

LINCOLN UNIVERSITY COUNCIL

Tuesday 19 April 2011 at 9.00am

Telford Meeting Room, Telford Division, Lincoln University, Balclutha

A G E N D A

1. ***Apologies***
2. ***Disclosures of Interest***
3. ***Confirmation of the Minutes of the Previous Meeting held on 22 February 2011***
Attached for decision. 1 - 10
4. ***Matters Arising from the Minutes***
5. ***Notice of Items of General Business***
6. ***Chancellor's Report***
Attached for information. 11 - 12
7. ***Vice-Chancellor's Report***
Attached for information. 13 - 21
8. ***LUSA President's Report***
Report to be circulated.
9. ***Reports from Council Committees***
 - 9.1 ***Audit and Risk Management Committee (Open section) – 18 April 2011***
To be tabled, if any information to be reported.
 - 9.2 ***Ahumairaki – 29 March 2011***
Attached for information. 23 - 29
 - 9.3 ***Appeals Committee Report on Draft Terms of Reference***
Attached for decision. 31 - 36
10. ***2010 Report from Academic Board***
Attached for information. 37 - 40
11. ***Conferment of Degrees and Presentation of Diplomas***
Attached for decision. 41

12. **Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:**

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
Vice-Chancellor's Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from the Audit and Risk Management Committee (Council In-Committee sections)	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Financial Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from Subsidiaries	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Annual Report from the Human Ethics Committee	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from Council Committees	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Protocol on Access to Audit and Risk Management Committee's Papers	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

I move also that: Mr J Clark, Finance Director, and Mr A Carpinter, Director, Governance, be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

13. ***Report from Public Excluded Session***

14. ***Next Meetings***

Friday, 6 May 2011, Graduation, Lincoln Events Centre
Tuesday, 21 June 2011, Lincoln University

A P Carpinter
Director, Governance

**MINUTES OF A MEETING OF THE
LINCOLN UNIVERSITY COUNCIL**

**Held on Tuesday 22 February 2011 at 9.00am
Council Meeting Room, Lincoln University**

Present: Mr T C Lambie (Chancellor), Ms K M Andersen, Mr R Boot, Ms K Brown, Mr J M Chetwin, Mr M A Clements, Mr D Couch, Mrs E Cruickshank, Professor R J Field, Mr A J Hall, Ms I Harper, Mr L J Hill, Mr A W Macfarlane, Professor S Matear, Mr E P Rogers, Mrs L K Tame, and Mr D A Yardley.

In Attendance: Mr J Clark (Finance Director) for items 9 and 10, Dr C M Kirk (Deputy Vice-Chancellor), Ms K Raateland (Cleaning and Security Co-ordinator, Lincworks) for item 10), Mr A Carpinter (Council Secretary), and Mr I Wynn-Williams (Council Secretary Designate).

1. *Welcome*

The Chancellor welcomed the incoming Council members, Ms Karyn Andersen, Mr Lawrence Hill and Mr David Yardley, to their first meeting. The newly appointed Council Secretary, Mr Ivo Wynn-Williams, was also welcomed and invited to observe the meeting.

2. *Apologies*

Apologies for absence were received from Messrs Gargiulo and Wardell.

Apologies for lateness were received from Mrs Cruickshank and Mr Yardley.

3. *Disclosures of Interest*

There were no disclosures of interest.

Mrs Cruickshank and Mr Yardley joined the meeting at 9.05am.

4. Confirmation of the Minutes of the Previous Meeting held on 7 December 2010

Council RESOLVED:

That the minutes of the meeting held on 7 December 2010 be taken as read and be approved.

Moved: Mrs Tame

Seconded: Mr Boot

MOTION CARRIED

5. Matters Arising from the Minutes

There were no matters arising from the minutes to be noted.

6. Notice of Items of General Business

There were no items of General Business notified at this time.

7. Chancellor's Report

The Chancellor spoke to the report and highlighted the following matters:

- The completion of the first phase of the 2011 Kellogg Rural Leadership Programme.
- The success of the Staff Garden Party on 11 February 2011, including the presentation of the 2010 Lincoln University Medals.
- The scheduling of the April meetings of Council and the Audit and Risk Management Committee at the Telford Division. The Vice-Chancellor noted that it was hoped to unveil a plaque there marking the merger.
- The focus of the Alumni Association branch gatherings in 2011 on celebrating 130 years of Lincoln University rugby, with the first function having been held on 16 February 2011 at Eden Park.
- The provision of an updated 2011 Council Handbook and an updated good practice guide on the Local Authorities (Members' Interests) Act 1968.

8. Vice-Chancellor's Report

The Vice-Chancellor spoke to the report and highlighted the following general matters:

- The appointment (0.5FTE) of Professor David Simmons as Director of Research Policy and Development, which includes the roles of Chair of the University's Research Committee and overall leadership of the Performance Based Research Fund activities. The contribution of his predecessor, Professor Roy Bickerstaffe, was acknowledged.
- The development under the Flexible Delivery Initiative of a new approach, or rubric, to evaluating the progress of such programmes, which is of interest to other organisations involved in teaching and learning.
- The recent function to celebrate 25 Years of Tourism at Lincoln University.

- The involvement of the School of Landscape Architecture in developing a design response to the Canterbury earthquake involving temporary public landscapes on vacant sites – ‘Greening the Rubble’.
- The integration of the Telford Campus programmes within the University.
- The success of the Bio-Protection Research Centre in the Marsden Fund provided an indication that more research revenue would be obtained from this funding source.
- The formal merger of the Library and Teaching and Learning Services and the appointment of Professor Penny Carnaby as University Librarian.
- The Summon™ web-scale discovery service is now live and represents a significant development in Library services. Branded as “LibrarySearch” this tool provides fast and simple, one-step searching across a range of the Library’s resources, including the library catalogue, most library databases and digital collections.
- Online resources recently added to the Library Collection include the *Nature* back file (now available from 1987) and the *ArtStor* image database (relevant for Landscape Architecture and Social Sciences).
- Excellent progress has been made in adding Lincoln University theses to the Research Archive, with over 1200 now available online, including almost all 500 doctoral theses.
- The activities of the Marketing and Recruitment team in the 2011 recruitment campaign.
- The listed significant achievements of staff, students and alumni since the previous meeting.
- The contribution of the organising committee of the Staff Garden Party and the generosity of event sponsorship from organisations that do business with the University. The proceeds had been donated to the Lincoln Fire Brigade.
- The pleasing development of the Asia Pacific Football Academy, including the success of four participants making the New Zealand Under 17 squad.

Two significant sector issues were noted:

- A Review of the Tertiary Education Commission’s Financial Monitoring Framework had identified refinements to the methodology of the model and measures of performance.
- The release of a report by Business and Economic Research Limited entitled *Academic Workplace Planning – Towards 2020*, which indicated that universities face a shortage of academic staff over the next ten years due to an ageing academic workforce and other factors.

From the list of recent significant visitors to the University, it was noted that:

- Six representatives from the Universität für Bodenkultur Wien (BOKU) had visited to evaluate the jointly awarded Master’s degree in Natural Resources Management and Ecological Engineering, and the Vice-Chancellor had met with the Austrian Foreign Minister. BOKU had offered to pay airfares for Lincoln University students on exchange.

- The Royal Society of New Zealand had held its Council meeting on campus.
- The University of Missouri had made a Memorandum of Understanding visit.

9. *LUSA President's Report*

The Lincoln University Students' Association (LUSA) President's Report was TABLED. Council members were also supplied with a LUSA orientation pack. The President highlighted the following matters:

LUSA Activities:

- Planned activities for Orientation 2011 appeared to have been well received. Responsible hosting initiatives for the events were outlined.
- LUSA had been well represented at the New Zealand Union of Students' Associations Conference.
- The issue of the reported 'targeting' of the Atheist Club on campus by persons unknown had been resolved amicably, and LUSA was disappointed that the Club had not approached it before taking their concerns to the media.
- The LUSA clubrooms had been upgraded and students would be encouraged to make more use of the rooms.
- LUSA intended to determine how best to represent Telford Division students in conjunction with the University.

Sector Issues:

- LUSA continued to oppose the legislation introducing voluntary membership of students' associations. If passed, the change would come into effect on 1 January 2012. LUSA has started negotiations with the University on a Service Level Agreement.
- LUSA had some concerns about the potentially negative and perverse effects of the introduction of performance-linked funding in 2012.

10. *Draft Vehicle Registration and Traffic Statute*

The report from the Finance Director on the draft Statute was NOTED. The report summarised the consultation undertaken with staff and students and the recommended amendments as a result of that process. The Finance Director explained that a formal process would provide a platform to improve understanding of the process, regulations and enforcement relating to traffic and parking on campus.

It was confirmed that there would be an amnesty for those with outstanding fines prior to the Statute's implementation. Lincworks also intended that towing only be used as a last resort, given the comparative isolation of the campus and the necessity of ensuring personal security. LUSA supported the proposal for health and safety reasons, and requested that free parking be retained given the high costs for commuting students.

