
Senate

Date: 27 September 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) 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 report of the Senate dated 30 August 2023.

- [20230830 Senate minutes](#)

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3. Intimations from Council

To note
that the Council, 12 September 2023, received Communications from the Senate dated 30 August 2023 and approved the following:

a) Academic Dates

The dates for the Academic Year 2025.

b) Scholarships and Prizes

The following new and disestablished scholarships:

New scholarships

- Graduate Women Otago Centenary Award (Māori)
- Graduate Women Otago Centenary Award (Pacific)
- Maria Marsh Memorial Postgraduate Scholarship in Mental Health
- Northland Pharmacist Pathway Scholarship

Disestablished scholarship

- R & E Seelye Trust Master's Scholarship

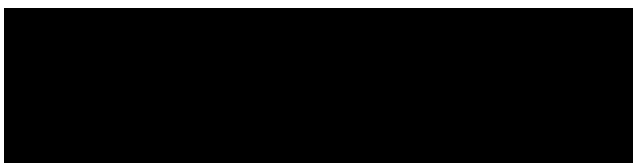
4. ## Learner Success Plan

To receive
a manatu from the Acting Vice-Chancellor with an update on the Learner Success Plan, including a draft Report and Timeline for consideration and discussion.

- [20230918 Learner Success Plan](#)

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5.



6. 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):

- Department of Chemistry, 12-14 October 2022
- Disability Information and Support, 7-9 November 2022
- Department of Food Science, 15-17 November 2022
- Genetics Teaching Programme, 28-30 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
- School of Social Sciences, 20-24 March 2023
- Department of Public Health, UOW, 23-25 May 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

- Publications/Outputs Office/PBRF Office, 23-25 August 2023

Upcoming reviews

- Ecology Programme, 2-4 October 2023
- Neuroscience Programme, 25-27 October 2023
- Quality Advancement Unit, 13-15 November 2023

Deferred reviews

- University College, rescheduled for 2024
- Communication Section, External Engagement, rescheduled for 2024
- Department of Zoology, rescheduled for 2024
- Department of Preventive and Social Medicine, DSM, rescheduled for 2024
- Department of Women's and Children's Health, DSM, rescheduled for 2024
- Department of Obstetrics, Gynaecology and Women's Health, UOW, rescheduled for 2024
- Department of Obstetrics and Gynaecology, UOC, rescheduled for 2025
- ELM Programme, rescheduled for 2025

7. Quality Advancement Committee

To receive

the minutes of a meeting of the Quality Advancement Committee on 1 August 2023.

- [20230801 QAC minutes](#)

8. Internationalisation Committee

To receive
the minutes of a meeting of the Internationalisation Committee on 14 August 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 Faculty of Dentistry, University of Otago and the Shanghai Ninth People's Hospital, Shanghai Jiao Tong University School of Medicine, P.R. China

An MOU between the University of Otago and Brigham Young University - Hawaii, U.S.A.

An MOU and Student Exchange Agreement (SEA) between the University of Otago and the University of Birmingham, United Kingdom

An MOU and SEA between the University of Otago and the University of Leeds, United Kingdom

An MOU between the University of Otago and Tokyo Kasei University, Japan

An MOU between the University of Otago and Green River College, U.S.A.

Renewed agreements

The MOU and SEA between the University of Otago and Universität Heidelberg (Ruprecht-Karls-Universität), Germany

The MOU and SEA between the University of Otago and the University of Glasgow, United Kingdom

The MOU and SEA between the University of Otago and the Universidad Complutense de Madrid, Spain

- [20230814 IC minutes](#)

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9. Board of Undergraduate Studies

To receive
the minutes of a meeting of the Board of Undergraduate Studies on 6 September 2023, and

- [20230906 BUGS minutes](#)

34

a) To approve

Graduating Year Reviews (GYR) reports for the following programmes for submission to the Committee on University Academic Programmes (CUAP):

- Diploma in Theology (DipTheol)
- Bachelor of Health Sciences (BHealSc)

b) To approve

the following new papers and amended programmes:

New papers

- CLAS 245 Tales from Troy: from Homer to Hollywood
- HIST 206 An Introduction to Pacific History
- HIST 318 Australia since 1788: Boundaries of Belonging

Amended programmes

- Pacific Islands Studies major and minor subject
- Pacific and Global Health major subject

c) To note

that the following amended and deleted papers were approved under the expedited approvals process:

Amended paper

- PHPE 301 Research Essay

Deleted paper

- MART 205 Marketing the Professional Practice

d) To note

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

Amended papers

- MUSI 131 Composition
- MUSI 135 Songwriting
- MUSI 234 Contemporary Composition

e) To note

That the following special topic has been approved:

Special topic

- CLAS 330 Special Topic: Experiencing the Environment in Ancient Greek Poetry

f) To note

the following consequential amendments - included in previously approved proposals - which were omitted from the Board's minutes for the meetings concerned:

Deleted papers

- FOSC 112 and FOSC 308, as detailed in the Board's agenda for 5 July 2023
- ELIT 199; EMAT 196, 197, and 199; EREO 199; and ENMO 199 - effective once feasible in consideration of completion requirements for current students - as detailed in the proposal labelled HUM-1 on the Board's agenda for 5 July 2023

g) To note

that an Annual Programme Report has been received for the following recently introduced programme:

- Bachelor of Entrepreneurship (BEntr)

10. Board of Graduate Studies

To receive

the minutes of a meeting of the Board of Graduate Studies on 7 September 2023, and

- [20230907 BoGS minutes](#)

40

a) To recommend

That the following deleted programme be approved, as detailed in a previously approved proposal regarding the Food and Agriculture subject for the Master of Applied Science (MAppSc) on the Board's agenda for 8 June 2023, but omitted from the minutes of that meeting:

(CUAP notification required)

Deleted programme

- The Consumer Food Science subject for the Master of Science (MSc) and Postgraduate Diploma in Science (PGDipSci)

b) To approve

Graduating Year Reviews (GYR) reports for the following programmes for submission to the Committee on University Academic Programmes (CUAP):

- Doctor of Business Administration (DBA), Postgraduate Diploma in Business Research Methods (PGDipBusRes), Postgraduate Certificate in Business Research Methods (PGCertBusRes)
- Sport, Exercise and Health subject for BSc(Hons), PGDipSci, and MSc
- Master of Sport Development and Management (MSpDM) and Postgraduate Diploma in Sport Development and Management (PGDipSpDM)
- Master of International Development and Planning (MIDP)
- Master of Education and Learning (MEdLn), Postgraduate Diploma in Education and Learning (PGDipEdLn), Postgraduate Certificate in Education and Learning (PGCertEdLn)
- Master of Faith-Based Leadership and Management (FBLM), Postgraduate Diploma in Faith-Based Leadership and Management (PGDipFBLM)
- Early Childhood Education (ECE) endorsement for MTchgLn

c) To approve

the following amended paper:

Amended paper

- CLAS 460

d) To note

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

Amended programmes

- Postgraduate Diploma in Science Communication (PGDipSciComm)
- Postgraduate Certificate in Science Communication (PGCertSciComm)

e) To note

That the following special topics have been approved:

Special topics

- SCOM 419 Special Topic: Key Voices in Science Communication
- CLAS 460 Special Topic: Experiencing the Environment in Ancient Greek Poetry (Advanced)

11. Convener's Business

12. Date of Next Meeting

To note

that the Senate will next meet on Wednesday 25 October 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

13. 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

MINUTES OF A MEETING OF THE SENATE

30 August 2023

Present: Acting Vice-Chancellor (Convener), Professor I G Barber, Professor J M Baxter, Associate Professor M A Beres, Dr F Beyer, Professor R J Blaikie, Professor P B Blakie, Professor P J Bremer, S D Carrington, Professor C J Charles, Professor T S Conner, J R Cushen, Associate Professor G C Dick, Associate Professor A D Eketone, Associate Professor C Fraser, Professor N J Gemmell, J Gibson, Associate Professor R W Greatbanks, Professor J B Halberstadt, Professor L A Hale, Associate Professor E A Hargreaves, Professor N J Hughes, Q D Jane, Professor C L Jasoni, Dr V Kahui, Associate Professor J R Kirman, Professor S M Knowles, Dr S W Lau, Associate Professor P M Lokman, Associate Professor N T Lucas, Professor K M Lyons, Associate Professor L J Machado, Professor J B Maclaurin, Professor S C Marshall, Dr R S Martin, Professor B J McCane, Professor M J Miroso, Dr P M O’Kane, Professor J F M Palmer, Professor R J A P Peeters, Dr T L Perry, Professor S G Pitama, Professor P C Priest, Associate Professor D R Ruwhiu, Dr D Schumayer, Dr S J Stein, Professor L J Surgenor, Professor M Thompson-Fawcett, Professor M A Thyne, M Wall, Associate Professor S C Walton, R K A White, Professor E H Wyeth

In attendance: M T Angel, Associate Professor L C McBain, Professor I Oey, Dr J E Weaver

Apologies: Professor R W Aitken, Associate Professor A Alm, Associate Professor V R Anderson, Professor A J Ballantyne, Professor R J Barker, Professor G D Baxter, Professor J M Bering, Associate Professor S A Biggemann, Associate Professor S E Bond, M E H Butts, Professor H R Campbell, Associate Professor A M Carr, Dr J A Cattermole, Professor P R Cooper, Professor T D Cooper, Professor N J Cullen, Professor B K Daniel, Associate Professor M Dawson, Professor W J Duncan, Professor F J Edgar, Associate Professor A R Gorman, Professor S E Griffiths, Associate Professor A J High, Professor C L Hulbe, Professor S J Jackson, Associate Professor C M L Johnson, Professor R A Kemp, Professor M A Kennedy, Associate Professor D N Kenwright, Professor M D Lamare, E Lemalu-Eteuati, Dr G H Leonard, Professor W M M Levack, Professor B A Lovelock, Professor C A Marra, Associate Professor C J Marshall, Professor E A Matisoo-Smith, Professor S P A McCormick, C D McQueen, Associate Professor A B Moore, Associate Professor C M Moy, Professor D A Orlovich, Associate Professor T G Patterson, Associate Professor M A C Perry, Professor N F Pierse, Professor J N J Reynolds, Professor R Richards, Associate Professor K J Robertson, Associate Professor K R Ruckstuhl, Dr R M Schaaf, Professor B Schonthal, Professor L N Signal, Associate Professor D Sika-Paotonu, Professor G Sole, Professor W Sweetman, A Taia, E F Taukolo, Professor R W Taylor, D J Thomson, Professor P P Vakaoti, Associate Professor S J Wakes, Associate Professor S W Walker, K L Wells, Professor T J Wilkinson, S W Willis, Professor J Zhang

Item 2
For confirmation

1. Karakia Timatanga

The Convener opened the hui with a karakia.

2. Minutes

The report of the Senate dated 26 July 2023 was confirmed.

