



**TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE  
RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)**

**MEETING MINUTES**

**Tuesday  
4<sup>th</sup> May 2021**



# minutes

## TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

Date:	<b>2021-04-05</b>
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	<b>Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)</b>

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# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

**MEETING OPENED: 02:05 PM via Microsoft Teams Meeting**

### **1. KARAKIA TIMATANGA | OPENING KARAKIA**

- The meeting started with the Karakia.

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!

Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
Join it, gather it, it is done!

### **2. KUPU WHAKATAU | WELCOME FROM CHAIR**

- The chair welcomed the members to the committee meeting.

### **3. PGRSC-TERMS OF REFERENCE-2021**

- The committee noted the Terms of references.

### **4. PGRSC-MEMBERSHIP-2021**

- The committee noted the membership.

### **5. PGRSC-WORK PLAN-2021**

- The committee noted the work plan for the year 2021.

### **6. PGRSC ATTENDANCE-2021**

- The Committee noted the PGRSC attendance for the year 2021.

# SECTION 2

## STANDING ITEMS

### 7. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS

- Committee members present

1. Assoc Prof Marcus Williams	2. Dr Saeideh Aminian
3. Assoc Prof Iman Ardekani (Left the meeting at 3:00 pm)	4. Assoc Prof Helen Gremillion (Left the meeting at 3:00 pm)
5. Assoc Prof Leon Tan	6. Annabel Pretty
7. Assoc Prof Matthew Bradbury	8. Assoc Prof Liz Rainsbury (Left the meeting at 3:18 pm)
9. Aroha Dykes	
Total members present: 9 members	

- Apologies

1. Dr James Prescott	2. Victor Grbic
3. Dr Cat Mitchell	
Total Apologies: 3 member	

- Absence

None	
Total Absence: 0 member	

- Members in attendance

1. Hamza Qazi – Administrator, Academic Quality (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator
3. Asma Munir – Research Administrator	

- Quorate Status:** The total representation was 9 out of 12. The meeting was hence determined as being quorate until 3:18 pm.

### 8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

- The Chair briefly went through the items discussed in the last meetings minutes and then opened the floor for any matters arising.



April-PGRSC-Minutes.pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-04-12

**Moved:** Assoc Prof Iman Ardekani

**Seconded:** Annabel Pretty

**MOTION CARRIED**

## 9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	2nd Apr 2021	In progress
2	To follow up in July with Rakesh Patel regarding the update on the task related to resolving an issue of sub-90 credits ENR courses EPI reporting.	Assoc Prof Marcus Williams	23rd July 2021	On hold until July meeting
3	To amend the Postgraduate Scholarship Guidelines as per the approved motion and memo for agenda item 12 of April 2021 PGRSC meeting, and to upload the updated guidelines to The Nest.	Cynthia Almeida	23 <sup>rd</sup> April 2021	Completed
4	To meet and provide some suggestions to the PGRSC in the June PGRSC meeting regarding the two points mentioned in agenda item 13 of the April 2021 PGRSC meeting.	Dr James Prescott Assoc Prof Helen Gremillion	21 <sup>st</sup> May 2021	In progress See note 1
5	To provide a summary with recommendations on the Supervisor PD Survey.	Assoc Prof Helen Gremillion and Assoc Prof Marcus Williams	23 <sup>rd</sup> April 2021	Completed See Agenda Item 11
6	To remind the members to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the next PGRSC.	Hamza Qazi	23 <sup>rd</sup> April 2021	Completed See note 2

### Note

- ACTION:** Hamza Qazi to send Dr James Prescott and Assoc Prof Helen Gremillion a reminder regarding their action item.
- Hamza Qazi sent the email to the committee members on 19<sup>th</sup> April 2021. And No responses were received, partly because some PEPs were not completed until after the deadline. The committee decided to roll over the agenda item for the next meeting.  
**ACTION:** Hamza Qazi to send a reminder to the committee members asking them to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the June PGRSC.

## 10. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

The feedback from members was received and is incorporated into the attached spreadsheet. The leaders of each Level 9 & 10 programme affirm that the information is accurate.



Dynamic Research  
Proposal Tracker-Ma

# SECTION 3

## ITEMS TO DISCUSS / APPROVE

### 11. MEMO FOR DISCUSSION – SUMMARY OF SUPERVISOR PD SURVEY RESULTS



Memo-Disc-Summary of Supervisor PD S



Questionnaire for the Supervisor PD S



Supervisors PD Survey Summary.pdf

- Assoc Prof Marcus Williams presented the memo by highlighting common themes coming from the survey. The themes related to the benefits of supervisor PD were commended by the committee. The themes which were least valuable, missing, or barriers for/from the supervisor PD were discussed one by one and the committee was apprised of the actions below.

