentially discouraging outstanding students who may have struggled or taken papers in other disciplines early in their studies.*

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- *The Board discussed other possible methods for determining whether an applicant has satisfied the entry requirement, such as dropping the worst 20% of marks from the GPA calculation or using the median mark among papers counted toward the applicant's qualifying degree or other qualification, but preferred the triaged method of looking at overall GPA first and then at the final two years of study.*
- *While this triaged method would be more complex than just looking at overall GPA, it should allow admission to a wider range of well-prepared students without relying on variations approved by the relevant Pro-Vice-Chancellor.*
- *The scope for allowing admission to some applicants via programmes' variations clauses in exceptional circumstances would remain.*
- *Having simple and straightforward entry requirements should improve the ability of prospective students to self-identify their own eligibility, reducing the number of applications from those who are ineligible for the programme.*
- *Consideration may also be given to outlining scenarios in which a prospective student clearly does not meet the entrance requirements to improve further the ability of applicants to self-identify their eligibility or otherwise.*
- *Where the entrance requirements for a coursework master's degree are clearly stated in the programme regulations and where there is no Limitation of Enrolment in place, it should typically be possible to determine a domestic student's eligibility and right to enrol for the programme without seeking an admission decision from the relevant department or programme.*
- *The Board discussed the place of research dissertations within the Master of Arts (Coursework) and indicated that this may be an area for further consideration.*

The Board discussed the potential for making a B GPA the standard minimum entry requirement for honours degrees, in alignment to the entry requirement for coursework master's degrees, and

**AGREED** that the Board does not endorse lowering the entry requirements for honours degrees at this time.

**8. Division of Health Sciences**

The Board

**RECOMMENDED** that the following proposals from the Division of Health Sciences (18 May 2023) be approved:

**Department of Psychological Medicine (UOW)**

HSC-1 - To introduce a new paper, NPSY 707 Advanced Practice in Neuropsychology, noting that:

- *This is likely to have an impact on the cumulative assessment workload of NPSY 706 and NPSY 707, which will be reduced in point value as a consequence of this proposal.*
- *The Board requested that the formal prescriptions for NPSY 706 and NPSY 707 be added to the proposal document when it is archived and that the student workload hours be reviewed to ensure that they align correctly to the point values of the papers.*

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**Dunedin School of Medicine**

**(CUAP notification required)**

HSC-2 - To delete the endorsement in Obesity Prevention and Management for PGDipHealSc and PGCertHealSc and to delete OBPM 401, 402, and 403

**9. Division of Commerce**

The Board noted that the Deputy Vice-Chancellor (Academic) has granted executive approval for the following correction:

**Doctor of Business Administration**

COM-1 - To offer an on-campus occurrence of BDBA 913

**10. Division of Humanities**

The Board

**RECOMMENDED** that the following proposal from the Division of Humanities (24 May 2023) be approved:

**School of Social Sciences**

HUM-1 - To introduce a new dual-level paper, POLS 413/513 Political Theory for the Environment and to delete POLS 402/510 Community, Culture and Rights, *noting that:*

- *The year of introduction should be corrected to 2024.*

**NOTED** that the following proposal was approved under the expedited approvals process:

**School of Social Sciences**

HUM-2 - To delete GEND 402 Sexual Politics in Modern Ireland

**11. Division of Sciences**

The Board

**RECOMMENDED** that the following proposal from the Division of Sciences (15 May 2023) be approved:

**Food Science**

**(CUAP approval required)**

SCI-1 - To amend the name of the Consumer Food Science subject for MAppSc, PGDipAppSc, and PGCertAppSc to Food and Agriculture and to amend the schedule of requirements, *subject to:*

- *Confirmation that the Pro-Vice-Chancellor of the Division of Sciences is happy for this proposal to progress.*
- *Further information from the Department of Food Science reviewing how this programme would be placed among other postgraduate offerings, and*

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*NB: Both of the above conditions have been satisfactorily fulfilled following the Board's hui.*

*Noting that:*

- *The Department has confirmed that correct version of the proposed programme name is 'Food and Agriculture'.*
- *Two additional paper codes should be created as part of this proposal – FOSC 406 Topics in Advanced Food Science 6 and FOSC 407 Topics in Advanced Food Science 7 – to ensure adequate codes to cater for all of the topics delivered under the paper codes FOSC 421-425, which are being deleted by this proposal.*

**NOTED**

that the Deputy Vice-Chancellor (Academic) has granted executive approval to the following proposal:

**Science Communication**

SCI-2 - To amend the title of SCOM 412 and to reinstate SCOM 413, which had been inadvertently deleted

**12. Convener's Business**

The Acting Convener advised that departments and programmes should be mindful of the impact that management of change processes may have on postgraduate research students and on applicants for postgraduate programmes. Clear communication to applicants will be needed during the application process, noting that – where applicable – Student Experience would be using language around applications being paused when communicating with prospective students.

Management of change processes will impact very differently on research students depending on what stage they are at in their studies, and work will be needed on a case-by-case basis to ensure students are able to complete. There will also be impacts on students for some postgraduate coursework programmes. The University will need to plan for a significant investment of time around this matter.

The University is committed to putting in all possible efforts to support students to successful completion, but there may be circumstances where flexibility is also required on the part of students in determining an acceptable course of study.

**13. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Thursday 6 July 2023 in the Council Chamber, First Floor, Clocktower Building.

**14. Karakia Whakamutunga**

The Acting Convener closed the hui with a karakia.

**Item 11**  
**For noting, approval, and recommendation**  
**of approval as outlined in the agenda**

**15. Members of the Board**

Professor Helen Nicholson (Convener)  
Professor David Baxter  
Professor Richard Blaikie  
Professor Tim Cooper  
Jason Cushen  
Professor Tony Harland  
Professor Zhiyi Huang  
Professor Chrys Jaye  
Kirsty Lewis  
Professor Lisa McNeill  
Margaret Morgan  
Lini Roberts  
Professor Gisela Sole  
Dr Sarah Stein  
Associate Professor Wayne Stephenson  
Keegan Wells