



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2020-12-10
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

MEETING OPENED:	1300h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Timatanga | Opening Prayer

KARAKIA TIMATANGA	BEGINNING PRAYER
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. A/P Marcus Williams (Chair)
2. Daisy Bentley-Gray
3. Dr Kristie Cameron
4. Roger Birchmore
5. A/P Helen Gremillion
6. Yusef Patel
7. A/P Hamid Sharifzadeh

8. Dr Maryam Mirzaei
9. Tui Matelau (proxy for Robyn Gandell)
10. Arun Deo
11. Gerald Ryan

Total members represented: 11 members

Apologies

1. Susan Eady
2. A/P Lian Wu
3. Robyn Gandell

Total apologies: 3 member/s

Absent

1. Prof Jenny Lee-Morgan
2. Shantanu Birthare
3. A/P Leon Tan

Total absences: 3 member/s

Those present noted the apologies.

Quorate Status

A minimum of 9 representatives is required; the meeting was quorate.

Hunga Mahi | Staff in Attendance

1. Brenda Massey, Acting Secretary

Item 2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

MOTION

That the committee approve the minutes of the 2020-11-12 meeting as a true and accurate record.

Moved: Roger Birchmore

Seconded: Maryam Mirzaei

MOTION CARRIED

Item 2.3 Mahia Atū | Matters Arising

Agenda Item	Action	Responsible	Outcome
2.3	Add the development of an implementation plan with targets that will help Unitec reach the goals articulated in the new Unitec Research Strategy 2020-2024 to the URC's 2021 workplan.	Marcus Williams / Brenda Massey	Complete
2.3	Add consideration of potential reviewers for the PBRF internal QE review to the URC's 2021 workplan.	Marcus Williams / Brenda Massey	Complete
2.3	Add implementation of the proposed PBRF internal QE review plan with the addition of School-by-School engagement sessions to the URC's 2021 workplan.	Marcus Williams / Brenda Massey	Complete
4.1	Consider items to be discussed/addressed in 2021 and advise Marcus Williams or Brenda Massey accordingly.	All	Complete

4.2	Update the committee's membership list and composition requirements.	Brenda Massey	Complete
5.2	Inquire into the reason why the School of Architecture is still to submit a Research Plan.	Marcus Williams	Complete. The School of Architecture's Research Plan has now been received.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 2021 URC Terms of Reference

The Committee supported the amendments proposed to the Terms of Reference and thanked Marcus Williams and Brenda Massey for their work on this.

MOTION

That the committee approves the proposed revisions to its Terms of Reference.

Moved: Daisy Bentley-Gray

Seconded: Hamid Sharifzadeh

MOTION CARRIED

Section 3.2 2021 URC Work Plan

The Chair spoke to the line items captured in the proposed Work Plan, asking the committee to note in particular:

- Tūāpapa Rangahau is undertaking a piece of research in partnership with the priority group directors to understand why some priority group students aren't completing their courses. It is important that the committee is apprised of this work.
- The Grants Advisory Committee, a sub-committee of the Unitec Research Committee, sat earlier this week to review the applications received to the 2021 Early Career Researcher Fund. Significant effort is put into providing applicants with feedback on their proposals. Outcomes will be reported to the committee in February 2021.
- Templates for reporting will be developed for research centres, and schools on their research plans. The committee is keen to ensure that the templates are as simple and concise as possible so that the work required to provide them is kept to a minimum. The draft templates will be brought to the committee for their feedback and approval. The research centre reporting process will be used to ascertain the performance of centres and whether some centres could become foci. The school research plan reporting process will provide an opportunity for schools to revise their plans, for example proposing the establishment of new research centres.
- Staff in Tūāpapa Rangahau have reflected on the learnings from this year's research symposium, specifically the success of the Māori and Pacific research streams, the potential to engage researchers from the other subsidiaries of Te Pūkenga, the opportunity afforded for staff to achieve research outputs and the potential for Unitec to work more closely with colleagues from MIT. The Chair requested that discussion around the Unitec Research Symposium be had in March, instead of June as currently reflected in the Work Plan.

- “Present Annual Unitec Research Report to Academic Committee” is scheduled for August in the Work Plan. The Chair asked the committee to consider whether they would like to input into the format of the report. It was agreed that the format of the report should be considered by the committee in March. **Action:** Brenda Massey to present the 2019 research report to the committee in March.
- The Chair asked that the November and December rows be merged as the items scheduled then are generally considered over two meetings.
- The Chair asked that “Construct a 2022 Work Plan” be added to November/December.
- The Chair advised the committee that the Work Plan does not include items of business as usual. The Work Plan reflects the committee’s ‘SMART’ goals.

Action: Brenda Massey to amend the Work Plan as outlined above.

MOTION

That subject to the amendments outlined above, the committee approves the proposed 2021 Work Plan.

Moved: Arun Deo

Seconded: Roger Birchmore

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

No items were scheduled for discussion this meeting.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Classification of the URC’s 2020 agenda items

The committee noted that the classification exercise demonstrates that the items it has considered this year represent a healthy balance between strategic and compliance orientated. They also noted that all of the Terms of Reference are being responded to, with few items presented that did not respond to any of the Terms of Reference (these all being matters of compliance).

Section 5.2 Discontinuation of SPSS software effective from 1 February 2021

The Chair noted that the discontinuation of SPSS could have had significant impact if the change process hadn’t been managed in such an exemplary manner. He thanked Arun Deo for leading this important piece of work.

Action: The Chair requested that Arun Deo undertake a survey early in Semester One 2021, to ascertain any ongoing need for support amongst former SPSS users and report this to the URC.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 **Ētahi Kaupapa Anō | Any Other Business**

There was no other business.

Section 6.2 **Komiti Self-Assessment**

Daisy Bentley-Gray praised the way meetings have been run this year and the way the Chair has created a safe space for all to contribute. In response the Chair articulated the value he sees in running an inclusive committee where members feel confident to participate.

The Chair is satisfied with the planning process that the committee has implemented. It represents a team-based and co-creative approach. He thanked the committee for their engagement and commitment this year, and their generosity in sharing their collective expertise for the benefit of the wider Unitec research community.

Any additional feedback can be emailed to the Secretary following the meeting.

Section 6.3 **Karakia Whakamutunga | Closing Karakia**

TE KARAKIA WHAKAMUTUNGA	ENDING PRAYER
<i>Ka wehe atu tātou</i>	<i>We are departing</i>
<i>I raro i te rangimārie</i>	<i>Peacefully</i>
<i>Te harikoa</i>	<i>Joyfully</i>
<i>Me te manawanui</i>	<i>And resolute</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>We are united, progressing forward!</i>

MEETING CLOSED: 1315 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
3.2	Amend the 2021 Work Plan as follows: <ul style="list-style-type: none">• Schedule “discuss the date and format of the Unitec Research Symposium” for March not June.• Schedule “consider the format of the annual research report” for March. Bring the 2019 annual research report to the committee in March for feedback on the format.• Merge the November and December rows, as the items scheduled then are generally considered over two meetings.• Schedule “construct a 2022 Work Plan” for November/ December.	Brenda Massey	
5.2	Undertake a survey early in Semester One 2021, to ascertain any ongoing need for support amongst former SPSS users and report this to the URC.	Arun Deo	