



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-05-13
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 Tīmatanga | Opening Prayer

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. Marcus Williams (Chair)
2. Arun Deo
3. Daisy Bentley-Gray
4. Helen Gremillion
5. Tui Matelau (proxy for Robyn Gandell)
6. Leon Tan
7. Hamid Sharifzadeh
8. Lian Wu
9. Kristie Cameron
10. Maryam Mirzaei
11. Susan Eady (from 1.15pm)

Total members represented: 11 members

Apologies

1. Yusef Patel
2. Roger Birchmore

Total apologies: 2 member/s

Absent

1. Jenny Lee-Morgan

Total absences: 1 member

MOTION

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

Moved: Marcus Williams

Seconded: Lian Wu

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

MOTION

That subject to a typo being amended in the heading of item 3.1, the committee approves the minutes of the 2021-04-08 meeting as a true and accurate record.

Moved: Helen Gremillion

Seconded: Lian Wu

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item	Action	Responsible	Outcome
2.3	Add text around the KPI associated with Priority One to the School Research Plan reporting template.	Marcus Williams	Complete
2.3	Discuss whether the statistics the subject librarians keep on their research related interactions would be useful for School Research Leaders.	Susan Eady/ Arun Deo	Complete. The members have had a brief verbal communication on this matter and will look into it further when time permits.
4.1	The completion of Section 5 of the School Research Plan review template will be optional going forward. The column '2020 RPTL Status' referencing individual's achievements in relationship to the RPTL will be removed completely. In addition, Section 5 will be moved to the end of the template and will form an appendix, rather than its own section in the body of the plan. When Tūāpapa Rangahau communicates with Schools about the review of the plan, Schools will be advised that they are welcome to	Arun Deo	Complete. Schools have received their updated reporting templates for completion.

	remove the appendix, which is currently section 5, in the interests of brevity if they wish, or Arun Deo will update it according to the latest data on request.		
4.1	Undertake a review of School Research Plans' SWOT analyses and report back to the URC for discussion at next month's meeting.	Marcus Williams	Complete – on agenda.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items to approve this month.

SECTION 4 - WHAKAWHITI KÖRERO | ITEMS FOR DISCUSSION

Section 4.1 Analysis of SWOT Sections of 2020 (Degree) School Research Plans

Marcus Williams and Arun Deo reviewed the key themes emerging from School Research Plans' SWOT Analyses. Any points raised that could be considered to be within the committee's purview to change, improve or advocate for were highlighted for the committee's attention.

Collaboration (non-collaborative research initiatives, lack of collaboration with other schools) was identified as a potential weakness. There are a number of ways that collaboration is being nurtured at Unitec including:

- The 2020-2024 Unitec Research Strategy Action Plan lists a number of means by which collaborative research will be fostered at Unitec.
- A 3-Minute ECR Research Spiel event is scheduled to be held next month. The event aims to identify and encourage networking and collaboration across the Unitec ECR community.
- Schools are asked to identify research groups in their School Research Plans.
- Tūāpapa Rangahau operates a collaborative research dissemination fund for groups who wish to undertake initiatives that will lead to the creation of multiple outputs, an example of which is the School of Architecture's recent *Asylum* publication
<https://www.unitec.ac.nz/eypress/index.php/asylum-2020-1-4/>

A number of opportunities were identified in the SWOT analyses including:

Development (research capability and the conduct of research, postgraduate programmes, co-lab, foci potential).

- A suite of professional development (PD) opportunities is provided via Tūāpapa Rangahau and there is a dedicated 0.2FTE PD Liaison role.
- The PGRSC (Postgraduate Research and Scholarships Committee) recently surveyed postgraduate supervisors on their PD needs and a theme emerged that managers (APMs and HOSs) need to actively encourage and support staff to undertake PD.

Collaborations (linked to research groups, team approaches to research projects, student-and-staff collaborative research projects (create opportunities), within and outside the organisation, industry, NZIST partnerships, NZIST may create new opportunities for research collaboration).

- Collaboration was identified as an opportunity which indicates that research behaviour at Unitec is changing.
- Tūāpapa Rangahau is developing a searchable database of staff research expertise called 'Who's Doing What' which will assist staff to identify potential collaborators.

Research culture (grow, link with postgraduate programmes, research into innovative online pedagogies).

