Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-10-14
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

Item 1.2   Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting, including new student rep Cathy Zhang who is in her final year of a Bachelor of Construction.

SECTION 2 – STANDING ITEMS

Item 2.1   Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Kristie Cameron
3. Daisy Bentley-Gray
4. Helen Gremillion
5. Cathy Zhang
6. Roger Birchmore
7. Robyn Gandell
8. Arun Deo
9. Lian Wu
10. Yusef Patel
11. Maryam Mirzaei
12. Hamid Sharifzadeh

Total members represented: 12 members

Apologies

1. Tui Matelau
2. Leon Tan
3. Jenny Lee-Morgan
4. Susan Eady

Total apologies: 4 members

Absent

N/A

MOTION

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

Moved: Marcus Williams
Seconded: Daisy Bentley-Gray

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

A Data Analyst for the Cybersecurity Research Centre has just been appointed. One of the two companies engaged in CybeR&DaaS recently won $2.3m to develop a business idea around cybersecurity, and this could lead to a contract for Unitec to undertake some R&D.

MOTION

That the committee approves the minutes of the 2021-08-12 meeting as a true and accurate record.

Moved: Roger Birchmore
Seconded: Hamid Sharifzadeh

MOTION CARRIED

Item 2.3   Mahia Atu | Matters Arising

Agenda Item	Action	Responsible	Outcome
3.1	Inform the Head of Environmental and Animal Sciences that the nomination for a Unitec Honorary Research Fellow was approved.	Marcus Williams/ Brenda Massey	Complete
5.2	Communicate to Morgan Look that he is to inform the committee when he achieves a second output, and ensure it is quality assured.	Marcus Williams/ Brenda Massey	Complete
	Thank PIs for their final ECR reports. The ERI successes should be noted in the letters, and recognition should be given that the priorities of the fund were achieved this round with regards to the development of ECRs' capacity and capability.	Marcus Williams/ Brenda Massey	Complete

6.1	The application form and guidelines for the Student Integrated Research Output Fund should be amended to allow for the funding of minor research related costs (up to $500) and presented to the committee for approval at the next meeting.	Marcus Williams	On agenda

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1   2020 Unitec Annual Research Report

The report has been presented and accepted by Te Komiti Mātauranga | Academic Committee. It was formatted to speak to the three priorities of the new Research Strategy and it reflects Unitec's robust and highly engaged research culture.

The committee was particularly impressed with the concise and informative Executive Summary.

MOTION

That the committee endorses the 2020 Research Annual Report.

Moved: Roger Birchmore
Seconded: Daisy Bentley-Gray

                                                              MOTION CARRIED

Section 3.2   Student Integrated Research Output Fund

The committee was happy with the proposed revisions to the Student Integrated Research Output Fund but noted a minor edit is required, for clarity, as highlighted yellow below:

> *Also considered are minor research related costs (of up to $500), for example lab consumables, koha for hui, travel costs for undertaking the research, where co-publication is the ultimate goal. Travel costs are not covered by this fund.*

The committee asked that the second sentence above be changed to "Travel costs towards research dissemination are not covered by this fund".

MOTION

That subject to the sentence "Travel costs are not covered by this fund" being changed to "Travel costs towards research dissemination are not covered by this fund", the committee approves the revised criteria of the Student Integrated Research Output Fund.

Moved: Helen Gremillion
Seconded: Kristie Cameron

                                                              MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1   Conference Seed Funding

This year the committee has supported two applications for Conference Seed Funding. The recipients of the fund are both members of the committee and were asked to provide an update on the outcomes of the conferences and to provide feedback on this research support product.

Dr Kristie Cameron - New Zealand Association for Behaviour Analysis Conference

- The conference is a national conference held once per year. It was the first time the conference had been hosted by an ITP.
- The conference had to be held online due to the Covid-19 lockdown which meant attendees were unfortunately unable to view and engage with Unitec's state of the art on-campus facilities and the animal unit.
- While delivering the conference online via Zoom was challenging, i.e. relying on a home internet connection, more people attended than would have attended in person, including some from overseas.
- Unitec students attended, dipping in and out of the sessions that they felt were most relevant to them and their studies.
- The conference was delivered for a very small sum (approx. $300) as catering was not required. It is probable that the cost of registrations would not have covered the costs of delivering the conference in person on campus if catering had had to be factored in.

