



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

MEETING MINUTES

**Tuesday
1st June 2021**



minutes

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

Date:	2021-06-01
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)

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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. On behalf of the committee, the chair thanked the administrator Hamza Qazi for the services regarding the secretarial work for the committee.

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.
- The committee noted that no institutional level themes related to postgraduate space were received, hence, the work plan that was postponed from the last meeting was closed and not included in the meeting.

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. Annabel Pretty (Representing Assoc Prof Matthew Bradbury)	4. Assoc Prof Helen Gremillion (joined the meeting at 2:30 pm)
5. Assoc Prof Leon Tan	6. Assoc Prof Liz Rainsbury
7. Dr Cat Mitchell	8. Dr James Prescott
9. Aroha Dykes	
Total members present: 9 members	

- **Apologies**

1. Assoc Prof Iman Ardekani	2. Victor Grbic
3. Assoc Prof Matthew Bradbury represented by Annabel Pretty	
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.

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.



May-PGRSC-Minutes.
pdf

- **MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-05-04

MOVED: Assoc Prof Leon Tan

SECONDED: Aroha Dykes

MOTION CARRIED

- Dr James Prescott abstained from the motion.

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

	Action	Responsibility	Due Date	Progress
1	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	21 st May 2021	In progress See Note 1
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 rd July 2021	On hold until July meeting
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 the PGRSC meeting dated 12/04/2021.	Dr James Prescott And Assoc Prof Helen Gremillion	21 st May 2021	In progress See Note 2
4	To send Dr James Prescott and Assoc Prof Helen Gremillion a reminder regarding their action item.	Hamza Qazi	21 st May 2021	Completed See Note 3
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 st May 2021	Completed See Note 3
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 st May 2021	In-Progress
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 st May 2021	Completed See Note 4
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 st May 2021	In progress See Note 5
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 th Aug 2021	On hold until August meeting
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 st May 2021	In-Progress See note 6
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 st May 2021	In-Progress See note 7
12	To send the decline letter to all unsuccessful scholarship applicants after the deadlines for the scholarships have passed.	Asma Munir	21 st May 2021	Completed See note 8

Note

1. Assoc Prof Helen Gremillion has provided feedback to Diana Ayling – Senior Lecturer, TePuna Ako and is now waiting for further progress.
Assoc Prof Marcus Williams requested to ensure that the final draft is shared with the committee before it is forward for processing.
2. The committee decided to change the responsibility from Assoc Prof Helen Gremillion to Assoc Prof Liz Rainsbury
3. The reminder emails on 10th and 17th May 2021.
4. The email was sent to APMs and HoS on 19th May 2021.
5. Most schools operate their own social media pages and some promote our scholarship there, one example here: https://www.instagram.com/unitec_school_of_architecture/ also had a chat with Kim (Digital Marketing Coordinator), regarding those multiple Unitec socials media pages, and who operates them? Awaiting response.

6. Asma Munir had a chat with Steve Marshal, he suggested promoting the scholarship on the existing Tūāpapa Rangahau Moodle page and he can easily link that page to all Master student's Moodle <https://moodle.unitec.ac.nz/course/view.php?id=2000>
7. Duncan Kirkman - Marketing Manager Brand and Digital Marketing informed that some "scholarship search" functionality is already available on the website, but if Tūāpapa Rangahau wants to improve that functionality he is happy to provide service and support. He also asked what is our budget for this project? Additional to this, Asma is meeting with Monique Bell (undergrad Scholarship Manager) to discuss what improvements can be made to the existing Scholarship page?
Assoc Prof Marcus Williams added that Tūāpapa Rangahau has some budget to support improving the scholarship search functionality if required.
ACTION: Asma Munir to find out the costs to improve the scholarship search functionality of the Unitec scholarship page.
8. Emails were sent to the unsuccessful students.

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-APPROVAL-EXCEPTIONAL SUSPENSION OF CANDIDATURE FOR MAP-SP STUDENTS



11)
Memo-Aprvl-Excepci



11-1) 1272025 all of
2021.pdf



11-2) 1507062 sem 1
2021.pdf

- The committee approved the exceptional suspensions of candidature for MAP-SP Students.
MOVED: Assoc Prof Helen Gremillion
SECONDED: Dr James Prescott

MOTION CARRIED

12. MEMO-APPROVAL-TOR FOR THE REVIEW OF MASTERS GENERIC REGULATIONS-WORKPLAN ITEM



12)
Memo-Approval-TOR for

- The committee approved the terms of references of the supervision audit.