3. Intimations from Council

The Senate noted that the Council, 8 August 2023, received Communications from the Senate dated 26 July 2023 and 28 July 2023 and approved the following:

a) Academic Proposals

- To introduce a new qualification, Diploma in Science (DipSc), including the following new papers:
 - PTWY 130 Mathematics for University Purposes
 - PTWY 131 Introduction to the Human Body
 - PTWY 132 Introduction to Plant Life

b) Scholarships and Prizes

New prizes


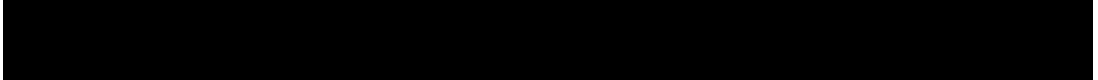
- Te Pae Takata Whakamānawa Māori Te Pae Tata - School of Arts Achievement Prize for First-Year Taura Māori
- Te Pae Takata Whakamānawa Māori Te Hāpai Ō - School of Arts Leadership Prize for Second-Year Taura Māori
- Te Pae Takata Whakamānawa Māori Te Pae Tawhiti - School of Arts Māori Research Prize for Third-Year Students
- School of Arts Fonua Achievement Prize for First-Year Pacific Students
- School of Arts Tivaevae Leadership Prize for Second-Year Pacific Students
- School of Arts Faletufuga Research Prize for Third-Year Students
- The Luke Kypri Prize

New scholarship

- Āwhina Scholarship

c) Limitations of Enrolment

Limitation of Enrolment requests for the 2024 academic year, including the following requests recommended for approval by the Acting Vice-Chancellor on behalf of the Senate:

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4. Library Strategy 2023-2028

The Senate received a manatu from the University Librarian introducing the Library Strategy 2023-2028, *noting that:*

- *The Strategy provides direction for the Library’s decision making and prioritisation of the Library’s work as it engages with the wider University, supporting teaching, research and community engagement.*
- *The Strategy covers all of the University’s campuses and Uare Taoka o Hākena | the Hocken Collections.*
- *The Strategy is aligned to Vision 2040, Pae Tata, and other strategic frameworks.*

5. Health Professional Programmes

The Senate

APPROVED

Standardised Terms of Reference (ToR) for Health Professional Programmes Admission Committees, as outlined in a manatu from the Associate Dean (Academic) for the Division of Health Sciences (ADA (Health Sciences)), *noting that:*

- *The final version of the ToR will incorporate minor corrections and amendments – at the discretion of the ADA (Health Sciences) – in response to advice from the Senate and from the University’s lawyer.*
- *The Senate expressed its gratitude to [REDACTED] for their efforts on this and related work around eligibility, admission, and selection criteria for Health Professional Programmes.*
- *The increased consistency in ToR between admissions committees will be a good improvement for students and for the University.*
- *For the Medical Admissions Committee, the Dean, Dunedin School of Medicine (DSM) should be replaced in the list of ex officio members to allow any one of the three Deans from DSM; University of Otago, Christchurch; and University of Otago, Wellington to fill this position in the membership.*
- *The ToR should specify that the process for determining the Community Representative of the Profession is appointment by the Chair of that committee.*

And received further updates regarding eligibility, admission, and selection for Health Professional Programmes.

6. Academic Dates

The Senate

RECOMMENDED

that the Dates for the Academic Year 2025 be approved, and

ENDORSED

the Provisional Dates for the Academic Year 2026.

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):

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(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)).

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- Department of Zoology, rescheduled for 2024
- Department of Preventive and Social Medicine, DSM, rescheduled for 2024
- Department of Women's and Children's Health, DSM, rescheduled for 2024
- Department of Obstetrics, Gynaecology and Women's Health, UOW, rescheduled for 2024
- Department of Obstetrics and Gynaecology, UOC, rescheduled for 2025
- ELM Programme, rescheduled for 2025

8. Research Committee

The Senate received the minutes of a meeting of the Research Committee on 9 August 2023.

9. Committee for the Advancement of Learning and Teaching

The Senate received the minutes of a meeting of the Committee for the Advancement of Learning and Teaching on 27 July 2023.

10. Scholarships and Prizes Committee

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

RECOMMENDED that the following new and disestablished scholarships be approved:

New scholarships

- Graduate Women Otago Centenary Award (Māori)
- Graduate Women Otago Centenary Award (Pacific)
- Maria Marsh Memorial Postgraduate Scholarship in Mental Health
- Northland Pharmacist Pathway Scholarship

Disestablished scholarship

- R & E Seelye Trust Master's Scholarship

11. Board of Undergraduate Studies

The Senate received the minutes of a meeting of the Board of Undergraduate Studies on 2 August 2023, and

APPROVED the following amended papers:

Amended papers

- BITC papers

NOTED that Annual Programme Reports have been received for the following recently introduced programmes:

Division of Commerce

- Bachelor of Arts and Commerce (BACom)
- Bachelor of Commerce and Science (BComSc)
- Philosophy, Politics and Economics for the BCom and BCom(Hons)

Division of Sciences

- Marine Science major subject
- Physical Education, Activity and Health major subject
- Exercise and Sport Science major subject
- Sport Development and Management major

Division of Humanities

- Criminology endorsement for the Diploma for Graduates (DipGrad)

Division of Health Sciences

- Bachelor of Pharmaceutical Science (BPharmSc)

- NOTED** that CUAP approved all of the proposals that the University submitted for 2023 Round 1, including:
- Amending the name of the Advertising endorsement for the Diploma for Graduates (DipGrad) to Creative Marketing
 - Amending the requirements of the Bachelor of Dental Surgery with Honours (BDS(Hons))
 - Amending the requirements for the Bachelor of Dental Technology (BDentTech) and Bachelor of Dental Technology with Honours (BDentTech(Hons))
 - Transferring retained subjects from the Bachelor of Applied Science (BAppSc) and Bachelor of Applied Science with Honours (BAppSc(Hons)) to new qualifications

12. Board of Graduate Studies

The Senate received the minutes of a meeting of the Board of Graduate Studies on 3 August 2023, and

- APPROVED** the following amended and deleted papers:

Amended papers

- BITC papers
- MANT 455

Deleted paper

- PSME 416 Applied Theory of Addiction and Co-existing Disorders

- NOTED** that Annual Programme Reports have been received for the following recently introduced programmes:

Division of Commerce

- Master of Accounting and Finance (MAccFin)
- Postgraduate Certificate in Digital Health (PGCertDigHeal) and Postgraduate Diploma in Digital Health (PGDipDigHeal)

Division of Humanities

- Master of Archaeological Practice (MArchP)

Division of Sciences

- Marine Science subject for BSc(Hons)
- Artificial Intelligence subject for MAppSc, PGDipAppSc, and PGCertAppSc

Higher Education Development Centre

- Educational Technology endorsement for PGCertHighE and PGDipHighE

- NOTED** that CUAP approved all of the proposals that the University submitted for 2023 Round 1, including:
- Amending the name of the Postgraduate Certificate in Women’s Health (PGCertWHlth) to the Postgraduate Certificate in Pregnancy and Medical Gynaecology (PGCertPMG)
 - Amending the minimum entry requirement for various coursework master’s degrees to a B GPA, noting that the Master of Wildlife Management (MWLM) was added to the list of programmes affected by this change.
 - Amending the requirements for the Bachelor of Dental Technology (BDentTech) and Bachelor of Dental Technology with Honours (BDentTech(Hons))
 - Transferring retained subjects from the Bachelor of Applied Science (BAppSc) and Bachelor of Applied Science with Honours (BAppSc(Hons)) to new qualifications

13. General Business

The Senate discussed the process for incorporating Te Reo Māori into paper titles and prescriptions, *noting that:*

- *The recently introduced expedited process for academic proposals should allow this type of amendments to be approved and implemented more efficiently than the standard academic approval process.*
- *It might be beneficial to provide communications reminding Divisions that the expedited process is now in place and available for use.*
- *It may be helpful to receive and process paper updates from across the University incorporating Te Reo Māori at the same time.*
- *Oversight is needed to ensure accuracy and consistency of Te Reo Māori in paper information, with the Office of Māori Development likely being best placed to provide this oversight at present.*

The Senate

- AGREED** that the office of the Deputy Vice-Chancellor (Academic) (DVC(A)) should send a manatu to Divisional Boards requesting that any desired updates to paper information to incorporate Te Reo Māori should be progressed through the expedited process to the DVC(A) before the end of November 2023 and that the DVC(A) would make a request to the Office of Māori Development to check these updates for accuracy and consistency.

14. Convener's Business

The Convener noted the Vice-Chancellor Selection Panel was seeking self-nominations from professional and academic staff members to serve on the Vice-Chancellor Appointment Staff Advisory Group and that those interested should submit their self-nominations to Academic Committees and Services by 5 September 2023.

Item 2
For confirmation

15. Date of Next Meeting

The Senate noted that it will next meet on Wednesday 27 September 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

16. Karakia Whakamutunga

The Convener closed the hui with a karakia.



Memorandum / Manatu

To Kia:	Senate
From Nā:	Professor Helen Nicholson, Acting Vice-Chancellor
Date Te rā:	18 September 2023
Subject Te Kaupapa:	Learner Success Plan Activities and Recommendations for further action

This memo provides members of Senate with an update on the Learner Success Plan, including a draft Report and Timeline for discussion.

