

Unitec Research Committee (URC) Minutes

14 February 2019

2pm to 4pm

55-1004 Penman House - Unitec Mt Albert Campus

1. WELCOME & APOLOGIES

Apologies:

Christian Probst, Heather Stonyer, Kristie Cameron, Roger Birchmore, Yusef Patel

Absent:

Myles Durrant

The committee noted that Nick Kearns and Ray Jauny both had resigned; it was Ray's last URC meeting. The Chair acknowledged their work and contribution.

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

The minutes will be ratified in the next URC meeting.

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	Rolled over to next meeting
8	Present the Research Time Allocation report to Leadership team early 2019.	Marcus Williams	Rolled over to action in March/April

4. Planning for 2019 URC meetings

Committee noted that Tūāpapa Rangahau is moving to a new location (old Pasific Center) date to be confirmed.

Committee agreed to have one meeting per month from 1pm - 3pm.

Action: Asma to setup meetings for 2019 and send draft schedule to the Chair for approval.

5. Renewal Plan 2019 and impact on the URC

Unitec is in the state of change. Previously, there were two different entities Research Leaders and Unitec Research Committee. Both entities have different roles to play. Research leaders were the implementers and their roles were more operational. The Unitec Research Committee was more focused on thought leadership. Due to a change in Unitec structure, Marcus proposed a possible structure for URC, in which the Research Leaders were also the URC representative for each school.

The proposed structure is:

Director of Research and Enterprise (Chair)

Secretary

Student representation

Māori representation

Pacifika representation

Industry Workforce Development

Knowledge Specialist

Representation from each school

ePress Editor (non-voting)

The above representation must in sum comprise the following;

2 X New and Emerging Researchers

2 X Early Career Researchers

2 X Professoriate

Marcus sought committee' feedback.

The new proposed structure will be submitted to Academic Board and the decision will be made in March.

The Committee also reviewed URC Terms of Reference and agreed to make a change to point "e";

From: *Oversight of internal contestable funding and the reporting of funded projects*

To: *Oversee the Grants Advisory Committee and the reporting of funded projects*

Action: Marcus to circulate a draft memo to the committee members who attended meeting on 14 February.

Action: Asma to make changes in the Terms of Reference.

6. Research Leaders – where to from here?

Under the new Unitec structure, there are strong indications that Research Leaders will be re-established, decision pending.

7. Work Plan for 2019

The committee agreed to create a work plan with milestones to; review Research Strategy and relevant policies/guidelines; the Conduct of Student Research Policy, the Conduct of Research Policy and the Research Ethics Policy.

8. General Business

A point was raised by Falaniko about community engaged research. The committee agreed that there is a need for Unitec research to be more community engaged research and agreed this is an important part of the new Research Strategy.

Meeting was closed at 3.30pm

Next URC meeting will be on 14 March 2019 @ 1pm – 3pm

Matters Arising from 14 February 2019 Meeting

Agenda Item	Matter Arising	Responsible	Outcome
4	Setup meetings for 2019 and send draft schedule to the Chair for approval.	Asma Munir	Completed
5	Circulate a draft memo to the committee members who attended meeting on 14 February.	Marcus Williams	Completed
	Make changes in the Terms of Reference.	Asma Munir	Completed