



LINCOLN UNIVERSITY COUNCIL

Minutes of a meeting held on Tuesday 27 October 2020 at ~8.30am in the Council Chambers and by Zoom

Meeting Minutes

Present: Mr B Gemmell (Chancellor), Emeritus Professor J McWha (Pro-Chancellor), Professor B McKenzie (Acting Vice-Chancellor) Mrs J Fredric, Mr R Hewett, Mr S Blackmore, Dr C Smith, Mr A Macfarlane, Dr M van den Belt, Mrs G Thompson, Ms P Morrison, Mrs P Parata-Goodall.

In attendance: Professor G Edwards (Deputy Vice-Chancellor)
Mr P O'Callaghan (Chief Operating Officer)
Mr S Reilly (Executive Director, Campus Life)
Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching)
Ms T Nelson (Health, Safety and Compliance Manager) Item 7.1
Ms A Cradock (Director Governance and Legal)

1. Welcome/Karakia/Apologies

No apologies for absence were received. Dr Smith attended the meeting from 9.15am. Emeritus Professor McWha left the meeting at 10.10am.

2. Disclosures of interests

The interest register was NOTED.

3. Confirmation of the Previous Meeting Minutes

Council RESOLVED:

Resolution

That the minutes of the Council meeting held on 29 September 2020 be taken as read and APPROVED.

MOTION CARRIED

4. Matters arising from the Minutes

The action register was NOTED.

5. Notice of items of General Business

No items of General Business were put forward for discussion.

6. Chancellor's Report

The report was noted.

Council requested the wording of the amendments be made consistent across the two Terms of Reference.

Council RESOLVED:

Resolution

To APPROVE the amended Terms of Reference for the Capital Asset Committee and the Audit and Risk Committee subject to the minor changes discussed.

MOTION CARRIED

7. Vice-Chancellor's Report

The report was taken as read and NOTED.

The graduation event held on campus on 9 October was well received by students and a celebration has also been planned for 13 May 2021.

The three agreements with Sir Graeme Harrison have been signed and the role of the professorial chair has been advertised.

Council discussed the vision and direction of the University and the potential of aligning with initiatives such as Fit for a Better World and entering into such sectors such as aquaculture.

7.1 Monthly Health and Safety Report

The report was taken as read and NOTED.

The current focus is on staff wellbeing. EAP services including financial advice are being offered on campus and wellbeing seminars have been scheduled.

The use of the OnSide app on the farms has been really good and the app will soon be updated with the no go areas on the farms.

9. Conferral of Degrees, Certificates and Diplomas

Council RESOLVED:

Resolution

To APPROVE the awards listed.

MOTION CARRIED

10. Lincoln University Students Association Report

The report was taken as read and NOTED.

The LUSA Executive has had its final meeting for 2020 and approved its 2021 budget.

The hardship fund is still receiving quite a few applications. LUSA has broadened the criteria for the fund so it can be used for wider proactive initiatives such as the food offerings during study week.

The Garden Party was discussed. It was agreed Management and Council need to gain an understanding what is going on at the event as the media coverage was not reflective of what actually happened.

11. 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:

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under section 48(1)</i>
Chancellor's In-Committee 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)
Vice-Chancellor's Report 1. Monthly Recruitment Report 2. Monthly Financials 3. Bio-Protection Aotearoa Funding	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)

Ahumairaki 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)
Awards Committee Report 1. Amended Terms of Reference 2. Award Nomination Forms		
Farms Committee Report 1. <i>Mycoplasma bovis</i> 2. Funding for Mt Grand Fencing 3. Funding for PhD Proposal	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)
He Toki Tārai Report 1. Project Status Reports	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)
Audit and Risk Committee Report 1. Insurance Update 2. Council Committees and Standing Orders Policy 3. Appropriation Statement	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)
Capital Asset Committee Report 1. Programme Dashboard 2. AgResearch Carpark Update 3. 2021 Capex Budget	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)
GOG Scorecard	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)
General Business	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)

The Chancellor moved that: Professor G Edwards (Deputy Vice-Chancellor), Dr L Petelo (Assistant Vice-Chancellor Learning and Teaching), Mr P O'Callaghan (Chief Operating Officer), Dr D Payne (Assistant Vice-Chancellor Māori and Pasifika), Mr S Reilly (Executive Director, Campus Life), Ms K Flower (Director, Student and Stakeholder Engagement), Mr H Gant (Finance Director), Mr P Harris (Campus Development Programme Lead) and Ms A Cradock (Director Governance and Legal) be permitted to remain at the 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.

CARRIED

12. Report from the Public Excluded Session

<i>General Subject Matter</i>	<i>Reason for passing this resolution in relation to each matter</i>
Chancellor's In-Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Vice-Chancellor's Report	The reports were received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Ahumairaki Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Farms Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
He Toki Tārai Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Audit and Risk Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than the University's summary financial position to 30 June which will be released as and when the Acting Vice-Chancellor determines.
Capital Asset Committee Report	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above, other than information about the Campus Development Programme, which will be released as and when the Acting Vice-Chancellor determines.
GOG Scorecard	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.
General Business	The report was received. The discussion and any decision shall remain confidential at this time for the reasons noted above.

13. Closure and next Meeting

The meeting closed at 12.40pm. The next meeting is scheduled for 8.30am Tuesday 24 November 2020, Council Chambers, Lincoln University.

Signed: _____ (Chair)

Date: _____

Council Agenda 24 November 2020 - Matters Arising from the Minutes

Council and Committee Action Register as at 19/11/2020

Meeting	#	Action	Responsibility	Date	Item	Due	Notes	Status
Council	311	Establish strategic health and safety reporting	Executive Director, People, Culture and Wellbeing	29/09/2020	Item 7.1	15-Dec-20	Date moved to December from October at 27 Oct 2020 Council meeting	Current



Chancellor's Office

Version: 1.0

Chancellor's Report for Council

Author/s: Amy Cradock

Date: 19 Nov 2020

Purpose

This report:

1. Summarises the stakeholder meetings undertaken by the Chancellor in late October through to Council in November 2020

Executive Summary

Stakeholder meetings

- | | |
|--------|--|
| 27 Oct | Met with REM Committee members |
| 10 Nov | Attended the LU Centennial Trust and Foundation Board meeting
Attended the November GOG meeting |
| 17 Nov | Attended the Capital Asset Committee and Audit and Risk Committee meetings |



Chancellor's Office

Version: 1.0

Council Member Appointments to Committees for 2021

Author/s: Amy Cradock

Date: 10 Nov 2020

Purpose

The purpose of this paper is to facilitate the appointment of Council members to Committees of Council from December 2020 to December 2021.

Content

1. Executive Summary

Issues

The appointment of Council members to Committees of Council for 2021.

Recommendations

That Council APPOINT Council members to the following Committees of Council:

Committee	Membership according to respective Terms of Reference	Appoint
ARC	Not more than four external, non-executive Councilors. At least one member should have accounting or related financial management experience. Additionally, the Chancellor and Vice-Chancellor are ex-officio members but shall not chair.	Four external, non-executive Councilors
CAC	Two Council Members, at least one of whom shall be a member of ARC. Additionally, the Chancellor and Vice-Chancellor are ex-officio members	Two Council members (at least one of whom is on ARC)
Awards	<ol style="list-style-type: none"> 1. Chancellor 2. Pro-Chancellor 3. Vice-Chancellor 4. Academic Board Chair 5. One other member of Academic Board 6. Te Rūnanga o Ngāi Tahu Council Member 7. One Staff Council Member 8. Student Council Member 9. President, LU Alumni Association (LUAA) 	One of the Council members elected by staff

	10. Secretary of LUAA/Nominee of Alumni and Development office	
He Toki Tārai	<ol style="list-style-type: none"> 1. Minimum of two Council members, at least one of whom shall be a member of ARC 2. Chancellor and Vice-Chancellor (ex-officio) 	At least two Council members (at least one of whom is on ARC)
Farms	<ol style="list-style-type: none"> 1. Up to two Council members, one of who shall be the Convener 2. Up to two external members with relevant farming experience at a governance level 3. The Dean of AGLS or nominee 4. The Vice-Chancellor or nominee 5. One staff member nominated by the Vice-Chancellor with relevant farm management or advisory responsibilities for the University's farms. 	Up to two Council members (one of who shall be the Convener)
Appeals	<ol style="list-style-type: none"> 1. Chancellor or Pro-Chancellor 2. Council member nominated by LUSA 3. Council member nominated by Council 4. External legal representative appointed by Council 	One member
REM	<ol style="list-style-type: none"> 1. Chancellor 2. Pro-Chancellor 3. Up to three other members of Council who are not employee of student representatives 	Up to three members of Council
Human Ethics Committee	One member appointed by Council	One member
Ahumairaki	<ol style="list-style-type: none"> 1. Chancellor 2. Te Rūnanga o Ngāi Tahu Council member 3. Te Taumutu Rūnanga appointee 4. Vice-Chancellor's nominee 5. AVC, Māori and Pasifika 6. Te Āwhioraki appointee 7. LUSA appointee 	-

*Note the Standing Orders state the Chancellor shall be an ex officio member of every committee of the Council. The Vice Chancellor will also be an ex officio member of every Council committee except for any special committee established to determine conditions of employment for the Chief Executive Officer or related matters.



