



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2021-11-11
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 Tīmatanga | Opening Prayer

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting, Geoff Bridgman as proxy for Helen Gremillion and special guest A/P Terri-Ann Berry.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Geoff Bridgman (proxy for Helen Gremillion)
3. Kristie Cameron
4. Roger Birchmore
5. Susan Eady
6. Hamid Sharifzadeh
7. Yusef Patel
8. Leon Tan
9. Maryam Mirzaei
10. Lian Wu
11. Robyn Gandell
12. Daisy Bentley-Gray
13. Cathy Zhang (from 2.30pm)
14. Arun Deo (from 2.30pm)

Total members represented:	14 members
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Apologies

1. Jenny Lee-Morgan
2. Helen Gremillion
3. Gerald Ryan

Total apologies:

3 members

Absent

N/A

MOTION

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

Moved: Susan Eady

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
2. A/P Terri-Ann Berry, Director Environmental Solutions Research Centre (item 4.1)

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

MOTION

That the committee approves the minutes of the 2021-10-14 meeting as a true and accurate record.

Moved: Roger Birchmore

Seconded: Daisy Bentley-Gray

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

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	Complete
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	Complete – on agenda (item 4.4)
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	Complete – on agenda (item 4.4)
4.4	Add the definition of an ECR at Unitec to the ECR Project Funding Registration of Interest (RoI) form.	Brenda Massey/ Penny Thomson	Complete

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	Complete
5.2	Ensure the ECR Project Funding PIs are thanked for their progress reports.	Brenda Massey	Complete
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	Complete Complete

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 2022 URC Terms of Reference

The Section 3 items were discussed after item 4.1.

The committee's Terms of Reference (ToR) are due for review before being reported to Te Komiti Mātauranga | Academic Committee.

Susan Eady proposed that the current ToR be amended, or a new ToR created, to enable the committee to make recommendations around access to, and storage of, research datasets. She further proposed that there might be an opportunity for Te Pūkenga to look to develop guidelines for the storage of datasets across the sector.

The committee discussed Susan's suggestions at length, a summary of their discussion is as follows:

- There are ethical considerations regarding access to datasets. Researchers need to specify in their ethics applications whether data will be stored, and if so how, and for how long, who will have access to data and how data will be protected from unauthorised access. Some data that is collected is sensitive and/or confidential and may only be given to researchers on the understanding that it is not shared with others. It was queried whether recommendations around access to datasets is more the purview of the Unitec Research Ethics Committee rather than this committee.
- This committee could make recommendations which could give latitude to any possible future work on the storage of datasets.
- One of the current ToR (d) could cover this kaupapa and/or could be edited to encompass the storage of, and access to, data.

The committee attempted to draft, but could not agree on, a new ToR. It was decided that Susan should assemble a working party to consider the matter more fully and present any suggestion for change to the committee for approval.

Action: Susan Eady to lead a working party, which should include Dr Evangelia Papoutsaki, Executive Editor of ePress/Ethics Administrator, and Arun Deo, Research Advisor, to develop a recommendation for a new ToR. The recommendation of the working party should be presented via memo to the committee at its December meeting. Susan should ensure the draft memo is provided to the Chair ahead of the agenda closing date.

Action: Marcus Williams to advise Te Komiti Mātauranga that the committee's 2022 ToR are still under consideration.

Section 3.2 **2022 URC Work Plan**

The committee reviewed and discussed the proposed 2022 Work Plan. Some minor amendments were requested, as outlined in the Motion below.

MOTION

That the committee approves the proposed 2022 Work Plan, subject to it being amended as follows:

- 1) That an additional column is added to the Work Plan that denotes which of the committee's ToR each task relates to.**
- 2) That the April item "Discuss further SPSS Professional Development needs" be changed to read "Discuss further professional development needs in the wake of the cessation of SPSS".**
- 3) That the review of the committee's ToR be undertaken in October not November.**

Moved: Roger Birchmore

Seconded: Geoff Bridgman

MOTION CARRIED

Action: Brenda Massey to update the Work Plan to incorporate the amendments requested by the committee.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 **Environmental Solutions Research Centre (ESRC)**

This item was presented immediately following matters arising. The Chair warmly welcomed A/P Terri-Ann Berry, Director of the ESRC, to the meeting.