It was confirmed that legal advice had been received on the University's ability to clamp and tow the vehicles of staff, students and visitors, recommending the making of a statute in the proposed form. Other

universities had made equivalent statutes.

Council RESOLVED:

That Council delegate authority pursuant to section 222 of the Education Act 1989 to the Vice-Chancellor to make the Vehicle Registration and Traffic Statute and appropriate arrangements for the implementation and enforcement of the Statute.

Moved: Mr Rogers

Seconded: Mrs Cruickshank

MOTION CARRIED

Against: Mr Hill

11. *Academic Policy Changes to Incorporate the Telford Division*

The report from the Assistant Vice-Chancellor (Academic) was NOTED. The report contained recommendations from the Academic Board on initial changes required to effect the academic incorporation of the Telford Division into Lincoln University, while recognising the need for the Telford Division to be able to operate 'as usual'.

It was proposed that the awarding of vocational qualifications at NQF level 1-4 be delegated to the Telford Division Teaching Committee, with the awards reported to Council. As level 5 awards were regarded as graduating awards, consideration would be given to the process to enable those awards to be made at the Telford graduation ceremony.

Council RESOLVED:

1. That Council approve the changes to the membership of Academic Board.

Moved: Professor Matear

Seconded: Mr Hall

MOTION CARRIED

2. That Council approve the extension of the delegation to the Telford Division Teaching Committee, acting as a sub-committee to the Academic Administration Committee, to provide for:
 - a. The right to admit students to a programme and the examination process.
 - b. The right to approve a student's course of study.
 - c. The right to monitor and approve the outcome of formal examination results, aegrotats, reconsiderations and recounts.
 - d. The right to approve any dispensations from regulations in accordance with the provisions set out in the General Course and Examination Regulations and in particular course regulations.

Moved: Professor Matear

Seconded: Mr Macfarlane

MOTION CARRIED

3. That Council approve the delegation of the award of vocational qualifications at NQF level 1-4 to the Telford Division Teaching Committee.

*Moved: Professor Matear
Seconded: Mr Clements
MOTION CARRIED*

4. That Council approve the provision of a second Lincoln University seal to Telford Division to enable Telford Division to produce and issue certificates for the vocational qualifications at NQF levels 1-4.

*Moved: Professor Matear
Seconded: Mr Clements
MOTION CARRIED*

5. That Council note that Academic Board will review these delegations for February 2012.

*Moved: Professor Matear
Seconded: Mr Clements
MOTION CARRIED*

12. Conferment of Degrees and Presentation of Diplomas

The Assistant Vice-Chancellor (Academic) spoke to this report.

Council RESOLVED:

1. That Council approve the list of students in the report to Council that wish to revoke their qualifications so that they may use their credits towards another qualification.

*Moved: Professor Matear
Seconded: Ms Harper
MOTION CARRIED*

2. That Council approve the awards listed in the report to Council.
(Attached as Schedule One.)

*Moved: Professor Matear
Seconded: Mrs Tame
MOTION CARRIED*

13. Procedural Matter

Prior to reaching the motion in the Council agenda to exclude the public from the meeting for certain items of business, the Chancellor asked members whether any of those items should be considered in the open session. No items were raised.

14. Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

The Chancellor moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

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Vice-Chancellor's Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Partnership for Excellence and University-CRI Partnerships	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from the Audit and Risk Management Committee (Council In-Committee sections)	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Financial Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from Subsidiaries	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
Council Committees Membership 2011	To protect the privacy of natural persons	7(2)(a)
Draft Council Schedule of Business 2011	To maintain the effective conduct of public affairs through the protection of members	7(2)(f)(ii)
Deed of Indemnity for Council Members	To maintain the effective conduct of public affairs through the protection of members	7(2)(f)(ii)

MOTION CARRIED

The Chancellor also moved that: Dr C Kirk, Deputy Vice-Chancellor; Mr J Clark, Finance Director; Mr N Hooton, Finance Manager; Mr A Carpinter, Council Secretary; and Mr I Wynn-Williams, Council Secretary Designate, be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

MOTION CARRIED

The In-Committee session of the meeting was in progress at 12.51pm when the Christchurch earthquake struck. Following the subsequent immediate evacuation of the building, access to the building was closed until further notice. The meeting therefore lapsed for want of a quorum and no report was received from the public excluded session.

The next meeting is scheduled for Tuesday, 19 April 2011, at Telford Division.

Signed: _____ **(Convenor)**

Date: _____

SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

Revoked Qualifications:

Mohammed Zakirul **Harmine** (1041283): Graduate Certificate in Applied Science (awarded 12th August 2003) revoked so he may use the credits towards the Graduate Diploma in Applied Science.

Megan Leah **Hands** (1085877): Diploma in Natural Resources (awarded 8th December 2009) revoked so she may use the credits towards the Bachelor of Environmental Management and Planning.

Conferred Degrees and Presented Diplomas:

Degree of Doctor of Philosophy

Amber Reneé **Scilago**, *in Ecology and Evolution*

Master of Landscape Architecture

Paul **Wilson**, *with Second Class Honours, Division One*

Master of Natural Resources Management and Ecological Engineering

Jointly awarded with the University for Natural Resources and Life Sciences (BOKU), Vienna, Austria

Sandra **Nicolics**

Meike **Seidel**

Katya **Silbermayr**

Manuela **Stollinger**

Lukas Karl **Strahlhofer**

Michael **Wolf**

Master of Science

Tracey Anna **Feary**, *with Second Class Honours, Division One, in Food Science*

Shuqi **He**, *with Second Class Honours, Division One, in Biosecurity*

Bachelor of Commerce with Honours

Hongtao **Liu**, *with Second Class Honours, Division One*

Postgraduate Diploma in Applied Science

Krishna Bahadur **Karki**

Reena **Singh**

Postgraduate Diploma in Landscape Studies

Ting **Mao**

Postgraduate Certificate in Applied Science

Giridhar Umesh **Shetty**

Graduate Diploma in Applied Science

Mohammed Zakirul **Harmine**

Graduate Diploma in Business and Sustainability

Gareth **Levers**

Graduate Diploma in Commerce

Yeongsook **Kwon**, *with Distinction*

Lu **Ye**

Graduate Diploma in Viticulture and Oenology

Peter Graham **Ebbers**

Bachelor of Agricultural Science

Jamie Piripi **Davidson**

Bachelor of Commerce

Yanan **Fu**

Lauren Ann **Nimmo**

Bachelor of Commerce and Management

Wallace Roy **Appleby**

Daniel John **Larsen**

Guorui **Zhang**

Diploma in Agriculture

Ricky Cheston **Brown**

Diploma in Commerce

Charmaine Janet **Lilley**

Diploma in Natural Resources

Nicholas James Robertson **Eaden**

Certificate in Commerce

Amy Marie **Soper**

**ACTION SCHEDULE resulting from the Council meetings
AS AT 22 February 2011**

<i>Action</i>	<i>Responsibility</i>	<i>Meeting/ Item</i>	<i>Due</i>
Arrange opportunity for Lincoln University Students' Association to visit Telford Rural Polytechnic.	Vice-Chancellor	22 Jun 2010 Item 6	As soon as possible
Report to Council on the implications of the expected change to voluntary membership of students' associations for the relationship between the University and LUSA.	Vice-Chancellor	7 Dec 2010 Item 8	21 Jun 2011
Review whether a centralised, accredited Human Ethics Committee is the most appropriate and cost effective option, rather than the faculties taking this responsibility.	Assistant Vice-Chancellor (Academic)	7 Dec 2010 Item 10	19 Apr 2011

Agenda Item 6

Chancellor's Open Report April 2011

Christchurch Earthquake

On behalf of Council, I record our deep sympathy for the families and friends of all those who lost their lives in Christchurch in the devastating earthquake on 22 February 2011, and extend our support to the Lincoln University community at this hugely challenging time.

Fortunately, the earthquake did not impact on the Lincoln University campus as significantly as the September 2010 earthquake, although we can attest to its force as it brought a premature end to our Council meeting when we evacuated the Forbes Building. Nevertheless, the University has again demonstrated its resilience not only by returning to teaching, learning and research activities so quickly, but also by showing leadership in supporting the local community in so many ways. Once again, I commend the key staff and student leaders who responded tremendously well and led our recovery efforts.

Council Meeting at Telford Division

I am delighted that it has been possible to hold the meetings of Council and the Audit and Risk Management Committee at the Telford Division for the first time since the merger of the University and Telford Rural Polytechnic.

I am sure that members will find it very beneficial during the visit to meet with the 2010 Telford Rural Polytechnic Council and the management of the Division, and to tour the campus.

Graduation

As a result of the Christchurch earthquake, it has been necessary to change the venue and format of Graduation on Friday, 6 May 2011. There will now be two graduation ceremonies held in the new Lincoln Events Centre, North Belt, Lincoln. The two ceremonies will be held at 10.00am and 2.00pm and each will be preceded by a procession from the sports hall in the Recreation Centre. After each ceremony, students, their guests and staff will be invited back to campus for lunch or afternoon tea respectively.