Vice-Chancellor's Office

Vice-Chancellor's Report

October 2020

Version: 1.0

Date: 16 November 2020

A Distinctive Aotearoa New Zealand end-to-end Student Experience

COVID-19

Due to the impact of COVID-19 and the continued Alert Level uncertainty, a decision was taken at the start of Semester 2 that all exams and final assessments, including alternative assessments, will be held online via LEARN.

To ensure equity and fairness for all students, and importantly the academic integrity of online exams, a new proctoring service, Remote Proctor Now (RPNOW), will be introduced in a phased approach. The new service will be trialled over Summer School 2020/2021.

Located in LEARN, RPNOW is a record-and-review proctoring service that captures the feed from a student's computer, web camera and microphone from the start to the finish of their online exams. The recording then allows a later review of the video by an external proctor. The data collected during a proctored exam is only used to ensure compliance with exam rules and ensure academic integrity as established by the University. Before the service was selected, full data and security checks were confirmed by the University to ensure the protection of student privacy and data.

Staff and students continue to be reminded to remain vigilant in preventing disease transmission and encouraged to track their movements around campus by scanning the QR codes using the NZ COVID Tracer app or recording their movements using a downloadable NZ Covid Tracer booklet. The University has also ensured that a stock of masks is available for staff and students.

Staff, students and campus tenants were informed by email from the Vice-Chancellor's Office of New Zealand Cricket's (NZC) plan for hosting the West Indies and Pakistan cricket teams this season, and specifically, the processes that have been put in place for hosting the visiting teams' training sessions at NZC's tenanted properties on University land.

The email contained full details of how the training sites will be managed as a Sport Management Isolation Facility (SMIF) under the direction of MBIE and the Ministry of Health. They were asked to familiarise themselves with the SMIF procedures and be aware that they may notice a significant security presence around the NZC sites, including personnel from the New Zealand Defence Force. It was also communicated that it was an offence under the COVID-19 Public Health Response Act 2020 to enter any fenced-off isolation spaces.

Students activities

Cancelling Graduation 2020 plans due to COVID-19 uncertainties was one of the hardest calls the University has ever had to make. We were subsequently delighted to invite the 2020 graduate cohort to don their regalia and join the Acting Vice-Chancellor and Chancellor in unofficially celebrating their graduation with a photography session on-site during the second week of October. LUSA's 2020 Graduation Ball took place the same evening. The official 2020

Graduation Ceremony will be held on Thursday 13 May 2021, where the graduate cohort will be individually recognised and honoured as they walk across the stage.

Friends of the University's 2020 honorary Doctor of Science recipient James Douglas made sure he did not miss out on the special celebration to mark his prestigious award. The friends, all graduates of various universities and led by Otago alumnus Bruce Cathro and Lincoln University alumnus and Bledisloe Medallist Dr Ken Drew, gave James a surprise 'Graduation' ceremony of his own in Dunedin on 3 October.

The Blues and Golds Awards were held on 12 October and while the achievements of the awardees were significant, the awards themselves were pared back from previous years due to the reduced number of sporting events allowed under COVID-19 restrictions. There was still plenty to celebrate, with the Blues and Golds recipients recognised for their sporting prowess, service to the University and service to the wider community. Congratulations were extended to all Blues and Golds winners, including the Lincoln University Premier Netball team, named Team of the Year after finishing at the top of the table in the Christchurch premier netball competition.

Congratulations were also extended to the team of Lincoln students who won first prize in the 2020 International Food Marketing Challenge. Run by the Food Distribution Research Society, the Student Food Marketing Challenge asks university students to play the role of consultants, then pitting teams against each other to present their strategic recommendations in response to marketing and food distribution challenges. Lincoln University's team – Grace Moscrip, Emma Ritchie, Grace Mainwaring and Lincoln Roper – developed their winning strategy and implementation plan for a Florida-based fruit and vegetable distributor that had been affected by COVID-19 lockdowns.

Fifteen MFAT scholarship students representing 12 countries received Completion Certificates from the Acting Vice-Chancellor on Thursday 22 October. Each student was also presented with a pounamu. The students have been at Lincoln on scholarships funded by the Government through MFAT as part of New Zealand's aid programme.

The ceremony was well attended by staff, friends and families, including MFAT staff member Jonathan Kings, Deputy Secretary of the Pacific and Development Group (PDG). In addition to the awards, Sue Bowie and Jayne Borrill, MFAT Scholarship Advisors from Student Administration also presented awards to three students in recognition of either outstanding academic achievement and/or personal achievements during their time on scholarship. All students were encouraged to speak and reflect upon their time at Lincoln. Five alumni students featured in a presentation demonstrating the exceptional things that some of the MFAT scholars go on to achieve; often gaining high profile jobs and taking the knowledge they have gained at Lincoln to make a real difference in many countries around the world.

During the first week of October, LUSA invited the candidates for the Selwyn electorate to a debate on campus. A strong turnout from the student cohort enjoyed an energetic and vigorous debate, listening to the candidates attentively and asking searching questions.

The University held its annual Future Leader Awards in October. The purpose of the Future Leader Scholarship Programme is to 'Grow Leaders for the Future'. Scholars learn about leadership while they actively contribute to the University and the wider community through individual activities and group projects. The programme aims to develop well-rounded, open-minded and conscientious leaders, and the individuals recognised at the annual Future Leader Awards are exemplars of these attributes. The Acting Vice-Chancellor presented the individual awards, as well as the award for Project of the Year: the Canterbury Grower Awards, promoting horticulture in Canterbury.

It was a good opportunity for the University to showcase its commitment to 'doing good' on campus and in our communities with work done by Future Leaders this year, ranging from working with young leaders in schools, supporting the horticulture sector and developing online material for Te Mātāpuna Mātātahi | Children's University.

Both the University's men's and women's premier sides asserted their dominance on the basketball court in October, when Lincoln, UC and Otago went head-to-head in the Southern Universities Challenge Shield. Our teams came away with double gold medals and LU was also named overall top club for the South Island Derby Tertiary Games.

Alumni

Lincoln University's oral history project featured in October's Lunch Club meeting held at the Brickworks, St Martins. Stacey Nicholas, of the University's Learning, Teaching and Library group, talked about her work in recording the spoken memories of former staff and family members associated with the University.

Almost 50 members attended Tuesday's luncheon. MC, alumnus Dr John Keoghan, welcomed the return of Errol Costello. John also welcomed the attendance of Alumni Association Patron and former Chancellor Tom Lambie. Among others present was Beth Keoghan, who is the accompanist for the Lincoln University Choir. The choir meets weekly on the campus for rehearsals, performs several times a year on formal occasions, and like the Lunch Club itself is an important part of the cultural and social life of the University.

Lincoln University alumni with Banks Peninsula associations found Akaroa's French Farm venue convenient for the monthly Tuesday Lunch Club gathering in late October. Among the almost 40 attendees were Paul de Latour (DipAgr 1972), Paul Le Lievre (DipAgr 1968), Clive Weir (Intensive Course 1957) and Bevan Whitty (Dip VFM 1962), all with local connections.

