

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

**Held on Tuesday 29 August 2017 at 8.30am  
Council Room, George Forbes Building, Lincoln University**

**Present:** Mr S M Smith (Chancellor), Mrs J E Fredric, Mr B D Gemmell, Sir G T Harrison, Professor B R Jordan, Mr A W Macfarlane, Emeritus Professor J A McWha, Ms P M Morrison, Professor R J Pollard, Mrs L K Tame, and Mr D W Thomas.

**In Attendance:** Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor B McKenzie (Chief Academic Officer), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Mr H Gant (Chief Financial Officer), Mr D Lodge (Director Learning and Teaching and University Librarian), Ms T Zawodny (Planning Manager), Ms T Nelson (Health, Safety and Compliance Manager), and Mr A Carpenter (Director, Governance).

**1. *Welcome and Apologies***

The Chancellor welcomed Professor McWha to his first meeting of Council.

An apology for absence was received from Mrs Parata-Goodall. An apology for early departure was received from Mrs Fredric.

**2. *Disclosures of Interest***

Sir Graeme Harrison noted his endorsement, as Chairman of ANZCO Foods, of a proposal to modify the Bachelor of Agribusiness and Food Marketing.

**3. *Confirmation of Minutes of Previous Meeting held on 25 July 2017***

**Council RESOLVED:**

That the minutes of the meeting held on 25 July 2017 be taken as read and be approved.

*Moved: Mrs Tame  
Seconded: Mr Gemmell  
MOTION CARRIED*

**4. *Matters Arising from the Minutes***

Sir Graeme Harrison acknowledged the actioned circulation of the students' paper presented at SIDE and noted that he had implemented one of the initiatives on his own farm.

## **5. Notice of Items of General Business**

There were no items of general business notified.

## **6. Chancellor's Report**

The report was NOTED.

The Chancellor highlighted:

- The Lincoln University - AgResearch Joint Facility ground-breaking event on 22 August, attended by Ministers Goldsmith and Adams and the Mayor of Selwyn.
- The pleasing progress made by the Transformation Board at a workshop held on 15-17 August. The Board now intends to discuss its draft report with Council at the 26 September Council meeting and present the final report to the October meeting.
- A presentation to the Beef + Lamb Conference on 10 August, where the challenge he issued to activate Silverwood farm as a red meat focal point had received a positive response.

## **7. Vice-Chancellor's Report**

### **7.1 Lincoln Measures for Period 1 January – 30 June 2017**

The report was NOTED, providing a six monthly update on performance against targets, and the future targets.

The application of the EBITDA percentage requirement to the subsidiary companies was discussed. Lincoln Hospitality Limited intends to report in September on the implications of the approach for different parts of the business.

The staff engagement measure of a firm expression of optimism about the University's future had improved, although the June actual figure of 47% remained short against a target of 90%.

It was noted that the Measures would be modified as required later in the year following consideration of the Transformation Board's report and the Joint Facility Funding Agreement.

### **7.2 Academic Administration Committee and Academic Board**

#### **7.2.1 Academic Board Update**

The report was NOTED. It covered the AQA Cycle 5 follow-up project, reports from the Learning and Teaching Committee and Research Committee, and updates on other academic initiatives.

#### **7.2.2 Academic Proposals**

The report was NOTED. Council endorsement was sought for 25 academic proposals to be submitted to the Universities New Zealand Committee on University Academic Programmes (CUAP) for final approval. All of the proposals had been endorsed by the Academic Board.

It was noted that LUSA was broadly supportive of the proposals, including the general removal of LINC as compulsory courses and the reduction of the practical work component of the BCom(Agriculture).

The Vice-Chancellor noted that the new offerings would assist with efforts to increase EFTS in 2018, while utilising existing qualifications where possible. The longer term challenge would be rationalisation to ensure that the University offers a coherent and viable portfolio.

### **Undergraduate Degrees**

Modifications to ten existing undergraduate degrees were proposed:

- Bachelor of Agribusiness and Food Marketing
- Bachelor of Agriculture, Agricultural Science, Agricultural Science (Hons)
- Bachelor of Commerce
- Bachelor of Commerce (Agriculture)
- Bachelor of Landscape Architecture
- Bachelor of Science
- Bachelor of Sport and Recreation Management
- Bachelor of Viticulture and Oenology.

### **Council RESOLVED to:**

1. **Endorse** Section B of the academic proposals for the modifications of ten existing undergraduate degrees;
2. **Endorse** the introduction of the qualifications with regulations as set out in the full proposals.

*Moved: Mr Gemmell  
Seconded: Mr Thomas  
MOTION CARRIED*

### **Existing Majors**

Modifications to six existing majors were proposed:

- Accounting and Finance major (BCom)
- Conservation and Ecology (BSc)
- Food Science (BSc)
- Hotel and Tourism Management Major (BCom)
- Marketing Major (BCom)
- Supply Chain Management Major (BCom).