Themes	Actions
Common Themes (least valuable)	
<ul style="list-style-type: none"> <li>Generic content not always relevant to every discipline</li> </ul>	Tūāpapa Rangahau provide opportunities for PD catering to programme specific content where practicable; Masters of Architecture; Professional for example, pertaining to research ethics for architects.
<ul style="list-style-type: none"> <li>Some of the content is too basic</li> </ul>	The compulsory supervision workshop must focus on fundamental policy and regulations, however, optional supervision workshops do deal with more specialist topics.
Common Themes (what is missing)	
<ul style="list-style-type: none"> <li>Engaging Maori in research practice</li> </ul>	Dr Hinekura Smith was recently appointed at Unitec as a Kaupapa Maori Supervision Advisor and would be able to help resolve these themes. <u>Action for Assoc Prof Marcus Williams at the bottom of this table</u>
<ul style="list-style-type: none"> <li>Kaupapa Maori research and Pacifica methodologies</li> </ul>	
<ul style="list-style-type: none"> <li>Supervision and research mentoring</li> </ul>	Assoc Prof Marcus Williams will be working with Assoc Prof Helen Gremillion to work on these three themes. They will examine potential for Communities of Practice for supervisors, considering online engagement, discipline specific content and supervision mentoring. <u>Action for Assoc Prof Marcus Williams at the bottom of this table</u>
<ul style="list-style-type: none"> <li>The development of communities of practice</li> </ul>	
<ul style="list-style-type: none"> <li>Collaborative research and practice</li> </ul>	
<ul style="list-style-type: none"> <li>Good understanding of the UREC application process</li> </ul>	Since the departure of Caroline Malthus, a replacement to provide ethics workshops for staff and students has been sourced from UREC, document access is being improved and workshops will be provided at the place of work for larger programmes.
Common Themes (barriers)	
<ul style="list-style-type: none"> <li>Workload and support from managers to do PD</li> </ul>	<u>Action for Assoc Prof Marcus Williams at the bottom of this table</u>

Themes	Actions
<ul style="list-style-type: none"> <li>Timing of courses (break times could be better)</li> </ul>	Having workshop at various times of the semester can assist with access issues for staff. This is always challenging however.
<ul style="list-style-type: none"> <li><b>ACTION:</b> Assoc Prof Marcus Williams to initiate meetings with Dr Hinekura Smith and Assoc Prof Helen Gremillion to discuss Kaupapa Māori Research PD options and potential involvement with a future Community of Practice for supervisors.</li> <li><b>ACTION:</b> Assoc Prof Marcus Williams to send a communication to the HoSs and APMs highlighting the importance of supervision PD for the staff involved in level 9 or 10 supervisions.</li> </ul>	

## 12. MEMO FOR DISCUSSION – TERMS OF REFERENCES FOR THE SUPERVISION REGISTER AUDIT



Memo-Disc-ToR for the supervisor regis'

- The terms of references for the supervision audit which is run twice annually was shared by Cynthia Almeida... for discussion.
- The committee unanimously supported the terms of references of the supervision audit
- The committee approved the terms of references of the supervision audit.

**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

## 13. MEMO FOR DISCUSSION – SUMMARY OF SCHOLARSHIP SURVEY RESULTS



Memo-Disc-Summar  
y of Scholarship Sur



Scholarship  
Evaluation Survey\_L



Scholarship  
Evaluation Survey\_S'

- The various themes from the scholarship surveys were presented by Assoc Prof Marcus Williams; actions for each theme were decided..
- ACTION:** Asma Munir to contact Marketing and Student Events to plan ways for sharing PG scholarship on Unitec Social Media – Facebook, Instagram, Twitter, LinkedIn.
- ACTION:** Assoc Prof Marcus Williams to remind the committee in the September PGRSC meeting that the Director's priority success and Leaders of the programmes can use their discretion to distribute the scholarship amount in 2 semesters if they wish to distribute their scholarships over both semesters if preferable.
- ACTION:** Asma Munir to contact Steve Marshal-Te Korowai Kahurangi (TKK) to ensure that the PG scholarship information is included in the online Moodle Student Handbooks.
- ACTION:** Asma Munir to meet Ruth Marsters-Student Event and Communication Manager and work out ways to improve the scholarship search at the Unitec websites by including more intelligent filters.
- ACTION:** Asma Munir to send the decline letter to all unsuccessful scholarship applicants after the deadlines for the scholarships have passed.