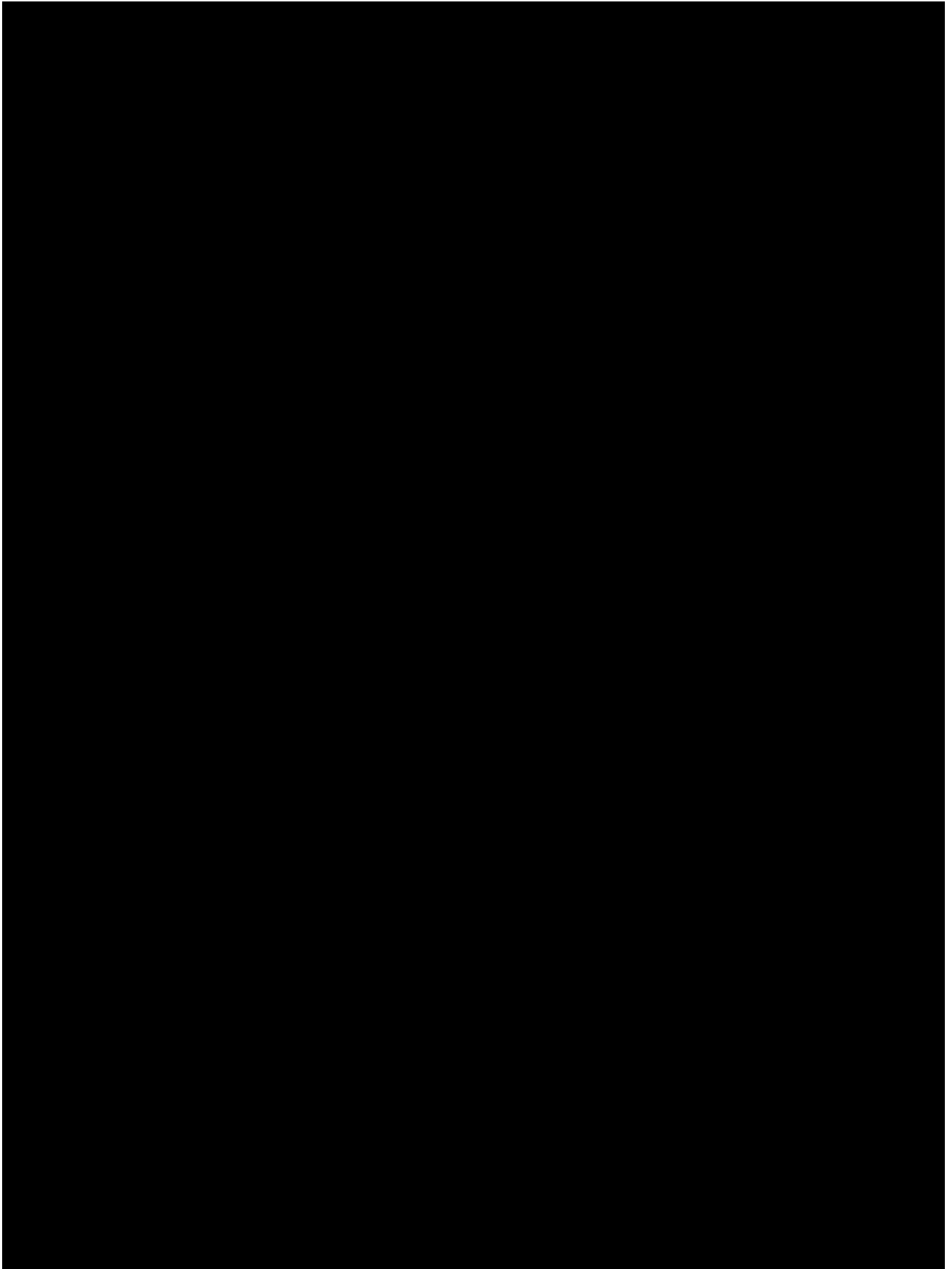
TEC requires all Tertiary Education Organisation's to submit a Learner Success Plan that has meaningful targets, an actionable roadmap, and takes a whole-of-University approach.

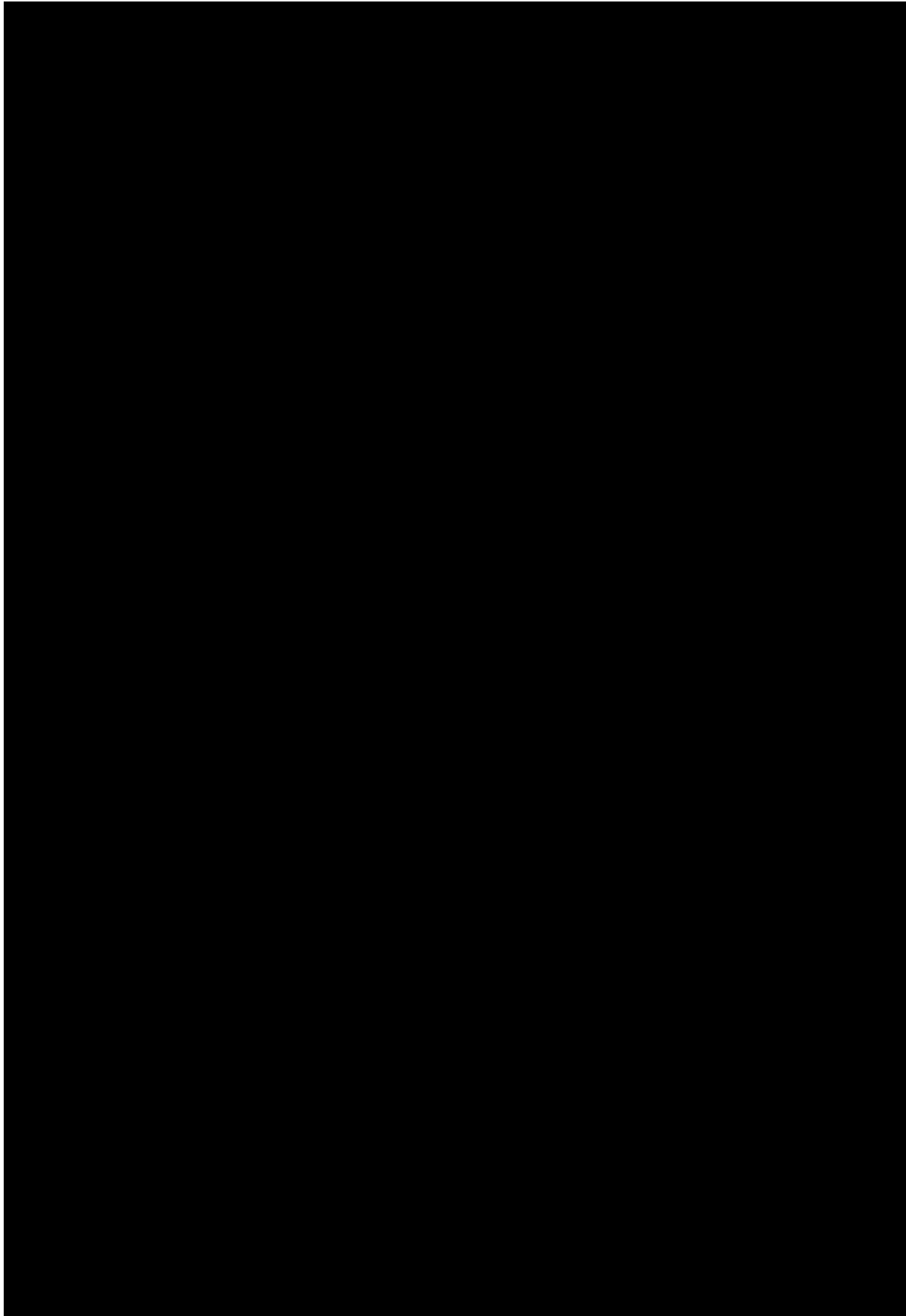
We now attach a draft Report and Timeline for your consideration and discussion. The Report brings together considerable input from staff and students and analysis of our equity data and student survey responses.

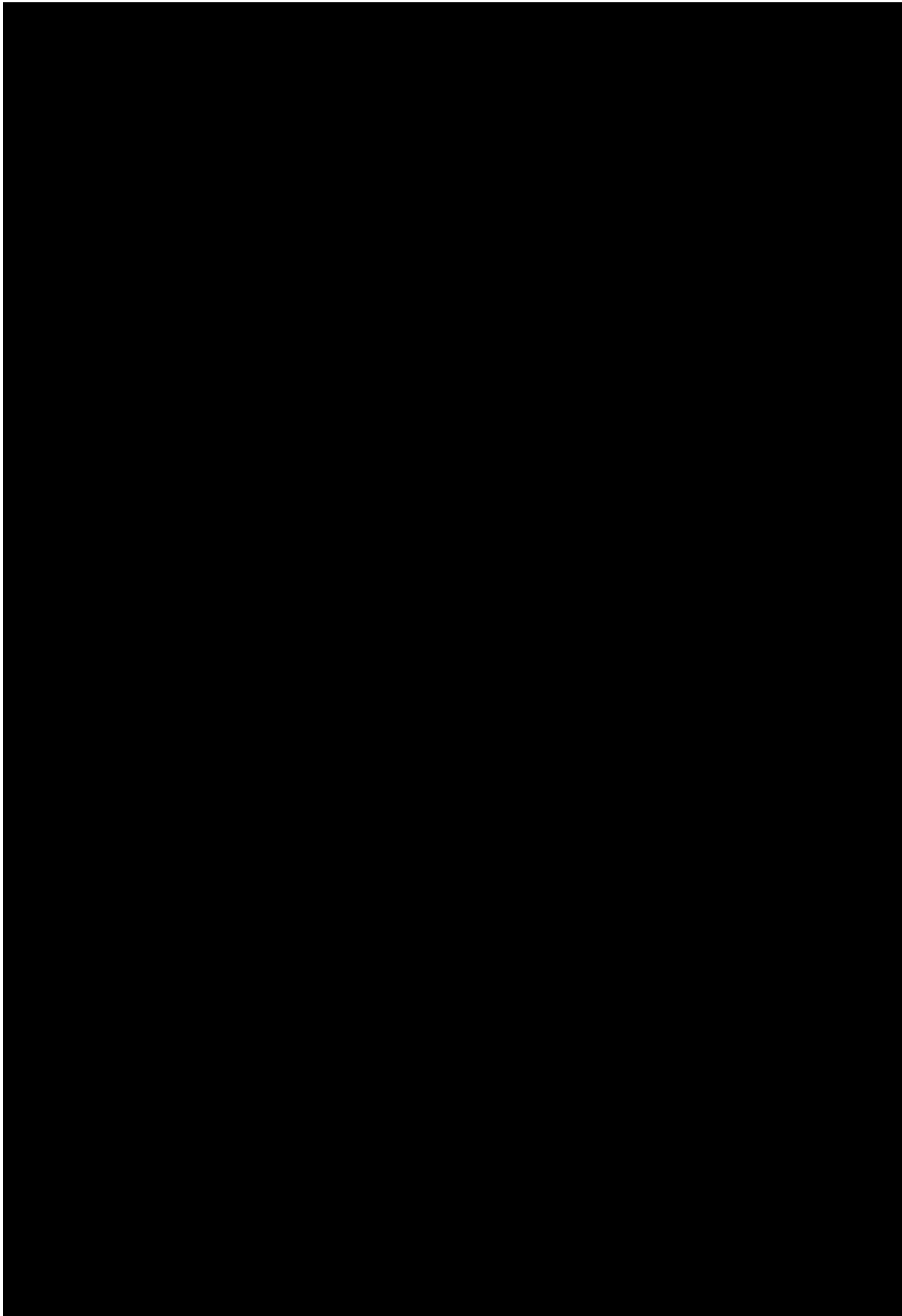
We found that our equity gaps are consistent across Divisions and among programme majors. We have a robust system of supports for students and outstanding staff delivering those services. What we need to work on is being open to doing things differently, to put the student at the centre of our planning and decision making, and using our data and technology tools to focus our resources where they are needed most.

