



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-02-11
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 first meeting of 2021.

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. A/P Helen Gremillion
4. Roger Birchmore
5. Susan Eady
6. Yusef Patel
7. A/P Hamid Sharifzadeh

8. A/P Leon Tan
9. Tui Matelau (proxy for Robyn Gandell)
10. A/P Lian Wu (from 1.15pm)
11. Gerald Ryan (from 1.25pm)

Total members represented: 11 members

Apologies

1. Dr Kristie Cameron
2. Arun Deo
3. Robyn Gandell

Total apologies: 3 member/s

Absent

1. Prof Jenny Lee-Morgan
2. Dr Maryam Mirzaei

Total absences: 2 member/s

MOTION

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

Moved: Daisy Bentley-Gray

Seconded: Susan Eady

MOTION CARRIED

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

The Chair advised that Academic Committee has approved the committee's 2021 Work Plan.

SPSS has been discontinued. R training opportunities will be offered soon.

MOTION

That the committee approves the minutes of the 2020-12-10 meeting as a true and accurate record.

Moved: Helen Gremillion

Seconded: Hamid Sharifzadeh

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item	Action	Responsible	Outcome
3.2	Amend the 2021 Work Plan as follows:	Brenda Massey	Complete

	<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.		
5.2	Undertake a survey to ascertain any ongoing need for support amongst former SPSS users.	Arun Deo	In progress

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 ECR Support: Return from Parental Leave Application – Dr Hoa Nguyen

Funding will contribute towards relieving the applicant’s teaching load. The applicant’s Head of School is supportive of the proposal.

MOTION

That the committee approves Dr Hoa Nguyen’s application for ECR Support.

Moved: Daisy Bentley-Gray

Seconded: Roger Birchmore

MOTION CARRIED

Section 3.2 Definition of an Early Career Researcher at Unitec

The committee discussed and agreed to the request to revise the definition of an ECR, subject to the definition being slightly amended as highlighted in green below.

Funding and professional development is available to support researchers who don’t meet the first criteria to meet the second criteria. It is important that researchers who are allocated early career researcher funding are experienced in leading projects and producing high quality outputs.

Principal Investigators must meet the Unitec definition of an ECR:

An ECR at Unitec lies between ‘emerging/beginner’ and ‘senior/advanced’. An ECR is within 10 years (prior to the closing date for full applications) of becoming an ‘independent’ researcher, which is defined as:

- 1. A researcher who has completed a higher research qualification (a PhD, or Masters¹); or*
- 2. A researcher who was the first author of a disseminated quality assured research output.*

Time taken for parental leave³ is not counted as part of the 10-year window (i.e. one year of parental leave would extend the eligibility period to 11 years since graduating).

¹ Must be a minimum 90 credit Master’s Thesis.

² **This excludes conference presentations.**

³ Other forms of extended leave may be considered by negotiation with Tūāpapa Rangahau.

MOTION

That the committee approves the revised definition of an Early Career Researcher (ECR) at Unitec in regards to eligibility for ECR funding, subject to the amendments highlighted in green above being made.

Moved: Helen Gremillion

Seconded: Daisy Bentley-Gray

MOTION CARRIED

Section 3.3 Research Centre Annual Report Template

The committee unanimously approved the proposed research centre reporting template with no changes. It was noted that the form will procure information that is important to the committee. Marcus Williams and Brenda Massey were commended for producing a succinct and concise document that should be able to be completed by centre directors quickly and easily.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

No items were scheduled for discussion this meeting.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Item 5.2 was discussed ahead of item 5.1.

Section 5.2 Reaccreditation of the Centre for Computational Intelligence and Cybersecurity (CCICS) and the Centre for Computational Intelligence for Environmental Engineering (CIEE)

It was noted that neither of the research centres due for reaccreditation currently have a Director.

It was suggested that any documentation required to support reaccreditation requests be based on the research centre reporting template. The committee gave Tūāpapa Rangahau approval to adapt the research centre template if/as required.

Action: Marcus Williams will 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.

Section 5.1 2021 Unitec Early Career Researcher Fund Outcomes

The committee noted the outcomes of the ECR fund. The Chair advised that while Min Hall's application was declined, she will in fact be working to complete her 2020 funded project this year,

which was delayed last year due to COVID-19. Funds from the 2021 budget will be utilised for this purpose as ECR funding is not rolled over from year to year.

The committee was concerned to hear that Vision Mātauranga is still being poorly understood and considered by applicants. This appears to highlight a development need at Unitec.

Effort has been made in the past to address this need. A course was in development, however it proved difficult to find a course facilitator.

Action: the committee requested that Tūāpapa Rangahau explore options around offering support to staff to address Vision Mātauranga in their research and applications for funding.

Section 5.3 **Update on research undertaken into non-completing students at Unitec**

Last year Tūāpapa Rangahau created a dedicated fund to support research into the success of Unitec's priority learners. The Director Pacific Success was already working on a project that seeks to understand why some Pacific students don't complete. The fund is supporting this project. The other priority group directors are being supported by a contracted researcher to understand why other priority groups at Unitec don't complete. It is hoped this research will inform better resourcing for priority group learners at Unitec.

In the future it would be good to see more research like this being produced by Unitec academics.

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**

The Chair considers the committee to be critically engaged, contributing to meetings in a positive and proactive way.

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: 1415 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
2.3	Undertake a survey to ascertain any ongoing need for support amongst former SPSS users.	Arun Deo	
3.1	Advise Dr Hoa Nguyen of the outcome of her application and arrange payment of the grant.	Marcus Williams	
5.1	Explore options around offering support to staff to address Vision Mātauranga in their research and applications for funding.	Marcus Williams	
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	