



minutes

Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 12th February 2019, at 2:00 pm, at Penman House (B.55)

PRESENT

| | |
|-----------------------------|---|
| Assoc Prof Marcus Williams | Dean Research and Enterprise |
| Dr Hamid Sharifzadeh | Masters of Computing |
| Assoc Prof Leon Tan | Master of Creative Practice |
| Emma Smith | Master of Design |
| Dr Sylvia Hach | Master of Osteopathy |
| Annabel Pretty | Master of Architecture (Professional) |
| Assoc Prof Matthew Bradbury | Master of Architecture (research) Master of Landscape Architecture |
| Dr James Prescott | Master of International Communication Master of Applied Practice – Professional Accountancy Pasifika Representation |
| Alan Lockyer | Master of Business |
| Caroline Malthus | Student Success Representation |
| Dr Curtis Bristowe | Māori Representation |

IN ATTENDANCE

| | |
|-----------------|--|
| Hamza Qazi | Secretary |
| Cynthia Almeida | Postgraduate Academic Administrator |
| Simon Tries | Manager, Te Korowai Kahurangi |
| Daniel Weinholz | Specialist - Committee Support, Te Korowai Kahurangi |
| Xinxin Wang | Lecturer, School of Architecture |

KARAKIA

- The chair started the meeting with the Karakia
- The chair welcomed the guest attendees Simon Tries and Danial Weinholz. The members provided their self-introduction.

APOLOGIES

- **MOTION:** The chair proposes that the apologies for the committee members listed in the table below be accepted.
 - **MOTION CARRIED.** The PGRSC accept the apologies for the committee members listed in the table below.

| | |
|-----------------------------|--|
| Assoc Prof Helen Gremillion | Research Professional Development Liaison |
| Assoc Prof Iman Ardekani | Doctor of Computing, Dr Hamid Sharifzadeh was representing |
| Prof Carol Cardno | Master of Educational Leadership & Management Master of Education |
| Dr Jo Mane | Master of Applied Practice-Generic |
| Dr Geoff Bridgman | Master of Applied Practice-Social practice |
| Dr Hayley Sparks | Masters Applied Practice – Technology Futures Masters of Contemporary Education Masters of Teaching and Education Leadership |

APPROVAL OF PREVIOUS MINUTES

- **MOTION:** That the PGRSC approves that an accurate record of the meeting is maintained in the minute of the PGRSC meeting dated 11th December 2018.
 - **MOVED:** Dr James Prescott
 - **SECONDED:** Annabel Pretty
 - **MOTION CARRIED.**

UPDATE ON ACTIONS FROM PREVIOUS MEETING

| Sr No | Action | Responsibility | Due Date | Progress |
|-------|--|--|---------------|------------------------------------|
| 1 | To do a review of the best practices at Level 9 and 10 student study facilities in various polytechnic institutes of New Zealand, like Otago Polytechnic Institute, Waikato University, Wintec and AUT. Hamza Qazi to assist Dr James Prescott in this study and then present the analysis in the first PGRSC meeting next year. Hamza Qazi to start by drafting the terms of Reference for the study, and work on gathering the data after finalisation of the TOR. | Dr James Prescott And Hamza Qazi | February 2019 | No More Required See Note 1 |

