Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-03-11
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

MEETING OPENED:	1300h

SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1   Karakia Tīmatanga | Opening Prayer

KARAKIA TIMATANGA	BEGINNING PRAYER
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 ē, Hui ē, Tāiki ē!	*Join it, gather it, it is done!*

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. Arun Deo
3. Roger Birchmore
4. Yusef Patel
5. A/P Iman Ardekani (proxy for A/P Hamid Sharifzadeh)
6. Susan Eady
7. Daisy Bentley-Gray

8. A/P Lian Wu
9. Dr Kristie Cameron
10. Tui Matelau (proxy for Robyn Gandell)
11. A/P Leon Tan
12. Dr Maryam Mirzaei

Total members represented: 12 members

Apologies

1. A/P Helen Gremillion
2. Gerald Ryan
3. Robyn Gandell
4. A/P Hamid Sharifzadeh

Total apologies: 4 member/s

Absent

1. Prof Jenny Lee-Morgan

Total absences: 1 member

MOTION

That the committee accepts the apologies for today's meeting.

Moved: Lian Wu
Seconded: Daisy Bentley-Gray

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MOTION CARRIED

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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

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MOTION

That the committee approves the minutes of the 2020-02-11 meeting as a true and accurate record.

Moved: Roger Birchmore
Seconded: Susan Eady

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MOTION CARRIED

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Item 2.3   Mahia Atu | Matters Arising

Agenda Item	Action	Responsible	Outcome
2.3	Undertake a survey to ascertain any ongoing need for support amongst former SPSS users.	Arun Deo	Complete. The survey was distributed last

			month. R workshops are scheduled to be held in July, the content of which will be in be informed by the survey results.
3.1	Advise Dr Hoa Nguyen of the outcome of her application and arrange payment of the grant.	Marcus Williams	Complete
5.1	Explore options around offering support to staff to address Vision Mātauranga in their research and applications for funding.	Marcus Williams	Complete. Marcus has been in touch with Prof Jenny Lee-Morgan regarding the possibility of Unitec's new kaupapa Māori supervisor supporting Tūāpapa Rangahau with this mahi, with an affirmative response.
5.2	Notify the Head of School of Computing and Information Technology that the CCICS and CIEE need to be reaccredited if they are to continue to operate as research centres at Unitec. If the centres intend to seek reaccreditation, they will be required to complete the research centre reporting template which will be adapted for this purpose if/as necessary.	Marcus Williams	Complete (refer to section 3.2)

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1   2020 – 2021 Unitec Research Strategy – Action Plan (DRAFT)

The new research strategy was approved by Academic Board at the end of 2020. The action plan will outline how the goals articulated in the strategy will be achieved.

The Chair communicated feedback provided by A/P Helen Gremillion ahead of the meeting as follows:

- Include support/advertising around writing retreats for postgraduate students, especially Pacific and Māori students at the dissertation/thesis stage (Priority 2: 'Support and resource postgraduate student research').
- Articulate that the research professional development suite contains a section devoted to supporting staff working in the area of postgraduate supervision (Priority 2: 'Support and resource postgraduate student research').
- Include the provision of opportunities for Māori and Pacific postgraduate students to build research culture/communities of practice.

- Articulate the need for more qualified, resourced, Pasifika (dissertation/thesis) supervisors for Pacific students.

There is not currently a KPI associated with Priority One 'Research that is aligned with Te Tiriti o Waitangi'. The committee discussed a possible KPI in section 4.1.

Action: The action plan will be amended to incorporate the suggestions received as appropriate, and to reflect the discussions had in section 4.1. A revised iteration will be presented at the April meeting.

Section 3.2   Research Centres Update – CIEE & CCICS

The Committee agreed with the recommendation to close the Centre for Computational Intelligence and Environmental Engineering (CIEE) permanently.

The Committee discussed the request that the Centre for Computational Intelligence and Cybersecurity (CCICS) be granted one year of grace before being required to apply for reaccreditation as a Research Centre at Unitec.

The Committee accepted that the CCICS could be a viable centre with a promising future but that it lacks the capacity to respond to the reaccreditation requirements at this time. The committee noted that the Head of School is motivated to explore options toward recruiting the cybersecurity academic leadership that is needed, as opportunity allows, thus supporting the centre's aspirations towards reaccreditation.

MOTION

That the CIEE be closed permanently and that the CCICS is granted one year's grace before being required to apply for reaccreditation as a Research Centre at Unitec.

Moved: Iman Ardekani
Seconded: Roger Birchmore

MOTION CARRIED

Section 3.3   Annual Updates to School Research Plans

The Committee agreed that Schools should be required to report on progress towards the goals and KPIs outlined in their Research Plans.

