

Unitec Research Committee (URC) Agenda

14 February 2019

2pm to 4pm

55-1004 Penman House - Unitec Mt Albert Campus

1. WELCOME & APOLOGIES

Apologies: [Kristie Cameron](#), [Roger Birchmore](#) (proxy Linda Kestle)

Absent

2. Confirmation of the minutes of the 8 November 2018 meeting

The URC minutes from the meeting held on 8 November 2018 to be ratified by the committee. (**Pg 3**)

Moved:

Seconded:

3. Matters arising from the previous minutes

Agenda Item	Matter Arising	Responsible	Outcome
4	Revisit scope for a Research Symposium working group early in 2019.	Kristie Cameron	To action early 2019
8	Present the Research Time Allocation report to the Academic Board in early 2019.	Marcus Williams	To action early 2019

4. Planning for 2019 URC meetings

Marcus Williams to facilitate discussion.

5. Renewal Plan 2019 and impact on the URC

Marcus Williams to facilitate discussion.

6. Work Plan for 2019

Marcus Williams to facilitate discussion.

7. Research Leaders – where to from here?

Marcus Williams to facilitate discussion.

8. General Business

Membership of the Unitec Research Committee (Quorum = 7)

Assoc Prof Marcus Williams	Chair, Unitec Research Committee
Jo Mane	Maori Representative
Falaniko Tominiko	Pasifika Representative
Rowena Fuluifaga	Manager - Learning & Achievement
Heather Stonyer	GM – Industry and Workplace Development
Myles Durrant	Postgraduate Student Representative
Kristie Cameron	Early Career Researcher Forum Representative
Ray Jauny	Health and Community Network Member
Roger Birchmore	Construction and Infrastructure Network Member
Nick Kearns	Business & Enterprise Network Member
Christian Probst	Director, High Technology Transdisciplinary Research
Yusef Patel	Construction and Infrastructure Network Member
Gwynneth Porter	ePress Editor (non-voting member)

In attendance

Asma Munir	URC Secretary
------------	---------------

Unitec Research Committee Terms of Reference

The powers and functions of the Unitec Research Committee (URC) shall be to:

- (a) Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;
- (b) Propose and advise on strategic directions and priorities for research, enterprise and innovation;
- (c) Provide expert advice on institutional policy;
- (d) Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;
- (e) Oversight of internal contestable funding and the reporting of funded projects;
- (f) Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability;
- (g) Oversee the monitoring of research outputs and research reporting; and,
- (h) Foster transdisciplinary, collaborative and externally engaged research, enterprise and innovation.



Minutes

Unitec Research Committee (URC)

08 November 2018, 2.00 to 4.00 pm

55-1004 Penman House

Unitec Mt Albert Campus

Membership of the Unitec Research Committee (Quorum = 7)

Assoc Prof Marcus Williams	Chair, Unitec Research Committee
Jo Mane	Maori Representative
Falaniko Tominiko	Pasifika Representative
Rowena Fuluifaga	Manager - Learning & Achievement
Heather Stonyer	GM – Industry and Workplace Development
Myles Durrant	Postgraduate Student Representative
Kristie Cameron	Early Career Researcher Forum Representative
Ray Jauny	Health and Community Network Member
Roger Birchmore	Construction and Infrastructure Network Member
Nick Kearns	Business & Enterprise Network Member
Christian Probst	Director, High Technology Transdisciplinary Research
Yusef Patel	Construction and Infrastructure Network Member
Gwynneth Porter	ePress Editor (non-voting member)

In attendance

Emma Skellern	URC Secretary
Linda Kestle	Proxy for Roger Birchmore

Unitec Research Committee Terms of Reference

The powers and functions of the Unitec Research Committee (URC) shall be to:

- (a) Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;
- (b) Propose and advise on strategic directions and priorities for research, enterprise and innovation;
- (c) Provide expert advice on institutional policy;
- (d) Develop protocols and guidelines and make recommendations in relation to the

- conduct of research, enterprise and innovation;
- (e) Oversight of internal contestable funding and the reporting of funded projects;
- (f) Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability;
- (g) Oversee the monitoring of research outputs and research reporting; and,
- (h) Foster transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

1. WELCOME & APOLOGIES

Apologies

Rowena Fuluifaga
Roger Birchmore

Absent

Heather Stonyer
Nick Kearns

2. CONFIRMATION OF THE MINUTES OF THE 10th SEPTEMBER 2018 MEETING

The URC minutes from the meeting held on 10th of September to be ratified by the committee.

NOTE: The October URC meeting was cancelled given EER preparation meeting clash.

Moved: Falaniko Tominiko

Seconded: Christian Probst

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

Agenda Item	Matter Arising	Responsible	Outcome
	The URC Chair will present a memo with this proposed change to the RPTL terms of reference to the Academic Board.	Marcus Williams	Complete
5	Marcus to implement the new definition for Industry Based Research through the Tuapapa Rangahau Team.	Marcus Williams	Complete

ACTION – Initiate a project in 2019 to assess the extent of NVivo use, in order to make an informed decision regarding whether the subscription should be renewed. Marcus Williams.

4. Scope for generating research outputs from the Unitec Research Symposium

It can be challenging to encourage staff to participate in the annual research symposium, as presentations are not recognised as research outputs eligible to be entered in Unitec’s Research Output Management system.

