



minutes

Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 5th March 2019, at 2:00 pm, in building 115 room 1030

PRESENT

Assoc Prof Marcus Williams	Dean Research and Enterprise
Dr Hamid Sharifzadeh	Masters of Computing
Assoc Prof Iman Ardekani	Doctor of Computing
Dr Sylvia Hach	Master of Osteopathy
Dr James Prescott	Master of International Communication Master of Applied Practice – Professional Accountancy Pasifika Representation
Alan Lockyer	Master of Business
Assoc Prof Helen Gremillion	Research Professional Development Liaison
Caroline Malthus	Student Success Representation
Dr Curtis Bristowe	Māori Representation
Helen Vea	Student President, Student Council

IN ATTENDANCE

Hamza Qazi	Secretary
Cynthia Almeida	Postgraduate Academic Administrator

KARAKIA

- The chair started the meeting with the Karakia
- The chair welcomed the new member Helen Vea who is the Student President for Unitec Student Council and will be the member for the PGRSC as a student representative. 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.

Annabel Pretty	Master of Architecture (Professional)
Assoc Prof Leon Tan	Master of Creative Practice
Emma Smith	Master of Design
Prof Carol Cardno	Master of Educational Leadership & Management Master of Education
Dr Jo Mane	Master of Applied Practice-Generic
Assoc Prof Matthew Bradbury	Master of Architecture (research) Master of Landscape Architecture
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:** The PGRSC approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 12th February 2019.
 - **MOVED:** Dr James Prescott
 - **SECONDED:** Dr Hamid Sharifzadeh
 - **MOTION CARRIED.**



B)
Minutes_PGRSC_Feb

UPDATE ON ACTIONS FROM PREVIOUS MEETING

Sr No	Action	Responsibility	Due Date	Progress
1	To remind ALs in the PGRSC membership to check their Programme specific regulations.	Hamza Qazi	28 th Feb 2019	Completed See Note 1 after the action table
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	Completed See Note 2 after the action table and Standing Agenda Item 6

Sr No	Action	Responsibility	Due Date	Progress
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	Completed See Note 3 after the action table
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	Completed See Agenda Item 11
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	Completed See Agenda Item 12
6	To meet with Assoc Prof Helen Gremillion to ascertain what is practicable and of high priority in relation to TOR for UREC Review.	Assoc Prof Marcus Williams	28 th Feb 2019	Completed
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	Completed
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	Completed See Note 4 and Agenda Item 13

Sr No	Action	Responsibility	Due Date	Progress
9	To incorporate the changes 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	Completed
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	Completed
11	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.	Hamza Qazi	28 th Feb 2019	Completed
12	To connect Hamza Qazi with the new student president to expedite a student membership for the PGRSC.	Caroline Malthus	28 th Feb 2019	Completed See Note 5 after the action table

NOTES:

1. A reminder email was sent on 22d February 2019. Received replies from a couple of ALs that they have checked the programme specific regulations are fine for their programmes.
2. **ACTION:** Hamza Qazi to take electronic approval of the dynamic spreadsheet as being an accurate record from the members who have sent their apologies.
3. Hamza Qazi received a draft list from Dr Hamid Sharifzadeh on Tuesday 19th February 2019, It was circulated among the members on the same day. Responses were collated for 2 days and the final list of tasks specific to PG ALs was then sent to Project Eleven team on Friday 22nd of February 2019.
4. Dr James Prescott commented to share the shortened TOR with the committee also.

5. Caroline Malthus introduced Hamza Qazi to Helen Veal, president of the student council. Hamza Qazi then sent the email requesting student representation for PGRSC on Monday 25th of February 2019. The PGRSC Membership has been accepted by the Student Council President Helen Veal.

PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- **MOTION:** Chair proposes that the committee approved the PGRSC dynamic spreadsheet as being an accurate record of students at this point in time. ALL are confirmed that the record is accurate.
 - **MOTION CARRIED.**



Dynamic Research
Proposal Tracker-Ma

- Assoc Prof Helen Gremillion will work with Dr Geoff Bridgeman in updating PGRSC Dynamic Spreadsheet for the MAP-Social practice Programmes.

LIST OF TASKS RELATED TO THE DELIVERY OF RESEARCH PROJECTS AT LEVEL 9 AND 10

- The working party; Dr Hamid Sharifzadeh, Assoc Prof Leon Tan, Dr Sylvia Hach, and Annabel Pretty made a comprehensive list of AL administrative tasks that was sent to Project Eleven for inclusion in the workload management and job description development for the upcoming programme manager/leader role. The list is attached here. The Chair thanked the working party.



Level 9and10
research project rela

SUSPENSION OF DCOMP STUDENT-RAKESH KUMAR

- Assoc Prof Iman Ardekani explained that the progress of the applicant has been good, however, he needs to undergo an operation this year, for which he had provided a medical certificate with the application.
- **MOTION:** The chair proposes that the PGRSC Committee approve the suspension application for Rakesh Kumar.
 - **MOTION CARRIED.** The PGRSC accept the suspension application for Rakesh Kumar as given below.



Unitec Form.pdf



Appointment letter
for Rakesh.pdf

- It was decided in the meeting that the Suspension and Extension for level 10 students will be approved in the PGRSC meeting, however, Suspension and Extension applications for Level 9 and below need to go to the programme specific PAQCs.

