

COUNCIL

EMBARGOED UNTIL 4pm WEDNESDAY 28 FEBRUARY 2018

Agenda

Date Wednesday 28 February 2018

Time 4.00pm

Venue Council Chamber, Matariki

Refer to
Page No.

1. APOLOGIES

2. CONFLICTS OF INTEREST

Every Member has an obligation to declare any material interests relevant to any University of Canterbury activities and to ensure that any conflict arising from

5.2 Council Appointments Statute

5-2 ()D1n5e ton
7-16

5.3 2017 Council WorkPlan

6. FROM THE VICECHANCELLOR

6.1 Monthly Report

17-46

7. FROM THE AUDIT AND RISK COMMITTEE

7.1 Adoption of Annual Report (following discussion in Public Excluded)

8. FROM THE ACADEMIC BOARD

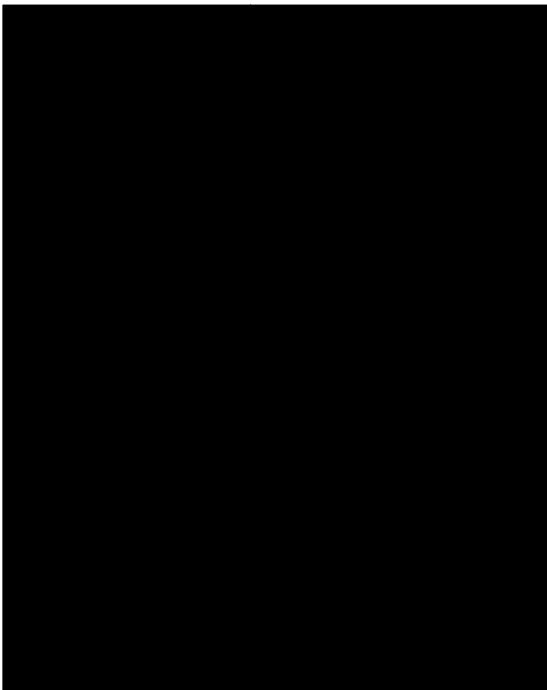
47-51

9. PUBLIC EXCLUDED MEETING

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:

Item on Public Excluded Agenda	General Subject Matter	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
4	Minutes of the meeting held on 31 January 2018 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6	From the Chancellor		
6.1	Emeritus Professor nomination	To protect the privacy of natural persons	7(a)



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

10. REPORT FROM THE PUBLIC EXCLUDED SESSION
11. GENERAL BUSINESS
12. NEXT MEETING

COUNCIL

Minutes

Date	Wednesday 31 January 2018
Time	4.00 pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Dr Rod Carr (Vice-Chancellor), Mr Mr Peter Ballantyne, Professor Roger Nokes, Mr Warren Poh, Mr Josh Proctor, Mr Shayne Te Aika, Mr Steve Wakefield.
Apologies	

**FROM THE VICE-
CHANCELLOR**

Dr Carr provided an oral update to Council. He advised that:

Applications to Enrol (ATE)

- Applications had been open for 18 weeks (of a 22 week cycle).
- Applications were not a predictor of final enrolment but provide an indication of student interest.
- Applications from domestic students were up 5.4% on the prior year, which suggested that an increase in enrolments could be anticipated.
- Full Fee ATE numbers were also looking positive. A different enrolment process meant a clear indication of interest would not be available until next month.
- All colleges were experiencing increasing levels of interest from potential students. Of particular note was the perception that more local students were choosing to remain in Christchurch and there was record interest from Wellington students.
- The accommodation halls had been over-subscribed. There were some beds available in the new Hayashi complex.

Regulation Change

The University had a generous refund policy for students withdrawing from courses after the course change date. The implementation of the Fees Free initiative has required a re-examination of the refund policy and a recommendation that the University amends its policy to one consistent with the wider University sector.

It was also recommended that Council amend the Fees and Fines regulations with respect to fees charged to students whose residency status changed during an enrolment period.

Clause 5(b) was proposed to read:

A full-fee international student who qualifies for classification as a domestic student during their studies will become eligible for an appropriate refund. Such refund will take effect from the beginning of the next teaching period or semester, which is to be determined by the University.