This month the University paid tribute to three Lincoln whānau members' lives and memories. Former Registrar Gilbert Hay died in Christchurch Hospital on 24 September aged 93, and 2017 PhD graduate Dr Bernard Simmonds died in Nelson on 26 September aged 36. Lincoln University was also saddened by the loss of former Diploma in Agriculture student Harry de Lautour (aged 33) in a farm accident at Te Whangai, Southern Hawke's Bay on 28 September.

Improved Assets and Sustainable Operating Models

Campus Development

On 6 October we hosted the Climate Change Minister, Hon James Shaw, for a media conference to announce the allocation of a further tranche of funding from the Government's \$200 million Clean Powered Public Service Fund – including \$4.5 million for our decarbonisation project. The funding will allow us to begin the work to convert our fossil fuel-powered steam heating network to 100% electrification and to decommission and demolish our boiler plant and stack by mid-2024.

While Minister Shaw was at the University, we took the opportunity to take him on a tour of some of our Campus Development Programme highlights and demonstrate some of the work we are doing in the sustainability space, including the LU Energy Farm, ClearTech effluent treatment system and the Te Kete Ika solar array.

The new Science South facility is making steady progress. The building is in the process of being made weather-tight, and the windows will start being installed shortly. The walls and roof of Science South will be clad with composite insulated panels, which will help afford the

building its high standard of thermal performance. Work on installing the building's internal services is also underway.

The appointed VC Sustainability Taskforce has released the Lincoln University Sustainability Plan for consultation with staff and students. Through the Sustainability Plan, the University's goals are to demonstrate leadership through teaching and research whilst focusing on our campus environment to become carbon neutral by 2030, and well on our way to carbon zero by 2050.

The 2021 Budget

2020 has turned out to be one of the most difficult, challenging and unpredictable years we have ever had to face. During a specially facilitated All Staff Briefing on Wednesday 7 October the Vice-Chancellor together with the Senior Management Group shared the University's 2021 Budget with staff. This included proposed reductions in staffing levels in areas where change will have the least impact on core learning, teaching and research activities. Voluntary options were made available to all staff with decisions on applications to be made by 20 October.

The opportunity to share information with staff in a live environment as opposed to email should not be underestimated, including the opportunity for staff to ask questions directly. These are difficult times for everyone, and the Senior Management Group is well aware of the concern and the stress that the news shared during these sessions have on staff. A recording of the session including a summary of the voluntary options was made available for staff who were unable to attend the session. EAP counsellors and support continue to be made available, including a series of staff wellbeing sessions arranged by HR.

The University's financial outlook for 2021 and the proposed reductions in staffing levels were again discussed at an All Staff Briefing on 21 October. More than 330 of our whānau tuned in and participated in a robust and searching question and answer session.

Staff were informed that the University's budget savings target has been set at \$3.3m. Operational savings will contribute \$1m, and the voluntary options contributed \$1.6m, which means we now need to realise a further \$700k to meet the target. Regrettably, staff were also informed that the University will have to proceed with a formal reorganisational change process. All impacted staff have been consulted, and the change proposals for the affected areas made openly available on the intranet.

A Culture that Stimulates and Inspires

Our journey towards providing a bicultural experience for our staff, students and stakeholders includes installing storyboards that relate our cultural narrative, as well as bilingual signage to indicate internal and external venues and services. A new storyboard installed in Grounded in October (on the wall opposite the office space) is the latest addition to the network of signage that tells our cultural story.

The Selwyn CultureFest celebrating the Selwyn District's growing diversity was held on Sunday 18 October with a rousing community event. As a leading member of the Selwyn community and an exemplar of promoting diversity, Lincoln University is a sponsor of Selwyn CultureFest, proudly helping to make the event a free-to-attend great day out for the whole family.

The University has been informed of the release of 75 sections in the new Wright neighbourhood at Te Whāriki, Lincoln. Prices start at \$210,000, with sections sized between 450m² and 969m². Lincoln University staff members have the opportunity to purchase a

section in advance of the general public. Wright, the fifth neighbourhood at Te Whāriki, is named after the first Chancellor of Lincoln University, Sir Allan Wright.

A World-Class Research and Teaching Precinct

The Bio-Protection Research Centre (BPRC) welcomes the announcement by TEC of funding for a further 7.5 years. BPRC will be moving into the new era with a new name – Bioprotection Aotearoa – and a revised remit to include integrating with Mātauraka Māori and the social sciences. Bioprotection Aotearoa will be co-directed by Professor Travis Glare and Associate Professor Amanda Black (who will join the team in June 2021) and will have an expanded network of 11 partner institutions.

The Ninth Annual Lincoln University Sport and Recreation Forum took place on Wednesday 14 October, with a focus on the COVID-19 pandemic and its effect on sport and recreation. Keynote speaker Andrew Rutledge (head of Christchurch City Council Parks, Citizens and Community) emphasised the need to prepare business continuity plans now and urged delegates to consider having a plan B and even a plan C.

Professor Mike Hamlin and Dr Catherine Elliot gave an overview of the results of their physical activity lockdown survey, which highlighted the benefits of exercise. Bachelor of Sport and Recreation students Mikayla Gillespie and Tommy Lamb, and Bachelor of Environmental Policy (Honours) student Max Lichtenstein, who is doing a Parks and Outdoor Recreation major, all talked about their research.

Professor Travis Glare was just one of the distinguished speakers to present at a New Zealand Institute of Agricultural and Horticultural Science forum hosted by Professor Jon Hickford on campus in October. The event focused on gene editing, following a report from a Royal Society expert panel that indicated an urgent need for well-informed discussion and debate about the topic. Presenters from a range of organisations including AgResearch, Plant & Food Research and our own Bio-Protection Research Centre covered subjects like gene editing to control insect species, new breeding technologies for fruit trees and modifying microbes to increase their efficacy.

Professor of Livestock Production Pablo Gregorini and PhD students Konagh Garrett and Matt Beck featured in a TVNZ 1News item in October demonstrating their research on how varying the diets of twin-carrying sheep can affect their lambs. It turns out that much like humans, sheep appreciate variety in their diet, and enabling them to munch on lucerne, chicory, red clover and plantain as well as their usual rye grass staple has very significant benefits for farmers, the environment and the sheep themselves.

An Organisation Focused on Meaningful Partnerships

This year's ELLS General Assembly and Student Conference will be online-only events held between 19-21 November. Staff representing the University at the General Assembly are Professor Bruce McKenzie, Professor Nicholas Dickinson, Roger Shew and Julian Becker.

The 2020 Student Conference topic is The World of Tomorrow – a Green and Sustainable Society, and the three LU postgraduate students presenting are:

- Xi Gong – Peptides Derived from Cereal Bran Protein and their Functionality and Characterisation

- Nadeesha Hewa Nadungodage – Gluten-free extruded snack using rice, cowpea and whey protein concentrations: Bioactive compounds, antioxidant properties and predictive glycaemic response
- Ashley Sui – The effect of fortifying rice crackers with oyster and green-lipped mussel powder on the glycaemic impact and protein bio accessibility of gluten-free crackers.

Staff and students are encouraged to register for the Student Conference.

A joint application by Lincoln and the Warsaw University of Life Sciences for a staff exchange via the European Erasmus plus programme has been approved, with the successful applicants spending five days at the partner university and completing at least eight hours of guest lecturing (to be completed by July 2022).

Facilitating Growth

After many months of hard work by the IT team and academics across the University, Lincoln's new research website is now up and running. The site is a perfect platform to showcase the wide range of research activities we carry out across the University, including providing a gateway for postgraduate students considering their study options to thoroughly examine all the areas of specialisation on offer at Lincoln and to engage with the University's teaching and postgraduate community.

Professor Bruce McKenzie has been appointed Chair of the Committee on University Academic Programmes (CUAP) for 2021. CUAP considers academic matters across the university system, including the exercise of programme approval and moderation procedures, advice and comment on academic developments, and encouraging the universities to develop courses of study that will facilitate the transfer of students between programmes and institutions.