- Unitec doesn't currently have a fund specifically aimed at supporting research into innovative pedagogies, which is one of Te Pūkenga's priorities, however other contestable funds, including the ECR Fund, could be utilised for this purpose.

To take greater advantage of Unitec Research Office initiatives (e.g. symposia, writing retreats, ECR meetings...).

- Unitec has shifted away from its emphasis on funding conference attendance, which mainly benefitted staff with a well-developed research track record. A variety of products are now provided which respond to the needs of a wider range of staff at Unitec, including new and emerging researchers. Research Partner Penny Thomson is helping to promote these offerings to staff alongside Research Leaders.

The threats identified mainly related to the challenges presented by Unitec's transformation and renewal processes and the loss of PBRF-rated staff. Plans around the internal PBRF review (to be discussed as part of General Business) and the concomitant and pursuant support of staff through PBRF Max is of great importance.

It is possible that Tūāpapa Rangahau could launch a new product specifically to support research into innovative pedagogies. Funding could be available to staff who teach on degree programmes and/or who are going to submit a PBRF portfolio. Or, support for this type of research could be made available through an existing product, such as the ECR Fund, which opens for applications on 1 June. **Action:** Marcus Williams to discuss the options with the Research Partners.

Action: Marcus Williams to write a letter to APMs and HOSs emphasising the importance of supporting their staff to undertake PD, explore opportunities for research collaboration and to engage with Tūāpapa Rangahau's suite of research support products.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Annual Research Centre Reports

That committee received the annual Research Centre Reports from the Applied Molecular Solutions Research Centre (AMS), the Environmental Solutions Research Centre (ESRC) and Ngā Wai a Te Tūi Māori and Indigenous Research Centre (NwaTT).

The committee was very impressed with the outcomes and the extent and detail of the list of projects the centres are undertaking. It was encouraging to see the high level of collaboration between AMS and ESRC. They are bringing both academic and business value to each other's centres through this collaboration.

All three research centres are contributing to Unitec's overarching strategy and are adding value to Unitec over and above research in different ways, e.g. NwaTT are contributing to Māori success. ESRC and AMS are contributing significantly to student real world learning and industry partnerships.

Action: Brenda Massey to draft and Marcus Williams to send a letter to each of the Centre Directors on behalf of the committee thanking them for their reports and summarising the committee's feedback.

The Centre for Computational Intelligence and Cybersecurity (CCICS) has been granted one year of grace before being required to apply for reaccreditation so was not required to provide a report at this time. The Smart Ideas project "Assessing Reidentification Risks with Bayesian Probabilistic Programming" being led by Adjunct Professor Christian Probst is progressing well. There are a number of student-partnered consultancy opportunities being developed, and a number of cybersecurity research projects are being undertaken with private sector companies. One company is about to sign an IP agreement with the centre and another company is interested in contracting the centre to undertake a specific piece of work for them. Both projects involve cybersecurity diploma students.

Section 5.2 PBRF Review Outcome and Unitec Internal PBRF Review

A tabled item, "Internal PBRF Timelines", was presented by Marcus Williams and Arun Deo for discussion.

The ITP sector Research Directors are working collaboratively to prepare for the next PBRF.

ITPs received 3% of the total PBRF fund in the last round. Unitec received 1% and Otago Poly received 0.8%. It is unclear at this stage how Te Pūkenga will utilise/distribute the revenue generated from the next round.

A significant number of ITPs have not had a research output management system until very recently, meaning of those who participate in the PBRF, many are producing portfolios fairly close to the submission deadline. Marcus, via the ITP sector Research Directors group, is endeavouring to get other ITPs to engage in an internal PBRF review process so they're starting the process of portfolio development three or four years before the deadline.

There has been a review of the PBRF. Marcus has implemented the committee's request to deliver as series of roadshows to ensure Schools are aware that changes are coming and what these changes could mean. There will be another series of roadshows when the outcome of the review is clearer. TEC will make an announcement about this in June, although the detail provided at that time will be fairly high level. More intricate details, such as what the new PBRF portfolio template looks like, will be developed by Sector Reference Groups (SRGs), which are being formed now.

