



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

MEETING MINUTES

**Tuesday
1st December 2020**



minutes

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

Date:	2020-12-01
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.

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 Hamid Sharifzadeh – representing Susan Bennett
3. Dr Saeideh Aminian	4. Assoc Prof Leon Tan
5. Assoc Prof Matthew Bradbury – also representing Annabel Pretty	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion	8. Dr James Prescott
9. Shantanu Birthare – representing Helen Vea	
Total members present: 9 member	

- Apologies

1. Annabel Pretty – (Assoc Prof Matthew Bradbury would be representing)	2.
Total Apologies: 1 member	

- Absence

1. Victor Grbic	2. Katy Mann Benn
Total Absence: 2 members	

- Members in attendance

1. Hamza Qazi (Secretary)	2. Jeffrey Wu – Student Central Manager, Student Central
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- Quorate Status:** The total representation was 9 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.



Nov-PGRSC-Minute
s.pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-11-03
MOVED: Dr Saeideh Aminian
SECONDED: Assoc Prof Marcus Williams

MOTION CARRIED

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
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 Feb 2021	Completed See note 1
2	To follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of the graduate survey. Marcus to report back in March 2021.	Assoc Prof Marcus	19 th Feb 2021	In-progress See note 2
3	To contact the new elected student president at the Unitec student council for the next year PGRSC membership.	Hamza Qazi	19 th Feb 2021	In-Progress See note 3

Note

1. Rakesh Patel was contacted. He is working on this issue and is confident to be solved by and for the next SDR. He will inform Assoc Prof Marcus Williams when the work is completed.

Assoc Prof Helen Gremillion commented on the inclusion of sub 90 credit ENR research courses in the work that Rakesh is doing, as currently only 90 credit and above research courses are considered in this work.

ACTION: Hamza Qazi to raise the issue with Rakesh Patel regarding the inclusion of sub 90 credit ENR research courses in his work, and report back to PGRSC in March 2021 meeting.

2. The meeting between Marcus Williams and Simon Tries is scheduled in February 2021.
3. Hamza Qazi will contact the new student president-elect [Aroha Dykes] in January 2021.

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. MEETING WITH JEFFREY WU – STUDENT CENTRAL MANAGER, STUDENT CENTRAL

- Assoc Prof Marcus Williams introduced Jeffrey Wu – Student Central Manager, Student Central to the committee, who will be working to resolve the issue around student re-enrolment.
- Jeffery Wu informed the committee that he is planning to develop a database of all the postgraduate students in conjuncture with the already used Dynamic Spreadsheet by the PGRSC, to track the student progression. He will also work with the APMs to assure correct credits of enrolment is taken by the students. The work will be concomitant with developing user-friendly postgraduate study plans.
- Assoc Prof Helen Gremillion informed the committee that for MAP-SP programme, she contacted enrolment to disable the automatic enrolment function for the ENR courses which has helped her in keeping track and oversight of the amount of credits students are enrolling in the ENR courses.

12. PGRSC WORK-PLAN 2021

- PGRSC work-plan for 2021 was presented for approval.



A12) PGRSC Work
Plan-2021.pdf

- The committee unanimously supported the work-plan subject to the following changes;
 1. For March: Change to: Sumamry of the postgraduate scholarship allocation data.
 2. For May: Add: Present the ToR for the review of the process of the Supervision Register audit
 3. For June: Add: Present the ToR for the review of the Masters Generic Regulations
 4. For July: Change to: Report on the review of the process of the Supervision Register audit
 5. For August: Add: Present the ToR for the Proposal committees management and membership Audit.

13. ANALYSIS OF AGENDA ITEMS FOR 2020

- Hamza Qazi presented the review of the agenda items discussed throughout the year 2020 with respect to the PGRSC Terms of References to analyses the effectiveness of the PGRSC working.



A13)

PGRSC-Agenda item

- The committee endorsed the effectiveness and spread of work undertaken by the PGRSC committee, with reference to the balance between compliance and strategy.

14. ZOOM PREMIUM LICENSE FOR POSTGRADUATE STUDENTS

- Dr James Prescott presented a memo requesting the committee discuss possible procurement of a Zoom premium license for postgraduate students.



A14)

Memo-Disc-Zoom pr

- The committee supported the idea for Tūāpapa Rangahau to procure the Zoom-Premium license for the postgraduate students as a pilot for 2021. The Chair will consider this in the allocation of 2021 budget.

15. 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.



A18)

PGRSC-Self-Assessm€

- Dr Saeideh Aminian and Assos Prof Helen Gremillion commented that they had an overall positive experience pertaining to all the points given in the self-assessment guidelines.
- Assoc Prof Leon Tan commented that generally the meetings were efficient and accommodating of robust dialogue. The chair helped advance issues/problems to be solved at an institutional level, not least the recent 'ownership' of PG re-enrolment work by Jeffrey Wu and his team, and the ongoing conversation with TTK around improvements to the graduate survey.
- The Chair acknowledged and thanked the committee for their patience, focus and critical engagement

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

16. GENERAL BUSINESS

17. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-03-02
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2020-02-19
- To: pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 2 nd March	2:00pm	MS Teams Meeting	Friday, 19 th February (5:00 pm)
Tuesday, 6 th April	2:00pm	MS Teams Meeting	Friday, 26 th March (5:00 pm)
Tuesday, 4 th May	2:00pm	MS Teams Meeting	Friday, 23 rd April (5:00 pm)
Tuesday, 1 st June	2:00pm	MS Teams Meeting	Friday, 21 st May (5:00 pm)
Tuesday, 6 th July	2:00pm	MS Teams Meeting	Friday, 25 th June (5:00 pm)
Tuesday, 3 rd August	2:00pm	MS Teams Meeting	Friday, 23 rd July (5:00 pm)
Tuesday, 7 th September	2:00pm	MS Teams Meeting	Friday, 27 th August (5:00 pm)
Tuesday, 5 th October	2:00pm	MS Teams Meeting	Friday, 24 th September (5:00 pm)
Tuesday, 2 nd November	2:00pm	MS Teams Meeting	Friday, 22 nd October (5:00 pm)
Tuesday, 7 th December	2:00pm	MS Teams Meeting	Friday, 26 th November (5:00 pm)

18. 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!

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

	Action	Responsibility	Due Date
1	To raise the issue with Rakesh Patel regarding the inclusion of sub 90 credit ENR research courses in his work, and report back to PGRSC in March 2021 meeting.	Hamza Qazi	19 th Feb 2021
2	To follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of the graduate survey. Marcus to report back in March 2021.	Assoc Prof Marcus	19 th Feb 2021
3	To contact the new elected student president [Aroha Dykes] at the Unitec student council for the next year PGRSC membership.	Hamza Qazi	19 th Feb 2021

MEETING ENDED: 03:15 PM