The Acting Vice-Chancellor's Engagements during October

- Attended a meeting with New Zealand's Vice-Chancellors and Universities NZ on 2 October
- On 2 October recorded a video together with the LUSA President for students regarding the invigilation software and academic misconduct
- Together with SMG hosted Hon James Shaw, Minister for Climate Change on campus, where he announced the EECA decarbonisation funding
- Together with the Deputy Vice-Chancellor, the Chief Operating Officer and the Campus Development Programme Lead met with AgResearch's Chief Executive on 6 October
- Met with the Executive Director, People, Culture and Wellbeing and TEU on 6 October
- On 7 October together with SMG presented at the All Staff Briefing
- On 8 October attended an informal graduation celebration for students, friends and family at the Carlton in Christchurch
- Spoke at the informal graduation celebration and photo opportunity for students, friends and family on campus on 6 October
- On 12 October attended an NZVCC meeting with Andy Jackson, Ministry of Education regarding the return of international students to campus
- Met with the Executive Director, People, Culture and Wellbeing and TEU on 12 October

- On 12 October spoke and presented awards at the Blues and Golds Awards
- Met with LU Council member Rob Hewett on 13 October regarding the KPIs
- Hosted the Lincoln University VC's North Island Principals Virtual Gathering and wine tasting evening via Zoom on 13 October. A good opportunity to engage with North Island Principals on assisting students with their transition to university.
- On 13 October met with Tim Jones, The Grow Good Guy regarding collaboration opportunities
- On 15 and 16 October attended a meeting with New Zealand's Vice-Chancellors and Universities NZ in Wellington
- On 16 October recorded a remote presentation to the Yunnan Agricultural University 2020 Forum on Education Cooperation
- On 18 October Judged and presented prizes for the Lincoln University kids' colouring competition at Culture Fest at the Lincoln Event Centre
- Together with the Lead Incident Coordinator met with NZ Cricket CEO David White on 19 October regarding international teams training in managed isolation on campus
- On 20 October together with Duncan Stirling and Roger McLenaghan met with Fire and Emergency New Zealand regarding a 1News interview covering volunteer fire-fighters employed at Lincoln
- On 21 October together with the Deputy Vice-Chancellor attended a Multiparty Joint Postgraduate School leaders meeting at the University of Canterbury
- Together with SMG addressed staff at an All Staff Briefing Live Teams Event covering an update on the University's 2021 budget, and its implications for staff
- On 22 October spoke and presented certificates at the annual MFAT scholars completion ceremony on campus
- On 22 October recorded a brief message for Amity University, India and extended birthday wishes for the Founder President of the Amity Education Group
- On 22 October recorded a brief greeting message for an NZ Alumni event in Shanghai, China. Delegates included the NZ Ambassador in China and an Education NZ representative.
- Met with LUSA President on 28 October
- On 30 October together with the Chief Operating Officer met with Canterbury University's Vice-Chancellor and Chief Operating Officer to discuss shared services
- On 30 October attended a meeting with New Zealand's Vice-Chancellors and Universities NZ via Zoom
- On 30 October attended SoLA's annual major design exhibition at the RSA in Christchurch.



Vice-Chancellor's Office

Version:

Health, Safety & Bio-compliance Report

Author/s: Health, Safety & Bio-Compliance Manager

Date: 11 Nov 2020

Purpose

Health, Safety and Compliance reporting for the month of October 2020.

Content

This report provides a summary of:

- Critical Risk Elements and mitigations
- Any significant health and safety incidents for the month and any recent updates on past incidents
- Internal and external audits
- Staff Wellbeing
- Health & Safety Committee meetings

Issues

Nil

Recommendations

That the following are noted:

- The trends in the health and safety performance of the university and the measures being taken to improve the robustness of the data
- The actions being taken to improve the culture of health, safety and wellbeing across the university

Executive summary

This report provides a summary of health and safety across the organisation in the areas of:

- Health and Safety Incidents. We had no lost time injuries in October.
- Health and Safety Performance – lead indicators
- Staff Wellbeing

Critical risk elements

The Health and Safety team focus is to ensure that as an organisation, we have robust assurances in place to evidence our management of health and safety, and bio-compliance. We undertake internal audits on a regular basis for our high risk work areas (laboratories, workshops, farms, JML), construction sites (Campus Development Programme and Facilities Management), and PC2 Containment Facilities. We are externally audited annually by the Ministry of Health Office of Radiation Safety (CT scanner) and biannually by MPI (PC2 Containment Facilities). We commission external H&S professionals to audit different areas of the university where residual risk following mitigations remains medium to high.

We encourage reporting of all incidents, events and safety observations to be entered into our health and safety management system (Risk Manager), via the OnSide app for our Farms, or the SAFELU app for students, visitors and contractors.

The following chart indicates current areas of LU critical risk for Health & Safety, and Bio-compliance, and the residual risk where mitigation processes are in place.

2020 Critical H&S and Bio-compliance Risks			
Risk element	Mitigations	Verification	Residual Risk
Construction (including infrastructure)	Contractor inductions SSSP / TA /JSA Appointment of H&S Advisor	Site audits	High
Farms	Training records Visitor management (OnSide) Farms Compliance Officer Contractor management	Training assessment Internal audits External audits	High
Hazardous Substances Management	Inventories Training (internal and external)	DGS Location certificates Internal audits External audits (Veterinary drugs)	Medium
PC2 Containment Facilities	Training & Assessment modules	Internal audits External audits (MPI)	Medium
Radiation	Training and Procedures	External (MoH)	Medium
Events on Campus	Safety Plans in Risk Manager	Sign-off from H&S Post-event reviews	Medium
Field Trips	Safety Plans in Risk Manager	Sign-off from H&S	Medium

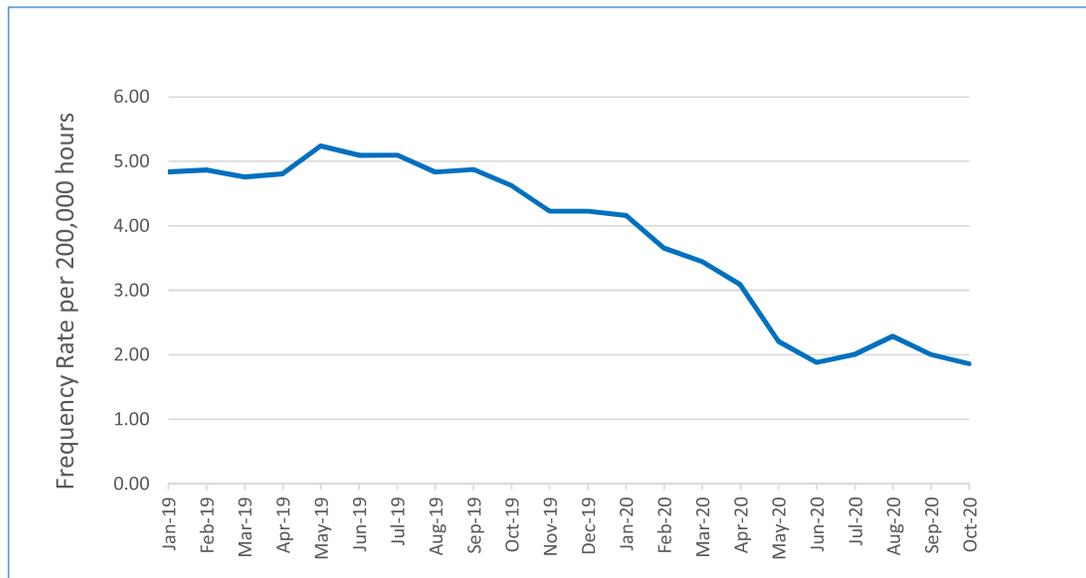
Health and Safety incidents

The below graphs provide an overview of the health and safety incidents at the university.



Two damage to property incidents were reported in October – an external glass panel door shattered in the SOLA building (this is the second such automatic sliding glass door in this building to spontaneously shatter this year), and a service strike within the Naylor Love construction site damaged lighting cables for Calder Drive. Two reported incidents involved guests on campus at evening events – a child tripped and was injured leaving a building, and special-needs guests attending a function at Te Kite Ita were found wandering on campus by security mid-evening despite having care-givers present at the function.

Total Recordable Injury Frequency Rate



The above chart shows Total Recordable Injury (TRI) frequency per 200 000 hours in the last 20 months. TRI is defined as reported work-related medical injuries, restricted work, lost time injuries, and fatal injuries.

TRIFR captures reported medical treatment, restricted work, lost time and fatal injuries and is the most comprehensive and reliable lagging measure of performance compared to LTIFR, which only captures reported injuries resulting in at least one shift/day being lost from work after the injury occurred. Adopting TRIFR as the key lag metric results in a wider understanding of the circumstances leading to all workplace injuries within the organisation.