Students graduating with a Commerce degree will be capped at the morning ceremony, while those graduating with a degree from the Agriculture and Life Sciences or Environment, Society and Design Faculties will be capped in the afternoon ceremony.

As Graduation is officially a meeting of Council, I encourage as many members as possible to participate in the ceremonies and celebrate the success of the graduands.

2011 South Island Agricultural Field Days

It was a pleasure to attend the 60th Anniversary Field Days hosted at Lincoln from 30 March to 1 April 2011. This is the largest agricultural event in the South Island that is not an Agricultural and Pastoral Show, and it is highly valued by farmers. I congratulate Errol Costello as the organiser of another successful event.

International Farm Management Congress

The 18th International Farm Management Congress was held from 20 to 25 March 2011 in Methven, after the earthquake necessitated a move from the intended venue in Christchurch. The Congress was organised by the New Zealand Institute of Primary Industry Management and Lincoln University was a major sponsor.

It provided an opportunity to showcase New Zealand's expertise in agriculture. The attendees were hugely impressed with the strong connection between research, teaching and what is actually being achieved on the land. The Congress was also an appropriate venue for the official launch of the Centre of Excellence in Farm Business Management on 25 March 2011.

Thanks are due to Andy Macfarlane for his role in bringing the Congress to Methven and his involvement in the organisation of such a successful event.

Thr3sis Competition

The University is holding its first three-minute thesis competition, the Thr3sis competition on Wednesday, 1 June 2011, from 3.30pm-4.30pm. There is a \$1000 first prize and a trip for the winner to the Australasian competition this year to be held in Perth.

The organising committee for the event has invited Council to provide the three judges needed for the grand final. As Chief Judge, I am sure it will be difficult to separate the contestants, but we will have specific criteria to apply. Consideration is also being given to the provision of an appropriate cup to be awarded annually for the event.

Tom C. Lambie
Chancellor
12 April 2011

**Lincoln University Council
Agenda Item 7**

**Vice-Chancellor's Report
April 2011**

LINCOLN UNIVERSITY ACTIVITIES

Earthquake Recovery

The period since the last Council meeting has been dominated by the impact of the 22 February 2011 earthquake. On this occasion the University suffered no major additional damage and engineers were able to confirm the University's ability to use buildings within a few days. The impact on staff was significantly more severe than in September 2010 with many losing people they knew, a small number receiving medical treatment and a significant number losing their homes, temporarily or permanently.

I used the same approach as September 2010 by establishing an Emergency Response Team that initially met daily and then less frequently. We recognised at the outset that the major concern was staff welfare and the impact of the loss of infrastructure on how individuals could conduct their daily lives. The priority assessment for managers was to account for all staff and those students who were on campus, in postgraduate study or in the Summer School. Fortunately we can account for everyone.

We asked staff to start returning to work from Wednesday 2 March and provided all with a return to campus induction. The response from the majority of staff was overwhelmingly positive and very encouraging. We recognised the need for staff to adjust to the return to work environment and have time to reconfigure course outlines and processes for a Semester 1 that is compressed by two weeks. The emphasis was on maintaining academic quality at the possible expense of some breadth. We asked staff for creative solutions and they responded very positively. From 2 March we also invited research postgraduates to return, and they did.

We used the consultant engineers who have been working on our buildings since September 2010 for the re-evaluation of the building stock. This was an elaborate process but informed by the evaluations conducted post September 2010. Some staff have been reluctant to return to buildings and we have offered alternative accommodation. We scheduled a meeting for affected staff to meet face to face with the consultant engineers. This was a highly effective approach.

Starting Semester 1 on 14 March was in my view the correct timing. By then we had negotiated with Environment Canterbury for a return to a regular bus services, had relaxed the campus lockdown and had the support of Civil Defence and other agencies for our actions. The use of social media and regular updates to the website kept students and the wider community informed and subsequent radio advertisements ensured that a significant student population arrived by 14 March.

The campus lockdown has been progressively relaxed and from 11 April all campus facilities are open from 6.00am to 1.00am.

There has been regular discussion with Minister Joyce and a wide range of interaction with Tertiary Education Commission officials. The Minister has confirmed Student Achievement Component for 2011 and agreed to look at any shortfalls in tuition fee revenue (domestic and international) when the position is clearer. There is a challenge in calculating the loss of student enrolments, which will likely impact throughout 2011 and possibly into later years.

In the period immediately following the earthquake the University provided accommodation for several hundred police and specialists in victim identification. All these organisations, who include New Zealand, Australian and Metropolitan Police have written to the University and Lincoln Hospitality Limited to express their thanks for the excellent service and support provided.

The University has been willing to accommodate a number of requests for physical space from external tertiary institutions and organisations. There will be major programmes from CPIT and the University of Canterbury run on the University campus. In addition there will be a major presence from Environment Canterbury and a presence from Fletcher Building. We have accommodated smaller requests from the University of Otago, ACE Training and number of other organisations. The EQC staff who have been present since the September 2010 earthquake have departed.

We are planning to hold Graduation on 6 May 2011 in the new Lincoln Events Centre. There will be two ceremonies and some adjustment to the normal programme of events.

The University has been engaged in various conversations regarding the recovery of Christchurch. One dimension has been to produce a paper, "Science for Resilient Futures – Supporting regeneration of greater Christchurch", that outlines the University's and our partner organisations' unique capabilities to coordinate science contributions that help create a resilient future for Christchurch and Canterbury. This has been shared with central, regional and local government authorities as well as science and community stakeholders.

The members of the Emergency Response Team and particularly the staff in Lincworks, Lincoln Hospitality Limited, Student Administration and Marketing and Recruitment deserve major praise for supporting a large community of staff and students during a difficult period. The ability of the University to get back to business as usual as quickly and efficiently as possible was an outstanding achievement. They all have my personal thanks.

Retirement of Deputy Vice-Chancellor

The recent earthquake and subsequent effects have had a major impact on Dr Chris Kirk's personal circumstances, some of which require immediate attention. As a consequence, Dr Kirk has made the decision to take early retirement and has requested that this be expedited as quickly as possible. The University has agreed to this and accordingly Dr Kirk has retired with effect from 4 April 2011.

Research/Innovation Update

- The 2011 Lincoln University Research Fund application process is now open. This is a fund available for Lincoln University employed researchers who are Performance

Based Research Fund eligible. The successful applicants will be notified in June, commence their projects by 1 July and complete the projects by the end of 2012.

- The Centre of Excellence in Farm Business Management was launched on 25 March 2011 at the International Farm Management Congress in Methven. The Centre is a joint venture by Lincoln and Massey Universities, with the support of DairyNZ and the Government through the Primary Growth Partnership. It will combine capability from both Universities and co-ordinate the supply of research, education and professional development to meet the agriculture industry's needs. The Centre's primary focus will be on improving the business of farming in New Zealand, focusing on areas such as risk management, governance, financial control, people management, entrepreneurship and precision agriculture.
- The National Centre for Nitrous Oxide Measurement at Lincoln University was formally opened on 1 April 2011 by the Minister of Agriculture, the Hon David Carter. The Centre provides a tripling in New Zealand's capacity to measure nitrous oxide greenhouse gas emissions. With a capacity to process more than 1000 nitrous oxide samples a day, the new Centre is one of the best specialist facilities of its type in the world and confirms New Zealand's commitment to reducing nitrous oxide emissions from pastoral agriculture.

Faculty/Department/Division/Centre Updates

Faculty of Commerce

- As a result of the earthquakes the University of Canterbury has suffered serious damage to some buildings, including the Commerce Building. After meetings between the Pro-Vice-Chancellor of the College of Business and Economics and the Dean of the Faculty of Commerce at Lincoln University, Lincoln University was able to offer teaching space to the University of Canterbury MBA and MBM programmes. The programme began on March 14 and will continue until further notice.

Faculty of Environment, Science and Design

- Lincoln University received an Award of Merit for the Lincoln Planning Review at the New Zealand Planning Institute's Conference on 30 March 2011. This is a competitive award process and only one such award is made each year. The citation "recognises the Lincoln Planning Review as a medium for experiential learning that links undergraduates at Lincoln to the wider planning profession, and constitutes a very innovative and meritorious contribution to improving the teaching and practice of planning".
- Through the efforts of Professor David Simmons and other tourism staff, Lincoln University has secured hosting of the Council of Australian Universities in Tourism and Hospitality Education Conference in Christchurch 11-14 February 2013. This is the world's second largest annual tourism conference and will be the first time the conference is held outside Australia.
- Several of the Department of Environmental Management's staff and students, in collaboration with Waterwatch, the Waihora Ellesmere Trust, and the University's Marketing staff, contributed to the South Island Field Days in the form of a display, a poster on the lessons learned from riparian restoration research, and water testing facilities.

Telford Division

- Telford Division hosted the Mayor's Task Force Youth Forum on 4 March 2011. There was a good turnout of students from the local high schools, with some 40 students attending. The principal speakers were Celia Lashlie and Marcus Akuhata-Brown, and the Forum brought a number of youth agencies to the Telford campus.
- The Christchurch earthquake has impacted on Telford Division's contracted delivery with some students withdrawing from study.
- A Federated Farmers' Farm Day was hosted by the Telford Farm on 13 March 2011, with staff of Telford Division assisting the farm staff. It was attended by approximately 250 persons.