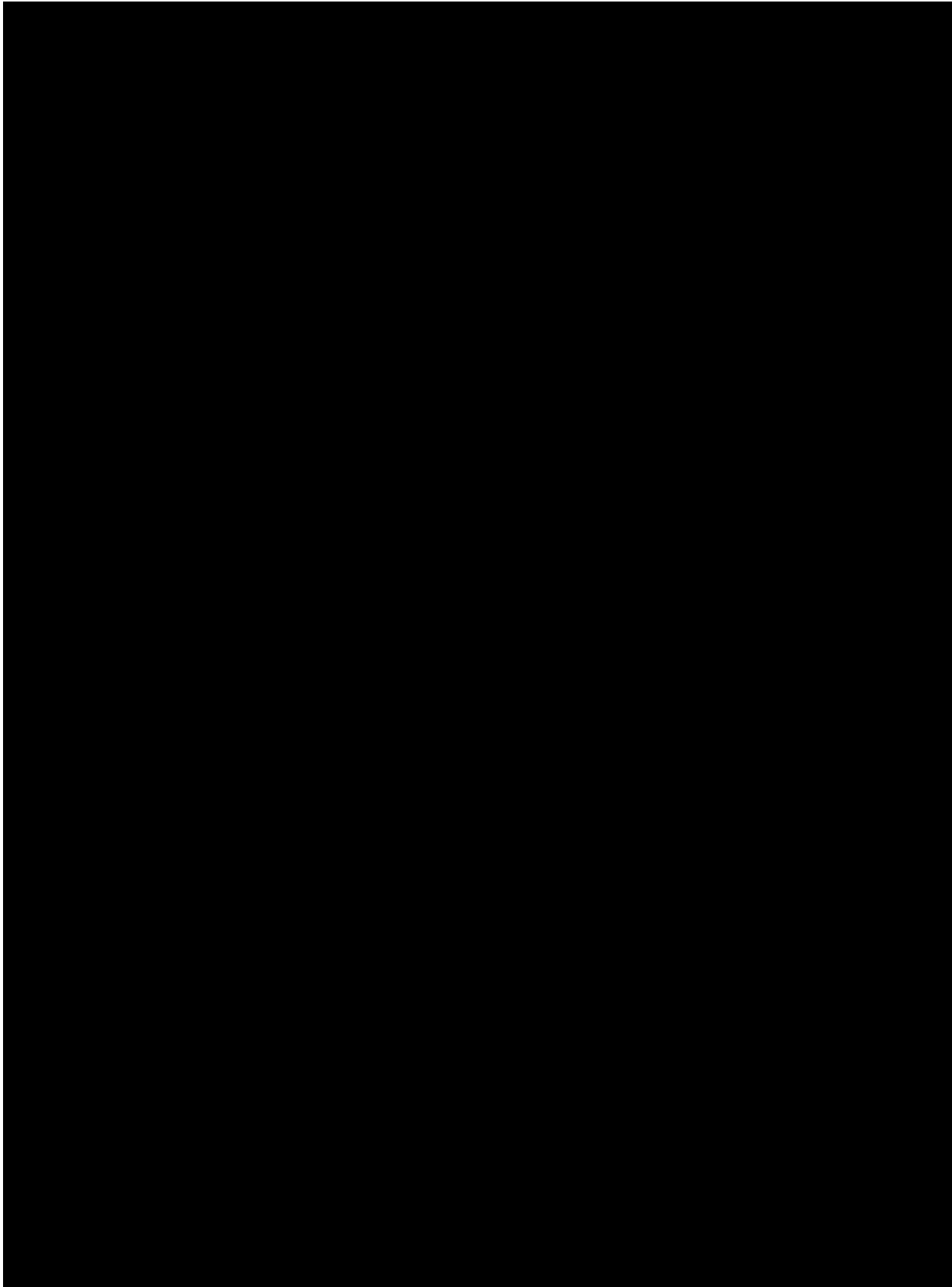
We recently met with TEC representatives to discuss the draft Report and Timeline. They are happy with the overall direction and asked us to incorporate more about our process for identifying gaps and chosen actions, and clarity on the sequence of delivering the enablers and focus area actions. This has been incorporated into this current version of the Report.

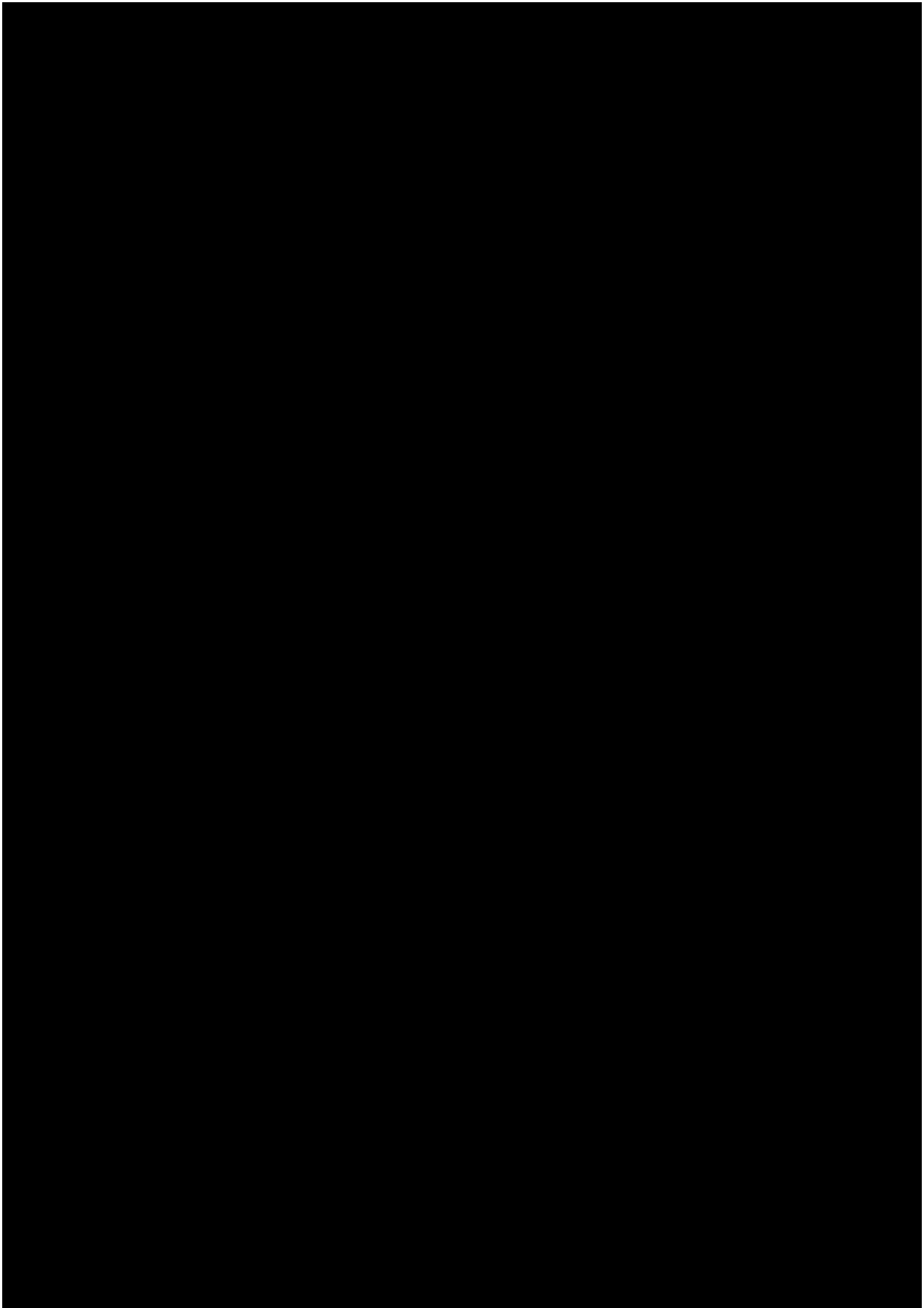
Recommendation: We ask Senate members to consider the draft Report and Timeline and provide feedback on the direction and achievability.