Health and Safety performance – lead indicators

Processes	October	Year to date
H&S inductions for new staff (within 3 weeks of start date)	7	52
Contractor inductions (Campus Development)	13	138
Contractor inductions (Facilities Management)	13	48
First Aid training	0	25
Work station assessments	2	23
Return to work programmes (work and non-work injuries)	5	34

Reporting	October	Year to date	Target
Reported safety observations	3	16	20
Reported opportunities for improvement	1	8	15

Where a safety observation is a campus maintenance issue and the hazard can be quickly eliminated, staff are encouraged to log a job directly with Facilities Management rather than enter it in Risk Manager. Such observations and quick-fixes are not recorded here. "Opportunities for Improvement" is a new initiative in our Health & Safety Management system (Risk Manager) where staff can log an observation where they feel there is potential to improve on existing processes, ways of working safely, or staff wellbeing initiatives.

Contractor management

Permit work is becoming more frequent in work areas external to established construction sites. These are; Work at Heights (harness), Ground Penetration (excavations), and Hot Works. The majority of contractors understand the permit framework and prerequisites prior to permit application. To date LU contractors have had zero harm or property damage incidents regarding work permit work, an indication that safe work planning and procedure is working.

Current construction projects are in their peak for site population numbers. Vehicle movements are being well managed by the larger projects (Recreation Centre and Science South). Learnings to date are that construction sites with integrated internal parking and designated drop off areas within site hoardings are far less disruptive to the campus, and less risk to the university with regard to potential collisions with people or assets. This will be a key planning element in the establishment and operation of the Science North construction site.

Farms

With the current *Mycoplasma.bovis* situation on the farms we are focusing on staff wellbeing and support. The Rural Support Trust, as part of the MPI M. bovis eradication programme supply trained facilitators to support farm managers and staff through the various processes a farm. They have already visited the staff at Ashley Dene for a Q&A session, and when the first blood test results come back for LUDF and LURDF we will engage with them again and bring them on-farm to support those

staff and provide information to assist their understanding of the MPI eradication programme and what that means for the farms.

Staff Wellbeing

- EAP Services were provided via drop-in sessions on campus for staff in October as support for the call for voluntary cessation and the change proposals
- 10 min wellbeing massages have been provided on campus during October and have been well received by staff
- The second Blokes BBQ was held, and a doctor from the MenzHealth Clinic covered a number of different wellbeing topics. We have received great feedback from attendees, and appreciation that Phil O'Callaghan represented the SMG group at the event.

Health and Safety Committees

Committee	Next meeting	Year to date
Main committee	5 November	4
AGLS sub-committee	18 November	8
BPRC sub-committee	February 2021	5
Lincoln Agritech	February 2021	2
Facilities Management sub-committee	November	4
Catering sub-committee	November	4

Biosafety

Containment Facilities

The MPI Report from our September audit was received, there were no corrective actions based on the physical and processes verification audit and we received an Acceptable rating (there are only two ratings – Acceptable or Unacceptable).

M. bovis research

We are working closely with MPI to ensure current research activities can continue at Ashley Dene and LURDF, which includes getting Movement Permits in place for various bovine samples on farms under an existing Notice of Direction to be sent to approved testing labs or moved to storage in our labs at JML or the main campus. MPI are also working to issue us with a broad movement permit that would cover any LU farm under a Restricted Property notice and allow bovine research samples to be sent to MPI-approved external testing facilities or brought into PC2 containment on campus. We are currently looking at the type of lab and equipment required for on-campus work to determine if that work can be incorporated into existing PC2 labs or whether we may need to upgrade a lab within the Riddolls building to PC2 level. All stored bovine samples from farms placed under a Restricted Place notice currently held in freezers in general labs on campus and at JML will be required to be moved into PC2 containment.

2020 Compliance Measures

Item	Actions	Progress
Compliant Laboratories HSW (Hazardous Substances) Regulations 2017	<ul style="list-style-type: none"> • Lab Managers appointed • Laboratories meet required standards • Hazardous Substances Manual updated • Lab user training documented • Chemical inventories reviewed annually • Emergency Response Plans tested annually • LU Lab Safety video available for training staff and students 	<ul style="list-style-type: none"> - Up to date - Audits taking place November - In final review process with HSNO Committee - Training ongoing - inventory reviews complete - ERP training took place in October - final version in review process
Containment Facilities (HSNO Act)	<ul style="list-style-type: none"> • Internal audits (March/Sept) • External MPI verification audits • Corrective actions completed • Manual updated and approved by MPI • University-wide approval to develop GM organisms application submitted to EPA 	<ul style="list-style-type: none"> - Internal audits took place in September - MPI Verification Audit took place 28 Sept and we received a pass - Ready for submission to MPI after next external audit - Draft application review with academic stakeholders November
Farms and Field Services	<ul style="list-style-type: none"> • Hazard registers reviewed annually • Approved trainers documented • Training records documented • Timely incident reporting • Chemical inventories reviewed and documented • Safety signage reviewed • Access protocols reviewed • On Side app for farms 	<ul style="list-style-type: none"> - Hazards have been loaded into OnSide - In progress - In progress - JML, FRC, ARDS and LURDF compliant - JML and FRC completed - Signage review in November - OnSide sign-in now implemented for all four Lincoln-area farm properties, Mt Grand in progress
H&S Representatives	Ensure there are an appropriate number of trained H&S Reps for business areas	<ul style="list-style-type: none"> - Review in progress
Incident Reporting	<ul style="list-style-type: none"> • All incidents are being reported in a timely manner 	<ul style="list-style-type: none"> - Areas with low reporting -

	<ul style="list-style-type: none"> • Investigations completed where severity of incident requires it 	<ul style="list-style-type: none"> - Two investigations completed
Contractor Management	<ul style="list-style-type: none"> • All Facilities Management external contractors re-inducted • Campus Development main contractors inducted, SSSPs approved 	<ul style="list-style-type: none"> - Mass re-induction scheduled Friday 20 March but postponed due to COVID. Individual inductions now underway. - Ongoing as required
New Science Facilities	<ul style="list-style-type: none"> • MPI sign-off on containment lab design and fit-out • Safety in design/access security 	<ul style="list-style-type: none"> - In progress with MPI for Science North, no issues flagged - Security access work with BECA and WAM completed
Radiation (JML scanner)	<ul style="list-style-type: none"> • Ministry of Health audit • Licence renewal 	<ul style="list-style-type: none"> - Due Nov 2020 - Due Sept/Oct 2020
Safety and Emergency Response on Campus	<ul style="list-style-type: none"> • Uptake of SAFELU app • Update Emergency Response Flip Charts • Test lockdown sirens • Review of internal service traffic routes on campus 	<ul style="list-style-type: none"> - Currently 3394 subscribers - Completed - Took place 7 July - Review took place in September in conjunction with Facilities Management. TMP plan in progress.



Vice-Chancellor's Office Academic Board Report

Version:

Author/s: Lorraine Petelo

Date: 19/11/2020

Purpose

To provide a summary of the Academic Board meeting held on 18th November 2020.

Contents

1. Executive Summary
2. Appendix 1: Full Academic Board report for November 2020
3. Appendix 3. i graduate survey

Recommendations

1. That the Academic Board report is noted.

Executive summary

Introduction

The final Academic Board for 2020 was held on Wednesday 18 November. The incoming LUSA President was in attendance. The Board thanked the outgoing student representatives, Sam Blackmore LUSA president, Max Lichtenstein Vice President, and Charlotte Parry, Tumuaki Te Awhioraki (the first part of the year), for their contribution to the Board over the last year. This was also the last meeting for the Associate Professor Roland Harrison, Dean of the Faculty of Agriculture and Life Sciences. His considered contributions to the Board was acknowledged. The Acting Vice-Chancellor was congratulated on his recent appointed as Chair of CUAP for 2021.

Agenda items included approval of courses, modification of courses, regulation changes and revisions to Terms of Reference. A high level summary of a recent international and national i-graduate student survey covering online delivery and the first semester of the pandemic, suggests that LU staff made a concentrated effort to engage with Emergency Remote Teaching and pastoral care in a manner that ensured students were at the centre

of our activities.