Bio-Protection Research Centre

- Formal notification of the outcome of the mid-term review was received in March. Tertiary Education Commission funding is now confirmed to 30 June 2014.
- Planning is on track for the 1st Bio-Protection Symposium: Managing pests: the future for biocontrol, to be held on 31 August 2011. All speakers are now confirmed and a publicity campaign was launched in late February.
- Dr Artemio Mendoza-Mendoza took up his permanent position as an academic researcher in the Centre from 1 February 2011. Dr Mendoza has made the transition from a postdoctoral fellowship having made excellent progress on his Tertiary Education Commission funded research and obtained a Marsden Fast Start grant.

Marketing and Recruitment

Marketing and Communications Change Proposal

- Following a consultation process, the Senior Management Group has confirmed the outcomes of a change proposal released in January to restructure Marketing and Communications. The changes are intended to refocus these activities to align with the University's strategic direction and associated key performance indicators in marketing, student recruitment and external relations (comprising communications, philanthropic and alumni development). Most of the implementation will be undertaken over the next two months.

Semester 1 2011 Recruitment Campaign:

- An update provided to the Planning and Marketing Committee on 29 March 2011 is summarised in the Committee's report to Council.

Science Outreach

- Participation numbers of school students attending Science Outreach activities increased by 48% in 2010 compared to 2009 and there has been a 175% increase from 2006-2010. Last year's activities included Māori specific visits to schools and community groups. 'At-school' options were also introduced in 2010 and will be continued.

Communications/Sponsorship

- Print media clippings for February 2011 totalled 154 from 66 different publications: 68 of the clippings were from South Island publications; 33 from North Island publications; and 38 from national publications, continuing a ratio pattern typical of

recent times. The number of stories increased by 18% compared with the same time last year.

Events

- As a result of the Christchurch earthquake, a number of events were postponed, including the City-to-Surf and Careers Advisors' Extravaganza. A scaled down Orientation event took place.
- Thr3sis Competition: A competition where postgraduate students showcase their research projects in three minutes. The final will be held on 1 June 2011.

Staff Achievements

- Professor Ali Memon from the Faculty of Environment, Society and Design has been awarded the New Zealand Planning Institute's premier award at its Conference on 30 March 2011. This is only the third time in 20 years the Gold Medal has been awarded. The citation records that the Award "acknowledges his exceptional sustained outstanding contribution to the profession through service, theory and practice".
- Dr Sue Jarvis from the Department of Environmental Management was one of the main organisers of a range of events and activities held in the week leading up to Earth Hour on 26 March 2011, including a presentation of the 'Inconvenient Truth – updated' by Kaila Colbin, the 'Hot Energy Debate' and a Barn Dance.
- Dr Tracy-Anne de Silva from the Faculty of Commerce received a Teaching Excellence award in recognition of her overall approach to teaching as well as her integration of learning materials into flexible learning mode. Recipients of these awards receive a \$1000 prize towards further development of teaching skills.
- Professor Simon Swaffield from the School of Landscape Architecture has published a new textbook on research strategies in Landscape Architecture. Co-authored with a colleague from the University of Illinois, this text is the first of its kind in the discipline, and is expected to be of wide interest to postgraduates and researchers (Deming, M E and Swaffield, S R, 2011 *Landscape Architecture Research: Inquiry/Strategy/Design*. John Wiley and Sons, New York).
- Neil Challenger from the School of Landscape Architecture presented the keynote address at the New Zealand Institute of Landscape Architects annual conference in Kerikeri: *The Christchurch Earthquake – design, community and earthquake recovery*. He also presented a conference paper at the First International Federation of Landscape Architects Asia Pacific Region Symposium on Landscape Architectural Education in Putra Jaya Malaysia: *Shaken Ground – Landscape Scholarship in Post-Earthquake Christchurch*.
- Superintendent Graeme Adcock of the South Australia Police presented Lincoln Hospitality Limited with the shield of the South Australian Police in recognition of Lincoln University hosting emergency staff after the 22 February earthquake. The South Australia Police were among the 285 strong contingent of police, disaster victim identification personal and social workers from New Zealand and abroad who resided at Lincoln University following the earthquake.
- Dr Tracy Berno, the Planning Manager, co-authored the cookbook *Me'a Kai: The Food and Flavours of the South Pacific*, which won the 'Best Book of the Year' in the Gourmand World Cookbook Awards announced in Paris on 3 March 2011.

Student and Alumni Achievements

- Ang Rita Sherpa has won the 2011 Sir Edmund Hillary Mountain Legacy Medal. Ang Rita studied at Lincoln University from 1983 to 1986 and graduated in 1988 with a Diploma in Parks and Recreation Management. The Medal is awarded “for remarkable service in the conservation of culture and nature in mountainous regions”. Ang Rita has worked for the Mountain Institute since 1988 and is currently the Senior Programme Manager for the Himalayan Programme in Kathmandu, Nepal. The Mountain Institute empowers communities in the world’s great mountain systems through education, conservation and sustainable development. The Medal will be presented on 29 May 2011 during the Golden Jubilee Celebration of the Khumjung School, founded in 1961 by Sir Edmund Hillary.
- Alumnus Clare Piper (nee Sargeant) was awarded the Lance Leikis Graduate Award by the New Zealand Planning Institute at its Conference on 30 March 2011. The Award recognises “Clare’s tireless efforts coordinating events and providing support and encouragement to Young Planners throughout New Zealand”. She is only the fifth recipient since it was first awarded in 1999. Clare, an MEP(Hons) graduate and currently a planner at the Christchurch City Council, started the Lincoln Planning Association and is on the Permanent Editorial Advisory Board of the Lincoln Planning Review. She has been a major force for promoting the interests of young planners and connecting the profession to the University. She delivers a lecture each year to the third year professional planning class on planning practice which is one of the most valued parts of the course.
- The Lincoln University team of students is one of twenty teams selected from an initial entry of over 200 taking part in the New Zealand Final of Microsoft’s Imagine Cup in Auckland on 12 April 2011. The team comprises Mo Yakubu, Tony Hou, Mat Almutairi (all Bachelor of Software and Information Technology students) and Rachel Grout (Commerce). Their Lincoln University mentor is Dr Stuart Charters and their industry mentor is Mike Cochrane, a Lincoln University graduate from Landcare Research Limited. The team’s system makes it simple and easy for charities to get access to food surpluses in supermarkets and restaurants. In 2009, the Lincoln University team won the New Zealand final and competed in the international final in Cairo.
- Cole Groves, a Lincoln University Agricultural Science Honours graduate, won the 2011 Tasman Regional Final of The National Bank Young Farmer Contest. He also took out the Lincoln University Agri-growth Challenge.
- Trudy Robertson from Telford Division (Mid Year Certificate in Agriculture) won the Goodall Beef Herdsperson - Senior at the Southland Agricultural and Pastoral Show, 6 March 2011. John Patterson (Diploma 2008) won Southland Dairy Trainee of the Year.

In Memoriam

Dr William (Bill) Kain

The Lincoln University community was saddened by the death on 25 March 2011 of Dr Bill Kain, aged 71. Dr Kain died in Methven where he had been attending the International Farm Management Association Congress.

A highly respected Lincoln University alumnus and former staff member, Dr Kain was pre-eminently a leading figure in the management of agricultural science in New Zealand. From 1992-97 he was the foundation Chief Executive of AgResearch Limited, the country’s largest

Crown Research Institute. In 1998, he was awarded the Bledisloe Medal for his outstanding contributions advancing New Zealand's land-based interests.

Dr Kain completed BAgrSc, MAgrSc (Hons) and PhD degrees at Lincoln University, was a member of the 1st XV, and after his AgResearch years he returned to the University as Director of the Postgraduate and Research School. In that position he had a very instrumental role in the establishment of the South Island Dairying Development Centre, among numerous other projects. He was appointed a Fellow of the New Zealand Institute of Agricultural Science in 1991, was an honorary lecturer at a number of New Zealand universities and a PhD Examiner at Lincoln University.

Brian Taylor

The death of Brian Taylor in the Christchurch earthquake of 22 February 2011 is also acknowledged with sadness. Brian was the husband of Prue Taylor, Principal of Christchurch Girls' High School and member of the Lincoln University Council from 2000 to 2009. Brian was the Managing Director of King's Education in the CTV building. He had previously been a lecturer at the Christchurch College of Education and Director of the New Zealand Science Centre.

Earth Hour Debate

Earth Hour 2011 was marked with an Earth Hour "Hot Energy" debate on 24 March 2011 at Lincoln University. Well-known broadcaster Kim Hill chaired two panels of speakers addressing the topic "Green Growth or Gas Guzzlers – is there a future without energy growth?" The panel members were former Finance Minister Ruth Richardson, Lincoln University's Professor of Trade and Environmental Economics Caroline Saunders, University of Canterbury Senior Lecturer in Economics Dr Eric Crampton, bio-entrepreneur Dr Graeme Coles, and Principal Scientist in Sustainability and Society at Landcare Research Dr Bob Frame. The event was presented jointly by Landcare Research, Selwyn Environment Group, Lincoln Envirotown Trust, and Lincoln University.