## 14. DISCUSSION ON THE INSTITUTIONAL LEVEL THEMES AT THE POSTGRADUATE SPACE

- The agenda item was postponed to the next meeting.

## 15. SELF EVALUATION



PGRSC-Self-Assessment.pdf

- No feedback was received

# **SECTION 4**

## **ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

## 16. GENERAL BUSINESS

- Cynthia Almeida informed the committee that the Unitec PG Study Labs are under utilised and sharing with undergraduate teaching teams could be considered. The student usage, potential movement of lockers, and relevance to specific programmes was discussed. The committee decided to allow a trial period, sharing one of the rooms, to be reviewed in one year, making sure that any changes are well communicated and discussed with any affected students.

## 17. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-06-01
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2020-05-21
- To: pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 1 <sup>st</sup> June	2:00pm	MS Teams Meeting	Friday, 21 <sup>st</sup> May (5:00 pm)
Tuesday, 6 <sup>th</sup> July	2:00pm	MS Teams Meeting	Friday, 25 <sup>th</sup> June (5:00 pm)
Tuesday, 3 <sup>rd</sup> August	2:00pm	MS Teams Meeting	Friday, 23 <sup>rd</sup> July (5:00 pm)
Tuesday, 7 <sup>th</sup> September	2:00pm	MS Teams Meeting	Friday, 27 <sup>th</sup> August (5:00 pm)



Tuesday, 5 <sup>th</sup> October	2:00pm	MS Teams Meeting	Friday, 24 <sup>th</sup> September (5:00 pm)
Tuesday, 2 <sup>nd</sup> November	2:00pm	MS Teams Meeting	Friday, 22 <sup>nd</sup> October (5:00 pm)
Tuesday, 7 <sup>th</sup> December	2:00pm	MS Teams Meeting	Friday, 26 <sup>th</sup> November (5:00 pm)

## 18. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

Ka wehe atu tātou  
I raro i te rangimārie  
Te harikoa  
Me te manawanui  
Haumi ē! Hui ē! Taiki ē!

We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward!

## 19. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING

	Action	Responsibility	Due Date
1	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	21 <sup>st</sup> May 2021
2	To follow up in July with Rakesh Patel regarding the update on the task related to resolving the issue of sub-90 credits ENR courses EPI reporting.	Assoc Prof Marcus Williams	23 <sup>rd</sup> July 2021
3	To provide suggestions at the next meeting regarding consideration of the PGRSC terms of reference for sub 90 credit theses, mentioned in agenda item 13 of PGRSC meeting dated 12/04/2021.	Dr James Prescott And Assoc Prof Helen Gremillion	21 <sup>st</sup> May 2021
4	To send Dr James Prescott and Assoc Prof Helen Gremillion a reminder regarding their action item.	Hamza Qazi	21 <sup>st</sup> May 2021
5	To send a reminder to the committee members asking them to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the June PGRSC.	Hamza Qazi	21 <sup>st</sup> May 2021
6	To initiate meetings with Dr Hinekura Smith and Assoc Prof Helen Gremillion to discuss Kaupapa Māori Research PD options and potential involvement with a future Community of Practice for supervisors.	Assoc Prof Marcus Williams	21 <sup>st</sup> May 2021
7	To send a communication to the HoSs and APMs highlighting the importance of supervision PD for the staff involved in level 9 or 10 supervisions.	Assoc Prof Marcus Williams	21 <sup>st</sup> May 2021
8	To contact Marketing and Student Events to plan ways for sharing PG scholarship on Unitec Social Media – Facebook, Instagram, Twitter, LinkedIn.	Asma Munir	21 <sup>st</sup> May 2021
9	To remind the committee in the September PGRSC meeting that the Director's priority success and Leaders of the programmes can use their discretion to distribute the scholarship amount in 2 semesters if they wish to distribute their scholarships over both semesters if preferable.	Assoc Prof Marcus Williams	27 <sup>th</sup> Aug 2021

	Action	Responsibility	Due Date
10	To contact Steve Marshal-Te Korowai Kahurangi (TKK) to ensure that the PG scholarship information is included in the online Moodle Student Handbooks.	Asma Munir	21 <sup>st</sup> May 2021
11	To meet Ruth Marsters-Student Event and Communication Manager and work out ways to improve the scholarship search at the Unitec websites by including more intelligent filters.	Asma Munir	21 <sup>st</sup> May 2021
12	To send the decline letter to all unsuccessful scholarship applicants after the deadlines for the scholarships have passed.	Asma Munir	21 <sup>st</sup> May 2021

**MEETING ENDED: 03:40 PM**