The Chair commented that this is the only research support product where it is expected that the funding will be repaid, but only if possible within the business model. He reminded the committee that the funding could be utilised to bid to host a national or international conference.

Dr Maryam Mirzaei – NZPIC 41st Conference, (supply chain and operations management education provider)

- The conference was held onsite, with a contingency date planned in case of a Covid-19 lockdown.
- Participants were a mix of high profile industry people and academics.
- Some sponsorship was secured to enable student participation.
- The conference provided opportunities for Unitec staff and students to present their research and chair sessions; it is hoped that selected papers will be published in the NZ Journal of Applied Business as a special edition.
- There is a lot of support available at Unitec to assist with the delivery of conferences and Unitec boasts excellent facilities.

The Chair reminded the committee to share the availability of all the research support products, including this fund, with their colleagues. He thanked both colleagues for their leadership and congratulated them on the success of the conferences.

Section 4.2   NVivo – qualitative research funding

Unitec currently holds 200 NVivo licences at an annual cost of approx. $8,000. Tūāpapa Rangahau is planning a survey to obtain data on the breadth and consistency of use of NVivo at Unitec with a view to better understanding the relevance and needs of this software.

The committee commented that the software might be more widely used if staff were aware of its capabilities. It might be useful to use the survey as an opportunity to ask whether anyone who does use the tool might be willing to train others on its use.

Helen Gremillion, Research PD Liaison, would be happy to work with anyone willing to offer some training. She would be prepared to assist with the logistics of promoting and delivering a workshop.

Section 4.3   2021 Internal PBRF Quality Evaluation

Success in the PBRF is the most important priority for us in the research area. However, the continued Covid-19 lockdown is presenting ongoing challenges for Unitec's research community. It has created extra work and stress levels for teaching researchers, with the situation greatly exacerbated for those with children at home, who are juggling work, home schooling and sub-optimal facilities.

After careful consideration, the committee decided to postpone the deadline for the 2021 PBRF Internal Quality Evaluation to the end of February 2022.

Reminders with the guidelines will be sent out before the end of the year and in mid-January. Tūāpapa Rangahau will be able to offer a schedule of one-on-one support sessions in late January and early February.

Those researchers who have already invested time in completing the update of their portfolios and would appreciate feedback this year will be asked to let the Director Research and Enterprise know.

Section 4.4   Research Support Products

At the committee's June meeting the Chair undertook to table all of Unitec's research support products, which have each recently been reviewed and standardised, for the committee's information.

The Chair sought to clarify with the committee how they wish funding decisions to be made.

Delegated authority was approved for decisions to be made on applications received, differentiating contestable funding from non-contestable funding where the applicant has either met or has not met the criteria. This would be as follows:

Contestable	Non-Contestable
Early Career Researcher (ECR) Project Fund – Grants Advisory Committee (GAC) ECR Fellowship – GAC Wairaka; Natural Environment, History and Culture Fund – GAC	Research Dissemination Funding – Individual – Schools (Research Leaders/HoSs)
	Research Dissemination Funding – Collaborative – Schools (Research Leaders/HoSs)
	ECR Post Parental Leave Fund – Director Research & Enterprise
	ECR Support PhD/Doctorate for PBRF Portfolio – Director Research & Enterprise
	Conference Seed Fund – Unitec Research Committee
	Research Voucher Scheme – Director Research & Enterprise

	Student Integrated Research Output Fund – Director Research & Enterprise

The committee felt that it would be useful if a list of all funding recipients was available, so researchers can see who has received funding and what the average amounts granted are. The committee noted that currently only some of the research support products are listed on the intranet. Using Teams as a repository of information is being considered.

Action: Brenda Massey to communicate to Penny Thomson that she needs to do some more work on increasing staff accessibility to information about the research support products and that she should report back to the committee about how access will be granted.