SECTOR ISSUES

Establishment of Crown Agency for International Education

On 6 April 2011, the Government introduced the Education Amendment Bill (No 4), which provides for the establishment of a new Crown agency, Education New Zealand. The agency is to lead New Zealand's drive to expand international education, and to manage the Crown's investment in New Zealand's international education promotion and offshore activities.

The functions and staff of the existing Education New Zealand Trust are to be combined with the offshore government representational functions of the Ministry of Education and New Zealand Trade and Enterprise. The new agency is to be a Crown entity for the purposes of the Crown Entities Act 2004. It is to have a Board of 5-7 members appointed by the Minister, with provision for the appointment of specialist advisers and a stakeholder advisory committee.

In announcing the new agency, Minister Joyce noted that well co-ordinated and efficient international education efforts will be even more important to minimise the impact of the Christchurch earthquake on the sector.

The Bill is yet to be referred to a select committee for any public submission process.

Legislation Governing Student Services Levies

The Education Amendment Bill (No 4) also includes provisions enabling the Minister to issue directions on compulsory student services fees for non-tuition related services as necessary, in order to improve the transparency of the administrative process, ensure greater involvement of students in decision making, and improve the accountability of providers to the student body for expenditure on and delivery of student services.

The Minister is to have the power to issue directions to providers to hold the fees in a specified manner or to establish arrangements for joint or consultative decision making with the student body on the type of services to be made available the applicable fee, the procurement of student services, and/or the method for authorising expenditure on student services. If necessary, the Minister may subsequently issue a further direction to a provider specifying the type of services to be provided and the maximum amount of the student services fee.

The Minister has commented that the need for the legislation has arisen from the significant increases made to compulsory levies in recent years and the possibility that some of the funding received has been used for core services that should be covered by tuition fees and subsidies. The examples cited were charges for building maintenance, library services, or Internet access.

Environment Scan

The following recent reports or items may be of interest to Council. The website links to the documents have been emailed to Council members.

Māori Agribusiness

Two reports to guide the Government's work in unlocking the potential of Māori agribusiness have been released by the Minister of Agriculture, the Hon David Carter, and the Minister of Māori Affairs, the Hon Dr Pita Sharples. The Government has identified Māori agribusiness as a key priority and these reports support the Government's work in targeting opportunities to lift the productivity of Māori land and agribusiness. The reports provide a helpful insight into the economic, cultural and social aspirations that Māori communities have for their land ownership.

Looking Ahead: Science Education for the Twenty-First Century

The Office of the Prime Minister's Science Advisory Committee, in conjunction with the Royal Society of New Zealand and the Ministry of Science and Innovation, has undertaken an extensive programme to evaluate the state and future direction of school science education at both primary and secondary levels. The report was launched via interactive broadcast on 5 April 2011 with local science lecturers and teachers participating via the Lincoln University 'hub' site.

VISITORS

- Mr Howard Nicholls, Project Manager and Business Analyst at Alchemy Group Limited, a Christchurch-based software development company visited on 31 March 2011 and gave a lecture to students in COMP302 *Analysis and Design of Information Systems*. It was an enlightening presentation on *Customer Requirements*, given from the "real world" business perspective.

- The Department of Environmental Management hosted Professor Jeff Bennett, of the Crawford School of Economics and Government, the Australian National University (14 to 25 February 2011).
- Professor Trevor Sofield, Foundation Professor of Tourism at the University of Tasmania, gave a seminar on 28 March 2011 on *Tourism Value Chain Analysis for Poverty Alleviation*.
- Dr Patrick Aldwell, Dean of the Faculty of Commerce, hosted Sue Pickering, the Business Manager at Horticulture New Zealand (HortNZ) to reaffirm the delivery by Lincoln University of the Hort Leadership Programme this year. HortNZ funds a leadership programme which is run by Lincoln University each year for 12 aspiring leaders in the horticulture industry. Although a smaller programme, the Hort Leadership programme is modelled on the long-standing Kellogg Rural Leaders Programme.
- Visitors to the Bio-Protection Research Centre included:
 - Mr Ron Mark from the Federation of Māori Authorities, to discuss future projects and relationships.
 - Mr Ben Mitai, Executive Director, APRIL - FibreOne, regarding the expansion of Dr Robert Hill's project into Indonesia.
 - The Seed Research Centre Advisory Board (Dr Garth Carnaby (Chair), Mr Nick Pyke (Foundation for Arable Research), Mr John McKay (South Pacific Seeds New Zealand Limited), Mr Murray Willocks (New Zealand Agriseeds Limited), Mr David Green (PGG Wrightson Seeds)), to review the Centre's activities.
 - Professors Li Chunjie and Fu Hua, Lanzhou University, China, to discuss pasture seed technologies.
 - Mr Tom Redfern, Gaia Consultancy, New South Wales, and Mr Stephen Wrigley, Biostart Limited, Auckland, to discuss biological seed treatments.
 - Dr Thomas Payne (Vice-Chancellor and Dean of Agriculture) and Dr Marc Linit (Associate Dean of Research and Extension) College of Agriculture, Food and Natural Resources, University of Missouri, visited the Biotron.

OTHER

New Appointments

I am pleased to report the appointment of Adrian Carpinter to the position of Director, Governance, and the change in position title for Dr Tracy Berno to Director, Planning.

Retirement

Dr Alistair Nicol, Senior Lecturer in Animal Science has retired after 42 years of employment at the University. Alistair has taught generations of students, farmers and industry representatives about the value of applying science to generating on-farm improvement. He was a major contributor to the series of Animal Industries Workshops and was recently made a Life member of the New Zealand Animal Production Society.

**Council
Agenda Item 9.2**

**Ahumairaki
29 March 2011 Meeting Report**

1. *Matters Arising from the Minutes*

The Vice-Chancellor noted that discussions with the Ngāi Tahu Holdings and Property arms about the University providing advice to assist with their evaluation of land use options had been fruitful. Ngāi Tahu had announced plans to trail three sustainable dairy farms and the University hoped to provide ongoing scientific support for the initiative.

It was noted that Council had appointed Linda Tame to replace Chrissie Williams as the Council representative on the Joint Management Group for Te Taumutu Runanga.

2. *Assistant Vice-Chancellor's (Māori and Pacifica) Report*

The report from the Assistant Vice-Chancellor (Māori and Pacifica) was noted.

Māori Student Enrolment Data 2009-2011 (Attachments 1 to 3)

The main trends were:

- Māori student numbers are holding, with a slight increase in Māori student enrolments in 2011, up from 109 to 112 students.
- The following distribution of Māori student enrolments by faculty:
 - Faculty of Environment Society and Design 37%
 - Faculty of Commerce 41%
 - Faculty of Agriculture and Life Sciences 22%
- Continued popularity of first-year enrolments in the following degrees:
 - Bachelor of Science
 - Bachelor of Commerce
 - Bachelor of Sport and Recreation Management.

Further growth of numbers in the Faculty of Agriculture and Life Sciences is seen as an opportunity. Consideration is needed of ways of improving enrolment numbers in a range of degrees and the rates of progression from undergraduate to postgraduate level study.

A low level of Māori student participation in the Certificate in University Preparation or Certificate in Foundation Studies Programmes is not unexpected, given the availability of such courses at polytechnics and wānanga and the increasing numbers of Māori students achieving university entrance standards from school. However, it is still seen as a transition pathway to develop for Māori students and the Committee requested data on the admission basis of Māori students to gain a better understanding of the situation.

Iwi Affiliation of Māori Student Enrolments 2009-2011

Ngāi Tahu remains the highest affiliation (32%), while Ngāti Kahungunu and Ngāti Porou iwi in the University's traditional Māori student catchments of Hawke's Bay and the East Coast of the North Island were the next highest.

It was also noted that the closer relationship between Ngāi Tahu and Tainui may be in factor in the increase in the Tainui affiliation from 2% to 8%.

Data on Māori student enrolments at Telford Division was not available, but it was understood that there are significant numbers of Māori students. The large number of South Island dairying jobs held by international workers was seen as an opportunity to increase the involvement of young Māori. It was confirmed that the Diploma of Agriculture is offered regionally and an expansion may be possible in the central North Island and further north. The merger with Telford provides further opportunities to increase the number of Māori students transitioning to Diploma level.

Māori Scholarships Update

A draft strategy on Māori Scholarships has been developed, envisaging a range of scholarships specifically targeted at Māori students and linked to:

- A range of disciplinary programmes critical to Māori development and advancement; specific programmes such as Environmental Management and Planning, Landscape Architecture or Agriculture, and programmes that specific Māori organisations might wish to sponsor or support, such as Tourism, Agribusiness, and Property Management.
- A range of 'potential' Māori student categories.