### **Council RESOLVED to:**

1. **Endorse** Section B of the academic proposals for the modifications of six existing majors;
2. **Endorse** the introduction of the qualifications with regulations as set out in the full proposals.

*Moved: Mr Gemmell  
Seconded: Mr Macfarlane  
MOTION CARRIED*

### **Diploma**

One new diploma was proposed:

- Diploma in Organic Primary Production.

It was agreed that the diploma be re-named the Diploma in Organic Agrifood Production, subject to any objection from the Faculty.

**Council RESOLVED to:**

1. **Endorse** Sections B and C of the academic proposal for the new diploma;
2. **Endorse** the introduction of the qualification with regulations as set out in the full proposal;
3. **Approve** the new diploma for Student Achievement Component funding.

*Moved: Mrs Tame*

*Seconded: Professor Jordan*

*MOTION CARRIED*

**New Majors**

Eight new undergraduate majors were proposed:

- Finance and Economics Major (BCom)
- Environmental Management Major (open to all bachelor's degrees)
- Environmental Science Major (BSc)
- Global Business Major (BCom)
- Event Management Major (open to all bachelor's degrees)
- Parks and Outdoor Recreation Major (open to all bachelor's degrees)
- Tourism Major (open to all bachelor's degrees)
- Water Management Major (open to all bachelor's degrees).

Consideration of the Parks and Outdoor Recreation Major was deferred to the In-Committee meeting.

The Tourism Major was discussed in relation to the existing Bachelor of Tourism Management and the possible incorporation of Hotel Management. The new major was supported with the rider that the tourism portfolio be considered further to avoid any market confusion in the offerings.

The following additional riders were noted:

- Seeking of professional accreditation for the Global Business Major and the Finance and Economics Major.
- For the Environmental Management Major, consideration of the environmental management and science portfolio to avoid any market confusion.

**Council RESOLVED to:**

1. **Endorse** Sections B and C of the academic proposals for the seven new undergraduate majors (deferring the Parks and Outdoor Recreation Major to the In-Committee meeting);
2. **Endorse** the introduction of the qualifications with regulations as set out in the full proposals, with the riders noted above;
3. **Approve** the seven new majors for Student Achievement Component funding.

*Moved: Mrs Tame*

*Seconded: Sir G Harrison*

*MOTION CARRIED*

### **7.2.3 Academic Board Terms of Reference**

The report was NOTED. The Academic Board sought approval for changes to its Terms of Reference, following a review by a Working Group and staff consultation.

The proposed changes included separating the functions relating to research and teaching to indicate their equal importance, adding expectations on members' conduct at meetings, revising the membership, and clarifying the structure of the Board's committees.

It was suggested that the Board give greater emphasis to monitoring research and enhancing collaborative relationships with the Lincoln Hub partners. The changes to the Terms of Reference were seen as supporting this re-balancing of emphasis, in building on the major refresh of the Board's operations already achieved.

#### **Council RESOLVED to:**

Approve the proposed changes to the Academic Board Terms of Reference.

*Moved: Professor Pollard*

*Seconded: Sir G Harrison*

*MOTION CARRIED*

### **7.2.4 Academic Administration Committee: Semester 1 2017 Examinations**

The report on the Committee's Semester 1 Examinations meeting was NOTED. No significant matters of concern were raised.

### **7.2.5 Conferment of Degrees & Presentation of Diplomas**

The report was NOTED.

#### **Council RESOLVED to:**

- 1. Approve** the revocation listed in the report so that the student may use their credits towards another qualification (*see Schedule One*).
- 2. Approve** the awards listed in the report (*see Schedule One*).

*Moved: Mrs Tame*

*Seconded: Mr Gemmell*

*MOTION CARRIED*

### **7.3 Academic Units**

The report on activities and issues within the Faculties and other academic units was NOTED.

A significant level of current recruitment of academic staff was indicated, particularly within the Faculty of Agriculture and Life Sciences.

Progress on a collaborative proposal with the New Zealand Winegrowers Research Centre in Marlborough was discussed, with a Memorandum of Understanding expected to be the next step.

#### **7.4 Education Performance**

The report providing an update on education performance and Library, Teaching and Learning outputs was NOTED.

Blended Learning development continues, with over 30 courses benefitting from the grant system implemented this year. Presentations made at an all staff forum had been well received.

A new 'skin' for LEARN (Moodle – Learning management system) is planned for introduction. The development will enhance its attractiveness to students and provide additional functionality for academics.

Attention is being placed on addressing issues for courses with low enrolments and revenue.

The 25% response rate for the Graduation Destination Survey was seen as disappointing.