ESRC was created in 2019 and since its establishment has been working in three main areas:

1. Waste minimisation. The centre is targeting construction waste in particular. The team has been undertaking audits to quantify plastic waste generated during the construction process. Their projects have attracted awards and are generating media interest. Funding is being sought from BRANZ (the Building Research Association of NZ) and the Ministry for the Environment, in collaboration with industry, to support projects in this area. ESRC is incredibly industry focused, with industry players increasingly realising that ESRC can assist them with their real-world problems. Although industry doesn't usually have as much funding available as government grants schemes, it is generally easier to work with them, as the reporting requirements are not as onerous. It is time-consuming working with industry groups - there is a lot of liaison work involved to establish what their needs are. However, it is easier to affect change through research with industry, as knowledge is transferred directly (e.g. as an outcome of one project, Naylor Love (a commercial construction company) are no longer using plastic wrap on any of their timber products but rather reusable tarpaulins).
2. Air pollution/air quality. ESRC is working with HRV to establish whether mechanical air ventilation systems can improve indoor air quality. The results of the research will be

applicable to any mechanical air ventilation company (not just HRV). The School of Computing and Information Technology designed and developed unique sensors that can measure different types of contaminants (e.g. moulds and fungi) in homes. Some of the sensors have been sold to The University of Auckland. Longer term, the centre wishes to work with communities that can't afford mechanical air ventilation systems, endeavouring to find low-cost solutions that might work well for them.

3. Asbestos. ESRC assisted with the response to the asbestos contamination in buildings 112-115 earlier this year. The centre's early research looked at asbestos contaminated waste: where it goes and if there could be alternatives to sending it to landfill. The centre is now moving into the area of risk characterisation. Terri-Ann and Research Associate Shannon Wallis are now qualified surveyors, assessors and managers for the asbestos industry. ESRC is currently in the process of applying for MBIE Endeavour Funding with A/P Dan Blanchon, Director of the Applied Molecular Solutions Research Centre (AMS) and Head of the School of Environmental and Animal Sciences, for a project that will look at trying to identify asbestos hotspots in two urban centres. The project is a collaboration with the University of Waikato who will carry out assessments of asbestos in roof spaces using hyperspectral imagery. The project will also examine the risks to communities of possible exposure to asbestos during emergencies such as floods, earthquakes and fires. The project involves researchers from Italy, the USA and Australia.

The committee posed the following questions to Terri-Ann following her presentation:

- Tell us about your collaborations with other Schools at Unitec. The environmental space is multi-disciplinary. The ESRC team has worked with researchers from various Schools:
 - Computing and Information Technology: expertise utilised to connect and calibrate air quality sensors. Developed and designed a mobile phone app to use with a new sensor.
 - Creative Industries: designed the air quality sensors so they look good in people's homes (HRV were very impressed).
 - Environmental and Animal Sciences: together with researchers at Massey University have cultured and looked at fungal species that are naturally connected with asbestos contaminated materials. Also provided DNA sequencing which may assist with the creation of a bioremediation solution.
 - Building Construction: have assisted the team to understand the connections between indoor air quality and construction type.
 - Healthcare and Social Practice: may become involved with the asbestos projects from a health perspective.
- How is the centre engaging with Pacific and Māori communities? The centre's focus on asbestos started when a former student travelled to Rarotonga as an environmental consultant and discovered a problem with asbestos. A (then) current student was supported by Unitec to travel to Rarotonga to undertake his final year project which looked at asbestos in the community. Since then, ESRC has been looking at what options small Pacific communities have for the disposal of hazardous waste. ESRC are also trying to connect with Māori and the research community in South Auckland on the indoor air quality project with the aim of providing educational resources and low-cost solutions to improve health outcomes, especially for those who have a vulnerability to the respiratory disorders associated with poor indoor air quality.
- Would there be an opportunity for researchers from Social Practice to become involved? A/P Helen Gremillion has been assisting with the indoor air quality project, i.e. with survey design, the ethics application, ensuring that the right researchers are going into people's homes (e.g. the project has a dedicated Māori researcher). ESRC are very open to

collaboration with any researcher at Unitec, whether they wish to join an existing project or whether they want to suggest a new area of focus.

- How do you maintain impartiality when working on an industry-commissioned project? ESRC is always impartial and undertakes good quality, robust research. The centre isn't there to answer questions for industry, they are there to answer questions about the environment, provide some solutions and ask 'do the solutions proposed by industry perform as they want them to perform and if not how can they be improved'?

The committee thanked Terri-Ann Berry for her informative presentation.

Action: Marcus Williams to invite A/P Dan Blanchon to present to the committee at a future meeting on the work being undertaken by AMS.

Section 4.2 Internal Performance Based Research Fund (PBRF) Quality Evaluation Review

The committee reviewed and agreed to the amended dates for the events surrounding the Unitec Internal PBRF Quality Evaluation Review to occur.

Times and dates are already in the calendars of key Tūāpapa Rangahau staff that will enable them to provide one-on-one sessions in late January and early February to support staff participation.

Action: Marcus Williams and Arun Deo to articulate through relevant communication channels clear offers of the availability of one-to-one sessions to support staff to participate in the internal PBRF QE review process.

Section 4.3 Staff Excellence Award

Feedback was sought from the committee on the current criteria for staff research excellence for the Unitec Staff Excellence Awards.