The specific recommendations of the review were that:

- The Māori Scholarship Strategy be endorsed as a valid Māori recruitment strategy and contribution to Māori community development.
- The Ngāi Tahu Tourism scholarship model be the benchmark for developing Māori specific scholarships with Māori organizations.
- A Mataamua Whanau Scholarship be developed (first in family to study at university).
- Academy-based scholarships targeting Māori be developed (for example, Manawa Whenua – Māori Agricultural Academy).
- Postgraduate scholarships targeting Māori be developed.

The specific scholarships are now to be developed by the Māori Outreach Co-ordinator and the Scholarships Manager, in conjunction with the faculties, and submitted to the Scholarships Committee for approval.

The Vice-Chancellor suggested that consideration also be given to supporting the Telford Division cohort seeking to advance to higher level study. He noted that funding for scholarships would be one of the targets set for the University's Development initiative.

The Committee expressed support for the Māori Scholarship Strategy and requested an update on progress at the next meeting, including any available data on Māori student enrolments at Telford Division and possible scholarship opportunities there.

Māori Student Risk Assessment Framework

An update was provided of the assessment framework trialled in 2010. The framework assigns each student to a high, medium or low risk category, based on academic performance. While all students are monitored, the Māori Student Support Coordinator in conjunction with the faculty-based Tumuaki, takes a closer interest in students more at risk and a mix of learning interventions is made available to those students. The Semester 1 results are a key indicator, but the Tumuaki can pick up on earlier signals such as failure to submit assignments. An increase in percentage pass rates was achieved in the trial between Semesters 1 and 2.

It was noted that sources of support are made available to the whole student population, and there is a general student retention initiative underway.

3. Te Tapuae o Rehua Report

The Vice-Chancellor and Assistant Vice-Chancellor (Māori and Pacifica) provided a verbal update.

The Board of Directors had not met recently and most of the activity has been at the Executive Board level. It was noted that John Tait had resigned as Chief Executive in 2010. Eruera Tarena was appointed as an Interim Manager and Dr Catherine Savage would take up a leadership role from 9 May 2011 for a contract term of one year.

The University had offered Te Tapuae o Rehua space on campus after the Christchurch earthquake, but the decision was made to co-locate with Ngāi Tahu at Wigram.

A committee framework had been instituted to provide a more integrated approach. The three committees are: Data Mapping; Aligning Shareholder Aspirations; and Participation, Progress and Achievement.

It was noted that Darryn Russell, the Chair of the Executive Board, would be moving from the University of Otago to take up the Assistant Vice-Chancellor (Māori) at the University of Canterbury.

4. Te Taumutu Runanga Report

Ms Sheat made a verbal report on behalf of Te Taumutu Runanga. The matters highlighted were:

- The office in the city had been 'red stickered' after the earthquake and this had made it difficult for normal functions to be carried out.
- The marae had offered accommodation and support to large numbers during the earthquake recovery period, but this week had returned to its normal operation.
- A new Chair, Graham Nutira, had been appointed.

5. Te Awhioraki Report

Ms Andersen made a verbal report from Te Awhioraki, highlighting the following items:

- A full Executive is now in place.
- A powhiri had been held at the whare to welcome new and return Māori students, with a pleasing turnout of approximately 30 students.
- A whanau barbeque is being held this week.
- A Māori Sports Festival had to be postponed or cancelled following the

earthquake.

- Discussions were being held about a possible Matariki celebration.
- Te Wiki o te Reo Māori (Māori Language Week) would be held from 4 to 10 July 2011. This is earlier than usual, to accommodate the Rugby World Cup.
- With the increased demand on study space on campus, the whare is being utilised in different zones. The provision of swipe card entry is also being considered.
- Te Awhioraki t-shirts are being produced and sponsorship is being sought for hoddies.
- The possibility of Māori student faculty representatives is being considered, similar to the Future Leaders model.
- Te Awhioraki would be working with the Lincoln University Students' Association to plan for the changed environment expected to result from the voluntary students' association membership legislation.

6. General Business

Telford Division Representation on Ahumairaki

The Vice-Chancellor noted that consideration should be given to including representation for the local runanga of the Telford Division on Ahumairaki. Council had established a Telford Advisory Committee with oversight of governance and education provision, but local input to Ahumairaki could be beneficial.

The Committee welcomed the suggestion of such representation and suggested that the form it takes be investigated further by the Vice-Chancellor and Assistant Vice-Chancellor (Māori and Pacifica) in consultation with the Convenor.

Celebration for Māori Graduands

The Assistant Vice-Chancellor (Māori and Pacifica) reported that approximately 8 Māori graduands were interested in attending the Celebration, and this is normally considered sufficient interest to hold the event. Subject to confirmation, it would be held at 3pm on the Thursday of Graduation week, in the Council room.

It was noted that two Graduation ceremonies would be held at the new Lincoln Events Centre, with each including a powhiri. As the event would be held only in Te Taumutu rohe, the protocol would be simplified.

D Couch

Convenor

29 March 2011

Attachment 1

**LINCOLN UNIVERSITY
MĀORI STUDENT ENROLMENTS (Head Count)
2009-2011 (Semester 1)**

PROGRAMME	2009	2010	2011
Doctor of Philosophy	4	5	2
Faculty of Environment, Society & Design (FESD)			
Master of Environmental Policy	1	0	0
Master of Resource Studies	0	0	1
Postgraduate Diploma in Resource Studies	1	0	0
Postgraduate Diploma in Social Science	0	1	2
Postgraduate Certificate in Parks, Recreation & Tourism	0	1	1
Bachelor of Sport & Recreation Management	8	12	12
Bachelor of Tourism Management	7	8	7
Bachelor of Environmental Management & Planning	5	5	7
Bachelor of Landscape Architecture	5	7	5
Bachelor of Social Science	0	1	2
Bachelor of Māori Planning & Development	1	1	1
Bachelor of Software & Information Technology	0	0	1
FESD Subtotal	28	36	39
Faculty of Commerce (FC)			
Master of Professional Studies	0	3	2
Postgraduate Diploma in Commerce	0	0	1
Graduate Diploma in Valuation	0	0	1
Bachelor of Commerce (Honours)	0	1	1
Bachelor of Commerce (Valuation & Property Mgt)	10	10	9
Bachelor of Commerce (Agriculture)	9	9	7
Bachelor of Commerce (Food Industry)	0	2	3
Bachelor of Commerce	8	6	11
Diploma in Agriculture	4	8	7
Diploma in Farm Management	0	1	1
Diploma in Horticulture	3	3	1
FC Subtotal	34	43	44
Faculty of Agriculture and Life Sciences (FAGLS)			
Postgraduate Diploma in Applied Science	1	0	0
Graduate Diploma in Viticulture & Oenology	2	1	1
Bachelor of Viticulture & Oenology	2	6	4
Bachelor of Agricultural Science	4	5	4
Bachelor of Agriculture	0	2	3
Bachelor of Science	5	9	12
FAGLS Subtotal	14	23	24
Other			
Certificate in University Preparation	3	2	2
Subtotal	3	2	2
TOTAL	83	109	112

Attachment 2

**THE MOST POPULAR UNDERGRADUATE DEGREE PROGRAMMES
2009 -2011**

2009

Degree	2009
Bachelor of Commerce (Valuation & Property Mgt)	10
Bachelor of Commerce (Agriculture)	9
Bachelor of Recreation Management (Sport)	8
Bachelor of Commerce	8
Bachelor of Tourism Management	7
Bachelor of Environmental Management	5
Bachelor of Landscape Architecture	5
Bachelor of Science	5

2010

Degree	2010
Bachelor of Recreation Management (Sport)	12
Bachelor of Commerce (Valuation & Property Mgt)	10
Bachelor of Commerce (Agriculture)	9
Bachelor of Science	9
Bachelor of Tourism Management	8
Bachelor of Landscape Architecture	7
Bachelor of Viticulture & Oenology	6
Bachelor of Commerce	6
Bachelor of Agricultural Science	5
Bachelor of Environmental Management	5

2011 (Semester 1)

Degree	2011
Bachelor of Sport & Recreation Management	12
Bachelor of Science	12
Bachelor of Commerce	11
Bachelor of Commerce (Valuation & Property Mgt)	9
Bachelor of Commerce (Agriculture)	7
Bachelor of Tourism Management	7
Bachelor of Environmental Management	7
Bachelor of Landscape Architecture	5

Attachment 3

FIRST YEAR DEGREE STUDENT ENROLMENTS 2011 (Semester 1)

Degree	
Bachelor of Science	8
Bachelor of Commerce	6
Bachelor of Sport & Recreation Management	5
Bachelor of Environmental Management	5
Bachelor of Commerce (Valuation & Property Mgt)	4
Bachelor of Viticulture & Oenology	3
Bachelor of Commerce (Agriculture)	3
Bachelor of Social Science	3
Bachelor of Agriculture	2
Bachelor of Agricultural Science	2
Bachelor of Tourism Management	2
Bachelor of Landscape Architecture	2
Bachelor of Software & Information Technology	1
Bachelor of Commerce (Food Industry)	1

FIRST YEAR DIPLOMA STUDENT ENROLMENTS 2011 (Semester 1)

Diploma	
Diploma in Agriculture	7
Diploma in Horticulture	1

Council
Agenda Item 9.3
Appeals Committee
Report on Draft Terms of Reference

The Appeals Committee convened on 28 September 2010 considered draft Terms of Reference for constituting the Committee as a permanent standing committee of Council. The Committee provided the Lincoln University Students' Association with the opportunity to review the draft Terms of Reference, and now submits the document to Council for consideration.