Moved

That: Council

1. ***Approve the removal of Fees and Fines Regulations clauses 3(h) and 3(i) (2018 Calendar, p 29), which provides for partial refunds after the change of enrolment period.***
2. ***Approve the amendment of the regulation to Fees and Fines Regulations clause 5(b) (2018 Calendar, p 30) to remove the retrospective nature of the refund to international students changing to PR or Citizen status as proposed.***
3. ***Note that TEC would be advised of the changes to the Fees and Fines regulations.***

Carried

Updates

Dr Carr outlined the major events leading into the commencement of the academic year including:

- Opening of the Ernest Rutherford building by the Prime Minister (15 February).
- University Clubs Days (22-23 February) to which Minister Hipkins was invited.
- Opening of the UC Commemorative Pathway by Mayor Dalziel (22 February).
- Opening of the School of Product Design by Minister Woods (22 March).

Progress continued on the building projects:

- Practical completion and the public use certificate had been obtained for the Civil and Mechanical laboratories and the Ernest Rutherford Building.

Moved

That: *The Vice Chancellor's Report be received.*

Carried

Memorandum

Vice-Chancellor's Office

Email: chancellor@canterbury.ac.nz

To:	Council Members
From:	Dean Wood 2 February 2018

Memorandum

Jeff Field, University Registrar

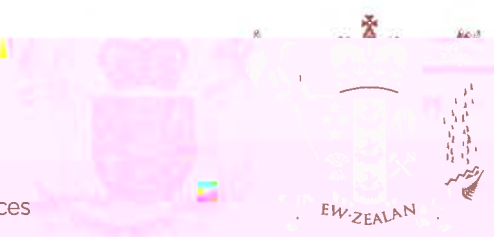
Office: Room 208, Okeover House

Phone: +64 3 364 2854 Extension: 6854

Email: jeff.field@canterbury.ac.nz

To:	University Council
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From:



P for Rimutaka

Minister of Education

Leader of the House

Minister of State Services

Minister Responsible for Ministerial Services

Dr John Wood
Chancellor
University of Canterbury
Blue Ridge
215 Bay Paddock Road
RD1, Harewood

blue-duck@xtra.co.nz

Dear Dr Wood

As you may be aware, our Government intends to make changes to governance arrangements for tertiary education institutions (TEIs) so that staff and student representatives are required on TEI councils. This is part of our commitment to ensuring that we have world-class tertiary education institutions, and to re-affirm the important role of staff and students in institutional decision-making.

To give effect to this commitment, the Government proposes to amend the Education Act 1989 so that:

- a TEI's council must include at least one member of staff and at least one student of the institution

these members would be appointed by the governing body of the institution

[REDACTED]

For further information about this change, please contact Claire Douglas, Deputy Secretary, Graduate Achievement, Vocations and Careers, at the Ministry of Education. Her email is claire.douglas@education.govt.nz.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'CH', is positioned above a horizontal line of small, repeating blue and white patterns.

Chris Hipkins
Minister of Education

STAFF AND STUDENT MEMBERS OF COUNCIL MINISTER'S REQUEST

Hon Chris Hipkins, the Minister of Education, has asked for assurance that tertiary institutions have staff and student members on their Councils, and that those members are elected by staff and students respectively.

Staff

The Constitution of the UC Council provides that its membership will include a permanent member of each of the academic staff and general staff, to be elected by the permanent members of the academic and general staff respectively. The Appointments and Election Statute of Council provides that "permanent member" means a continuing member of staff, whether full-time or part-time. The statute provides for an election to be conducted by the Registrar, and makes detailed provision for the process to be followed.

We consider that this complies with the Minister's requirements.

Students

The Council Constitution provides that there will be a member "appointed following an election by the students of the University". In 2015, the first year of the new Constitution, such an election was conducted by the Registrar. However that was regarded as a temporary measure only. It was thought that the independence of the student body would be more properly recognised if the students conducted their own election, as they do in the case of all other student officeholders. Such independence contributes to student confidence in the outcome.

After discussions between the University and the UCSA Executive, a new UCSA Constitution came into effect in 2016. It contains two relevant provisions:

- (i) One of the functions of the Student President is to be the student member of Council (clause 9.10(d)).
- (ii) The Student President is to be elected by an electorate comprising all students, and not just UCSA members (clauses 8.3 and 1.1).