MEMO_PROFESSIONAL DEVELOPMENT FOR SUPERVISORS

- Marcus Williams explained that the Unitec's "How to be an excellent Supervisor" workshop was started in 2014 and was made compulsory for all supervisors. Now the process is well established and hence there is a need of making the professional development process as a continuing activity. For this purpose, few Ideas for continual professional development of supervisors at Unitec are listed in the memo.



Memo_Professional
Development for Su

- The need for professional development workshops was discussed in the meeting and possible workshops are listed here.
 - a. Pastoral care for PG students
 - b. Methodology for applied research, community practice including senior junior staff for one to one learning from experience
 - c. Supporting students in preparing ethics applications
 - d. Trends in quantitative and/or qualitative research methodologies
 - e. SAGE methodology
 - f. Integrate the essence of Te Tiriti o Waitangi into the research
 - g. Research in social media environment
 - h. How to efficiently address unsatisfactory progress of thesis students
 - i. Different ways to get grants available for applied research in PBRF
- **MOTION:** The chair proposes that the PGRSC Committee has a general agreement that it is not mandatory but rather encouraged and expected from Unitec supervisors to do once a year professional development from the workshops offered by Tūāpapa Rangahau.
 - **MOTION CARRIED.**

PAQC APPROVAL OF RESEARCH PROPOSAL COMMITTEES

- Marcus Williams informed the committee that with the effort of the committee members we have now developed a formal process around research proposal approval committees. However, now it is required to record and formalise the proposal committees through respective Programme PAQC.
- For this purpose, a template given below is prepared as a guideline, which can be used to present the TOR and Membership of the research proposal approval committee to the respective Programme PAQC for ratification.



Memo_Research
Proposal Committee

- **ACTION:** Marcus Williams to amend the context in the template to more explanatory rather than legislative and share with the PGRSC members.
- **ACTION:** ALs in the membership to submit the TOR and membership for their research proposal approval committed to their Programme PAQCs before next PGRSC meeting.

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

- After Helen Gremillion explained the process being used by TPA to badge workshops, the committee agreed that the research workshops are not ready for this step.

ARCHIVING 60 CREDIT DISSERTATIONS TO UNITEC RESEARCH BANK

- Cynthia Almeida provided a list of students continuing with the 60 credit research dissertation so that the committee can decide on whether Unitec should start to archive 60 credit dissertations or not.



PGRD prog with
60-credit courses.xls

- **MOTION:** The chair proposes that the PGRSC Committee has a general agreement on archiving 60 credit dissertation as a non-mandatory practice.
 - **MOTION CARRIED.**
- **ACTION:** Cynthia Almeida to inform the ALs of postgraduate programmes, Supervisors, Te Puna Ako and other relevant parties regarding the change of the process for archiving 60 credit dissertations.

SUMMARY OF RESPONSE - PGRSC WORKPLAN FOR 2019

- Marcus Williams informed the committee that this issue was raised by the EER team that Unitec Committees does not have a working plan. Therefore following proposed topics has been collated to develop one.
 - A. Scholarship process
 - B. Research Proposal Structure
 - C. Review of Supervision and pastoral care processes
 - D. Reviewing the Professional Development expectations for the supervisors.
- **ACTION:** Marcus William to develop a Milestone/work plan for PGRSC meetings for the year 2019 and present it in the next PGRSC meeting.

MOODLE ENROLMENT TIME EXTENSION ISSUE

- Hamza Qazi summarised the concern raised by Annabel Pretty and Steve Marshal regarding the automatic enrolment in a Moodle course for the next six months if the student has been previously enrolled in any ENR course. This rule was set up due to some reason a decade back but now has no evidence of any benefit currently, yet it is wasting time correcting it. Steve Marshal requested to know from the committee if any programme is still using this feature, otherwise, it can be removed from the system. Email from Annabel is attached here for reference.



Memo_Moodle
Enrolment Time Exte

- **ACTION:** Hamza Qazi to arrange a meeting for Dr Hamid Sharifzadeh, Annabel Pretty and Dr Steve Marshal to discuss on the issue of automatic Moodle enrolment and make recommendations to the next PGRSC Meeting.

KARAKIA

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

NEXT MEETING DATE

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

Schedule of Meeting Details		
Date	Time	Venue
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 2020
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 take electronic approval of the dynamic spreadsheet as being an accurate record from the members who have sent their apologies.	Hamza Qazi	12/03/2019
2	To amend the context in the template to more explanatory rather than legislative and share with the PGRSC members.	Assoc Prof Marcus Williams	12/03/2019
3	To submit the TOR and membership for their research proposal approval committed to their Programme PAQCs before next PGRSC meeting.	ALs in the PGRSC membership	29/03/2019
4	To inform the ALs of postgraduate programmes, Supervisors, Te Puna Ako and other relevant parties regarding the change of the process for archiving 60 credit dissertations.	Cynthia Almeida	29/03/2019
5	To develop a Milestone/work plan for PGRSC meetings for the year 2019 and present it in the next PGRSC meeting.	Assoc Prof Marcus Williams	29/03/2019
6	To arrange a meeting for Dr Hamid Sharifzadeh, Annabel Pretty and Dr Steve Marshal to discuss on the issue of automatic Moodle enrolment and make recommendations to the next PGRSC Meeting.	Hamza Qazi	29/03/2019