



minutes

Te Komiti Whakahaere a ngā Pia | Postgraduate Research and Scholarships Committee

Date:	2021-10-05
Scheduled Start:	1400h
Scheduled End:	1540h
Location:	Microsoft Teams Meeting

MEETING OPENED:	1400h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Tīmatanga | Opening Prayer

KARAKIA TIMATANGA	BEGINNING PRAYER
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

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. A/P Marcus Williams (Chair)
2. Dr Saeideh Aminian
3. Dr Rebecca Wood
4. Assoc Prof Helen Gremillion
5. Annabel Pretty (Also representing Matthew Bradbury)
6. Dr Catherine Mitchell
7. Dr Hinekura Smith

Total members represented:	7 members
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Apologies

1. Assoc Prof Matthew Bradbury (represented by Annabel Pretty)
2. Dr Catherine Mitchell
3. Dr Iman Ardekani

Total apologies: 3 member/s

Absent

1. Victor Grbic
2. Dr James Prescott
3. Latisha Faasu (Student Rep)

Total absences: 3 members

MOTION

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

Moved: Dr Rebecca Wood

MOTION CARRIED

Quorate Status: The total representation was 7 out of 13. The meeting was hence determined as being quorate.

The Chair advised the Committee that Dr Liz Rainsbury has resigned from PGRSC. He will send her a letter of appreciation and thanks for her contribution to the Committee.

Action

Marcus to send a thank you letter to Liz Rainsbury

Hunga Mahi | Staff in Attendance

1. Cynthia Almeida, Postgraduate Academic Administrator (Secretary)
2. Dr Evangelia Papoutsaki, Research Ethics Administrator

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

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

MOTION

That the committee approves the minutes of the 2021-08-03 meeting as a true and accurate record.

Moved: Annabel Pretty

Seconded: Dr Saeideh Aminian

MOTION CARRIED

Item 2.3 Mahia Atū | Matters Arising (2021-07-06 Meeting)

Agenda Item	Action	Responsible	Outcome
2.3	(i) Email Diana Ayling to check on progress about the supervision badge and a reminder that the final draft be shared with the Committee before processing.	Marcus Williams	3/12/2021 (See Note 1)
2.3	(v) Work together disentangle MAP and SP EPI data	Cynthia Almeida, A/P Helen Gremillion	3/12/2021 (See Note 2)
4.2	Committee Membership-degrees with sub 90 credits theses: (i) Discuss with Head of School and Chair of PAQC re PGRSC membership for degrees with sub 90 credit theses. (ii) Establishing what other sub 90 credit theses programmes would impact (iii) To talk to the Chair of the Academic committee	James Prescott, Dr Liz Rainsbury Cynthia Almeida Marcus Williams	3 December, 2021 (See Note 4) Completed Completed (See Note 3)

NOTES:

1. Marcus received an email from Diana Ayling indicating that some progress has been made with the badge, but unable to complete because of other priorities. She is hopeful that they will make further progress before the end of the year.
2. Helen Gremillion reported that she met with Michelle Sun on the issue of the incorrect reporting of MAP SP data in the ESR report. Social Practice and Accounting data are merged in the MAP reporting. Even though Accounting is no longer accepting new students in the MAP, there's still a lot of students in that programme yet to complete. The data for MAP in the report is mixed and does not give a clear picture for MAP (SP).

TKK have indicated that it's not worth the time and energy to separate out the MAP (SP) data because the Master of Professional Accounting is finishing.

Helen expressed concern about what 'successful course completion' data were sent to TEC as no separate reporting was provided for MAP (SP). For any reporting, she has to meet with people from TKK and do it manually, which is quite labour intensive. Helen reported that in order to get accurate MAP Social Practice data in her 2020 PEP report, she and Michelle Sun had to investigate every student separately.

In 2020 successful course completion (SCC) data for Maori and Pacific students is showing at less than 10%, which is inaccurate. These errors are due to an unresolved problem in the system that's been going on for some time, on the reporting of what's called 'ENR courses.' Course completion results appear to be poor because whenever a student's thesis or dissertation carries on into the next semester and then the next, even though it is a continuing course, each one is logged in the system as a non-completed semester.

Furthermore, the qualification completion data are incorrect because not all students who have been enrolled in the MAP (SP) over time are accurately showing in the system as having been enrolled in the programme (e.g., some Master of Social Practice students who transferred into the MAP (SP) are not showing as MAP students).

A/P Marcus reported that on behalf of the Committee, the need to attend to this problem with reporting on postgrad completions has been raised with a data analyst in Finance for over a year. He

has also reported on this issue in his monthly report to Academic Committee. At the last Academic Committee meeting, he and Simon Tries were tasked with investigating the issue involving TTK enrolments, IMS, and finance and this work is underway.

This is a problem for all postgraduate programs with research projects from 45 credits through to 240 credits.

3. A/P Marcus Williams reported that the Chair of the Academic Committee would not support sub 90 credits programmes joining this committee on the basis that they are well served at PAQC.

He reiterated that this committee oversees level 9 and 10 (90 credits and above programmes) as they are substantially research degrees.