| Sr No | Action | Responsibility | Due Date | Progress |
|-------|---|--|---------------|---|
| 2 | To review recent Ethics application data and present the analysis in the next year PGRSC, after which the committee can decide the future actions for the UREC. Hamza Qazi to work with Dr James Prescott to draft the Terms of references for the study and share it with the PGRSC committee in the next meeting. | Dr James Prescott And Hamza Qazi | February 2019 | Completed See Agenda Item 09 |
| 3 | To collate feedback from PGRSC members about the review and improvement of 'Research Guidelines for Māori and Community Social and Cultural Responsiveness' and 'Template for Approaching Kaihautū for Cultural Advice About a Research Ethics Application'. | Hamza Qazi | February 2019 | Completed See Agenda Item 12 |
| 4 | To draft a paragraph and present it to the next PGRSC meeting about closing the research loop by communicating back the knowledge gained through research related to Mātauranga Maori. | Dr James Prescott | February 2019 | Completed See Note 2 |
| 5 | To share the Research Proposal approval form with the members, collate their feedback and then present it in the next PGRSC meeting. | Hamza Qazi | February 2019 | Completed See Agenda Item 14 |
| 6 | To collate reviews and responses from PGRSC Members about the various outcomes from Research Approval Committees, especially the outcome of approvals, subject to amendments. | Hamza Qazi | February 2019 | Completed See Agenda Item 13 |
| 7 | To familiarise with the administration of PGRSC Dynamic Spreadsheet to take it forward next year. | Cynthia Almeida | February 2019 | Completed See Note 3 |
| 8 | To email, all the supervisors on the supervisor register to request the research interests of the supervisors, which can then be shared with Unitec Staff. | Cynthia Almeida | February 2019 | Ongoing |

| Sr No | Action | Responsibility | Due Date | Progress |
|-------|---|----------------------------|---------------|---------------------------------|
| 9 | To remind Annabel Pretty to contact TTK and check if the Programme Regulations for MArch (Professional) has been updated. | Hamza Qazi | February 2019 | Completed See Note 4 |
| 10 | To discuss with Cynthia Almeida regarding the task for updating the research interest of the supervisors and link it to her ADEP. | Assoc Prof Marcus Williams | February 2019 | |
| 11 | To share with the members in next PGRSC the process of their research proposal approval process detailing the ease in administration needs. | Sue Palfreyman | February 2019 | Completed See Agenda Item 10 |
| 12 | To ask Simon Tries for the consistency of Academic Support for Level 9 and Level 10 postgraduate programmes. | Assoc Prof Marcus Williams | February 2019 | Completed See Agenda Item 06 |
| 13 | To arrange a visit to Building 183 Room 2010 and 2011 for PGRSC members to view the future postgraduate student research spaces. | Assoc Prof Marcus Williams | February 2019 | Completed See Note 5 |
| 14 | To send Associate Professor Helen Gremillion an email on behalf of the committee conveying special thanks for her work. | Hamza Qazi | February 2019 | Completed See Note 6 |
| 15 | To ask the PGRSC membership to share the work plan for the year 2019. | Hamza Qazi | February 2019 | Completed See Agenda Item 11 |
| 16 | To work with ALs to update the PGRSC Dynamic Spreadsheet. The ALs to reply after updating the PGRSC dynamic spreadsheet with any new students and deleting all the students who had graduated or completed their research thesis. | Hamza Qazi | February 2019 | In Progress See Note 7 |
| 17 | To share the research project grades summary with the Academic leaders annually for the academic leaders to reflect on the achievement of their respective PEPs. | Cynthia Almeida | February 2019 | Completed |

NOTES:

1. After the decision taken by the Executive Director of People and Infrastructure, Mary Johnstone regarding the development of the state of the art Postgraduate Study space / Lounge, the review task is no more required. The Chair acknowledged Mary for her support.
2. A paragraph from Dr James Prescott: "The ultimate goal of the research is to increase or enhance knowledge. It is important that this knowledge is shared and used to benefit those connected to the research both directly and indirectly. To this end, It is encouraged that the outcomes and or findings from the research are collated and shared with relevant stakeholders, community and participants in a manner that fulfils the principle of Wakaritenga and the objectives of the research."
3. Hamza Qazi and Cynthia Almendia met on Tuesday 22nd of January 2019 to discuss the administration of PGRSC meetings and the placement of the documents in H: Drive.
4. A reminder email was sent on Monday 14th January 2019.
 - **ACTION:** Hamza Qazi to remind ALs in the PGRSC membership to check their programme specific regulations.
 - Simon Tries informed the committee that Programme Development and Management is now looked after by Jackie Tims. Hence if there are any changes required in the programme specific regulations, she should be the first point of contact.
 - Cynthia Almeida commented that if there is any major change to the programme regulation clauses, then the AL must inform her so that she can refer to the correct specific clauses while communicating with the students regarding their research projects grades.
5. Visit for the building 112, Room 2010 and 2011 was arranged in the month of December for the PGRSC members to view the future postgraduate space.
6. The email was sent on 8th January 2019.
7. **ACTION:** Hamza Qazi to shift Action item 16, updating the PGRSC Dynamic Spreadsheet to a standing item in the agenda while removing it from the action table.