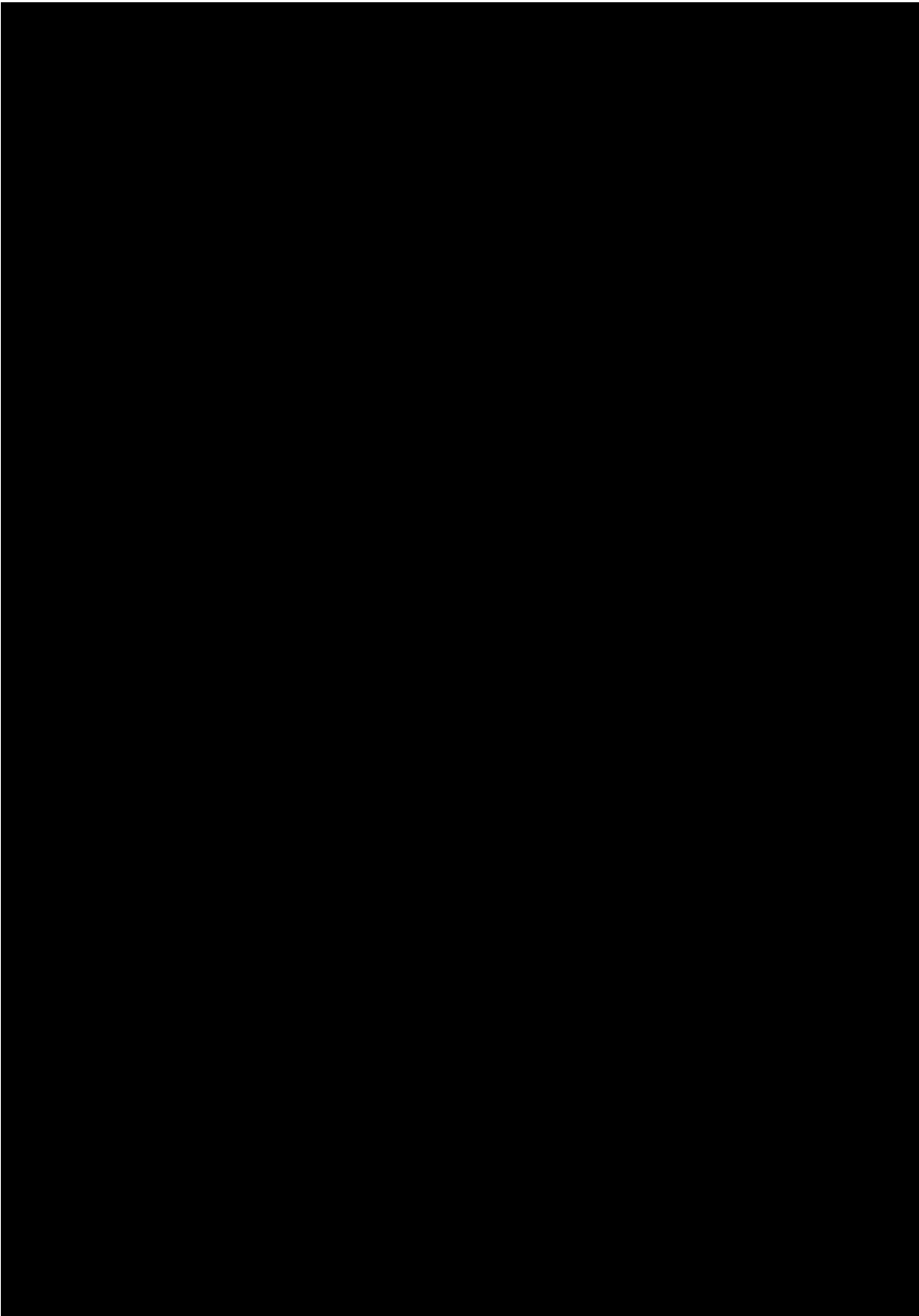


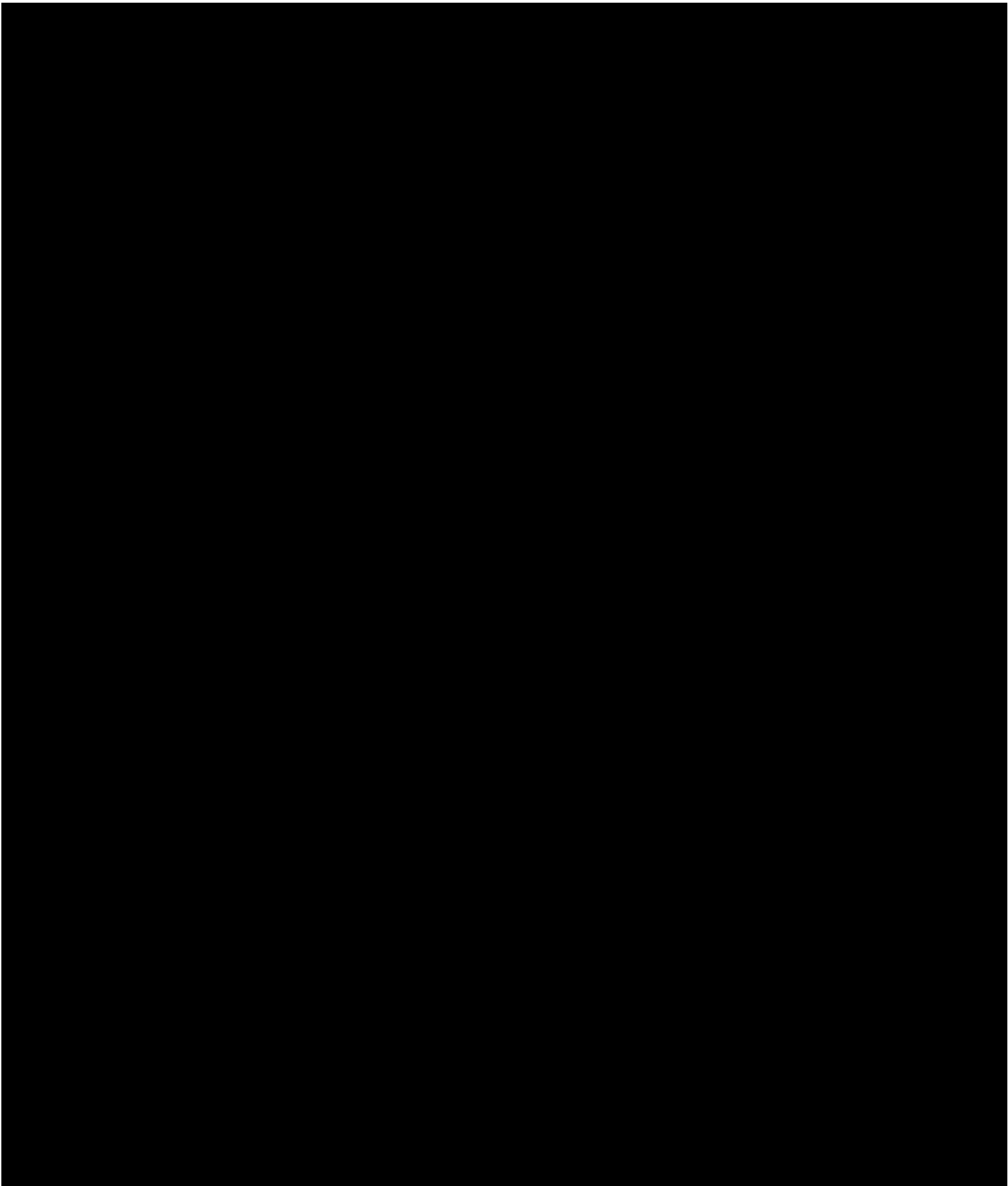


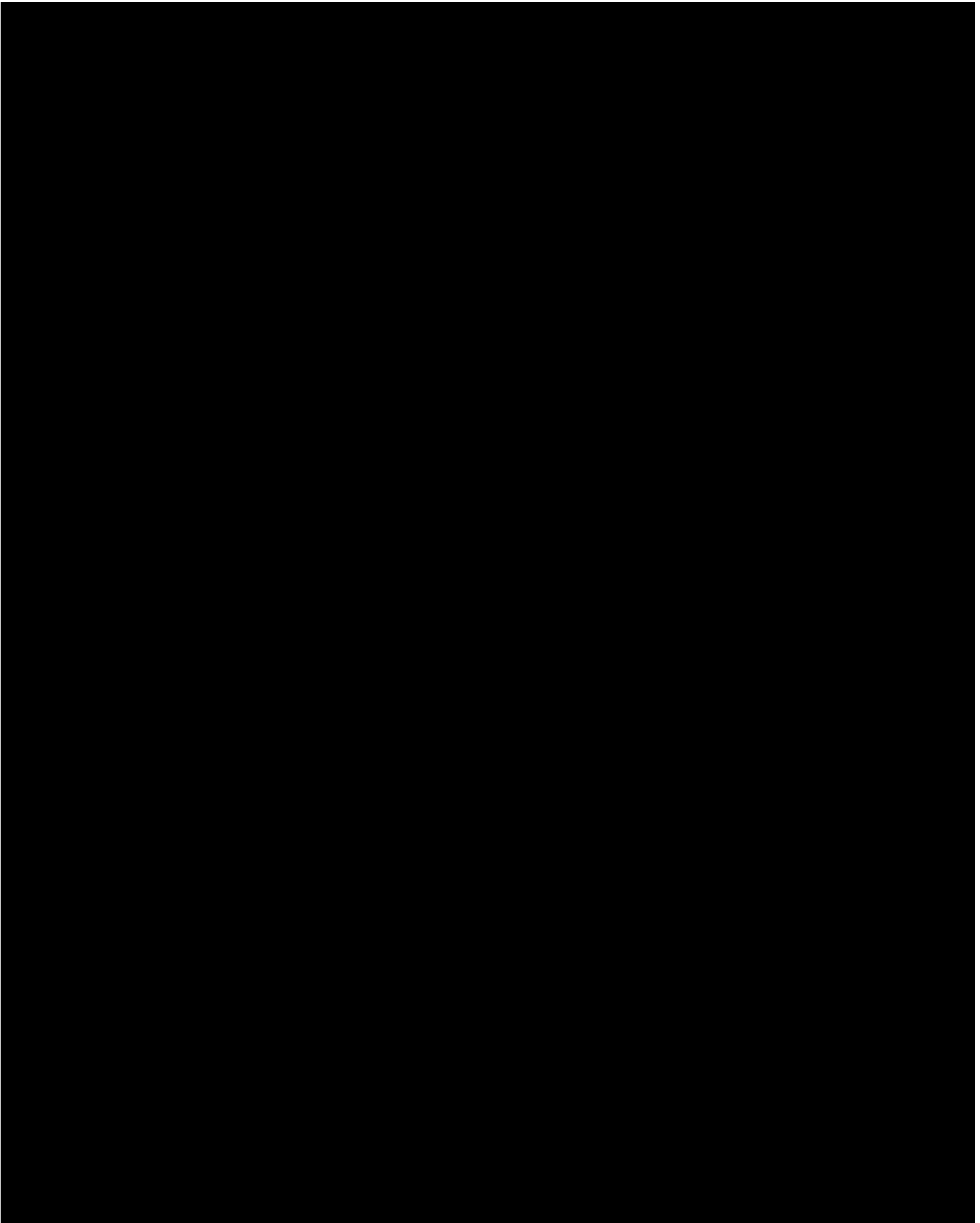


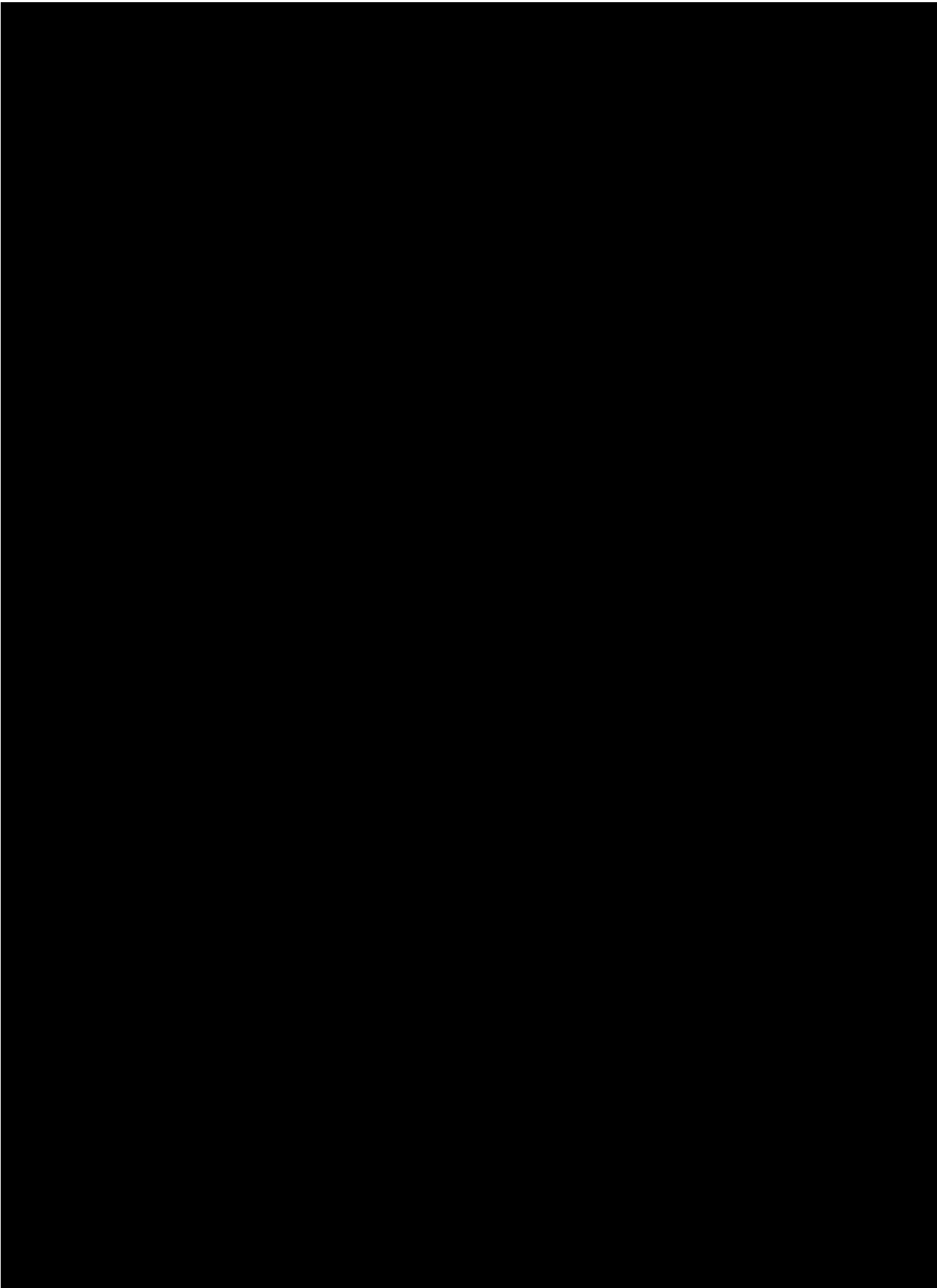


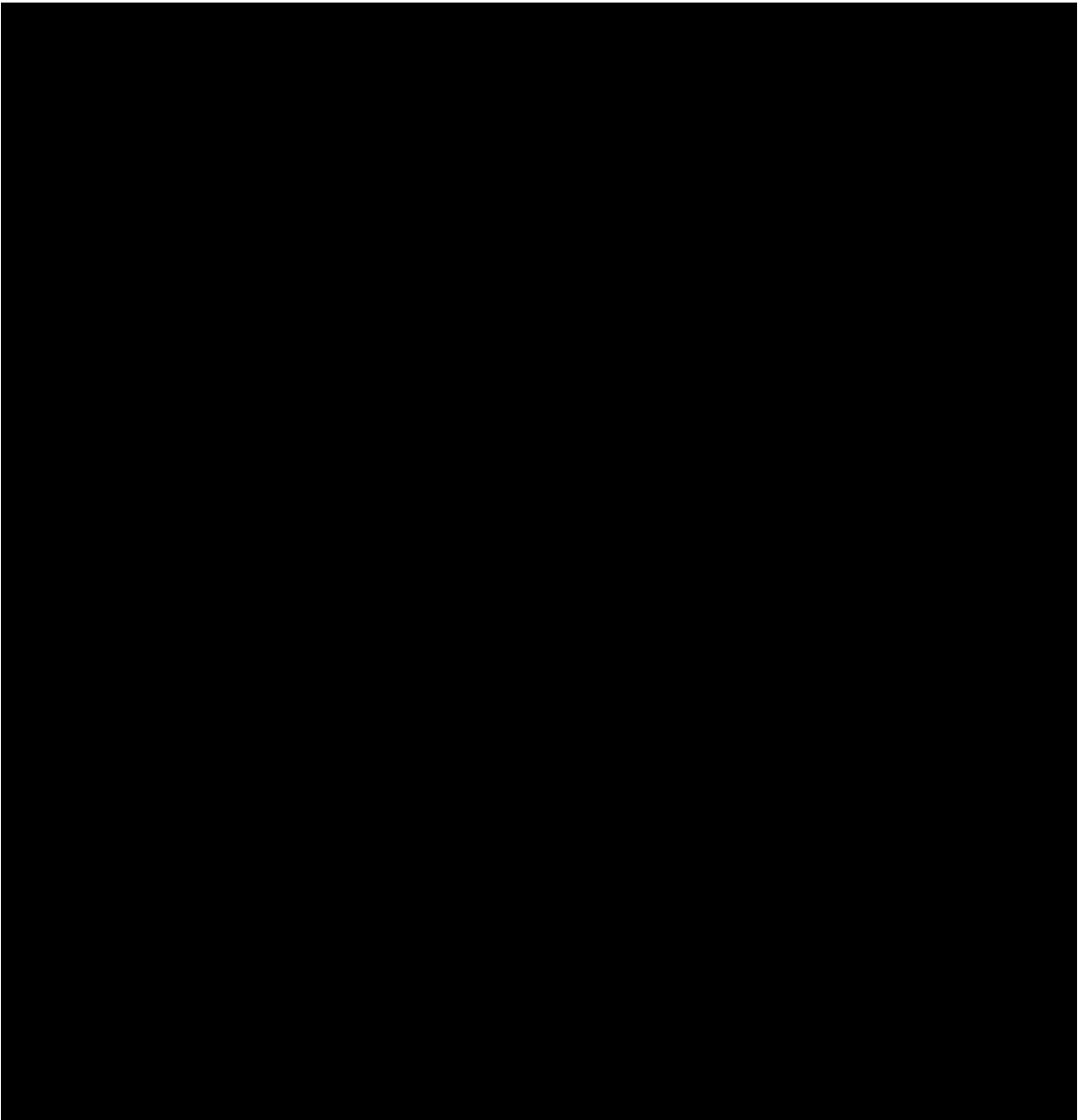


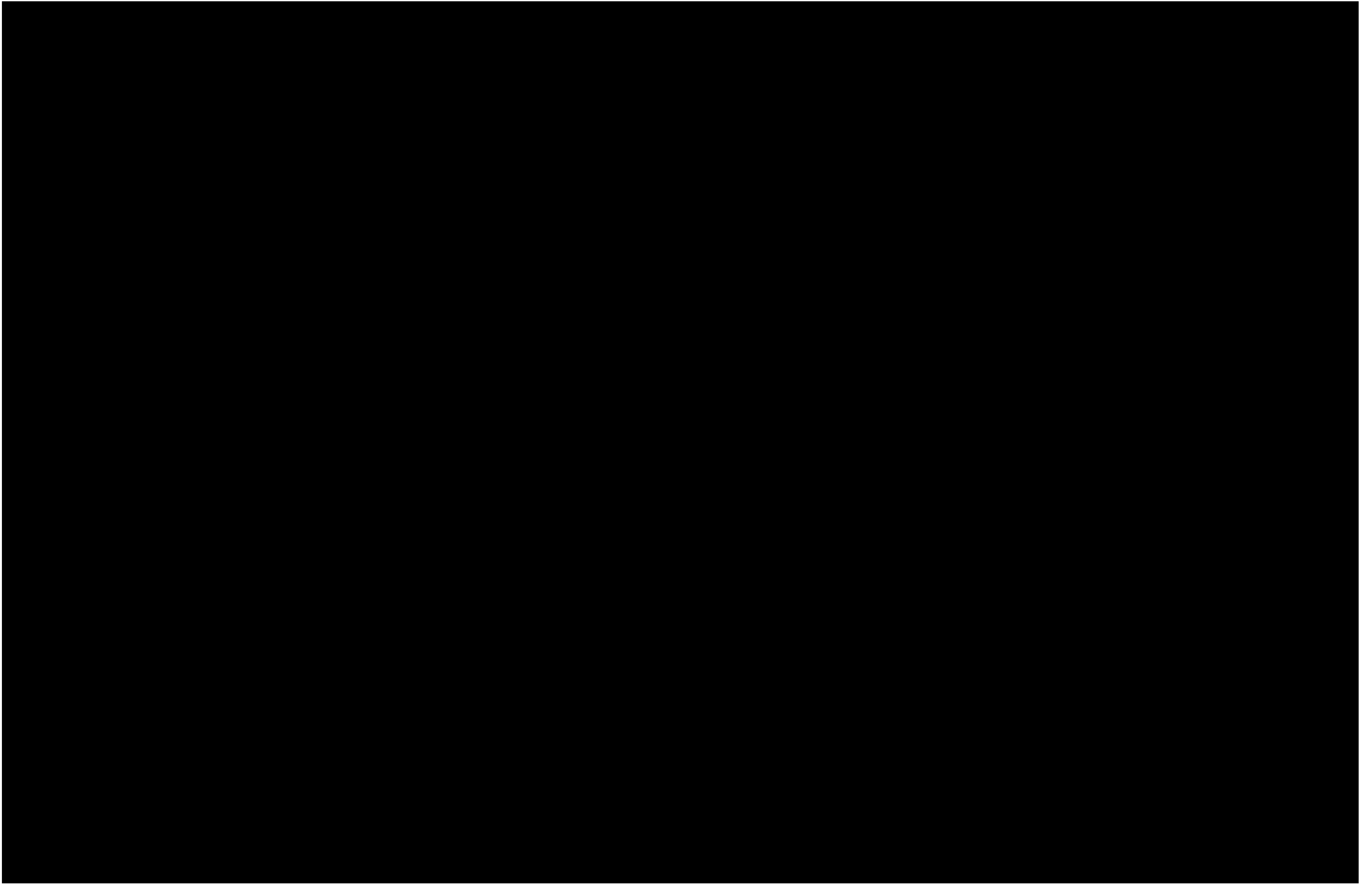














Quality Advancement Committee

Stand in Committee Secretary: Carol Forbes Telephone 03 479 8792

E-mail: carol.forbes@otago.ac.nz

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

1 August 2023

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

Apologies: Professor David Baxter, Professor Phil Bremer, Jason Cushen, Professor Niels Kjaergaard

In Attendance: Carol Forbes, Romain Miroso, Dr Julie Weaver

1. Karakia timatanga

The Convenor opened the hui with a karakia.

2. Minutes

The minutes of a meeting of the Committee held on 2 May 2023 were confirmed.

3. Matters Arising from the Previous Minutes

No items to note.

4. QAC Terms of Reference – Update

The subgroup continues to develop the Committee's Terms of Reference and will incorporate feedback received at the May meeting, and discussions from agenda item 10 of QAC's role with the implementation of the Pae Tata Strategic Plan.

5. Otago Cycle 6 Academic Audit – Update

The Committee received a verbal update from the Director, noting the following

Item 7 For noting

- Preparations for the self-review report are continuing with evidence gathering and the development of portfolio's.
- Acknowledgment that parts of the submitted report may not be current when the audit meeting occurs due to the progress status of work in some areas, and the timing of the submission deadline. A covering statement is given in the report to allow for this and the panel provided with updates.

6. Cycle 6 Academic Audits – Executive Summaries

The Committee received the Cycle 6 Academic Audit Executive Summaries for Massey University, Te Kunenga ki Pūrehuroa, noting the following:

- Committee members are encouraged to engage with the information provided in the summary, as it identifies important areas addressed by the upcoming audit.