4. In the absence of a response from James Prescott and the feedback from the Chair of the Academic Committee, this matter will be dropped. No further action required.

Item 2.4 PGRSC Dynamic Spreadsheet – Monthly Ratification

The leaders of each Level 9 & 10 programme affirm that the information is accurate.

https://unitecnz-my.sharepoint.com/:x:/g/personal/calmeida_unitec_ac_nz/Ea7A6LSe88dHuglKa_Lwo0BaqW_FtnKWVc0cWgm1H0YA?e=Jtsspr

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items for approval

SECTION 4 - WHAKAWHITI KÖRERO | ITEMS FOR DISCUSSION

Section 4.1 NVivo - qualitative research software

A/P Marcus Williams presented this paper to get feedback from the Committee on the ongoing significance of NVivo software for qualitative research at Unitec. It is not easy to get an understanding of how many licences are required and whether we are over or under estimating. He indicated that every year Unitec has been paying for a substantial number of licences even though Unitec has halved in size in the last 5/6 years including the number of Postgraduate programmes.

A spreadsheet was also provided with data of users, some of which are students and some of which are staff and the amount of money that is being spent on the software. Any feedback from the committee how to consult on this issue is welcome.

A/P Helen Gremillion indicated that at least one or two staff members who teach on the MAP use it for their own research and have recommended that students use it. She organised a workshop on using NVivo last year, and it did not seem very popular. Twelve people registered, and only six people turned up. She indicated that a one-off workshop is quite challenging and hard to continue with the learning if not used regularly. She suggested that research active staff be consulted.

Action

A/P Marcus Williams to consult on NVivo software with Supervisors and Research active staff

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **Unitec Research Ethics Committee - Secretary**

The Chair invited A/P Evangelia Papoutsaki, the new Secretary of UREC, to the meeting to introduce her to the Committee. She indicated she was delighted to meet everyone. She had an important request to all Discipline Leaders that all submissions/applications be sent to the ethics email address (ethics@unitec.ac.nz) and not her personal email address. This is to ensure that all submissions/applications get properly filed and allocated to the correct folders.

Section 5.2 **Audit of Research Proposals Committee Management and Membership**

The Chair advised the committee that the 'Audit of the Research Proposal Committee Management and Membership', which was to be conducted in September, has been postponed due to the challenges on teaching staff due to the current Alert Levels. He wanted a steer from the committee whether to defer the Audit to later in the year or next year.

Discipline Leaders indicated a raft of academic engagements they are involved with and would prefer the Audit next year. The Discipline Leaders have also largely expressed confidence that the documents are up to date.

After discussion, it was decided by the Committee that the Audit be conducted in the second half of March 2022.

Action

Cynthia to conduct Audit in the second half of March 2022.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 **Ētahi Kaupapa Anō | Any Other Business**

1. A/P Helen Gremillion reported to the committee that she was informed that ELT had authorised the process to automatically discontinue students that are not enrolled for a period of time. She has discovered that a couple of postgraduate students who are doing their thesis and have been granted a 'Pause of Study' have been discontinued from their degree as the system cannot notate a 'Pause of Study.' They have to be manually reinstated.

Action

A/P Marcus to meet with A/P Helen after the meeting to discuss necessary actions.

2. A/P Helen raised the question of:
 - how can there be coordination between the different scholarship-granting groups around the allocation of scholarships, particularly for Social Practice/Maori or Social Practice/Pacific and
 - if there can be an agreement and an understanding of how the committees can check in with each other.

Action

A/P Helen Gremillion to liaise with Dr Hinekura Smith.

3. The Chair requested Cynthia to follow up with Latisha Faasu and check if she was still keen to be part of PGRSC.

Action

Cynthia to contact Latisha.

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 Details of Next Meeting

- Time: 2:00 PM – 4:00 PM
- Date: 2021-12-14
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2021-12-03
- To: pgrsc@unitec.ac.nz
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PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 14 th December	2:00pm	MS Teams Meeting	Friday, 3 rd December (5:00 pm)

Section 6.4 Karakia Whakamutunga | Closing Karakia

TE KARAKIA WHAKAMUTUNGA

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

ENDING PRAYER

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

MEETING CLOSED: 1540h

SUMMARY OF ACTIONS (2021-10-05)

2.1	Send a letter of thanks to Dr Liz Rainsbury	Marcus Williams	Completed
4.1	Consult on NVivo software with Supervisors and Research active staff	Marcus Williams	Completed
5.2	Audit of Research Proposals Committee Management and Membership	Cynthia Almeida	22 March, 2022
6.1	i) Discontinuation of postgraduate students who have not been enrolled and granted a 'Pause of study	A/P Marcus Williams/A/P Helen Gremillion to discuss	Completed
6.1	ii) Coordination between the different scholarship-granting groups	A/P Helen Gremillion has liaised with Dr Hinekura Smith	Completed
6.1	iii) Contact the Student Representative, Latisha Faasu to establish if she is keen to stay on as a member of PGRSC	Cynthia	Completed