Action: Marcus Williams and Penny Thomson to consider how to report who has received funding from each of the research support products and bring that back to the committee.

MOTION

That the committee gives its consent for decisions on funding from Unitec's suite of research support products to be made as per the delegations outlined above, subject to outcomes being reported in a manner that is accessible to the committee and other Unitec staff.

Moved: Roger Birchmore
Seconded: Robyn Gandell

MOTION CARRIED

Helen Gremillion noted that the definition of an ECR at Unitec is missing from the ECR Project Funding Registration of Interest (RoI) form. **Action**: Brenda Massey to ensure Research Partner Penny Thomson makes this adjustment to the RoI form.

Helen Gremillion shared that she has been working with a staff member to apply for an ECR Fellowship. The researcher has provided feedback that the process of completing the application form has refined their thoughts on how they can improve their research project. In the past the forms have been characterised as 'overly complex', but the work that has recently been undertaken to streamline them has improved researchers' experiences of engaging with the process of making an application. **Action**: Brenda Massey to pass the thanks of the committee to Penny Thomson.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   Appointments to the PBRF Sector Reference Group

The committee were pleased to note the appointment of two people from the ITP sector to the PBRF Sector Reference Group (SRG), including Professor Jenny Lee-Morgan from Unitec. The SRG will meet regularly until June 2023 when the PBRF Quality Evaluation Guidelines will be published. Timeframes for this process, and the consultation papers, will be published on the TEC website.

Section 5.2   2021 Early Career Researcher (ECR) Funding Progress Reports

The committee received progress reports from recipients of 2021 Early Career Researcher Project Funding:

a) Dr Marleen Baling
b) Dr Catherine Mitchell
c) Dr Renata Jadresin-Milic
d) Min Hall

The lockout due to the asbestos contamination in Buildings 112-115 earlier in the year and the current Covid-19 lockdown has affected all of the projects to various degrees.

Action: Brenda Massey to ensure the PIs are thanked for their progress reports. They should be reminded that they need to spend their allocations in this financial year. Clarification should be provided to Renata Jadresin-Milic that she has already negotiated a small exception to this which has been granted. The letter should also state that any concerns about project completions should be raised with a Research Partner earlier rather than later.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1   Ētahi Kaupapa Anō | Any Other Business

The Chair is concerned at the slow pace abstracts for the Unitec Research Symposium are being received. The peer review process leaves little leeway for granting an extension to the closing date for abstracts.

Action: Arun Deo to provide the Chair with a summary of staff that need to achieve a research output this year in order to maintain their programme's green-lit status. Marcus Williams will then communicate with Research Leaders and Heads of Schools to help them shoulder-tap more potential symposium presenters. A caveat will be added that there may be staff members on the list who have achieved adequate outputs but have yet to update their ROMS.

Section 6.2   Komiti Self-Assessment

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee was reminded that 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:	1456 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome

3.2	Change the wording of the criteria of the Student Integrated Research Output Fund from "Travel costs are not covered by this fund" to "Travel costs towards research dissemination are not covered by this fund".	Brenda Massey/ Penny Thomson	
4.4	Do some more work on increasing staff accessibility to information about the research support products and report back to the committee about how access will be granted.	Brenda Massey/ Penny Thomson	
4.4	Consider how to report who has received funding from each of the research support products and bring that back to the committee.	Marcus Williams / Penny Thomson	
4.4	Add the definition of an ECR at Unitec to the ECR Project Funding Registration of Interest (RoI) form.	Brenda Massey/ Penny Thomson	
4.4	Pass the thanks of the committee to Penny Thomson on the improvements made to the research support product application forms and guidelines.	Brenda Massey	
5.2	Ensure the ECR Project Funding PIs are thanked for their progress reports.	Brenda Massey	
6.1	Provide the Chair with a summary of staff that need to achieve a research output this year in order to maintain their programme's green-lit status.

Communicate with Research Leaders and Heads of Schools to help them shoulder-tap more potential symposium presenters. Add a caveat that there may be staff members on the list who have achieved adequate outputs but have yet to update their ROMS. | Arun Deo

Marcus Williams | |