ADMINISTRATION SUPPORT FOR POSTGRADUATE PROGRAMMES INCLUDING SUPPORT FOR RESEARCH PROPOSAL APPROVAL COMMITTEES,

- Assoc Prof Leon Tan expressed the concern that due to the change in the academic admin support structure in the last few years, along with the high turnover of the admin staff, it has become harder to get admin support. Routine tasks like enrolment, re-enrolments, eligibility to graduate, arrangements of critics workshops, research proposal approval process, room booking, etc. are not progressing as usual, and then finally the Academic Leader has to take up the tasks. Furthermore, the role and responsibilities of Academic Administrators (AA) and Academic Quality Administrator (AQA) are not clear.

- Simon Tries responded that Project 11 is currently looking at the establishment of Programme leader role and the type of administrative support required alongside that role. On the other hand, the ATOM project was completed last year giving a clear idea about the distribution of responsibilities for the student life cycle support activities. In broad terms, the distribution was that to the point where students enrolled in the courses; the responsibility sits with operations. Then from when the students are on campus up to completion, the responsibility sits with Te Korowai Kahurangi (TKK). Finally, the graduations are looked after by Operations. Now within TKK, we have AAs and AQAs. AAs give support for usual student life cycle processes like grades, SACs etc. AQAs give quality support to for activities like Moderation, Monitoring, PEPs, etc. the AAs and AQAs are aligned with programmes and not schools because the nature of programme complexity within the schools varies differentially.
- Dr Hamid Sharifzadeh commented that while attending the Project 11 meeting last year, he noticed that there were many administrative tasks which were missing from the list of tasks that the Academic Leader does. Simon Tries replied that any feedback at this time to the Project 11 Team would be beneficial in getting the programme leader role accurate with sufficient amount of support provided.
- **ACTION:** Dr Hamid Sharifzadeh, Assoc Prof Leon Tan, Dr Sylvia Hach, Annabel Pretty and Assoc Prof Matthew Bradbury to develop the list of tasks and send it to Hamza Qazi by Monday 18th February 2019. Hamza to share the list with PGRSC members and collate their response by Wednesday 20th February 2019. Hamza to send the collated information to Simon Tries and Amy Tankard.

RENDERING UNITEC'S SUPERVISION COURSE INTO A BADGE-ABLE COURSE

- Hamza Qazi explained to the members that this Item is actually a continuation from the November PGRSC action item where Nikki Sullivan was asked to provide an update on the process of Rendering Unitec's Supervision Course into a Badge-able Course. The process with the evidence evaluation rubric was shared with the committee.



Memo_Rendering
Unitec's Supervision



GF Rubric Dec
2018.pdf

- Assoc Prof Leon Tan noticed that this process articulates the recognition of prior learning, that if you have previously completed the course, you can opt for the badge rather than doing the workshop again. However, there is still a gap as to how to get a badge after doing the course for the first time
- Annabel Pretty expressed that the School of Architecture has a different viewpoint where they ask the supervisors to redo the course after a period of time so that they remain current with new policy content.

- Dr James Prescott advocated that his school has a different perspective because after doing the course and then supervising the student's supervisors actually enhance their experience.
- There was general support for the rendering Unitec's supervision course into a badge-able course.
- **ACTION:** Assoc Prof Helen Gremillion to work with Nikki Sullivan to bring clarity to the process and provide communication back to the PGRSC.

