



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

MEETING MINUTES

**Tuesday
3rd November 2020**



minutes

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

Date:	2020-11-03
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)

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SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

MEETING OPENED: 02:05 PM via Microsoft Teams Meeting

1. KARAKIA TIMATANGA | OPENING KARAKIA

- The meeting started with the Karakia.

Manawa mai te mauri nuku
Manawa mai te mauri rangi
Ko te mauri kai au
he mauri tipua
Ka pakaru mai te pō
Tau mai te mauri
Haumi e, hui e, taiki e!

Embrace the power of the earth
Embrace the power of the sky
The power I have
Is mystical
And shatters all darkness
Cometh the light
Join it, gather it, it is done!

2. KUPU WHAKATAU | WELCOME FROM CHAIR

- The chair welcomed the members to the committee, especially, Shantanu Birthare (International Student Rep, Student Council).

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 Ardekan – representing Susan Bennett
3. Dr Saeideh Aminian	4. Assoc Prof Leon Tan
5. Annabel Pretty	6. Assoc Prof Liz Rainsbury
7. Shantanu Birthare – representing Helen Vea	
Total members present: 7 member	

- Apoloies

1. Assoc Prof Helen Gremillion	2. Assoc Prof Matthew Bradbury
3. Victor Grbic	
Total Apologies: 3 members	

- Absence

1. Dr James Prescott	2. Katy Mann Benn
Total Absence: 2 members	

- Members in attendance

1. Hamza Qazi (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator, Tūāpapa Rangahau
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- Quorate Status:** The total representation was 7 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.



Oct PGRSC
Minutes.pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-09-01

MOVED: Annabel Pretty

SECONDED: Assoc Prof Leon Tan

MOTION CARRIED

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	Meet to Resolve the mapping of postgraduate programme administration in conjunction with the student journey.	Assoc Prof Marcus Williams and Hamza Qazi	23/10/2020	Completed See agenda 12
2	To send the APMs a reminder on 23rd November 2020, regarding recording the major reasons for non-acceptance of eligible scholarship applications.	Hamza Qazi	23/11/2020	Completed See note 1
3	To contact Caroline Malthus, Daisy Bentley-Gray [Academic Development Lecturer Pacific, Learning and Achievement] and Darlene Cameron [Academic Development Lecturer Maori, Learning and Achievement], to arrange Postgraduate Scholarship Application Workshops to be held in November.	Asma Munir	23/10/2020	Completed See note 2
4	To forward a memo on professional development for supervisors to Maura Kempin and invite her to the March 2021 PGRSC meeting	Assoc Prof Marcus Williams	23/10/2020	Completed See note 3

Note

1. A reminder has been scheduled in the calendar regarding this task.
2. Due to the COVID-19 situation, Tūāpapa Rangahau decided not to arrange a Physical workshop. However, Darlene Cameron showed full support for the initiative and is happy to provide help via email, online or face-to-face with students. Her details are added to the scholarship application form.
3. The memo was forwarded and Maura was invited to the March 2021 PGRSC meeting.

10. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

The feedback from members was received and is incorporated into the attached spreadsheet. The leaders of each Level 9 & 10 programme affirm that the information is accurate.



Dynamic Research
Proposal Tracker-Ma

SECTION 3

ITEMS TO DISCUSS / APPROVE

11. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH-2021

- A memo for approval was shared by Assoc Prof Marcus Williams for the committee to approve the delegation of functions listed to the Director Research and Enterprise.



A11)
Memo-Apvl-Delegat

- **MOTION:** The committee approved the delegation of functions listed in the memo to the Director Research and Enterprise for the year 2021

MOVED: Annabel Pretty

SECONDED: Assoc Prof Iman Ardekan

MOTION CARRIED

12. UPDATE ON POSTGRADUATE ADMINISTRATIVE TASKS

- A memo for information was shared by Assoc Prof Marcus Williams for the committee to receive an update on the mapping of postgraduate programme administration in conjunction with the student journey, with the purpose of agreeing where specific responsibilities lie across Level 9 Programmes, TKK, Enrollments and Student Success



A12) Memo-Info-
PG admin tasks.pdf

- Assoc Prof Marcus Williams informed the committee that Jeffrey Wu - Student Central Manager is looking after the re-enrolments, and is determined to resolve issues relating to re-enrolments in the postgraduate space.
- The committee noted that programmes lack the resource to implement improvements to the response rate of the graduate survey.
- **ACTION:** Hamza Qazi to follow up with Rakesh Patel (Business Analyst, Commercial Services) and Michelle Sun (Specialist- Quality Reporting Analyst, Te Korowai Kahurangi) regarding the update on refining postgraduate data to TEC, not including ENR course completion. Hamza to report back in March 2021 meeting.
- **ACTION:** Assoc Prof Marcus to follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of the graduate survey. Marcus to report back in March 2021.