Council had convened an *ad hoc* Appeals Committee on three occasions over the 18 months up to September 2010, to consider three disciplinary appeals and two exclusion appeals. The experience of other universities is that appeals to Council have become both increasingly common and litigious in nature. The proposed Terms of Reference largely formalise the current process being followed by Council, while addressing issues that have arisen, including the timeliness of the process.

Matters raised in the Committee's consideration of the draft Terms of Reference are outlined below.

Purpose

The University's Discipline Regulations and Admission Regulations specifically provide for a Council appeals process and the Appeals Committee provides an appropriate avenue for final appeals on other matters, such as for exclusion from the University on the grounds of unsatisfactory academic progress. This right of appeal provides an important protection for students and demonstrates to external review agencies (the Ombudsmen or the International Education Appeal Authority) that the institution has taken a high degree of care over finally determining any matters appealed.

The Committee supported the draft Purpose section, agreeing with the approach of listing the primary regulations likely to generate any appeals (Discipline, General Course and Examination, and Admission regulations), while providing flexibility for other matters to be referred. It was agreed that the letter informing a student of the decision of the Vice-Chancellor or delegate would explain the opportunity to appeal to the Council Appeals Committee and the procedure to be followed.

Terms of Reference

Section 2 of the draft Terms of Reference outlines the questions to be addressed by the Appeals Committee in considering an appeal, based on guidelines produced by the Legislation Advisory Committee for general appeal processes. The Committee is also required to draw Council's attention to any systemic deficiencies identified from the appeal. The Committee supported these provisions.

Committee Protocols

This section confirms the Committee's authority and outlines the normal process.

In addition to determining whether an appeal is upheld or declined, it is proposed that the Committee be empowered to vary any condition or penalty within the scope of the relevant regulations.

To improve the timeliness of the appeals process, it is proposed that the written request for an appeal be made within one month of being informed of the decision, subject to discretion to allow a late application where there is good reason for the lateness. The Appeals Committee should then normally be convened within one month of receipt of the appeal. It is noted that some universities do operate to shorter periods (for example, the Auckland University of Technology allows 14 days for appeals and then 10 days for an appeal hearing).

The Committee considered that the Convenor should check that an appellant had already exhausted the other internal rights of appeal and, if not, refer the appellant to the appropriate option. In addition, where substantive new information has been provided by an appellant, it was agreed that the Convenor should refer the appeal back to the University to reconsider. Otherwise, the appeal should be considered by the Committee.

It is also specified that the appeal be determined by a re-hearing, based on the prior record of proceedings. This is consistent with the Legislation Advisory Committee guidelines that suggest any second tier of appeal should be limited in scope and rely on the evidence given at the lower level.

In keeping with the re-hearing approach, the procedure gives the Committee the discretionary power to re-hear the whole or any part of evidence, but generally there should be no need to re-litigate the whole matter or hear in person from the appellant.

The Committee supported the procedure of conducting an appeal by way of reviewing the record of the proceedings undertaken by the Vice-Chancellor or delegate, with the proviso that the Committee could hear any witnesses previously examined and seek clarification of any point from the previous decision-makers.

Membership and Attendance at Meetings

The practice has been for Council to convene an *ad hoc* Appeals Committee for each appeal that has arisen. This can result in a considerable delay in convening the Committee.

In order to improve the timeliness of the appeals process, the Committee considered memberships options that would enable an Appeals Committee to be convened for each appeal without requiring any further authority from Council. The Committee favoured the option of appointing an Appeals Committee annually in accordance with the normal procedure for appointing Council committees, but providing authority for alternate Council members to be nominated where a conflict of interest or issue of availability arises for a standing member.

In confirming the Council Committee membership allocation for 2011 at the 22 February 2011 meeting, Council approved the following membership subject to confirmation of the Committee's Terms of Reference: Mr Lambie (Convenor), Ms Tame, Ms Harper (LUSA nominee), and Ms Brown (LUSA nominee).

The Appeals Committee has previously requested that the relevant lower level decision-makers be on call during the Committee's meetings in case points of clarification arise. Section 4.6 enables the Committee to request any persons to attend.

Review

It is proposed that the Terms of Reference be reviewed at the end of 2012.

Recommendation

The Committee RECOMMENDS:

That Council approve the Appeals Committee's Terms of Reference (*as attached*).

Tom C. Lambie
Chancellor
12 April 2011

APPEALS COMMITTEE

1. **PURPOSE**
 2. **TERMS OF REFERENCE**
 3. **COMMITTEE PROTOCOLS**
 4. **MEMBERSHIP AND ATTENDANCE AT MEETINGS**
 5. **REVIEW**
-

1. **PURPOSE**

Under section 181 of the Education Act 1989, Council has the duties to ensure that the institution does not discriminate unfairly against any person and to ensure that proper standards of integrity, conduct, and concern for the well-being of students attending the institution are maintained. As part of Council's plans to fulfil its obligations in this area, it has constituted an Appeals Committee to consider and determine appeals from any person, club or society on academic and other decisions, including but not limited to matters determined under the following regulations:

- ❖ General Course and Examination Regulations
- ❖ Discipline Regulations
- ❖ Admission Regulations.

The appeal shall normally be of a decision made by the Vice-Chancellor or by other persons or committees acting under delegation from the Vice-Chancellor, and thereby constitute a final right of appeal within the institution. The Office of the Ombudsmen or the International Education Appeal Authority (for international students) may also consider and investigate complaints about administrative acts and decisions made by the University.

2. **TERMS OF REFERENCE**

2.1. To consider an appeal by addressing the following questions:

- (a) Was the process undertaken by the Vice-Chancellor or delegate in coming to the decision fair to the affected party?
- (b) Was the Vice-Chancellor or delegate free from bias?
- (c) Was the decision one that is supported by the evidence?
- (d) Was the decision a reasonable decision available to the decision-maker to make?

On this basis, the Committee is then to decide either to grant the appeal, or to deny the appeal and to uphold the decision of the Vice-Chancellor or delegate.

2.2 To identify any deficiencies in administrative systems or processes arising from the particular circumstances of an appeal and recommend to Council the investigation of potential improvements in systems or processes.

3. COMMITTEE PROTOCOLS

3.1. Authority

Council authorises the Committee within the scope of its responsibilities to:

- (a) seek any information it requires from:
 - ❖ any appellant;
 - ❖ any employee; and
 - ❖ other relevant parties
- (b) obtain outside legal or other independent professional advice
- (c) request the attendance of parties with relevant knowledge and/or expertise
- (d) determine whether the appeal is upheld or declined
- (e) vary any condition or penalty within the scope of the relevant regulations.

All appellants and employees are expected to co-operate with any reasonable request made by the Committee.

3.2 Procedure of Committee

The normal procedure for an appeal will be:

- (a) A written request for an appeal to Council shall be made by the appellant or a representative authorised in writing to act on the appellant's behalf. The request shall be made within one month of being informed by the Vice-Chancellor or delegate of the decision being appealed, unless good reason is given for making a late request. The request shall specify the decision being appealed and the basis for the appeal (for example, failure to follow due process, evidence of bias, new information, etc.), and provide any supporting material not previously supplied.
- (b) The Convenor of the Appeals Committee shall initially review the request and decide whether the Committee should consider the appeal, taking into account whether:
 - ❖ Other internal rights of appeal have been exhausted; if not, informing the appellant of the appropriate course of action.
 - ❖ Substantive new information has been provided that has not previously been considered; if so, referring the appeal back to the University to reconsider, given the new information.
- (c) If the appeal request proceeds, an Appeals Committee shall normally be convened, in accordance with section 4, to consider the appeal within one month of the receipt of the appeal.
- (d) The Appeals Committee conducts any appeal by way of reviewing the record of the proceedings undertaken by the Vice-Chancellor or delegate relating to the matter being appealed, provided that the Appeals Committee may hear any witnesses examined at the prior hearing and seek clarification of any points from the Vice-Chancellor or delegate or the first-tier decision-makers.

3.2. Rights of Appellant

In addition to the written appeal request, the appellant and/or the appellant's authorised representative may seek the opportunity to be heard by the Appeals Committee. The Committee may decline to hear the appellant if it considers the appeal is frivolous or the written request has not established any sustainable grounds for the appeal. If the appellant is granted a hearing, the appellant shall be given the opportunity to peruse the written evidence prior to the hearing.

3.3. Decisions of Committee

All matters before the Appeals Committee shall be decided by a clear majority.

3.4. Reporting to Council

The Committee should report the outcome of each appeal to Council in accordance with the normal timelines for Council agendas. The reports will normally be included in the Council In-Committee agenda in order to protect the privacy of appellants.