The committee's discussion was as follows:

- The Staff Excellence Awards are framed as teaching awards, but there is a research category within them. In terms of eligibility, should people who are not teaching be eligible for these awards?
- There's no differentiation between a new and emerging and/or early career researcher and an experienced researcher. It is difficult to compare people's achievements when they are at different stages of their careers. Should there be two categories of awards?
- There are some people doing research with no research time allocation and they are up for awards against people that do have a research time allocation.
- Should the Staff Excellence Award for Research be bestowed at the annual Research Symposium instead?
- Many APMs and HoSs don't teach or have a research allocation, although many still conduct research. Would this exclude them from being eligible for a Research Award?
- Excellence in the dissemination of research should form part of the criteria for the award.
- Research that contributes to teaching should be part of the criteria for the award.

The committee recommends the following changes:

- Excellence in research dissemination should form part of the criteria for an award.

- Research that contributes to teaching should be part of the criteria for the award.
- There should be separate awards to differentiate between a new and emerging/early career researcher and an advanced researcher
- The awards should be open to all researchers, regardless of what role they hold at Unitec, whether or not they teach and/or whether or not they have a research time allocation.

Action: Marcus Williams to draft a memo to the appropriate person in Unitec Corporate Communications on behalf of the committee to communicate its recommendations.

Section 4.4 **Research Support Funding Accessibility and Reporting**

The committee requested better accessibility to the research support funding products for research staff and a mechanism for reporting which staff have received support. It is proposed to have a live link on the intranet to a special Teams repository dedicated to this purpose. The reason for this approach is that these products need updating regularly and Teams is easier to update than the intranet. It was further proposed that the mechanism for reporting support received can utilise the same Teams location, also linked to the intranet.

The committee was unanimously supportive of both proposals. **Action:** Marcus Williams to implement access to research support funding and reporting via the Teams mechanism.

Section 4.5 **Rangahau Research Forum**

The Chair updated the committee on the work of the ITP Rangahau Research Forum, as outlined in his covering memo for this item.

Section 4.6 **2022 URC Membership**

There was some concern about the lack of Māori representation on the committee as Jenny Lee-Morgan is rarely able to attend. Her service to Unitec is unparalleled, but the committee does need consistent Māori representation. While Tui Matelau has occasionally attended committee meetings in a proxy capacity, it is critical that Māori are consistently represented at all meetings and have input into all the committee's discussions.

Action: Marcus Williams to discuss with Jenny Lee-Morgan, on behalf of the committee, whether there is a way to resolve the issue of consistent Māori representation on the committee.

The committee asked that the composition requirements of the committee be updated as highlighted below:

- Director of Research and Enterprise (Chair)
- Secretary
- Māori representation
- Pacifika representation
- Industry Workforce Development
- Knowledge Specialist
- Representation from all schools with degrees (except trades, sub-degree)
- Research Advisor

Action: Brenda Massey to update the composition requirements of the committee as outlined above.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **2022 URC Schedule of Meetings**

The committee noted the 2022 meeting dates which are scheduled to continue to occur on the second Thursday of each month from 13:00 to 15:00.

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**

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: 1505 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
3.1	Lead a working party, which should include Dr Evangelia Papoutsaki, Executive Editor of ePress/Ethics Administrator and Arun Deo, Research Advisor, to develop a recommendation for a new ToR. The recommendation of the working party should be presented via memo to the committee at its December meeting. The draft memo should be provided to the Chair ahead of the agenda closing date. Advise Te Komiti Mātauranga that the committee's 2022 ToR are still under consideration.	Susan Eady Marcus Williams	
3.2	Update the Work Plan to incorporate the various amendments requested by the committee.	Brenda Massey	
4.1	Invite A/P Dan Blanchon to present to the committee at a future meeting on the work being undertaken by AMS.	Marcus Williams	
4.2	Articulate through relevant communication channels clear offers of the availability of one-to-one sessions to support staff to participate in the internal PBRF QE review process.	Marcus Williams/ Arun Deo	
4.3	Draft a memo to the appropriate person in Unitec Corporate Communications on behalf of the committee to communicate its recommendations on the research category of the Staff Excellence Awards as follows:	Marcus Williams	

	<ul style="list-style-type: none"> • Excellence in research dissemination should form part of the criteria for an award • Research that contributes to teaching should be part of the criteria for the award. • The awards should be open to all researchers, regardless of what role they hold at Unitec, whether or not they teach and/or whether or not they have a research time allocation. <p>Also request that a new award is created which would allow for the differentiation between new and emerging/early career researchers and advanced researchers.</p>		
4.4	Implement access to research support funding and reporting via the Teams mechanism.	Marcus Williams	
4.6	<p>Discuss with Jenny Lee-Morgan, on behalf of the committee, whether there is a way to resolve the issue of consistent Māori representation on the committee.</p> <p>Update the composition requirements of the committee to include representation from all schools with degrees and the Research Advisor.</p>	<p>Marcus Williams</p> <p>Brenda Massey</p>	