13. SUPERVISION AUDIT SUMMARY

- A memo for information was shared by Hamza Qazi and Cynthia Almeida for the committee to receive the summary and key points identified from the supervision audit.



A13) Memo-Info-Supervision Audit St

- The committee decided to conduct the supervision audit on yearly basis every October.

14. PGRSC WORK-PLAN 2021

- Memo for discussion was shared by Assoc Prof Marcus Williams for the committee to review the draft PGRSC work-plan for 2021.



A14) Memo-Disc-PGRSC v



A14) PGRSC Work Plan-2021.pdf

- The committee decided to add the annual Supervision Audit to the 2021 plan. This will be in addition to a bi-annual compliance audit of the Supervision Register.
- The committee members were asked to provide further feedback on the draft plan before the agenda deadline of next meeting. Meanwhile, Assoc Prof Marcus Williams and Hamza Qazi will work on the work plan and submit the final version in the December PGRSC meeting.

15. PGRSC MEMBERSHIP AND MEETINGS DATES-2021

- Memo for approval has been shared by Assoc Prof Marcus Williams for the committee to recommend the approval of PGRSC membership and meeting dates for the year 2021.



A15) Memo-Apvl-2021 me



A15) PGRSC Membership-2021.p



A15) PGRSC Meetings and Paper

- ACTION:** Hamza Qazi to contact the new elected student president at the Unitec student council for the 2021 PGRSC membership.
- MOTION:** The committee recommended the approval request for PGRSC membership and meeting dates for the year 2021 at the next Academic Committee meeting.

MOVED: Assoc Prof Leon Tan

SECONDED: Assoc Prof Iman Ardekan

MOTION CARRIED

16. FOUR WEEKS OF EXTENDED GRACE PERIOD FOR MAP-SP STUDENT-1524484

Memo for approval has been shared by Assoc Prof Helen Gremillion for the approval of the extended grace period of 4 weeks (giving a total of 8 weeks) to be used by the MAP-SP student – 1524484 for thesis submission/examination.



A16) Memo-Apvl-Four we



A16) Application for extended grace peri

- **MOTION:** The committee approved the extended grace period of 4 weeks (giving a total of 8 weeks) to be used by the MAP-SP student – 1524484 for thesis submission/examination.

MOVED: Assoc Prof Marcus Williams

SECONDED: Assoc Prof Iman Ardekan

MOTION CARRIED

17. STUDENT POSTGRADUATE RESEARCH COURSE EVALUATION SURVEY – SEMESTER 2 2020

- Survey question by TKK-Insight team was shared for the committee to review and decide on the ideal timing to run the survey and the frequency of surveys in a year.



A17)

Student_Course_Survey

- The committee provided the following comments
 1. This survey can run every semester around the same time as the usual course surveys are conducted.
 2. To add “/s” in front of “supervisor” at all instances in the survey
 3. Remove Question # 6 “What do you consider your postgraduate course does particularly well?” from the survey.
 4. Make sure that the students have an option to provide comments for the Question # 2 “Thinking specifically about your research work as a postgraduate research student, how much do you agree with each of the following statements?”

18. SELF EVALUATION

- The chair asked the members to provide the feedback now in the meeting, or to the secretary directly through the email if they wish to, using the guidelines provided.
- Assoc Prof Marcus Williams informed the committee that Cynthia Almeida would be looking at all the agenda items PGRSC has covered in the last year to identify how much work was backwards-looking or forward-looking and which ToR each agenda item pertained to. This is intended to help the committee understand how aligned it is with its terms of reference as well as the degree of strategic planning it is involved in.



A18)

PGRSC-Self-Assessment

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

19. GENERAL BUSINESS

Grammarly Pro account for the School of Architecture

- Annabel Pretty informed the committee that the School of Architecture has procured Grammarly-Pro for its students and staff. Pricing for 250 users is \$15 /per user. Annabel asked the members to communicate with their Head-of-Schools and contact her within the next 2 weeks if they are interested (November 22nd).

20. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-12-01
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2020-11-20
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 3 rd Nov 2020	2:00 to 4:00 pm	Microsoft Teams Meeting
Tuesday, 1 st Dec 2020	2:00 to 4:00 pm	Microsoft Teams Meeting

21. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē! Hui ē! Taiki ē!

We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!

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

	Action	Responsibility	Due Date
1	To follow up with Rakesh Patel (Business Analyst, Commercial Services) and Michelle Sun (Specialist- Quality Reporting Analyst, Te Korowai Kahurangi) regarding the update on refining postgraduate data to TEC, not including ENR course completion. Hamza to report back in March 2021 meeting.	Hamza Qazi	19 th February 2021
2	To follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of graduate survey. Marcus to report back in March 2021.	Assoc Prof Marcus	19 th February 2021
3	To contact the new elected student president at the Unitec student council for the next year PGRSC membership.	Hamza Qazi	19 th February 2021

MEETING ENDED: 03:15 PM