7. Quality Surveys and Evaluations Report

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

- There was a lower response for the 2023 Graduate Opinion Survey than previous years and the reports summarising the results will be released in August/September. Work has begun on the 'Graduate Outcomes Report' which explores the employment outcomes of Otago bachelor graduates.
- The Universities New Zealand and Survey Managers collaboration work to produce a publicly accessible dashboard of combined feedback from New Zealand University graduates on employment and further study options is continuing.
- As a result of feedback received from heads of various student services relating to the Student Opinion – Support Services Improvement Survey, a number of items have been added, removed or modified.
- The 2023 College and First Year received a good response (55%) and reports summarising the results have been sent out to relevant stakeholders, and a presentation to Collegiate Life Leaders occurred in July.
- The 2023 International Student Barometer closed in May with a 33% response rate and the results will be presented to key stakeholders in August.
- A summary of findings from the Student Evaluation Process Improvement Survey was published in the university's communications email.
- There was an increase in the number of evaluation questionnaires ordered (up 12%) for same period in 2022.

8. Quality Reviews Report

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

- Seven reviews are currently at different stages in the process; six reviews initially scheduled for 2023 have been approved for deferral to either 2024 or 2025.
- There is one outstanding review report for 2022.
- The 2023 GYR programme is complete and the reports have been submitted to Divisional Boards for consideration.

Item 7
For noting

- A new prompt sheet for 'Internationalisation at Otago' has been included in the Review handbook.
- The 2024 Review Schedule has been approved by PVCs and Directors and preliminary meetings with Heads are underway; currently there are 18 reviews scheduled including those deferred from 2023.
- Rigorous processes are in place to process the deferrals requests received but the increase in numbers will require more management by QAU staff.

9. Convenor's Business

No items to report.

10. Other Business

The Committee discussed the areas where QAC should be consulted or asked to contribute to implementation activities related to Pae Tata priorities, noting that

- Quality *assurance* may be a better reflection than quality *advancement* in context of the Committee's Terms of Reference, and the use of non-threatening language and sharing of best practice models will demonstrate the quality assurance processes of the Committee.
- Quality assurance and advancement activities are important and the terms need to reflect how the Committee's activities attribute to both..
- The Committee's role is to support the Strategy in the relevant domains but is not directly involved in or has responsibility towards them all. QAC activities contribute to the educational offering priority with monitoring and data collection (surveys) but to a lesser extent to the research focussed priority.
- The Pae Tata strategy presents an opportunity to review the structures, efficiencies and roles of committee structures across the university.

11. Date of Next Meeting

Noted that the next meeting of the Committee is currently scheduled for Tuesday 7th November from 2-4pm, in Committee Room North.

12. Members of the Committee

13. Professor Phil Bremer (Convener)

Professor David Baxter
Professor Richard Blaikie
Dr Simon Connell
Professor Tim Cooper
Jason Cushen
Claire Gallop
Jo Gibson
Mia Heaphy Butts
Professor Anna High
Professor Niels Kjaergaard
Kevin Maley
Margaret Morgan
Professor Helen Roberts

Item 7
For noting

Professor Kerry Shephard
Amanda Taia
Associate Professor Andrew Trotman
Professor Robin Turner



INTERNATIONALISATION COMMITTEE

MINUTES OF THE INTERNATIONALISATION COMMITTEE
MONDAY, 14 AUGUST 2023

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

In attendance: Mrs Megan Smith, Ms Bronwen Stephens, Mrs Chriss Hamilton, Dr Paul Baker, Dr Jo Oranje, Mrs Susan Steer, Dr Sally Henderson, Ms Jennifer Haugh (representing Student Experience), Ms Karamea Pewhairangi, Ms Rebecca Kurtovich and Ms Lynda McIver.

Part 1: Matters to be Reported to Senate

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

2. **Welcome and Apologies**

An apology was received from Dr Hunter Hatfield.

██
██████████ were unable to attend the meeting.

3. **Confirmation of the Minutes of the Meeting of 19 June 2023**

Part 1 of the Minutes of the meeting of 19 June 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) between the Faculty of Dentistry, University of Otago and the Shanghai Ninth People's Hospital, Shanghai Jiao Tong University School of Medicine. P.R. China;

that the University of Otago enters into a MOU with Brigham Young University - Hawaii, U.S.A.;

that the University of Otago enters into a MOU and Student Exchange Agreement

(SEA) with the University of Birmingham, United Kingdom;

that the University of Otago enters into a MOU and SEA with the University of Leeds, United Kingdom;

that the University of Otago enters into a MOU with Tokyo Kasei University, Japan;

that the University of Otago enters into a MOU with Green River College, U.S.A.

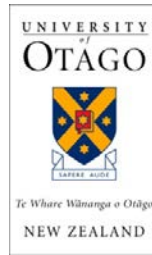
4.2 Agreements to be Renewed

- Recommended
- that the MOU and SEA between the University of Otago and Universität Heidelberg (Ruprecht-Karls-Universität), Germany, be renewed;
 - that the MOU and SEA between the University of Otago and the University of Glasgow, United Kingdom, be renewed;
 - that the MOU and SEA between the University of Otago and the Universidad Complutense de Madrid, Spain, be renewed.

4.3 Finalised Agreements

- Noted
- that the following agreements have been finalised since the last meeting:
 - a MOU between the University of Otago and the University of Languages and International Studies, Vietnam National University, Vietnam;
 - a MOU between the University of Otago and Rajamangala University of Technology Isan, Thailand;
 - a MOU between the University of Otago and Rajamangala University of Technology Phra Nakhon, Thailand;
 - a Student Exchange Agreement (SEA) between the University of Otago and Aarhus BSS, Aarhus University; Denmark;
 - a MOU between the University of Otago and Universiti Pendidikan Sultan Idris, Malaysia;
 - a MOU between the University of Otago and the University of Maribor, Slovenia;
 - a MOU between the University of Otago and Fiji National University, Fiji.

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For approval and noting of
items as outlined in the agenda



Board of Undergraduate Studies

Committee Secretary: Matt Angel
E-mail: academic.committees@otago.ac.nz
Telephone: 03 479 4852

Minutes of a Meeting of the Board of Undergraduate Studies

6 September 2023

Present: Professor Tim Cooper (Acting Convener), Associate Professor Melanie Beres, Mia Heaphy Butts, Jason Cushen, Associate Professor Richard Greatbanks, Jennifer Haugh, Professor Karl Lyons, Professor Brendan McCane, Dr Sarah Stein, Professor Lois Surgenor, Dr Julie Timmermans

In attendance: Matt Angel, Rebecca Connaughton, Carol Forbes, Richard German, Dr Julie Weaver

Apologies: Professor Phil Bremer (Convener), Ngaroma Bennett, Margaret Morgan

1. Karakia Timatanga

The Acting Convener opened the hui with a karakia.

2. Minutes

The minutes of a meeting of the Board on 2 August 2023, previously circulated, were confirmed.

3. Intimations from Senate

The Board noted that the Senate, 30 August 2023, received the minutes of the meeting of the Board held on 2 August 2023, and approved all recommendations contained therein.

4. 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 Health Professional programmes concerning eligibility to apply for admission to the programme (June 2022) (April 2023)

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).

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5. Limitations of Enrolment

The Board noted the Limitation of Enrolment requests that have been approved by Council for the 2024 academic year.

6. Academic Approvals Process

The Board received an update from the Dean, Learning and Teaching regarding the consolidated approvals process, the templates for which are to be renamed as Curriculum Redesign proposals, and

AGREED that the Dean should undertake further work to align the prompts in the current proposal templates to the proposed Curriculum Redesign template.

7. Consequential Amendments

The Board noted the following consequential amendments - included in previously approved proposals - which were omitted from the Board's minutes for the meetings concerned:

Food Science

To delete FOSC 112 and FOSC 308, as detailed in the proposal labelled SCI-2 on the Board's agenda for 5 July 2023.

College of Education

To delete ELIT 199; EMAT 196, 197, and 199; EREO 199; and ENMO 199 - effective once feasible in consideration of completion requirements for current students - as detailed in the proposal labelled HUM-1 on the Board's agenda for 5 July 2023.

8. Division of Commerce

The Board

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

Marketing

COM-1 - To delete MART 205 Marketing the Professional Practice

9. Division of Humanities

The Board

RECOMMENDED that the following proposals from the Division of Humanities (23 August 2023) be approved:

School of Arts

HUM-1 - To introduce a new paper, CLAS 245 Tales from Troy: from Homer to Hollywood, to dual-level with CLAS 345, *noting that:*

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- *This proposal is a good example of how to clarify the differences between levels for dual-levelled papers, and the Board recommended using it as an exemplar.*
- *The enrolment data in the report from the Strategy, Analytics and Reporting Office refers to EFTS rather than headcounts, contrary to how it is labelled in the report.*
- *The learning outcomes for CLAS 345 have also been updated as a consequence of this proposal, and those updates will be captured in the paper's supplementary information of the University website, but there are not any formal processes currently in place to capture changes to learning outcomes.*

HUM-2 - To introduce a new paper, HIST 206 An Introduction to Pacific History, and to amend the major and minor subject requirements for Pacific Islands Studies and for Pacific and Global Health, *noting that:*

- *This paper is intended for introduction in 2024, and the proposal has not been submitted by the usual annual deadline.*
- *The Board has agreed to accept this as a late proposal without the need for further justification, but will expect to see the usual justification for lateness attached to any proposal submitted outside the annual deadlines next year.*
- *This paper will not immediately be available for enrolment when 2024 paper selection opens on 18 September 2023, but it should become available for enrolment in due course.*
- *The Board would have preferred to see notification closer to the start of the proposal indicating that the Programme has several upcoming paper deletions planned, which will offset the introduction of this new paper.*
- *That [REDACTED] will follow up with the Programme to provide advice and feedback around learning outcomes.*

HUM-3 - To introduce a new paper, HIST 318 Australia since 1788: Boundaries of Belonging, *noting that:*

- *This paper is intended for introduction in 2024, and the proposal has not been submitted by the usual annual deadline.*
- *The Board has agreed to accept this as a late proposal without the need for further justification, but will expect to see the usual justification for lateness attached to any proposal submitted outside the annual deadlines next year.*
- *This paper will not immediately be available for enrolment when 2024 paper selection opens on 18 September 2023, but it should become available for enrolment in due course.*
- *The Board would have preferred to see notification closer to the start of the proposal indicating that the Programme has several upcoming paper deletions planned, which will offset the introduction of this new paper.*
- *The Board does not expect that this paper will be popular with exchange students – who tend to prefer papers focussed on Aotearoa and the Pacific Islands – and advises the Programme against anticipating enrolments from exchange students when planning for this paper.*

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School of Performing Arts

HUM-4 - To amend the teaching period and prescription of MUSI 131 Composition, *noting that:*

- *The Deputy Vice-Chancellor (Academic) (DVC(A)) has granted executive approval, on behalf of Senate, for this amendment to be implemented immediately so that it is in place prior to 2024 paper selection opening.*
- *The Board recommended monitoring how students manage the learning outcomes for this paper in the context of a single semester rather than the full-year period and adjusting the learning outcomes if necessary.*
- *██████████ will follow up with the School regarding how the learning outcomes might be simplified.*