Thus when the students vote they are in fact voting to fill two positions Student President and Student Council member, both to be held by the same person. The rules and processes for the conduct of the election are contained in the UCSA Constitution and its associated Electoral Bylaws.

This arrangement is agreeable to the University. All students can vote; the Council has always regarded this important. Moreover the presence of the Student President on Council carries mutual benefit for both Council and the student body. It is in line with long past practice at Canterbury, and with the current position at the majority of the other New Zealand universities

We believe that this complies with the Minister's requirements: there is a student member, and that person is elected by the students.

Statute

While we do not think that it is necessary to do any more, Council may in the interests of transparency wish to consider making a brief addition to the Appointments Statute. It might read:

“The student member of Council is the student president elected by the students, all students having the right to vote, in accordance with the rules and processes contained in the UCSA Constitution and Electoral Bylaws.”

This adds nothing of substance, but would have the following advantages:

- x It makes the position more readily discoverable and accessible than it now is
- x It means the Appointments Statute covers all positions on Council, and thus provides a complete picture.
- x The Minister's letter seems to assume that such matters will be covered by statute.
- x Most other universities do provide for student membership in their statutes.

Dr Robin Mann
Emeritus Professor John Burrows

15 January 2018

(c) It is desirable also to ensure that one or more members of Council have the skills necessary to fill the position of Chancellor in future.

3. The Act provides that as far as reasonably practicable the Council should reflect:

9. If a member whose term is about to expire is eligible for reappointment and desires to be reappointed, Council may at its discretion reappoint the

Ministerial appointments under

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	Working Capital	21.....
8.	COLLEGE SUMMARIES	21.....
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9.	Conclusion:.....	24.....
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1. INTRODUCTION

Orientation Day on 16 February was a

Stage Two of this project requires the demolition of the von Haast building to make way for the new Beatrice Tinsley building. The von Haast building includes concrete slabs which have been contaminated with asbestos.

After some months of investigation and testing, a demolition methodology has been agreed which includes the safe removal of these slabs, remediation to the structure, and then safe demolition of the building after the asbestos contaminated concrete has been removed. This issue has delayed the demolition and therefore the start of construction of the new building. Once the asbestos removal is complete and demolition has begun, a revised schedule for completion of the new block will be confirmed. All indications are that the new programme will now extend further into 2019. There will also be an increase in costs reflecting the additional cost of asbestos removal – a risk that was identified in the original Council approved business case.

Canterbury Engineering the Future (CETF)

Tranche Two of the Canterbury Engineering the Future (CETF) project to rebuild four wings of the Engineering Precinct and to build a new central CORE to the Precinct is now complete. This rebuild has had all of the challenges of a 'brownfield' development and struck a range of issues along the way. The EIC and contractor teams involved have had great challenges and can be proud of completing this complex project.

The Engineering Precinct Link building, which was identified as a leaky building during the earthquake remediation process has now been fully reclad and remediated and occupied by the

Graduate Attributes

Core Attribute: Critically competent in a core academic discipline of their degree

Learning Objective: Students know and can critically evaluate and, where applicable, apply this knowledge to topics/issues within their majoring subject

The course information system is being updated to ensure that students reading the information will

work on aspects of course content and ensure mapping and mapping results are brought into the process of enhancing and developing bicultural course content. The process of mapping and analysing results is often very useful in highlighting existing course content which meets many of the kaupapa, but has not always been recognised as having a bicultural focus.

The Office of the AVC Maori has been supporting a large number of mihi whakatau to new students, particularly in the College of Education, Health and Human Development and to international visitors and groups in conjunction with W K H 1 J — L 7 D K X 5 H V H D U F K & H C

Attribute 3: Engaged with the Community

Learning Objective: Students will have observed and understood a culture within a community by reflecting on their own performance and experiences within that community.

Across the summer, students continued to have the opportunity to engage with the community through volunteering activities. A range of students volunteered for the Asia European Summer University (ASEFU21).

Attribute 4: Globally Aware

Learning Objective: Students will comprehend the influence of global conditions on their discipline and will be competent in engaging with global and multicultural contexts.

UC co-hosted 50 students from the Asia Pacific region for the ASEFU21. The focus of the programme was Youth with Disabilities and the students had an opportunity to engage with UC students as well as the community. The focus of the UC Challenge for the ASEFU21 students was the UC Graduate Profile and ensuring its inclusiveness for all students.