ARCHIVING 60 CREDIT DISSERTATIONS TO UNITEC RESEARCH BANK

- Cynthia Almeida explained the committee that there was a decision in the past that Unitec would not offer 60 credit dissertation as there is no funding received from the government for that. Consequently, examinations were devolved back to the programme level for 60 credit dissertations. Only 90 Credits and above thesis would then come to Tūāpapa Rangahau for examination and hence were archived on Research Bank in the Unitec library. But recently Library has been receiving a request to archive 60 credit dissertations. Also, the library has expressed uncertainty about these requests. The committee decided to find out what programmes have 60 credit dissertations and are they continuing to operate with an appropriate amount of students. The figures will inform a decision on whether Unitec should start to archive 60 credit dissertations or not.
- **ACTION:** Cynthia Almeida to find out how many 60 Credit thesis are there in the pipeline and present it in the next PGRSC.

PURPOSE AND TOR FOR UREC REVIEW

- Dr James Prescott explained the committee that the TOR he developed for the UREC review started with a purpose statement which presents the reasons for doing this review: reflective self-assessment. The TOR has essentially two driving forces. First being the efficiency and practicality of the ethics application process while the second being the quality assurance and integrity of the outcomes.



Draft_Purpose and
TOR for UREC Review

- Assoc Prof Marcus Williams informed the committee that currently, the Tūāpapa Rangahau lacks the resources to undertake a review of the scale detailed in the ToR.
- **ACTION:** Assoc Prof Marcus Williams to meet with Assoc Prof Helen Gremillion to ascertain what is practicable and of high priority.
- **ACTION:** Assoc Prof Marcus Williams to meet with Assoc Prof Helen Gremillion and think around some question which could be incorporated in the student surveys

UNITEC MASTER OF OSTEOPATHY (MOST) RESEARCH PROPOSALS – PROCESS FOR SUBMISSION, REVIEW AND APPROVAL

- Dr Sylvia Hach explained the research proposal approval panel process practised at the Master of Osteopathy.



PGRSC MOst
research proposal p

SUMMARY OF RESPONSE - PGRSC WORKPLAN FOR 2019

- **ACTION:** Hamza Qazi to circulate and ask the PGRSC membership to contribute to the draft work plan for the year 2019.

SUMMARY OF RESPONSE - MAORI RESEARCH GUIDELINES AND TEMPLATE

- Hamza Qazi informed that the response from the members was collated and presented for the committee to review them.



Summary of
Response-Maori Re:

- **MOTION:** The committee unanimously agreed that the changes are acceptable to be incorporated into the guidelines and template.
 - **MOTION CARRIED.**
- **ACTION:** Hamza Qazi to incorporate the changed in the Research Guidelines for Maori and Community Social and Cultural Responsiveness and Template for Maori Cultural Consultation (research). Verify the changes with the concerned member and send the final version to Cynthia Almeida for archiving.

SUMMARY OF RESPONSE - RESEARCH APPROVAL COMMITTEES OUTCOMES

- Hamza Qazi informed the committee that the response from the members was collated regarding the 3rd outcome of the research proposal approval process, which gives the guidelines as to who decides whether the recommendation made is adhered by the student. The summary is presented for the committee to review.



Summary of
ResponseRes Apr O

- **ACTION:** Hamza Qazi to change the 3rd outcome to 'Approval with Amendments to the satisfaction of relevant academic authority' in the guidelines and relevant forms. Share the updated form with Cynthia Almeida and TKK.

SUMMARY OF RESPONSE - RESEARCH PROPOSAL APPROVAL FORM

- Hamza Qazi informed the committee that the response from the members was collated regarding the improvement made to the research proposal approval form. The summary is presented for the committee to review and a unanimous agreement was achieved.



Summary of
Response-Res Apr F

- **ACTION:** Hamza Qazi to incorporate the changes in the Research Proposal Approval Form, verify the changes with the concerned member and send the final version to Cynthia Almeida.

PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- **MOTION:** The committee unanimously confirmed that the PGRSC dynamic spreadsheet is an accurate record of students at this point in time.
 - **MOTION CARRIED**

GENERAL BUSINESS

Membership for the year 2019

- Hamza Qazi shared the committee the new membership of the PGRSC committee which is sent to Academic Board for Approval.