3.5. Records of Meetings

All meetings of the Committee will be minuted. The draft minutes and draft report to Council will be approved by circulation to the Committee members who considered the appeal.

4. MEMBERSHIP AND ATTENDANCE AT MEETINGS

4.1. The Committee shall comprise four members of Council, including the Chancellor as Convenor and two members nominated by the Lincoln University Students' Association.

4.2. The membership shall be reviewed annually by Council. For each appeal, the Convenor shall consult with the members to ensure that there is no conflict of interest or issue of availability involved for any of the standing members; if necessary, a substitute member(s) of Council shall be nominated without requiring further authority from Council.

4.3. The Committee will be legally constituted when a majority of the total membership is present.

4.4. The Committee may invite such persons (for example, the Vice-Chancellor or delegate, a Proctor, the Chair of the Disciplinary Committee, etc.) to attend as it deems necessary.

4.5. The Secretary of the Committee shall be the Director, Governance, of the University or such other nominated person as approved by the Committee.

5. REVIEW

Approval Date:	<i>19 April 2011</i>
Approval Body:	Council
Next Review Date:	<i>31 December 2012</i>

Agenda Item 10

2010 Report from Academic Board

The Academic Board met six times in 2010. Programme and course proposals and changes to regulations approved by the Board are attached.

Changes to Regulations include a change to Regulation G (11) Unsatisfactory Progress to report the numbers of students declined further registration at the University, rather than the names of the students. In 2010, 60 students were declined further registration as a consequence of unsatisfactory academic performance. In all cases, students would have received a series of 'academic warning' letters and been advised of where and how to seek additional assistance with study. Further, the University is consistently seeking ways to identify and intervene early with students who are performing poorly academically.

The introduction of a regulation to guide the revocation of qualifications was in response to a request from Council. Council approved this regulation at its April 2010 meeting and noted that Academic Board had also made provision for a time limit for assessing credit for older courses, again in response to a request from Council.

In addition to the attached approvals, Academic Board supported the implementation of the University's Teaching and Learning Plan through adoption of a recommended framework for Graduate Profiles. The recommended framework utilises knowledge, skills and values to organise graduate profiles.

Academic Board was appraised of the development of the Business Case for the merger with Telford Rural Polytechnic, the development of the second Investment Plan and the review of University Entrance through the report from the Chair of the Academic Board.

The September earthquake does not appear to have had a significant impact on student performance in examinations. Only eight applications for aegrotat consideration and a further three to four appeals made reference to impacts of the earthquake. Assessment of impact on postgraduate research students is ongoing.

All papers and minutes are available to all staff in the Learning Management System (Academic Committees Moodle page). The Assistant Vice-Chancellor (Academic) would be happy to respond to any queries.

Professor Sheelagh Matear
Assistant Vice-Chancellor (Academic)
11 April 2011

APPROVALS THROUGH ACADEMIC BOARD 2010

A summary of changes are shown in the tables. Details can be found in the relevant Academic Board Minutes.

General Regulations and Statutes

AB Date	Item	Description
31 March 2010	6	New Regulations, Academic Awards: Revoking Qualifications.
7 July 2010	6	New Regulation, General Course and Examination Regulations Section C: Maintenance of Student Assessment Records.
17 November	9	Delete regulation D(2) and modify regulation G(11).

Programme Regulations and Schedules

AB Date	Item	Description
31 March 2010	8	Major in Parks and Outdoor Recreation: update courses.
7 July 2010	5	Introduction of new Graduate Certificate in Science Innovation and Entrepreneurship
	7	Minor in Urbanism and Design: revised course specification.
4 August 2010	5	Introduction of new major in Entrepreneurship, Innovation and Commercialisation.
	7	Change of name to Master of Parks, Recreation and Tourism Management (Master of Parks, Recreation and Sport Management) and new schedule of courses.
13 October 2010	9.1	Introduction of FINC coded course to major requirement.
	9.2	Introduction of new course to the Bachelor of Environmental Management and Planning schedule of courses.
	9.3	Introduction of new course to the Master of Environmental Policy schedule of courses.
	9.4	Introduction of new course to the Master of Software and Information Technology Schedule B.
	9.5	Introduction of required courses to the Master of Social Science schedule.
	9.6	Introduction of required courses to the Master of Tourism Management schedule.
17 November	8.1	Delete note related to NZPI accreditation for the Bachelor of Landscape Architecture.
	8.2	Introduction of new course and its prerequisite to the core of the Environmental Biogeosciences Major in the Bachelor of Science.
	8.3	Introduction of a new course to the schedule of elective courses in the Bachelor of Science

New and Modified Courses

AB Date	Course	Description
7 July 2010	ECOL 302 Applied Ecology	Change to prescription, and title (Applied Ecology and Conservation).
	ERST 672 Environmental Management Systems	Change to prescription and title (Sustainability and Organisations).
	LASC 409 Major Design	Change to prerequisite.
	MGMT 203 Farming Systems	Change to recommended preparation, prescriptions and title (Agricultural Systems and Sustainability). Replaces ERST 204.
	PHSC 208 Principles of Wine Science	Introduction of field trip.
	PHSC 316 Winery Equipment and Structures	Change of prefix to ENGN 361 and restrictions.
	PLSC 201 Plant Science II	Change to prescription and title (Plant Science II: Plant Function)
	PLSC 325 Plant Physiology	Change to prescription and title (Plants and the Environment)
	SOSC 343 Advanced Soil Science	Introduction of a field tour.
4 August 2010	BICH 638 Bioinformatics	New course (replaced Special Topic QMET 606).
13 October	ECOL 310 Field Ecology	New course
	ECOL 304 Nature Conservation	Deletion of course
	ECON 202 Intermediate Macroeconomics	Change to prerequisites and recommended preparation.
	ECON 204 Resource Economics	Change to restriction.
	ECON 211 Land Economics	Change to restriction.
	LASC 698 Research Placement	Change to semester.
	LWST 602 Advanced Resource Management Law	Change to prescription and title (Advanced Resource Management and Planning Law).
	PHSC 102 Chemistry IB	Change to recommended preparation.
	SOCI 116 Society, Culture and Economy	Change to prescription.
	SOCI 644 Society, Parks, Recreation, Tourism and Sport	Change to title (Social Theory Applications in Contemporary Society).
	COMP 626 Interaction Design	New course (replaces Special Topic COMP 628).
	PHIL 602 History and Philosophy of Science	New course (replaces PHIL 601).
17 th November	(PREFIX 699) Design or Research Essay	New Course (replaces ERST 602)
	ECOL 3YY Behavioural and Molecular Ecology	New Course (replaces ECOL 306)
	ENGN 276 Agricultural Engineering	New Course
	RECN 6XX Sport, Exercise and Fitness	New Course
	WATR 201 Freshwater Resources	New Course
	WATR 601 Advanced Water Resources	New Course
	WATR 602 Determinants of Water Availability and Quality	New Course
	ECOL 201 Ecology II: Principles of Ecology	Change to semester and block
	ECOL 202: Biological Diversity	Change to semester and block
	ECOL 302 Applied Ecology and Conservation	Change to semester and block
	ECOL 308: Ecology III: Advanced Ecology	Change to semester and block
	ECOL 608 Advanced Ecology	Change to semester

ECON 314 Environmental Economics	Change to prerequisites, recommended preparation and prescription.
ECON 324 Economic Policy	Change to prerequisites, recommended preparation and prescription.
ENTO 304 Insect Ecology & Diversity	Change to prerequisites and recommended preparation.
ENTO 612 Advanced Entomology	Change to restrictions, prescription and semester
FORS 310 Forestry Management	Change to prerequisites, recommended preparation, restrictions and prescription.
PLSC 325 Plants and the Environment	Change to semester, block and course name (to Environmental Plant Biology).
ECOL 306 Wildlife Biology	Delete course (replaced by ECOL 3YY)
ENTO 611 Ecological Engineering PHIL 601 Philosophy & Society RECN 631 Parks, Recreation and Tourism: Theoretical Concepts SOCI 639 Social Theory SOCI 640 New Zealand Society COMN 603 Advanced Intercultural Communication RECN 625 Adventure and Experiential Education RECN 633 Recreation & Tourism Management RECN 636 Urban and Community Recreation RECN 639 Policy & Planning for Protected Areas SOCI 603 Historical Research in New Zealand SOCI 604 Interactions of Gender, Environment and Development SOCI 642 Environmental Policy SOCI 643 Applied Human Ecology	Delete courses

Agenda Item 11

Conferment of Degrees Presentation of Certificates and Diplomas

Conferment of Degrees

The following students have completed the requirements for the qualifications below:

Telford Diploma in Arboriculture

Darryl Andrew **Judd**

Certificate of Foundation Studies

Lingnan **Han**

Yehezkiek **Harjanto**

Lan Tianying

Li He

Jingsi **Qiu**

Zhao Tianyi

Zi Jiangyu

RECOMMENDATION:

That Council approve the awards listed above.



Gill Jordan
Manager
Academic & Student Services
12 April 2011