The Taiohi Mahika Kai Wānaka was noted, as was the first issue of the Mahika Kai journal, and the planned upcoming hui with LU staff to discuss LU's journey towards a bicultural campus.

The Research Committee has made solid progress regarding the postgraduate student experiences both for students and staff, including a comprehensive review of the PhD House Rules and the creation of a supervisor register.

Progress achieved

- Five proposals for new courses were approved.
- Three proposals to modify existing courses were approved.
- Approval of revisions to 12 policies, procedures and guidelines.
- Approval of revisions to the Terms of Reference for the Courses Committee and the Learning and Teaching Committee.
- Approval of changes to five General Course and Examination Regulations
- Further progress on assessments and examinations appeals.
- A compulsory weekly check-in with Māori and Pasifika students has resulted in a significant turnaround for many of the students.
- Four new articulation pathways were noted.
- Feedback was given to the DVC on the Sustainability Plan
- Concerns noted in the new timetable for Semester One 2021 are being resolved.

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Vice-Chancellor's Office

Academic Board Report November 2020

The Academic Board met on Wednesday 18 November 2020. The incoming LUSA President was in attendance. The Board acknowledged and thanked the outgoing student representatives, Sam Blackmore LUSA president, Max Lichtenstein Vice President, and Charlotte Parry, Tumuaki Te Awhioraki (the first part of the year), for their contribution to the Board over the last year. Associate Professor Roland Harrison Dean of the Faculty of Agriculture and Life Sciences was acknowledged, thanked and recognised for his contribution to Academic Board.

A DISTINCTIVE AOTEAROA NEW ZEALAND END-TO-END STUDENT EXPERIENCE

The Board received a high level summary of the i-graduate COVID-19 Response Barometer survey results which was undertaken in July. A qualitative analysis of student comments is underway and that data will be shared before the year end. The aim of that analysis is to have actionable insights for the university to utilize to further improve our students' experiences. The Board noted that 272 LU students choose to participate in the survey, and while the initial outcomes for Lincoln from those students were generally positive, it needs to be viewed in light of the number of the students who participated. The report is attached for noting in Appendix Two.

LUSA raised concerns about the November Summer School dates for 2021. The Board was reminded that LU does set its teaching dates to be aligned with the University of Canterbury. A fruitful discussion followed which provided some options to resolve the concerns for this year.

The Research Committee Chair advised that its Postgraduate Research Subcommittee is making solid progress regarding improving the student experiences for students and staff: Postgraduate Research House Rules are being updated and plan to have these live by end of year: a Supervisor Register is being developed and once house rules are finalised then next stage is to populate the register; workshops have been held on research supervisor and student training needs with aim of developing programmes.

Pastoral support for Māori and Pasifika students is ongoing. A compulsory weekly check-in has resulted in a significant turnaround for many of the students. A coordinated approach with Learning, Teaching and Library data has enabled the two teams to support students further.

IMPROVED ASSETS AND SUSTAINABLE OPERATING MODELS

The Deputy Vice-Chancellor consulted with Board members to seek their feedback on the draft Sustainability Plan. Discussion focused particularly on the succinct and useful "Plan on a page", the Education and Research focus areas of the Plan and the possibility of a Lincoln University graduate profile that incorporated sustainability. One seemingly useful suggestion was for a vision statement that was shorter and more succinct, to encourage greater engagement with the Plan.

The Learning and Teaching Committee had identified a number of concerns with the new timetable, which in the main have since been resolved. The Timetable Working Group has been working with academic staff to ensure issues are addressed. The Board acknowledged the major

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effort by all those who have been involved in producing a practical timetable for 2021 that will enable a better student and staff experience.

Amendments to the draft 2021 Lincoln University Calendar have been received and a version has been submitted to Graphics. Further changes may be accepted up to the end of November. To support our sustainability goals, the 2021 print run will be heavily reduced.

A CULTURE WHICH STIMULATES AND INSPIRES STAFF AND STUDENTS

The first issue of the Mahika Kai Journal was published in October and it is intended to have two issues per year: April and October. A call has gone out for new submissions: this has a subtheme of indigenous mahika kai responses during COVID. The Advisory Committee of the Journal involves two international indigenous researchers who are also practitioners, two academics that are practitioners in their respective rohe and two community practitioners. Articles are peer reviewed and in line with Mātauraka Māori. The Journal also provides an Indigenous Practitioner section that grounds and maintains mahika kai as a practice.

Concomitant with the Mahika Kai Conference and Journal, a monthly radio programme of Mahika Kai Narratives - hosted by Plains FM - has gone live to bring together community (whānau, hapū or iwi) practitioners, researchers and policy makers to discuss all areas related to, impacting on and providing services to mahika kai. The programme/podcast allows those that are elbow deep in their practice, who may not ordinarily attend a conference or write an article, to share their narratives in an open forum.

A range of hui will be held to discuss Lincoln University's journey towards a bicultural campus. These hui will be an open forum to talk about what a bicultural campus might look like, what activities might take place in a team's respective area and how the University can support moving through that journey. It is important for staff (and students) to be part of the development of the bicultural campus and have input into the long journey ahead.

AN ORGANISATION FOCUSED ON MEANINGFUL PARTNERSHIPS

A Taiohi Mahika Kai Wānaka was held in October with attendance from 29 students from 13 schools including Intermediate and High Schools. The focus was to support Taiohi to understand mahika kai from a Te Waipounamu perspective. The Wānaka was held over four days at Koukourarata and was funded by the Ministry of Youth Development.

Part of the ordinary business of AAC this year has been to shape and consolidate the process used for approving articulation proposals including considering the curriculum mapping associated with transfer and cross credit. This has now been refined to the extent that it can be activated as soon as proposals are ready for presentation. This work will complement the work external to the committee on policy, procedure and strategy around articulations, including the China Partnerships Plan.

The Academic Administration Committee approved articulation proposals for the following pathways:

- Lincoln DipHortMgt to BCom(Hort)
- Huế University (Vietnam) 2+2 articulation from APEF to BCom (Accounting and Finance)
- Banking University (Vietnam) 2+2 articulation from BBA to BCom
- NCUK 1+2 Pathway from IYOne (Business) to BCom

FACILITATING GROWTH

Academic Board approved the following new courses

- ACEN 103 Academic Communication for Undergraduates

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- HORT 222 Principles of Propagation and Nursery
- MGMT 344 Strategic Management in Wine and Horticultural Business Systems
- ENGN 676 Agricultural Engineering.
- HORT 107 Introduction to Horticulture

Academic Board approved the modification to existing courses:

- ACCT 220 CPA Fundamentals of Business Law
- COMM 111 Introductory Statistics
- ERST 634 Applied Policy Analysis

A WORLD-CLASS RESEARCH AND TEACHING PRECINCT

The Learning and Teaching Committee (LTC) proposed amendments to a suite of academic policies and procedures, including one submitted by the Proctor. The Chair noted that the Committee recommended a number of the policies, particularly those pertaining to examinations and assessment, would again be further revised in early 2021 to ensure they reflect more fully the recent changes in learning, teaching and assessment practices.

Academic Board approved modifications to the following Policies, Procedures and Guidelines:

- Open Access Policy
- Learning and Teaching Policy
- Examination Policy
- Guidelines for Examiners
- Examination Moderators' Guidelines
- Guidelines for Producing Examination Scripts
- Course Outline Policy
- Micro-credential Policy
- Academic Integrity Policy and Procedure
- Student Appeals, Complaints and Grievances Policy
- Student Appeals, Complaints and Grievances Procedure
- Student Representation Policy

Terms of Reference

Academic Board approved modifications to the Terms of Reference for Courses Committee and the Learning and Teaching Committee.

Regulations

Academic Board approved changes to regulations in Section A: General Course and Examination Regulations in the Calendar:

- Regulations 6 and 7
- Section D Formal Examinations
- Section E Continuous Assessment
- Section F Dishonest Practice and Breach of Instructions

These regulations changes were in response to an internal audit, the move to online delivery, and changes to assessment and examination procedures. The AAC Convenor indicated that as academic policies and procedures around assessment are further refined, additional changes to regulations in 2021 may be required.