UNANIMOUSLY APPROVED

- **ACTION:** The working party comprising of Assoc Prof Marcus Williams, Cynthia Almeida and Hamza Qazi will review the masters generic regulations based on the approved terms of references and present the summary in the August PGRSC meeting.

13. LEVEL 8 TO 10 EDUCATIONAL PERFORMANCE INDICATORS-WORKPLAN ITEM



13) PG EPI Data
-2020 Sem 2.pdf

- **ACTION:** The working party comprising of Assoc Prof Marcus Williams, Cynthia Almeida and Hamza Qazi will review the EPI Data for negative promoters and anomalies, and will share the issues, with reason and possible solutions with the committee in the next PGRSC meeting.
- Assoc Prof Marcus Williams suggested that the committee can send a memo to the Academic committee after we have an update from Rakesh, to record the issue around inaccurate reporting of ENR courses date to TEC.

14. EFTS TARGETS FOR LEVEL 9 PROGRAMMES-WORKPLAN ITEM

- HoS and APMs met in mid-May. The consensus was that Unitec remains too disrupted to set such targets at this time. However, there was opportunity identified in two programmes;
 1. MarchP wants to explore seeking partnership with industry partners to develop larger scholarships; a pilot proposal for the idea is under development
 2. A generic degree; MCE has identified several niche areas of interest in the market. A plan is being developed to publicise these directly into the relevant industries

15. MEMO-DISCUSSION-KAUPAPA MAORI SUPERVISOR



15)
Memo-Disc-Kaupapa



15-1)
Memo-Disc-Māori an

- The committee supported the memo and the chair acknowledged the work of the committee.

16. SELF EVALUATION



PGRSC-Self-Assessm
ent.pdf

No feedback was received

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

17. GENERAL BUSINESS

- Assoc Prof Hellen Gremillion shared an issue with the committee, originally raised by one of the MAP-SP Pacifica students, regarding the use of the word 'suspension' for suspension of candidature. The word 'suspension' has a punitive interpretation outside of tertiary education, and hence the student has requested to change the word.

The committee supported the issue and decided to take this matter to their respective Programme students and come up with a different word after discussing it with them.

- The committee reviewed the survey questions for the Level 9 courses and provided the following three pieces of feedbacks
 - To remove the if conditions in the first question based on the score.
 - Ask for the positive and negative contributors for the score.
 - To add a question: what suggestions you can provide to Unitec so we can support our Priority Groups of Maori and Pacifica students better.



Student_Course_Survey_Sem_2_2020_Post

ACTION: Assoc Prof Marcus Williams to communicate these suggestions to Jeff Honey-Insights Business Partner, Te Korowai Kahurangi.

18. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-07-06
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2020-06-25
- To: pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 6 th July	2:00pm	MS Teams Meeting	Friday, 25 th June (5:00 pm)
Tuesday, 3 rd August	2:00pm	MS Teams Meeting	Friday, 23 rd July (5:00 pm)
Tuesday, 7 th September	2:00pm	MS Teams Meeting	Friday, 27 th August (5:00 pm)
Tuesday, 5 th October	2:00pm	MS Teams Meeting	Friday, 24 th September (5:00 pm)
Tuesday, 2 nd November	2:00pm	MS Teams Meeting	Friday, 22 nd October (5:00 pm)
Tuesday, 7 th December	2:00pm	MS Teams Meeting	Friday, 26 th November (5:00 pm)

19. 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!

20. 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	25 th June 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	23rd 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 the PGRSC meeting dated 12/04/2021.	Dr James Prescott And Assoc Prof Liz Rainsbury	25 th June 2021
4	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	25 th June 2021
5	To contact Marketing and Student Events to plan ways for sharing PG scholarship on Unitec Social Media – Facebook, Instagram, Twitter, LinkedIn.	Asma Munir	25 th June 2021
6	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 th Aug 2021
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9	To find out the costs to improve the scholarship search functionality of the Unitec scholarship page.	Asma Munir	25 th June 2021
10	To review the masters generic regulations based on the approved terms of references and present the summary in the August PGRSC meeting.	Assoc Prof Marcus Williams, Cynthia Almeida and Hamza Qazi	23rd July 2021
11	To review the EPI Data for negative promoters and anomalies, and will share the issues, with reason and possible solutions with the committee in the next PGRSC meeting.	Assoc Prof Marcus Williams, Cynthia Almeida and Hamza Qazi	25 th June 2021
12	To communicate these suggestions to Jeff Honey-Insights Business Partner, Te Korowai Kahurangi.	Assoc Prof Marcus Williams	25 th June 2021

MEETING ENDED: 03:40 PM