#### **7.5 Health, Safety and Compliance Report**

The monthly report for July was NOTED.

It was noted that there were no loss time injuries in the last month. Priority is currently being given to updating Health and Safety information and processes, and managing the risks for events held both on and off campus, and for student field trips.

#### **8. LUSA President's Report**

The report was NOTED.

The LUSA President highlighted:

- The opportunity to meet with Professor Gai Murphy, an international panel member from the Transformation Board, and discuss some 'quick wins' for improving the student experience.
- The valuable feedback from the 80 active student reps on the student learning experience.
- The success of International Night on 12 August, with over 500 attendees enjoying the food and entertainment provided by the international students.

The content of the LUSA reporting was discussed. In addition to updates on LUSA activities, the value of receiving student feedback on the quality of teaching and learning, the overall student experience, and capital expenditure priorities was noted.

#### **9. 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:

<b>General subject matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under s.48(1) for the passing of this resolution</b>
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 To protect the privacy of natural persons	7(2)(h)  7(2)(j)  7(2)(a)
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)
Lincoln University-AgResearch Joint Facility	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)
Transformation Board Update	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)
<b>Vice-Chancellor's Report:</b>		
➤ Academic Proposals	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)
➤ Refreshing Lincoln Programme Update prepared for the Vice-Chancellor	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)
➤ Programmes and Programme Portfolio	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)
➤ Research Performance	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)
➤ Operational Performance	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)
➤ Commercial Matters and Financial Performance	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)

<b>General subject matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under s.48(1) for the passing of this resolution</b>
Vice-Chancellor's Report (Continued):		
➤ Joint Facility Report by the Senior Responsible Officer	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)
➤ Farms Management	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 To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h)  7(2)(j)
Council and Committees Workplan	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)

*MOTION CARRIED*

The Chancellor also moved that: Mr J Morley (Independent Advisor), Dr L Petelo (Chair, Academic Board), Professor B McKenzie (Chief Academic Officer), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr D Payne (Director Kaiarahi Māori), Mr H Gant (Chief Financial Officer), Ms T Zawodny (Planning Manager), Ms K Flower (Director, Student and Stakeholder Engagement), Ms K Wall (Manager, Customer Insights), Ms J Thomson (Head of Sector, Schools), Ms J Blythe (Interim Communications and Marketing Manager), Mr F Barton (Anderson Lloyd), Ms C McDonald (Earthquake Claim Project Manager) 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.

*MOTION CARRIED*

#### **10. Report from Public Excluded Session**

<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the schedule of Council meeting dates for 2018.
Reports from Council Committees	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln University-AgResearch Joint Facility	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Transformation Board Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.



<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>
Vice-Chancellor's Report:	
➤ Refreshing Lincoln Programme Update prepared for the Vice-Chancellor	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Programmes and Programme Portfolio	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Operational Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the 2018-2020 Investment Plan for submission to the TEC and public release once approved by the TEC.
➤ Commercial Matters and Financial Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the decision on the Westoe Plan to the Lincoln University Trustees for their implementation, and the University's summary financial position to 31 July 2017.
➤ Joint Facility Report by the Senior Responsible Officer	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Farms Management	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Subsidiaries	The verbal update was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Council and Committees Workplan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

## 11. ***Closure and Next Meeting***

The meeting closed at **3.10pm**.

The next meeting is scheduled for **Tuesday, 26 September 2017** at **8.30am**, Lincoln University (with an extended finish time of 3.00pm)

**Signed:** \_\_\_\_\_ **(Convenor)**

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

**ACTION SCHEDULE resulting from the Council meetings  
AS AT 29 August 2017**

<b>Action</b>	<b>Responsibility</b>	<b>Meeting/Item</b>	<b>Due</b>
Draft brief Terms of Reference for Council itself, including the intended relationship between Council and the Academic Board and any other points of difference from the standard model.	Secretary	26 Jan 2016 Item 7	To be aligned with change to Academic Board ToR.
Further information on student's work on " <i>Mānuka and kānuka to clean-up New Zealand's waterways</i> ". (Sir Graeme Harrison)	Secretary	27 Sept 2016 Item 7.1	Article to be published late 2017.

## SCHEDULE ONE: CONFERMENT OF DEGREES AND PRESENTATION OF DIPLOMAS

### Revocation

Hamish Ian **Smith** (1104178) requested that his Diploma in Commerce (awarded 23 February 2016) be revoked so that he may use the credits towards the Bachelor of Commerce.