Currently the Symposium is focused on developing and supporting Unitec’s research culture, and presentations are noted as Contributions to the Research Environments which can be included in a PBRF portfolio. Tūāpapa Rangahau does not have the resource available to extend the event’s scope to be peer reviewed, instead this would require a working party to undertake the additional work and planning.

The following possibilities to scale up the symposium in order to generate recognised research outputs were discussed:

1. Focus on a specific theme and invite people from organisations and institutions engaged in that field, as well as ensure a robust peer review process is in place for considering applications.
2. Publish the conference proceedings in ePress.

There was some interest from the Committee to establish a working group to pursue these options.

ACTION: Kristie Cameron to revisit scope for a Research Symposium working group early in 2019.

5. Unitec Research Fellow

Nilufar Baghaei's Research Fellow application was unanimously supported by the URC members. Her extensive CV and impressive research background was noted.

6. Updated RPTL Terms of Reference

James Stewart and Maryam Mirzaei, Pathway Research Leaders in Business Practice, requested a change to the terms of reference for the RPTL to allow other forms of research output verification for part time staff, or those on limited term contracts, who work at another institution and may not wish to record their research outputs in Unitec's research data base (ROMS) due to obligations to report research exclusively with their primary employer institute.

This request was supported by the URC members, with the caveat that careful scrutiny be given to which employment contracts/situations this exception would apply to. It is important not to create a loop hole for Unitec staff, who need to update ROMS with all new research to ensure inclusion in Unitec's research reporting and eligibility for internal funding and research support services.

ACTION: Identify the specific employment context where this exception would occur for the RPTL Terms of Reference and present the proposed change to the Academic Board, in preparation for the 2019 RPTL. Marcus Williams and Emma Skellern.

7. ECR and SRF Internally Funded 2018 projects progress update

URC members reviewed the progress reports, supporting most recommendations. The change in project plans and request to reallocate budget noted in two cases; Victor Grbic's project, *Te Rua Digital Repository*, and Aziz Ahmad/Guillermo Ramirez-Prado's project, *Towards 'Implementation of model predictive control for domestic hot water tank'*.

For these requests to be granted, revised project plans and budgets with new costings will need to be submitted to the URC for consideration. Given the time constraints, URC members agreed to assess these new requests between meetings. It is acknowledged that given it is now mid-November there may be insufficient time for these project revisions to eventuate.

ACTION: Research Network Partners to work with researchers on these revised project plans and budgets.

8. 2019 Research Planning Cycle and Research Time Allocation

Marcus Williams presented the proposed model for the 2019 Research Planning and Research Time Allocation process, which builds on the work that was put in place to inform the 2018 research allocation process.

This process enables a more equitable, data driven approach to research time allocation which will be led by Tūāpapa Rangahau and delivered in partnership with the new Schools. Allocations will be based on staff research productivity enabling a more consistent and transparent approach across the institute.

This approach also enables research time to be allocated to staff on technical or sub-degree level who are current and productive researchers.

URC members queried the timing for this new process given the large scale change underway and the uncertainty regarding the new academic structure and positions. They also wondered how the partnership approach would work given the sustainability of the Pathway Research Leader role was uncertain. Scope for opening this research allocation up to other non-teaching business units was discussed.

Conversation also focused around challenges regarding being able to use allocated research time. For some pathways this was particularly problematic given other role requirements and high teaching workloads. These issues have been documented in a report on research time, developed in partnership with the pathway research leaders, and it was agreed this report and issue should be tabled with Academic Board in early 2019.

Members requested more time to consider the model and seek input from colleagues. It was also requested that the FTE model and research allocation rules be outlined in more detail. The model will need to be presented to the December Academic Board (occurring on the 4th of December), therefore further URC feedback was requested by the 19th of November.

ACTION: Updated FTE explanation and related Research Time Allocation model documents to be distributed to URC members, for feedback by the 19th of November in order to present at the December Academic Board. Marcus Williams.

ACTION: Marcus Williams to present the Research Time Allocation report to the Academic Board in early 2019.

9. Utilisation of External Research and Enterprise funding at Unitec

Marcus Williams presented the new process and guidelines for internal management of external funding, which outlines how this funding will be utilised and indirect project costs allocated. Currently each project has been managed on a case by case basis. This process will support a more systematic approach to research contract management and increase profitability for Unitec and has been unanimously supported by the Senior Academic Leadership Team.

ACTION: Feedback on the new utilisation and internal management of external funding guideline documentation to be received by URC members by the 19th of November, in order to then present at the December Academic Board. Marcus Williams.

10. General Business

Concerns were raised about the reduced Research Dissemination budget for 2018, and whether the situation would improve for 2019. While staff are encouraged to publish there is a long turnaround time, to ensure research productivity performance for degree programmes presentation of research at conferences remains important. The Director Research and Enterprise is advocating for sufficient Research Dissemination budget in 2019. While the aim is to ensure a larger amount than what the 2018 budget was reduced to during the cuts in May, it is likely to be less than what was available at the beginning of 2018. In 2019 Tuapapa Rangahau will also be focusing attention on the additional two research goals; industry funded projects and external research income.

Concerns about the Research Leader roles moving forward were also raised. These roles have been critical in ensuring the operation of the partnership model across the last two years. It is noted that currently this role has not been named in versions of the new academic structure. The Director Research and Enterprise is advocating for an equivalent role in the Renewal Plan structure.