Work is underway with Colleges to explore growth models and targets for international exchange.

International

International enrolments for 2018 are encouraging. Full offers are up by 39% and conditional offers up by 38% compared to last year. Conversion has been the key focus of the entire year. As a result of targeted conversion initiatives, an additional 12% of applicants accepted their full offers.

A welcome for the new UC Christchurch College of English Language oioi2 Tc L(t)-2 (c)4 (hur2.553 (c

Admissions

A team of Admission Officers worked on 28 December to process and clear urgent Immigration

Scholarships

The October round of masters' and doctoral scholarships has almost been completed with the focus now on setting up payments for incoming students.

The postgraduate round of scholarships that closed at the end of 2017 are continuing to be processed. Of the scholarships offered

Student Care has continued to deliver targeted pastoral care in its role to support international students. Student Advisors have worked to assist the arrival of 14 new NZAID Scholarship students from countries including Nepal, Tonga, Papua New Guinea, the Philippines, Jamaica, the Solomon Islands, Vietnam, Fiji, Indonesia, and Kiribati. NZAID students were formally welcomed and participated in the Connections Orientation programme. Orientation has focused on a comprehensive integration into New Zealand culture including a trip to Willowbank Wildlife Park for a traditional hāngi meal along with kapa haka performances and the chance to see the New Zealand native Kiwi. Orientation continues with the Academic Service Centre providing key information sessions to support students' academic success. Student Advisors have worked hard to form positive working relationships building the foundation for pastoral care.

Student Care has contacted all students who received either a warning or exclusion letter. Advisors have already met with students under Academic Progress Review. Further contact will be made with students who received a warning letter.

3.8.2 Pacific Development

Initial analysis of last year's results indicates that Pasifika course completions were the same as they were the year before. Pacific Development Team engagements were up significantly last year at 2,752 engagements compared to 1,279 in 2016. The team is looking into opportunities to improve upon these results. Advisors have been following up with all Pasifika students who came under Academic Progress Review in December to ensure any appeals or requirements were met by the deadline.

The Pacific Academic Solutions and Success (PASS) programme has been set up and is ready to be delivered as soon as Semester One begins and with all tutor recruitment complete.

3.8.3 UC RecCentre

January has seen a similar start as to the previous three years, with a steady stream of visitors

Almost 13,000 people visited through the turnstile in January, and there were 420 casual paid visits. If previous year trends continue this is expected to double in

4. CONCENTRATE

Enhance research and creative work in chosen areas of endeavor, increasing efficiency, especially in the use of time in teaching and related activities per; ~~FAIS~~ raising quality in teaching effectiveness and research outputs and increasing focus and concentration of effort

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4.1.5 Research Reputation

Within a recent review of current MBIE Endeavour Fund contracts, three UC contracts achieved gold status, recognising contracts that are performing above expectations. A quarter of UC's contracts were assessed as gold, and although UC only holds 5% of the contracts, UC makes up 17% of the gold contracts – highlighting the excellence of the research being undertaken and associated programme leadership and management. Contracts can also be assessed as green (performing satisfactorily), amber (there are issues that need to be monitored or more information is required to assess performance) or red (there are serious issues that require intervention by the organisation or MBIE). All UC's remaining contracts all achieved green status.

As part of a pan-university action plan to improve QS rankings, 400 names of both international academics and prospective employers have been submitted to the QS Intelligence Unit so as to increase UC international reputation and employer reputation respectively, in the annual QS survey. Other aspects of improving UC international reputation and publishing impact are being enacted.

4.1.6 Postgraduate Research

Postgraduate research student numbers have started the year down, though this is an annual trend and reflects in part, some students yet paying fees for the new academic year. Current enrolled Doctoral students are 861 and research Masters 562. These numbers will increase.

Highlights for the month include:

- Seven new Doctoral students enrolled in January (four New Zealand citizens and three International). A further 12 completed their examinations successfully while 13 Doctoral students have submitted their theses for examination.
- New dates have been confirmed for Spring (Winter) Gradfest 2018/5 June.
-

x Mary Boyce will be Ka L — U D K L 0 — R-Chancellor's Office including the Deputy Vice-Chancellor's Office.