### Conferment of Degrees, Diplomas and Certificates

#### Doctor of Philosophy

Yanfu **Li**, in Finance

#### Master of Applied Science

Walter Odhiambo **Ondiek**, *with First Class Honours*, in Food Toxicology

Arabang Tshepiso **Kadibadiba**, *with Second Class Honours, Division I*, in Environmental Management

Sondang Romauli **Situmorang**

#### Master of Business in Global Management and Marketing

Yang **Zhan**

#### Master of Commerce and Management

Hoang Trung Lai, *with First Class Honours*, in Finance

#### Master of Environmental Policy and Management

Mandille **Alcee**, *with Distinction*

Ruth Muthoni **Kimani**, *with Distinction*

#### Master of International Nature Conservation

*(Jointly awarded with Georg-August-Universität, Göttingen, Germany)*

Christoph **Hartl**

Joseph **Kelly**

Katharina Anna Sigrun **Kuehnert**

Torben **Langer**

Laura **Meinecke**

#### Master of Management in Agribusiness

**Anyiro** Chidozie Onyedikachi, *with Distinction*

Melissa Salvino **Carbonell**, *with Distinction*

Sicelo Moses **Simelane**, *with Distinction*

Sufyan **Suleman**, *with Distinction*

Mebrahatom Medhane **Abera**, *with Merit*

Atish **Chand**, *with Merit*

Dandan **Li**, *with Merit*

Samnang **Sam**, *with Merit*

**Master of Science**

Maxine **Farquhar**, *with Second Class Honours, Division I*, in Genetics

Chen **Li**, *with Merit*

Tong **Wang**

Fan **Yang**

Qingxuan **Zhang**

**Master of Tourism Management**

Elsa Silvana **Fransisca**, *with Distinction*

**Zhu Hui**, *with Merit*

**Postgraduate Diploma in Agricultural Science**

Mohammed Negash **Bedhane**

**Postgraduate Diploma in Applied Science**

Stephanie Erika **Voice**

Jingrui **Wang**

Long **Xiao** (*Conferral date of 8 April 2016*) \*

**Postgraduate Diploma in Commerce**

Yanwei **Yang**

**Postgraduate Diploma in Environmental Management**

Ashley Samantha **Cooper**, *with Distinction*

Gustavo **Martins Russo**

**Postgraduate Diploma in Horticultural Science**

Mian **Chu**

**Postgraduate Certificate in Environmental Management**

Ivan **Chirino Valle**

**Postgraduate Certificate in International Rural Development**

Laura Emily **Cranston**

**Graduate Diploma in Applied Science**

Shuo **Yang**

Weihan **Zhang**

**Graduate Diploma in Commerce**

Xiaoke **Liu**, *with Distinction*

Felicity Lorna **Mitchell**

**Graduate Diploma in Viticulture and Oenology**

Li Xiaoxue

**Graduate Certificate in Commerce**

Helen Dendra **Condon**, *with Distinction*

**Graduate Certificate in Academic English**

Yi **Liu**

Francisco Moises **Marques**

**Sun Yiliang**

**Bachelor of Agribusiness and Food Marketing**

Emma Jane Susan **Boase**

**Bachelor of Agriculture (Old Regulations)**

Zhu **Ding**

**Bachelor of Commerce (New Regulations)**

Aaron Jamie **Jackson**, Supply Chain Management and Global Business Major

Jonathan **Taake**

**Zhang** Minzhao, Supply Chain Management and Global Business Major

**Bachelor of Commerce (Old Regulations)**

Kimberley Anne **Price**

**Zhao** Yu

**Bachelor of Environmental Management**

Craig Robert **Scott**

**Bachelor of Environmental Management and Planning**

Xianjing **Sui**

**Bachelor of Parks, Recreation and Tourism Management**

Bevan Andrew **Matoe**

**Bachelor of Science (New Regulations)**

Wanqi **Wang**, Food Science Major

**Bachelor of Social Science**

Jillian **Shayler**

**Bachelor of Viticulture and Oenology (New Regulations)**

Katie Margaret **Cameron**

**Diploma in Agriculture and Diploma in Farm Management**

Mark Arthur **Mexted**

**Diploma in Applied Science**

Dylan **Falconer**

Emily Ruth **Willis**

**Diploma in Natural Resources**

Miaolu **Yan**

**Diploma in University Studies**

Xiao **Liang**

Chu **Zhao**

Yifan **Hou**

**Kang** Ruikun

Yuxuan **Wang**

**Certificate in Commerce**

Campbell Robert **Whiting**

**Telford Certificate in Agribusiness Management Knowledge (L5)**

Gregory James **Flintoff**, *with Merit*

\* Long **Xiao** (1114738) requested that his original qualification Postgraduate Diploma in Applied Science, revoked through Council on 28 February 2017, be re-awarded to him. He revoked his Postgraduate Diploma intending to use the credits towards his Masters, however he had now discontinued that programme. The original conferral date of the Postgraduate Diploma in Applied Science was 8 April 2016.