TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

MEETING MINUTES

Tuesday
2nd June 2020

TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

Date:	**2020-05-05**
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	**Zoom Meeting**
	https://zoom.us/j/92161256023?pwd=ZGd0Yk9UU255bkJkSzdjUXlVWIRMZz09

SECTION 1
NGĀ KUPU ARATAKI | PRELIMINARIES

MEETING OPENED: 02:02 PM via Zoom meeting

1. KARAKIA TIMATANGA | OPENING KARAKIA
- The meeting was started with the Karakia.

Manawa mai te mauri nuku	Embrace the power of the earth
Manawa mai te mauri rangi	Embrace the power of the sky
Ko te mauri kai au	The power I have
he mauri tipua	Is mystical
Ka pakaru mai te pō	And shatters all darkness
Tau mai te mauri	Cometh the light
Haumi e, hui e, taiki e!	Join it, gather it, it is done!

2. KUPU WHAKATAU | WELCOME FROM CHAIR
- The chair welcomed the members to the committee.

3. PGRSC-TERMS OF REFERENCES-2020
- The committee noted the Terms of references.

4. PGRSC-MEMBERSHIP-2020
- The committee noted the membership.

5. PGRSC-WORK PLAN-2020
- The committee noted the work plan for the year 2020.

6. PGRSC ATTENDANCE-2020
- The Committee noted the PGRSC attendance for the year 2020.

SECTION 2
STANDING ITEMS

7. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS

- **Committee members present**

1. Assoc Prof Marcus Williams	2. Assoc Prof Iman Ardekani (Representing Susan Bennett)
3. Dr Saeideh Aminian	4. Rebecca Wood (Representing Assoc Prof Leon Tan)
5. Assoc Prof Matthew Bradbury	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion	8. Victor Grbic
9. Dr James Prescott	10. Caroline Malthus (joined the meeting at 3:30 pm)
Total members present: 10 member	

- **Apologies**

1. Annabel Pretty	2. Helen Vea
Total Apologies: 2 member	

- **Absence**

1. No absence recorded

- **Members in attendance**

1. Hamza Qazi (Secretory)	2. Cynthia Natalia Almeida – Postgraduate Academic Administrator, Research & Postgrad Centre
3. Jeff Honey – Insights Business Partner, TKK	4. Michelle Sun – Academic Quality Administrator, TKK

- **Quorate Status:** The total representation was 10 out of 12. The meeting was hence determined as being quorate.

8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

- The Chair briefly went through the items discussed in the last meeting minutes and then opened the floor for any matter arising.
- **MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-05-05
  MOVED: Dr James Prescott
  SECONDED: Victor Grbic

  MOTION CARRIED

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05052020-PGRSC-M
inutes.pdf

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott and Susan Bennett	22 / 05 / 2020	**In progress,** See note 1 after the action table
2	To include Level 9 and 10 grades in the next meeting	Hamza Qazi	22 / 05 / 2020	**Completed,** See agenda Item 12
3	To ask for the update from Annette, and to check if the new director for the re-enrolment space has been hired	Assoc Prof Marcus Williams	22 / 05 / 2020	**Completed**, See note 2 after the action table
4	To ask for the update from Jenny regarding the list of the specialist enrolment staff relevant to the Level 9&10 PG programmes.	Assoc Prof Marcus Williams	22 / 05 / 2020	**In Progress**, See note 3 after the action table
5	To meet with Leon Tan to agree on the next set of actions for the administrative task project.	Assoc Prof Marcus Williams	22 / 05 / 2020	**Completed,** See note 4 after the action table
6	To contact Simon Tries asking the time frame as to when the 2019 EoY PEP analysis could be shared with the relevant APMs and leaders for Level 9 programmes.	Hamza Qazi	22 / 05 / 2020	**Completed**, See note 5 after the action table
7	To include the general grace period clause in the relevant guidelines.	Assoc Prof Marcus Williams And Cynthia Almeida	22 / 05 / 2020	**Completed,** See agenda Item 13
8	To include the names of the list of successful applicant names for various PG Scholarships for the last year.	Assoc Prof Marcus Williams	22 / 05 / 2020	**In-Progress** See note 6 after the action table

NOTES:
1. The memo has been submitted which will be included in the July PGRSC meeting agenda.
2. Student Support is no longer hiring a new director of re-enrolments and the task may be going back to operations. The chair continues to make inquiries.
3. The chair has not been able to get a response. This lack of response has been conveyed appropriately, the matter is closed.
4. The meeting was held on 11th May 2020. A couple of action items have come out of the meeting. Some are completed and are reported in this meeting while the rest are in progress and will be communicated once completed.
5. Reply from Simon Tries: "While the evaluation of the process was considered by QAB at its last meeting, the evaluation of the outcomes has not yet been completed. I also do not currently have a timeframe for this as it has been reprioritised due to the lockdown situation." The chair will seek clarity on this again, in July.
6. The list has been shared and will be included in the next July PGRSC meeting agenda.

10. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- The feedback from the members was received and is incorporated in the attached spreadsheet, which identifies that all 90 credits or above research information on student studying in Level 9 & 10 programmes is 100% accurate and current.
- All APMs (or nominees) present at the meeting or in absentia, confirmed that the record is accurate.