4.2.5 Waiata tautoko

In 2017, the Office of the \$ 9 & 0 — R U L D R U Z J D H Q N L O M H Z G L D W, which was U L V H V V L R attended by many staff from across UC. Waiata sessions are on hold for Term One and will restart in Term Two.

4.2.6 SharePoint

7 K H 0 — R U L 6 W X G H Q Ws h w using S S P F o w a s a n i n t e g r a l p a r t o f a s m a h i and once some last updates are in place, the rest of the team will also transfer many v i d e o a c t to SharePoint. This will be completed shortly, with a review this year

4.2.7 7 H 5 D W R Q J D – N R Q – J S t u d e n t D e v e l o p m e n t T e a m

7 K H & H O H E U D W L R Q w a s h e l d i n t h e E n g i n e e r i n g C o r e o n T h u r s d a y 1 4 D e c e m b e r . An increased number of UC staff participated to support their graduates which was very much appreciated. The use of the Engineering Core was a great way to showcase this celebration. Forty W Z R 0 — R U L V W X G H Q W V J U D G X D W H G L Q ' H F H P E H U D W 5 posthumous award.

The 0 — R U L ' H Y H e a r S a b b e n M e e t i n g w i t h p r e - e n r o l l e d s t u d e n t s f r o m e a r l y J a n u a r y t o provide an informal advice session and an opportunity to ask questions about any aspect of UC. Most of these pre-enrolled students were contacted in October 2017 and all local students have been H Q F R X U D J H G W R F R P H W R 8 & W R P H H W Z L W K 0 — R U L V W X G H of new-to-UC Maori students who are enrolled or pre-enrolled is 332. Final enrolment numbers are still to be confirmed DA} F

5.1.1 Project Communications

Campus map updates for Start of Year 2018 have been completed, including directory boards, print and online versions, and U~~C~~nder.

A cultural narrative video has been produced which was ~~was~~ launched at the first Staff Forum of the \H DU R Q)HEUXDU\ 7KH 1J—L 7DKX WRZHU DUWZRUN KDV of the Kirkwood Lecture Theatre.

The production of the ~~the~~ Vice-

7. Financial Outcomes:(Management Accounts to31

Working Capital

Working capital of \$187.371m at 31 January 2018 is \$17.706m more than budget, mostly due to the higher cash balance explained above partially offset by lower trade debtors and current liabilities.

8. COLLEGE SUMMARIES

College of Arts (7 H 5 — Q J D L 7 R L 7 D Q J D W D)

With enrolments currently showing a significant increase on the same time last year, 2018 promises to be a positive as well as busy a.1r0[9.706mos.002 Tc -0-lg -0-l. (r)-7 (T Tc 6m)-2 (Ut)-2ne at (t)-2rn

Malaysia. These students will spend two years at UC completing a BCom degree in accordance with a new pathway programme established with MKP.

Internationalisation: 60 students from the

Link Building Reclad

Possession of the Link Building was taken 5 December 2017 and offices reoccupied at that time. Practical Completion will most likely be granted in mid to late February 2018 with no known impediments on this being awarded.

Relocation of the College of Education Health and Human Development Executive Development Programmes and UC Centre for Entrepreneurship- Rehua (NEB)

- x On site subcontractor resource levels at the end of January 2018 are averaging 200-250 onsite workers per day.
- x The most recent program received from Hawkins programme rev L.6 is under review by both the Engineer to the Contract and Hinds Blunden specialist consultants in Melbourne (commercially sensitive). The proposed PC date currently presented by Hawkins is 14 May 2018 (Code compliance and occupancy 21 June 2018).
- x UC works for AV and FF&E installation have been reprogrammed to take place in May 2018, given notice of additional programme delay, and storage of FF&E has been arranged in containers on Dovdale campus until the building is ready for occupancy.
- x Progress is being monitored weekly by TPO with a report copied to UC and Hawkins. The latest report discusses elevated risk in meeting the programme dates which was discussed by the PCG at their February meeting.
- x Whilst the project is currently on budget, the major budget risk is continued programme delay. RLB have been requested to review worst case scenarios for budget forecasting.
- x Completion of the external façade remains a critical programme risk with numerous unresolved quality issues. Hawkins has responded by exercising direct control over the façade subcontractor labour, engaging additional management resource and improved planning.
- x UC contingency plans for delayed occupancy are progressing in conjunction with the Colleges and the UC Timetabling team, given the lack of PCG confidence in the contractor achieving even the current program.
- x Delays in Atrium glazing and West curtain wall continue to allow water into the building and further delay the fit out works. The basement that was previously flooded is now drying out and the waterproofing risk in this area has reduced considerably.
- x Façade tiles are 50% complete and façade glazing 95% complete.
- x Fit-out works are proceeding behind schedule across the North and South buildings. Second fix fit out work is near completion in both building wings with painting and floorcoverings progressing where spaces are complete.