HUM-5 - To amend the teaching period of MUSI 135 Songwriting, *noting that:*

- *The Deputy Vice-Chancellor (Academic) (DVC(A)) has granted executive approval, on behalf of Senate, for this amendment to be implemented immediately so that it is in place prior to 2024 paper selection opening.*
- *The Board recommended monitoring how students manage the learning outcomes for this paper in the context of a single semester rather than the full-year period and adjusting the learning outcomes if necessary.*
- *██████████ will follow up with the School regarding how the learning outcomes might be simplified.*

HUM-6 - To amend the teaching period of MUSI 234 Contemporary Composition, *noting that:*

- *The Deputy Vice-Chancellor (Academic) (DVC(A)) has granted executive approval, on behalf of Senate, for this amendment to be implemented immediately so that it is in place prior to 2024 paper selection opening.*
- *The Board recommended monitoring how students manage the learning outcomes for this paper in the context of a single semester rather than the full-year period and adjusting the learning outcomes if necessary.*
- *██████████ will follow up with the School regarding how the learning outcomes might be simplified.*

NOTED

that the following Special Topic was approved by the Division of Humanities (23 August 2023):

School of Arts

HUM-7 - To offer CLAS 330 as Special Topic: Experiencing the Environment in Ancient Greek Poetry

NOTED

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

School of Arts

HUM-8 - To amend the prescription of PHPE 301 Research Essay

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10. Annual Programme Reports

The Board discussed the following Annual Programme Reports (APRs) for the 2022 academic year, *noting that feedback will be conveyed separately in manatu addressed to the relevant programme coordinators and Divisions:*

Division of Commerce

- Bachelor of Entrepreneurship (BEntr)

Still to be submitted

The Board noted that the following APRs for the 2022 academic year are still to be submitted in due course:

- Data Science major subject
- Agricultural Innovation major subject
- Global Studies major subject
- Tourism, Languages and Cultures major subject

11. Graduating Year Reviews (GYRs)

The Board

RECOMMENDED that the following Graduating Year Reviews (GYRs) be submitted to the Committee on University Academic Programmes (CUAP):

Division of Humanities

- Diploma in Theology (DipTheol), *noting that:*
 - *While enrolments are lower than predicted, all of the papers comprising the Diploma are drawn from other programmes, so the resource cost to maintain the Diploma is low.*
 - *There is a disconnect between enrolments and completions due to the number of part-time enrolments for the Diploma.*
 - *The Panel's recommendation to introduce a new paper is not binding, and the usual academic approval process would still apply for any new papers.*

Division of Health Sciences

- Bachelor of Health Sciences (BHealSc), *noting that:*
 - *This degree appears to be going well.*
 - *The Board suggested – as a general comment, not specific to this report – that normative data on completions relative to enrolments would be helpful for evaluating completion rates and queried rather the Strategy, Analytics and Reporting Office might be able to provide guidance on this for future reference.*

12. Convener's Business

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

13. Date of Next Meeting

The Board noted that it will next meet at 2:00 pm on Wednesday 4 October 2023 in the Council Chamber, First Floor, Clocktower Building.

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For approval and noting of
items as outlined in the agenda

14. Karakia Whakamutunga

The Acting Convener closed the hui with a karakia.

15. Members of the Board

Professor Phil Bremer (Convener)
Associate Professor Melanie Beres
Ngaroma Bennett
Mia Heaphy Butts
Professor Tim Cooper
Jason Cushen
Associate Professor Richard Greatbanks
Jennifer Haugh
Professor Karl Lyons
Professor Brendan McCane
Margaret Morgan
Dr Sarah Stein
Professor Lois Surgenor
Dr Julie Timmermans

Item 10
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
Telephone: 03 479 4852

Minutes of a Meeting of the Board of Graduate Studies

7 September 2023

Present: Professor Phil Bremer (Convener), Professor Richard Blaikie, Professor Tim Cooper, Jason Cushen, Professor Tony Harland, Professor Zhiyi Huang, Kirsty Lewis, Professor Lisa McNeill, Dr Sarah Stein, Associate Professor Wayne Stephenson, Professor Gisela Sole, Keegan Wells

In attendance: Matt Angel, Dr Tosh Stewart, Scott Venning, Dr Julie Weaver

Apology: Professor David Baxter, Professor Chrys Jaye, Margaret Morgan, Lini Roberts

1. Karakia Timatanga

The Convener opened the hui with a karakia.

2. Minutes

The minutes of a meeting of the Board held on 3 August 2023, previously circulated, were confirmed.

3. Intimations from Senate

The Board noted that the Senate, 30 August 2023, received the minutes of a meeting of the Board on 3 August 2023, and approved all recommendations contained therein.

4. 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) (June 2023)

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).

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For noting, approval and recommendation
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5. Graduate Research Committee

GRC Minutes

The Board received the minutes of a meeting of the Graduate Research Committee on 25 July 2023.

Graduate Research School Report

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

- *2023 Admissions are tracking similarly to 2022, but examinations and completions are higher.*
- *Over 100 applications are in progress, which is higher than historical numbers, but it is uncertain how many applications will be converted to admissions.*
- *Deferrals are well down from the previous year, noting that deferral numbers had already fallen during the pandemic years.*
- *The report does not cover years prior to 2022, but there may be some interest in that data.*

6. Limitations of Enrolment

The Board noted the Limitation of Enrolment requests that have been approved by Council for the 2024 academic year.

7. Academic Approvals Process

The Board received an update from the Dean, Learning and Teaching regarding the consolidated approvals process, the templates for which are to be renamed as Curriculum Redesign proposals, and

AGREED that the Dean should undertake further work to align the prompts in the current proposal templates to the proposed Curriculum Redesign template.

8. Consequential Amendments

The Board noted the following consequential amendments - included in previously approved proposals - which were omitted from the Board's minutes for the meetings concerned:

Food Science

(CUAP notification required)

To delete the Consumer Food Science subject for the Master of Science (MSc) and Postgraduate Diploma in Science (PGDipSci), as detailed in the proposal labelled SCI-1 on the Board's agenda for 8 June 2023.

Item 10
For noting, approval and recommendation
of approval as outlined in the agenda

9. Division of Sciences

The Board

NOTED that the following Special Topic was approved by the Division of Sciences (21 August 2023):

Science Communication

SCI-1 - To offer SCOM 419 as Special Topic: Key Voices in Science Communication

ENDORSED a verbal request conveyed by the Secretary to amend the requirements of the Postgraduate Diploma in Science Communication (PGDipSciComm) and Postgraduate Certificate in Science Communication (PGCertSciComm), subject to endorsement from the Pro-Vice-Chancellor of the Division of Sciences (PVC (Sciences)), *noting that:*

- *Following the hui, endorsement from the PVC (Sciences) and executive approval from the DVC(A) were obtained to implement this amendment prior to 2024 paper selection opening.*
- *The new requirements will be:*

PGDipSciComm: SCOM 419, 432, 433, 434, 439, MART 449*

**With approval, a suitable 400-level paper may be substituted for MART 449.*

PGCertSciComm: Three of SCOM 419, 432, 433, 434, 439, MART 449*

**With approval, a suitable 400-level paper may be substituted for MART 449.*

10. Division of Humanities

The Board

RECOMMENDED that the following proposal from the Division of Humanities (23 August 2023) be approved:

School of Arts

HUM-1 - To amend the teaching period of CLAS 460, *noting that:*

- *This amendment does not preclude the possibility of offering this paper code for the full-year period in future years without the need for further academic proposals.*

NOTED that the following Special Topic was approved by the Division of Humanities (23 August 2023):

School of Arts

HUM-2 - To offer CLAS 460 as Special Topic: Experiencing the Environment in Ancient Greek Poetry (Advanced)

Item 10
For noting, approval and recommendation
of approval as outlined in the agenda

11. Graduating Year Reviews (GYRs)

The Board

RECOMMENDED that the following Graduating Year Reviews (GYRs) be submitted to the Committee on University Academic Programmes (CUAP):

Division of Commerce

- Doctor of Business Administration (DBA), Postgraduate Diploma in Business Research Methods (PGDipBusRes), Postgraduate Certificate in Business Research Methods (PGCertBusRes), *noting that:*
 - *Enrolments continue to track higher than expected.*
 - *While the Chinese stream of the programme has been disestablished due to changes in that jurisdiction, the possibility remains that the programme could be offered on-site in locations outside Aotearoa in future, in addition to remaining available via Distance Learning.*
 - *The Board commended the programme and its Director, [REDACTED], for their success, which has been built on significant mahi.*

Division of Sciences

- Sport, Exercise and Health subject for BSc(Hons), PGDipSci, and MSc, *noting that:*
 - *It is good to see enrolments reaching expectations.*
 - *In particular, not having had any withdrawals is a positive sign.*
- Master of Sport Development and Management (MSPDM) and Postgraduate Diploma in Sport Development and Management (PGDipSpDM), *noting that:*
 - *The Board encourages the Division of Sciences to consider the Panel's recommendation that the research project for PGDipSpDM be replaced with coursework papers or practicum work.*

Division of Humanities

- Master of International Development and Planning (MIDP)
- Master of Education and Learning (MEdLn), Postgraduate Diploma in Education and Learning (PGDipEdLn), Postgraduate Certificate in Education and Learning (PGCertEdLn)
- Master of Faith-Based Leadership and Management (FBLM), Postgraduate Diploma in Faith-Based Leadership and Management (PGDipFBLM), *noting that:*
 - *While enrolments are lower than predicted, all of the papers comprising the degree are drawn from other programmes, so the resource cost to maintain the degree is low.*
 - *The Board observed that tailoring curriculum and programme outcomes to the specifications of a sector organisation does not guarantee that the expected enrolments will eventuate.*
- Early Childhood Education (ECE) endorsement for MTchgLn, *noting that:*
 - *While the Pro-Vice-Chancellor of the Division of Humanities has endorsed this programme to continue, enrolments are not at the expected level and should be monitored.*
 - *The programme seems to be attracting an international cohort rather than a domestic cohort, contrary to expectations, and reasons for this should be investigated.*

Item 10
For noting, approval and recommendation
of approval as outlined in the agenda

12. Annual Programme Reports

The Board noted that the following APRs for the 2022 academic year are still to be submitted in due course:

- Master of Arts (Coursework)
- Master of Advanced Nursing Practice

13. General Business

The Board noted that officers from the Otago University Students' Association (OUSA) have been hearing a number of students expressing reluctance to remain at the University for postgraduate study due to concerns around staffing and programme restructuring arising from the University's efforts to address its financial situation. While these concerns are only anecdotal, the Board encouraged staff to reassure students regarding the viability of postgraduate programmes. Furthermore, the Board noted that evidence suggests that postgraduate students continue to report positive experiences at the University.

14. Convener's Business

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

15. Date of Next Meeting

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

16. Karakia Whakamutunga

The Convener closed the hui with a karakia.

17. Members of the Board

Professor Phil Bremer (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