Rather than creating a separate reporting template, Tūāpapa Rangahau is proposing to ask Schools to add to and/or edit their current Research Plans, with prompts, as a way of updating the committee on progress towards their goals and KPIs. Arun Deo spoke to how it is envisaged that this process would work. He proposed that he would meet with School Research Leaders to discuss which parts of their plans need to be updated/reported on, working with them collaboratively to attend to the requirements of the template.

Action: The Committee requested that Schools be asked to provide some information in response to the KPI associated with Priority One in the Research Strategy 'Research that is aligned with Te Tiriti o Waitangi' (to be discussed in section 4.1) in their reports.

The Committee felt that Research Leaders should be consulted before the reporting template is finalised. **Action**: Arun Deo will send the reporting template to Leon Tan and Roger Birchmore, so that they can consult with key people in their areas (e.g. Linda Kestle and Becca Wood). Leon and Roger should send any feedback received from their areas to Arun Deo for integration into the template.

MOTION

That, subject to the addition of a provocation around the KPI associated with Priority One, and consultation being undertaken with staff in Building Construction and Creative Industries, the committee agrees that Unitec's Schools should report against their research plans in the format proposed.

Moved: Tui Matelau
Seconded: Daisy Bentley-Gray

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1   KPI for Priority One in the 2020 – 2024 Unitec Research Strategy Action Plan (DRAFT)

The committee discussed a possible Key Performance Indicator (KPI) for Priority One in the 2020 - 2024 Unitec Research Strategy – Action Plan (DRAFT).

The Chair reminded the committee that KPIs are a measure of progress toward a goal, that they are rarely able to capture all that progress because they must be evidenced based and that the gathering of that evidence must be practicable within the resources available in a given context. This is important because the data is audited; it is reported in our business development dashboard, the Unitec Annual Report and the Unitec Annual Research Report.

The committee discussed the KPI suggested as a starting point, i.e. "Quality Assured (QA) outputs that demonstrate principles of Vision Mātauranga and Rangatiratanga" and the ways that progress towards this KPI could be measured. The following is a summary of the discussion:

- A list of Māori staff could be obtained from HR and we could count all Quality Assured research outputs entered into ROMS by Māori researchers.
- We could search the titles of QA research outputs in ROMS using key Māori words, a list of which would need to be developed.
- We could search our industry and externally funded projects databases for Māori researchers named on projects and projects with Māori titles.
- ROMS could be updated in a way similar to how it was updated when we introduced the new student integrated research goal, i.e. if QA outputs have relevance to Vision Mātauranga then the researcher would tick a box to indicate this and then enter information into a drop box which justifies their assertion.
- We could measure any increase in the number of Māori postgraduate supervisors and student scholarships.

- We could quantify the number of professional development opportunities offered to Māori researchers and postgraduate supervisors.
- We could measure participation in Māori writing retreats.
- We could measure the number of Māori research stories we tell, e.g. media articles.

It was noted that some of these things are reported on in the Annual Research Report so we are already collecting some of this data.

The following wording was proposed for the KPI:

> *QA outputs that demonstrate excellence in Vision Mātauranga, accredited Vision Mātauranga professional development opportunities and QA outputs by Māori staff.*

Data provided by Schools in their annual Research Plan reports could be utilised to review and revise the KPI in due course.

Action: Brenda Massey and Marcus Williams will consolidate the committee's feedback into a memo for the next meeting.

Susan Eady advised the committee that the subject librarians keep statistics on their research related interactions and wondered if this information would be useful for this KPI and the School Research Leaders. **Action**: Susan Eady to discuss with Arun Deo outside of this meeting.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Research Bank Changes 2021

The Committee noted the upcoming changes to Unitec's Research Bank online repository.

Section 5.2 School Research Plans

The committee received the copies of the School Research Plans provided.

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

No feedback was offered at the meeting. The Chair reminded the committee that additional feedback can be emailed to himself or the Secretary following the meeting (in confidence if requested).

Section 6.3 Karakia Whakamutunga | Closing Karakia

TE KARAKIA WHAKAMUTUNGA	**ENDING PRAYER**
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, Tāiki ē!	*We are united, progressing forward!*

MEETING CLOSED:	1430 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
3.1	The draft action plan will be amended to incorporate the feedback received, and to reflect the discussions had in section 4.1. A revised iteration will be presented at the April meeting.	Marcus Williams	
3.3	Add text around the KPI associated with Priority One to the School Research Plan reporting template. Consult with key people (e.g. Linda Kestle and Becca Wood) about the format and requirements of the School Research Plan reporting template and send any feedback received to Arun Deo for integration into the template.	Marcus Williams Roger Birchmore/ Leon Tan/ Arun Deo	
4.1	Consolidate the committee's feedback on the KPI for Priority One in the 2020 - 2024 Unitec Research Strategy – Action Plan (DRAFT) into a memo for the next meeting. Discuss whether the statistics the subject librarians keep on their research related interactions would be useful for School Research Leaders.	Brenda Massey/ Marcus Williams Susan Eady/ Arun Deo	