Research Committee

The Chair of the Research Committee reported that the University response to PBRF consultation document has been submitted with the key area of focus around the proposal to remove External

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Research Income as a component of the PBRF. Their last meeting included the discussion with the DVC on the final iteration of the University Research Plan and the focus of the research Committee next year will be supporting implementation of the plan. They also discussed possible implications of change proposals on research support capacity and potentially PBRF and as such will be providing a submission to the current change proposal for LTL.

Academic Quality

The Board was advised of a number of operational academic processes including programmes required for the 2021 Graduating Year Reviews and the External Academic Reviews. Data for the 2020 Annual Academic Programme Reviews will be circulated in early December, with the AAPRs to be submitted in April 2021. The 2021 Academic Committee Dates were approved.

CUAP

The Board congratulated Professor Bruce McKenzie on his appointment to the Chair of the Committee on University Academic Programmes (CUAP) for 2021.

The last CUAP meeting included a proposal that had been flagged for discussion which was subsequently approved, the GYRs from four of the universities, and of particular interest was the discussion on the naming of qualifications. The later was particularly in reference to a few Masters qualifications being approved with the term Professional being inserted in front i.e. Professional Masters in ... CUAP made the decision that in future for new qualifications CUAP will adhere to the NZQF statement where the generic stem of the title begins with the qualification type and is completed by a designator.

The first Academic Board meeting for 2021 is a full day meeting on 27th January.

COVID-19 Response Barometer

Lincoln University – High-level summary report



September 2020

Introduction

The COVID-19 Response Barometer is a global survey developed by research and benchmarking specialists i-graduate to provide insight into the institutional response to COVID-19 from the perspective of current students. Key topics covered by the survey are overall institutional response, communication, online learning and looking ahead.

This report provides a high-level summary of results for Lincoln University (Lincoln), comparing these to the national – and, on key measures, global – benchmark. Analysis for this report excludes students who indicated that they were studying via distance/online/blended learning prior to the COVID-19 pandemic and students whose main area of study was an English language preparation course.

This report accompanies a raw data file provided to the University.

Methodology and sample profile

The COVID-19 Response Barometer survey was conducted online, with fieldwork open globally from 7 May 2020. Fieldwork at Lincoln ran from 23 July to 17 August 2020. Benchmarks in this report are based on data as of 28 August 2020. Please note that with the constantly evolving COVID-19 situation and resulting responses, timing of survey fieldwork is likely to impact on survey results; this should particularly be kept in mind when making benchmark comparisons.

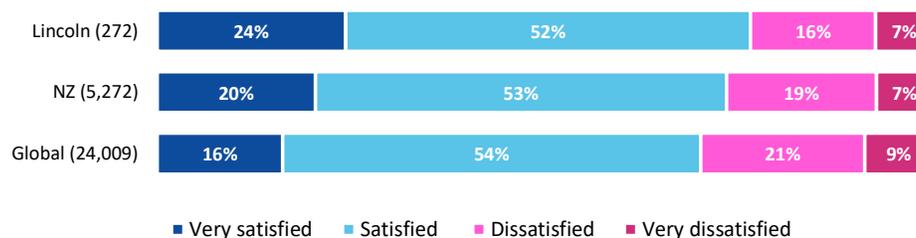
272 Lincoln students participated in the survey. At a national level, analysis includes 5,272 students from seven New Zealand tertiary education institutions, and at a global level, 24,009 students from 41 institutions.

Three-fifths (62%) of Lincoln respondents were studying at undergraduate/Bachelor's level. 22% were postgraduate taught/Master's students and 14% were postgraduate research/Doctoral students. Students were at a range of stages through their study and the vast majority of the Lincoln sample (96%) were studying full-time. This was similar to the national picture. Just under half (44%) of Lincoln's sample were international students; this compares to a third (33%) of students in the New Zealand benchmark.

Overall satisfaction with institutional response

The majority of Lincoln students were satisfied overall with their university's response to COVID-19: 76% of students were either satisfied or very satisfied. As shown in Figure 1, this is similar to the New Zealand benchmark (73%) and slightly higher than the global benchmark (70%).

Fig. 1: Overall satisfaction with their institution's response to COVID-19

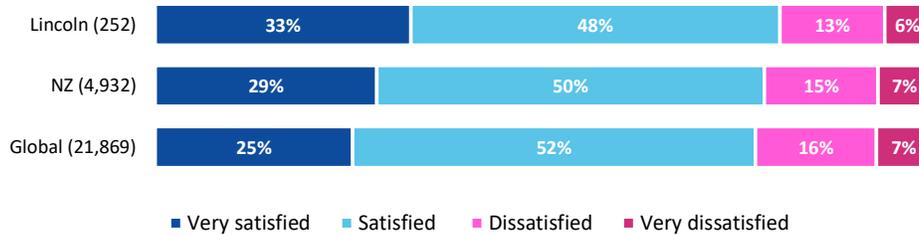




Communication

Overall satisfaction with the communication from Lincoln in response to COVID-19 was relatively high: 81% of students were either satisfied or very satisfied. As shown in Figure 2, again, this was similar to satisfaction amongst students nationally (79%) and slightly higher than satisfaction amongst students globally (77%).

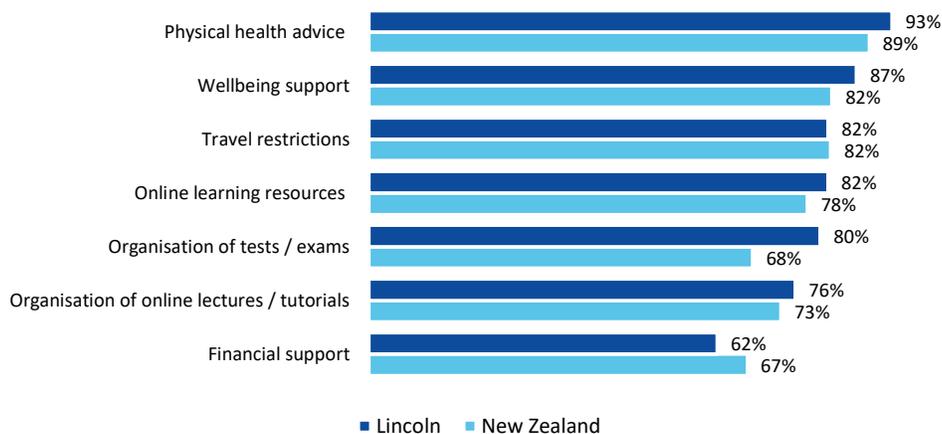
Fig. 2: Overall satisfaction with the communication from their institution in response to COVID-19



80% of Lincoln students felt that the frequency of communication from the University was about right; this compared to 74% nationally and 69% globally. 16% of students at Lincoln would have liked more contact and 4% felt there was too much.

As shown in Figure 3, students at Lincoln were most likely to be satisfied with information received from their university on physical health advice (93% satisfied) and wellbeing support (87%). Satisfaction was lower with information on financial support (62%) and organisation of online lectures/tutorials (76%). Lincoln students were similarly satisfied to students nationally with information provided on most topics but were notably more satisfied with information on organisation of tests/exams.

Fig. 3: Satisfaction with information received from their institution - % 'satisfied' and 'very satisfied'

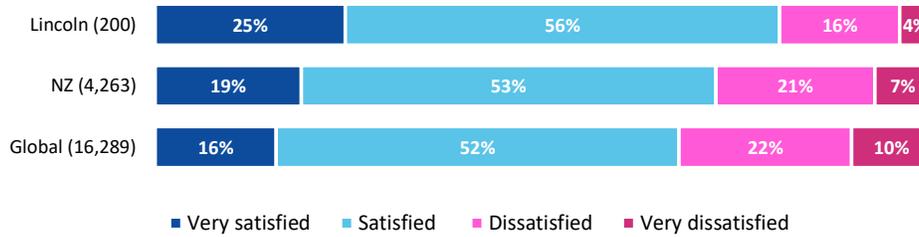




Online learning

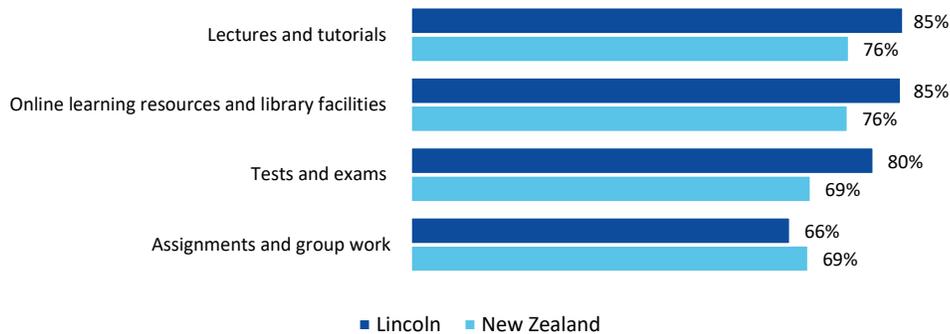
Satisfaction with the online learning experience at Lincoln was also relatively high (81% of students satisfied or very satisfied). As shown in Figure 4, it was above both the New Zealand benchmark (72%) and the global score (68%).