The committee discussed the timelines proposed in the tabled document. A summary of their discussion is as follows:

- It is likely that the information provided by TEC in June will be enough for Unitec to commence its internal PBRF review.
- ROMS is designed for the existing PBRF requirements and will need to be updated in due course to reflect the requirements of the reviewed process. In the meantime, the ROMS developers have indicated that they can supply Unitec with a 'shadow version' of ROMS that could be utilised for the internal review. There would be interim fields into which staff could enter their impact and evidence of research excellence narratives. If the developers don't do this for us, then Arun Deo will need to create a Word document for each PBRF-eligible staff member (approx. 100-120 people) pre-populated with their outputs, into which they would enter their narratives etc. This would be a very time consuming option for Arun.

- If we delay the internal round by a semester, that's another six months before we can start tactically investing in our researchers.
- There is resource reserved under PBRF Max, so once the portfolios are assessed, we will know who the researchers are and with a little investment, could, for example, move from a high C to a B (which would triple the PBRF income associated with that portfolio).
- Tūāpapa Rangahau will assist with the identification of PBRF eligible staff.
- A deadline during the mid-semester break in October for staff to complete their internal PBRF documents would suit most teaching staff better than the dates proposed in the tabled document. The panels could meet and develop feedback a little later.
- The roadshows Marcus is currently delivering are the beginning of a series of workshops. More detailed workshops will be held closer to the PBRF once we have more facts from the SRGs.

Action: Marcus Williams and Arun Deo are to work together to 1) amend the proposed timeframes to incorporate a 15 October deadline for staff to have completed their internal PBRF review documentation and 2) discuss how to resource this piece of work.

Action: Marcus Williams to schedule online sessions for those who couldn't attend the School-based roadshows.

Action: Marcus Williams to ensure that the Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) are included in PBRF- related communications, workshop invitations etc.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

Marcus Williams gave an update on his discussions with his counter-part at MIT regarding the 2021 Research Symposium.

Every school at MIT has a different timetable so timing of the symposium is going to compromise some of the demographic's ability to participate. The October mid-semester break suits MIT best, while early December suits the Unitec contingent best. MIT is keen to engage in the symposium, but not as a co-host at this time. The symposium will be scheduled over two days in December. The 3MT competition will need to be run separately.

An invitation will be extended to MIT for two to three staff to join the symposium advisory committee. There might be people at Unitec, outside of Tūāpapa Rangahau, who would like to also participate in this, which will convene online. They might bring new ideas to the symposium and could serve to grow engagement with the symposium through their involvement. Daisy Bentley-Gray expressed an interest in being part of the advisory committee.

There will be an online element to the symposium, with resource for IT support.

Action: Marcus Williams to call for an advisory committee from the Research Leaders, the URC the Pacific Centre, Ngā Wai a Te Tūi, Bridgepoint, Learning and Achievement, the Library and Corporate Communications.

Section 6.2 Komiti Self-Assessment

The Chair thanked those present for their attendance and for their engagement and guidance on the matters discussed.

Additional feedback can be emailed to the Chair or the Secretary following the meeting (in confidence if requested).

Section 6.3 Karakia Whakamutunga | Closing Karakia

MEETING CLOSED: 1425 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
4.1	Discuss with the Research Partners: could Tūāpapa Rangahau launch a new product specifically to support research into innovative pedagogies or could this type of research be supported through an existing product, eg the ECR Fund.	Marcus Williams	
4.1	Write a letter to APMs and HOSs emphasising the importance of supporting their staff to undertake PD, explore opportunities for research collaboration and to engage with Tūāpapa Rangahau's suite of research support products.	Marcus Williams	
5.1	Write to each of the Centre Directors on behalf of the committee thanking them for their reports and summarising the committee's feedback.	Marcus Williams / Brenda Massey	
5.2	Work together to 1) amend the proposed internal PBRF review timeframes to incorporate a 15 October deadline for staff to have completed their review documentation and 2) discuss how to resource this piece of work.	Marcus Williams/ Arun Deo	
5.2	Schedule online sessions for those who couldn't attend the School-based roadshows.	Marcus Williams	
5.2	Ensure that the Pacific Centre (via Daisy Bentley-Gray), Ngā Wai a Te Tūi (via Ngahuia Eruera), Bridgepoint (via Tui Matelau) and Learning and Achievement (via Susan Eady) are included in PBRF-related communications, workshop invitations etc.	Marcus Williams	
6.1	Call for a Unitec Research Symposium Advisory Committee from the Research Leaders, the URC the Pacific Centre, Ngā Wai a Te Tūi, Bridgepoint, Learning and Achievement, the Library and Corporate Communications.	Marcus Williams	