



Unitec Research Committee (URC) Minutes

14 March 2019 at 1pm - Unitec Mt Albert Campus

Membership of the Unitec Research Committee (Quorum = 9)

Associate Professor Marcus Williams	Chair - Director, Research and Enterprise
Professor Christian Probst	Director, High Technology Transdisciplinary Research
Heather Stonyer	Director Industry Partnerships or nominee
Dr Falaniko Tominiko	Director, Pacific Success or nominee
Dr Jo Mane	Director, Māori Success or nominee
Dr Helen Gremillion (Associate Professor)	Healthcare and Social Practice
Yusef Patel (New and Emerging)	Architecture
Roger Birchmore (Early Career)	Building Construction
Dr Lian Wu (Associate Professor)	Community Studies
Dr Iman Ardekani (Associate Professor)	Computing and IT
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Jonathan Leaver (Associate Professor)	Engineering and Applied Technology
Dr Kristie Cameron (Early Career)	Environmental & Animal Science
Gerry Ryan (New and Emerging)	Trades and Services
Dr Maryam Mirzaei (Early Career)	Business Studies
Tui Matelau (Early Career)	Bridgepoint
Susan Eady	Library Knowledge Specialist
Myls Durrant	One Member of the Student Council nominated by the Student Council
Arun Deo	Research Advisor
Gwynneth Porter	ePress Editor (non-voting members)
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. Oversee the Grants Advisory Committee 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

The Chair warmly welcomed the new committee members with a Karakia. The new members introduced themselves and briefly talked about their roles.

Present:

Assoc Prof Marcus Williams (Chair), Prof Christian Probst, Dr Iman Ardekani, Dr Leon Tan, Dr Helen Gremillion, Dr Jonathan Leaver, Dr Lian Wu, Dr Kristie Cameron, Dr Maryam Mirzaei, Heather Stonyer, Roger Birchmore, Yusef Patel

Apologies:

Dr Falaniko Tominiko, Arun Deo, Susan Eady

2. Confirmation of the minutes of the 8 November 2018 and 14 February 2019 meeting

The minutes of the 8 November 2018 and 14 February 2019 meeting cannot be ratified at this meeting; this is a new committee and most of the members either left Unitec or resigned from the committee.

Action: Marcus to communicate the situation to Academic Board.

Action: Asma to send the memo to the committee members which outlines the Terms of Reference and membership approved by the Academic Board

3. Matters arising from the previous minutes

4. *Revisit scope for a Research Symposium working group early in 2019.*

Suspended due to Dr Kristie Cameron early departure for personal reasons.

4. Consultation and co-creation process for the new research strategy – 2020 - 2025

The Chair opened the discussion and shared Research Strategy directions. Committee member also expressed their ideas and concerns. The Chair acknowledged the fact that the majority of committee membership were new and not familiar with the Research Strategy and Policies and required some extra time so he agreed to roll this agenda item over to next URC meeting.

Action: Asma to circulate Research Strategy 2015 – 2020, Conduct of Research Policy and Research Ethics Policy documents to the committee members.

5. 2019 Work plan

The Chair agreed to roll this agenda item over to next URC meeting.

Action: Marcus to create a more detailed work plan model and present in next URC meeting.

6. Unitec Research Fellow Nominee

Dr Linton Winder's Research Fellow appointment was unanimously approved by the URC members. His strong research and publication background and CV was noted.

Action: Marcus to provide the applicant with a formal confirmation letter.

7. Proposal for process to advise on contentious ROMS entries

Helen Gremillion submitted a memo to propose a subcommittee of the URC review and render session on contentious ROMS entries. The committee discussed the rationale of the memo.

Decision: The committee agreed it is not necessary to form a sub-committee, but that the Research

Advisor can consult with any members of this committee (URC), or any Research Leaders, or any other recognized discipline area expert to review the final decision.

8. PBRF assessment feedback

The committee noted following key points from Associate Professor Jonathan Leaver's oral presentation:

Portfolio Preparation:

- i. Connect the Nominated Research Outputs (NROs) and (Other Research Outputs (OROs) through the Contextual Summary that should highlight your accomplishments.
- ii. Do not overclaim, or overstate as a co-author may expose doubt on claims if they are being assessed by the same panel.
- iii. Do not understate your contribution.
- iv. State significance of author order if this assists with contribution.
- v. Describe the new knowledge in each of the NRO's and make sure the publication states this.
- vi. Describe the impact/significance of the research in each of the NRO's and ensure this is included in the publication.
- vii. State journal quality and impact factor if this assists profile.
- viii. State no. of citations if this will assist profile.
- ix. Give H-value or other metrics if this assists profile.
- x. Draft portfolio's 2 years out from assessment.
- xi. Have a draft portfolio assessed by an experienced panellist who can recommend assistance to those researchers who are likely to fall just below a grade boundary.
- xii. Do not include web links. Panellists are prohibited from activating them.
- xiii. Be aware that review based papers and publications will have very low weighting.

Portfolios are enhanced by:

- i. External funding
- ii. Editorial appointments
- iii. Keynote speeches
- iv. Media engagement
- v. Grouping similar themed Research Contributions (RCs) e.g. Media engagements, into one of the 12 outputs rather than separating these into multiple outputs.
- vi. A variety of Research Contribution activities to indicate a well-rounded researcher.

Strategies to Improve Institutional PBRF Funding:

- i. Pay staff/students for journal publications. The costs will be reimbursed with interest through PBRF funding especially if it assists an unpublished researcher to achieve a C-grade.
- ii. Target higher ranked journal publications in preference to conference papers.
- iii. Encourage collaboration with others on joint authored papers to share the load and increase publication volume.
- iv. Provide free accommodation for visiting researchers. Their labour commitment to research will outweigh the accommodation subsidy.
- v. Provide templates of portfolios for A, B, C, (CNE) researchers in 2019 to provide for adequate planning for the next assessment.
- vi. Include an assessment of PBRF funding potential in recruitment policy.
- vii. Encourage retiring staff to stay on at least part time to claim for PBRF funding at the next round

9. General Business

Mock PBRF Process:

The committee learned that Research Office runs a mock PBRF process two years out from the deadline. The full cycle is for 6 years, the middle is three years in and three years out. Research Office cannot run in the middle because of the Christmas. This is year two and there is an opportunity to run a mock PBRF in year three or in year four, the Chair asked committee members to think about a potential solution.

Action: Marcus to consider the role of a PBRF plan in the URC work plan.

Meeting closed @ 2.55pm

Matters Arising from 14 March 2019 Meeting

Agenda Item	Matter Arising	Responsible	Outcome
2	Confirmation of the minutes of the 8 November 2018 and 14 February 2019 meeting: Action: Marcus to communicate to Academic Board. Action: Asma to send the memo to the committee members which outlines the Terms of Reference and membership approved by the Academic Board	Marcus Williams Asma Munir	completed
4	Consultation and co-creation process for the new research strategy – 2020 – 2025: Action: Asma to circulate Research Strategy 2015 – 2020, Conduct of Research Policy and Research Ethics Policy documents to the committee members.	Asma Munir	completed
5	2019 Work plan: Action: Marcus to create a more detailed work plan model and present in next URC meeting.	Marcus Williams	completed
6	Unitec Research Fellow Nominee: Action: Marcus to provide the applicant with a formal confirmation letter	Marcus Williams	completed
9	Mock PBRF Process: Action: Marcus to consider the role of a PBRF plan in the URC work plan.	Marcus Williams	completed