Dynamic Research
Proposal Tracker-Ma

SECTION 3
ITEMS TO DISCUSS / APPROVE

11. POWER BI TRAINING

- Assoc Prof Marcus Williams introduced Jeff Honey – Insights Business Partner, Te Korowai Kahurangi, and Michelle Sun – Academic Quality Administrator, Te Korowai Kahurangi, to the committee.
- Jeff Honey and Michelle Sun joined the meeting from 2:30 pm to 3:30 pm for the Power BI Training for the committee.
- An important focus was given as to how to extract data for Postgraduate programmes efficiently and about the research dashboard.

12. RECORDING THE GRADES OF 90 CREDITS AND ABOVE THESIS.

- The grades for level 9 and 10 research thesis of 90 credits and above from 1st April 2019 to 31st March 2020 are presented for recording purposes.
- **MOTION:** The committee approves that an accurate record of grades for level 9 and 10 research thesis of 90 credits and above from 1st April 2019 to 31st March 2020 is presented for recording purposes.
  MOVED: Assoc Prof Marcus Williams
  SECONDED: Assoc Prof Liz Rainsbury

  MOTION CARRIED

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13. **MEMO FOR APPROVAL – AMENDMENT TO THE PRESENTATION AND PUBLICATION OF STUDENT RESEARCH GUIDELINES**

- Memo regarding the amendment to the 'Presentation and Publication of Student Research Guidelines' is presented by Assoc Prof Marcus Williams for Approval.
- **MOTION:** The committee approves the amendment to the 'Presentation and Publication of Student Research Guidelines' as presented in the memo below subject to the changes given below

    Change i.a. to read as follows: "…four weeks after <u>the next</u> semester starts…"

    Change i.b. to read as follows: "…in case of a <u>macro event beyond the student's reasonable control</u>, subject to…" and remove the wording in brackets.

    MOVED: Dr James Prescott
    SECONDED: Assoc Prof Helen Gremillion

    MOTION CARRIED

PDF — Memo-Apprvl-Amendment to Guidelines.p

PDF — Template_additional time_revised.pdf

ACTION: Hamza Qazi to amend the 'Presentation and Publication of Student Research Guidelines' and work with Cynthia and TKK to upload it on the Moodle and TheNest.

14. **MEMO FOR DISCUSSION-COHORT BASED DATA ON POWER BI**

- The matter from the memo was discussed in the Power BI training under agenda item 11. The cohort-based data on power BI is being looked into by the TKK insight team.

PDF — Memo-Discuss-Cohort-based BI data.pdf

15. **MEMO FOR DISCUSSION-GRADUATE SUCCESS SURVEY AND THE CONCOMITANT NARRATIVE**

- The committee discussed that it is important to look into the Graduate Success Survey questions and make sure that the questions are correctly capturing the success of the graduates relating to various disciplines.
- The working party was formed to look into the question and report to the committee in the following meeting. The members of the working party are
    1. Assoc Prof Leon Tan
    2. Rebecca Wood
    3. Saeideh Aminian
    4. Assoc Prof Helen Gremillion

PDF — Memo-Discuss-Graduate Success Survey.p

16. MEMO FOR APPROVAL-SUSPENSION OF CANDIDATURE OF DCOMP STUDENTS

- Memo regarding 'Suspension of candidature of DComp Students' is presented by Susan Bennett for Approval.
- **MOTION:** The committee approves the suspension of candidature of DComp students with student IDs 1105493 and 1434001 for semester 1 and 2, 2020.
  MOVED: Assoc Prof Marcus Williams
  SECONDED: Assoc Prof Iman Ardekani
  MOTION CARRIED

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Memo-Apprvl-Suspe nsion of Candidature

📄 PDF
DComp Suspension Appl - Denis Lavrov.p

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DComp SuspensionAppl_ Waj

17. SELF EVALUATION

- Member comment: "I think we evaluate the role of the committee with its focus only on programmes that offer 90 credits thesis. Is this sole focus appropriate for the future and for the future development of the postgraduate programme."
- Many members agree with a positive response for all prompts and opted for continuing with conducting the zoom meeting even after we are on campus.
- The committee members shared their feedback on the self-evaluation of the committee working as attached here.

📄 PDF
feedback from member 1.pdf

📄 PDF
feedback from member 2.pdf

SECTION 4
ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

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18. GENERAL BUSINESS

- Victor Grbic will share the Te Reo Maori assessment policy in the next meeting

19. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-7-7
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-06-26
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	**Time**	**Venue**
Tuesday,7th Jul 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 4th Aug 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1st Sep 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 6th Oct 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 3rd Nov 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1st Dec 2020	2:00 to 4:00 pm	Building 110, Room 2020

20. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

Ka wehe atu tātou	We are departing
I raro i te rangimārie	Peacefully
Te harikoa	Joyfully
Me te manawanui	And resolute
Haumi ē! Hui ē! Taiki ē!	We are united, progressing forward!

21. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING

	Action	Responsibility	Due Date
1	To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott and Susan Bennett	26 / 06 / 2020
2	To include the names of the list of successful applicant names for various PG Scholarships for the last year.	Assoc Prof Marcus Williams	26 / 06 / 2020
3	To amend the 'Presentation and Publication of Student Research Guidelines' and work with Cynthia and TKK to upload it on the Moodle and TheNest.	Hamza Qazi	26 / 06 / 2020

MEETING ENDED: 03:45 PM