Other Buildings/ Projects

UCSA

- x Delays are currently being expected as a result of lack of services design completeness and coordination. The full impact of this, with iny the fit out works. The nd (a)4 (, w)2 (d)-14 (es)-5

- x The UCSA Fitout design and procurement strategy is underway and progressing on track and within budget.

Logie and Locke refurbishment

- x Detailed design is currently being finalised. The completion of detailed design is expected by the end of February, this will allow the quantity surveyor to complete their detailed pre tender estimate.
- x The project is on track to go to tender in early March 2018.
- x The building consent application is currently with the CCC, and UC expects the consent will be granted by the end of February 2018.

Postgraduate apartments at Dovedale

- x The apartments have all been handed over to CLV for occupation, with students moving in on Friday 2nd February 2018.
- x Naylor Love continue to work through the final minor defects, training of Engineering Services Staff and handover of the O&M manuals to achieve Practical Completion.
- x An official opening is being planned for March once a date with an appropriate Minister can be confirmed.

Upgrade of Existing Residential Halls

- x CLV have confirmed that they are willing to shorten student contracts to allow the required access period for Cannon to be strengthened in the 2018/19 summer period.
- x Investigations have been undertaken in the 2017/18 summer to enable works to be planned accordingly.

Warehouse Lecture Theatre and Sports Lab Project

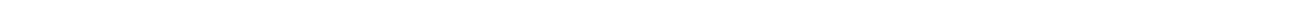
- x The Warehouse Lecture Theatre Project is now completed with CPU provided as planned before the start of February 2018. The Lecture Theatre portion of the project is now ready for operation and teaching. The success of this project is a result of a full collaboration and proactive relationships between the Project Team and the contractor/subcontractors.
- x The current total project budget estimate is that the project is currently forecasted to be within the approved Business Case budget.
- x A variation to the contract is being established to include the Sports Labs required under the recently approved Clearing the Villages Business Case. The detailed design for this is expected to be completed before March 2018 with works completed and the respective Village units vacated before June 2018.

Projects in planning this month include:

- x Procurement of a funding partner for future Student Accommodation (ITPD).
- x Communication Disorders relocation.
- x College of Business and Law growth/accommodation planning.
- x Next stage of Recreation Centre Business Case.
- x Implementation of Clearing the Villages project phases.
- x New Learning and Teaching Spaces planning for 2018/2019.
- x Kaikoura Field Station Business Case.

TE POARI AKORANGA
ACADEMIC BOARD

RECOMMENDATIONS TO THE COUNCIL
FROM A MEETING OF THE ACADEMIC BOARD
HELD ON FRIDAY 9 FEBRUARY 2018



about Canterbury would contribute an entire QS point. UC already has a well established publishing work ethic, if this was better targeted this could make a significant change.

4. ANNUAL REPORT OF THE LEARNING AND TEACHING COMMITTEE

The Assistant Vice-Chancellor Academic highlighted the Learning and Teaching Annual Report for 2017 and paid particular thanks to the various committees.

5. DRAFT REPORT FROM THE ACADEMIC BOARD REVIEW WORKING PARTY

The Chair prefaced the discussion with a note that the report would be sent out for wider consultation and that Academic Board would have an opportunity to discussing this item again before Academic Board's view was presented to the Council. He therefore recommended that today should be preliminary discussion with formal motions being tabled in the agenda at the next meeting if these were required.

Associate Professor Julie Mackey (Chair of working party) and Professor Roger Nokes (Council member and member of working party) then introduced the draft report to the Board. They reminded the Board of the terms of reference for the review and the concern from the Council that the quality of advice from the Board had often been nonexistent or poor. The working party noted the poor regular attendance of members (on the whole) to meetings, the lack-

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