PGRSC Membership
for year 2019.pdf

- **MOTION:** The committee unanimously accepts the membership of PGRSC for the year 2019.
 - **MOTION CARRIED**

ACTION: Caroline Malthus to connect Hamza Qazi with the new student president to expedite a student membership for the PGRSC.

Meeting dates for the year 2019

- The committee confirms that the first Tuesday of every month from 2:00 pm to 4:00 pm would work fine with all the members

Pamphlet for Writing Appointments

- Caroline Malthus shared the Pamphlet for writing appointments which students can take part in Learning and Achievement.

KARAKIA

- The meeting was closed with the Karakia read by Marcus Williams.

NEXT MEETING DATE

- The next meeting is scheduled for Tuesday the 5th of March 2019 from 2:00 to 4:00 pm at **Building 115 room 1030.**

| Schedule of Meeting Details | | |
|--------------------------------|-----------------|-------------------------|
| Date | Time | Venue |
| 5 th March 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 2 nd April 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 7 th May 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 4 th June 2019 | 2:00 to 4:00 pm | Building 110, Room 2013 |
| 2 nd July 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 6 th August 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 3 rd September 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 1 st October 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 5 th November 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 3 rd December 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |

ACTION TABLE

| Sr No | Action | Responsibility | Due Date |
|-------|--|---|---------------------------|
| 1 | To remind ALs in the PGRSC membership to check their programme specific regulations. | Hamza Qazi | 28 th Feb 2019 |
| 2 | To shift Action item 16, updating the PGRSC Dynamic Spreadsheet to a standing item in the agenda while removing it from the action table. | Hamza Qazi | 28 th Feb 2019 |
| 3 | To develop the list of tasks and send it to Hamza Qazi by Monday 18th February 2019. Hamza to share the list with PGRSC members and collate their response by Wednesday 20th February 2019. Hamza to send the collated information to Simon Tries and Amy Tankard. | Dr Hamid Sharifzadeh, Assoc Prof Leon Tan, Dr Sylvia Hach, Annabel Pretty, Assoc Prof Matthew Bradbury and Hamza Qazi | 20 th Feb 2019 |
| 4 | To work with Nikki Sullivan bringing clarity to the Process of making Unitec's supervision course into a badge-able course. And then to provide communication back to the PGRSC. | Assoc Prof Helen Gremillion | 28 th Feb 2019 |

| Sr No | Action | Responsibility | Due Date |
|-------|---|----------------------------|---------------------------|
| 5 | To find out how many 60 Credit thesis are there in the pipeline and present it in the next PGRSC. | Cynthia Almeida | 28 th Feb 2019 |
| 6 | To meet with Assoc Prof Helen Gremillion to ascertain what is practicable and of high priority. | Assoc Prof Marcus Williams | 28 th Feb 2019 |
| 7 | To meet with Assoc Prof Helen Gremillion and think around some question which could be incorporated in the student surveys | Assoc Prof Marcus Williams | 28 th Feb 2019 |
| 8 | To circulate and ask the PGRSC membership to contribute to the draft work plan for the year 2019. | Hamza Qazi | 28 th Feb 2019 |
| 9 | To incorporate the changed in the Research Guidelines for Maori and Community Social and Cultural Responsiveness and Template for Maori Cultural Consultation (research). Verify the changes with the concerned member and send the final version to Cynthia Almeida for archiving. | Hamza Qazi | 28 th Feb 2019 |
| 10 | To change the 3rd outcome to 'approval with amendments to the satisfaction of relevant academic authority' in the guidelines and relevant forms. Share the updated form with Cynthia Almeida and TKK. | Hamza Qazi | 28 th Feb 2019 |
| 11 | To incorporate the changed in the Research Proposal Approval Form, verify the changes with the concerned member and send the final version to Cynthia Almeida. | Hamza Qazi | 28 th Feb 2019 |
| 12 | To connect Hamza Qazi with the new student president to expedite a student membership for the PGRSC. | Caroline Malthus | 28 th Feb 2019 |