Fig. 4: Overall satisfaction with the online learning experience at their institution



Lincoln students were most likely to be satisfied with lectures and tutorials (85%) and online learning resources and library facilities (85%). Satisfaction was considerably lower, however, with assignments and group work (66%). Lincoln outperformed the New Zealand benchmark on almost all aspects of online learning. This is shown in Figure 5.

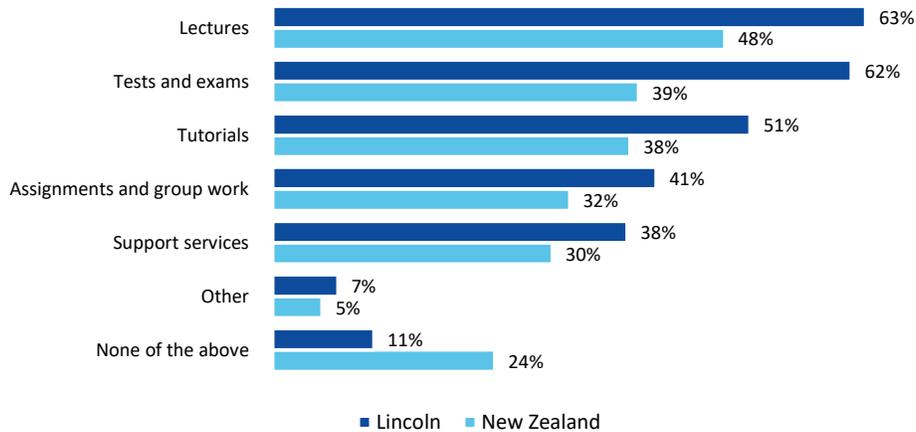
Fig. 5: Satisfaction with aspects of their online learning experience - % 'satisfied' and 'very satisfied'





Asking students to look ahead to when on-site studies resume, over half of Lincoln students indicated that they would like online lectures (63%), tests and exams (62%) and tutorials (51%) to continue. Only one-in-ten (11%) Lincoln students did not want any online activities to continue. As shown in Figure 6, desire to continue online activities was notably higher amongst Lincoln students than students nationally.¹

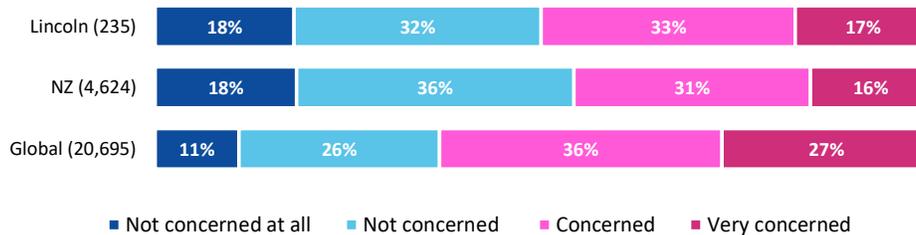
Fig. 6: Which online activities students would like to continue when on-site studies resume



Continuing/completing studies

As may be expected, levels of concern about continuing further studies, completing their course or graduating were high, with half of Lincoln students (50%) indicating that they were concerned or very concerned. As shown in Figure 7, this figure is similar to students nationally (46%) but notably lower than amongst students globally (63%).

Fig. 7: Level of concern about continuing further studies, completing their course or graduating

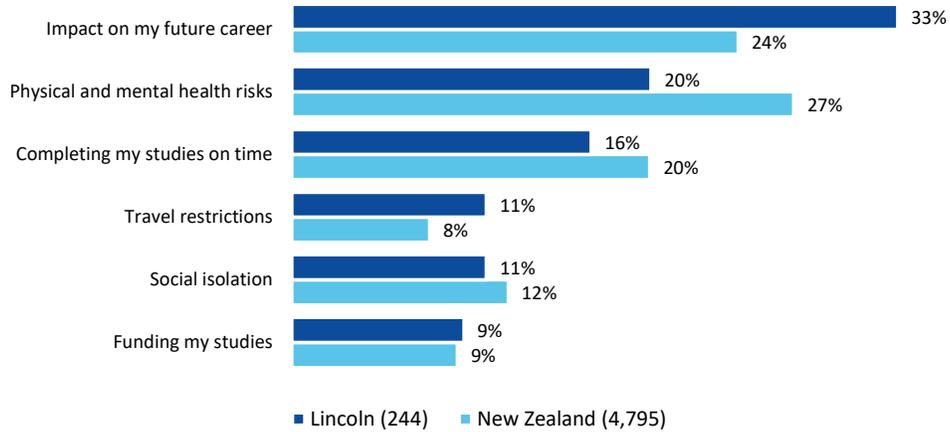


¹ This question was not asked to final year students.

Main concerns about COVID-19

Lincoln students were most likely to be concerned about the impact of COVID-19 on their future career (33% citing this as their main concern). As shown in Figure 8, this was more likely to be the main concern for students at Lincoln than students nationally.

Fig. 8 What concerns students most about COVID-19



LUSA PRESIDENT COUNCIL REPORT



**Sam Blackmore
November 2020**

The main academic year is over, and summer school well underway. Campus is quiet and it feels as though the students have let out a collective sigh of relief to get to this point in the year. While the EXEC have signed off, myself and the LUSA staff continue to provide support right through the summer school period. We are also into the planning for 2021 and looking to make the most of what will certainly be a tough year ahead.

2020 has been like no other. It has challenged the way we operate and made us look to re-prioritise the ways we deliver support rather than being complacent. The ability to support students in traditional ways, through in person advocacy and support, is now in need of an overhaul to account for online learners. The shift to Emergency Remote Teaching has also pushed the conversation around our student rep system needing development to accommodate the incoming online classes, as we saw a significant drop in the percentage of students volunteering (down from 71% of courses having a student rep last year to 42% in 2020).

To enable us to make a change there will be a slight re-allocation of roles within the LUSA staff in 2021:

- Julia Wills will return from maternity leave in early January to her role as RAM editor and social media coordinator,
- Britney is staying on to allow us to manage our events from in-house, and will pick up coordinating and supporting our 36 clubs from Kate Lindsay. Kate will be able to focus purely on support and advocacy.

This will allow Kate the time to fully support the student rep system and provide a high quality advocacy service, while also giving our clubs the support they need to flourish with Britney's expertise in event management. We believe clubs are uniquely placed to provide some of the much needed, smaller student experience events on campus — such as movie/quiz nights, barbeques, balls etc, and also online. I want to wish Gregory all the best for his time at the helm of LUSA as well.

The numbers: 2020 up to Nov 1st

Financial Assistance Fund: Applications/Approved	305/259 with \$160,089 paid out*
Financial Assistance Fund Balance	\$141,353
Student Advocacy and Support Cases	106
Student Reps	Semester 1: 111 Semester 2: 120

*The figure also includes everything covered by the HAFL fund, the childcare subsidy, and community pantry payments which total around \$60,000.

This is the final meeting for me as the elected student representative on the Lincoln University Council. I would like to thank the entire Council for your guidance and support over the last 12 months. It has been a huge year to be in this role, I have been able to learn huge amounts from all of you, and I thank you for the way you have, at every step, supported me to advocate for the students. We have had some robust discussions, however I firmly believe that the relationship between LUSA and LU is the gold standard that other organisations to aspire to achieve. So, time to tell myself: Ko te pai tawhiti, whāia ki tata ko te pae tata whakamaua kia tina.

Lincoln is a very special place. However, I look forward to spectating from down the road.

