agenda

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	**2022-04-14**
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Tīmatanga | Opening Prayer
2. Mihi Whakatau | Welcome from the Chair
3. Membership
4. Terms of Reference

SECTION 2 STANDING ITEMS

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
3. Mahia Atu | Matters Arising

SECTION 3 MEA HEI WHAKAAE | ITEMS TO APPROVE

1. Amendment to the Unitec Research Strategy Action Plan

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

1. Professional development needs following the cessation of SPSS
2. PBRF Sector Reference Group - Consultation Paper 4
3. Amendments to the School Research Plan Reporting Template

SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

1. Update on internal PBRF QE review

SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

1. Ētahi Kaupapa Anō | Any Other Business
2. Komiti Self-Assessment
3. Karakia Whakamutunga | Closing Karakia

SECTION 1   NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1   Karakia Tīmatanga | Opening Prayer

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

Item 1.2   Mihi Whakatau | Welcome from the Chair

Item 1.3   Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (New and Emerging)	Nominee of Director, Pacific Success
Dr Catherine Mitchell (Early Career)	Nominee of Director, Māori Success
Dr Helen Gremillion (Associate Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Duaa Alshadii (New and Emerging)	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Associate Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Early Career)	Environmental & Animal Sciences
Dr David Airehrour	Applied Business
Robyn Gandell (Early Career)	Bridgepoint
Subject Librarian (representation rotates)	Learning and Achievement
Vacant	One member nominated by the Student Council
Arun Deo	Research Advisor

In attendance: Brenda Massey   Acting URC Secretary

Item 1.4   Te Komiti Rangahau o Unitec Terms of Reference

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;

b. Propose and advise on strategic directions and priorities for research, enterprise and

innovation;

c. Provide expert advice on institutional policy;

d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;

e. Oversee the Grants Advisory Committee and the reporting of funded projects;

f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability;

g. Oversee the monitoring of research outputs and research reporting; and,

h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

SECTION 2   STANDING ITEMS

Section 2.1   Ngā Whakapāha | Attendance, Apologies & Quorate Status

RECOMMENDATION
That the committee accepts the apologies of today's meeting.

Section 2.2   Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
refer to pg5

RECOMMENDATION
That the committee approves the minutes of the meeting of 2022-03-10.

Section 2.3   Mahia Atu | Matters Arising
refer to pg13

SECTION 3   MEI HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1   Amendment to the Unitec Research Strategy Action Plan
refer to pg15

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1   Professional development needs following the cessation of SPSS
refer to pg29

Section 4.2   PBRF Sector Reference Group – Consultation Paper 4
refer to pg31

Section 4.3   Amendments to the School Research Plan Reporting Template
refer to pg40

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   **Update on internal PBRF QE review**

SECTION 6   KUPU WHAKAMUTUNGA | CLOSING

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

Section 6.2   **Komiti Self-Assessment**

Section 6.3   **Karakia Whakamutunga | Closing Karakia**

TE KARAKIA WHAKAMUTUNGA	CLOSING PRAYER
Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē, Hui ē, Tāiki ē!	*We are united, progressing forward!*

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2022-03-10
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 member Duaa Alshadli (representing the School of Building Construction), Falaniko Tominiko (proxy for Daisy Bentley-Gray) and Nora Md Amin (Subject Librarian).

SECTION 2 – STANDING ITEMS

Item 2.1   Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Kristie Cameron
3. Helen Gremillion
4. Norasieh Md Amin
5. Duaa Alshadli
6. Cat Mitchell
7. Falaniko Tominiko (proxy for Daisy Bentley-Gray)
8. Lian Wu
9. Robyn Gandell
10. Hamid Sharifzadeh
11. Leon Tan

Total members represented: 11 members

Apologies

1. Daisy Bentley-Gray
2. Yusef Patel
3. Kristie Cameron (for early departure, 2pm)

Total apologies: 3 members

Absent

Arun Deo

MOTION

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

Moved: Lian Wu
Seconded: Hamid Sharifzadeh

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. Dan Blanchon (at 2pm for item 5.4)

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

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MOTION

That the committee approves the minutes of the 2022-02-10 meeting as a true and accurate record.

Moved: Leon Tan
Seconded: Lian Wu

MOTION CARRIED

Item 2.3   Mahia Atu | Matters Arising

The Chair informed the committee of the resignation of Susan Eady, who has left Unitec, from its membership. Unless/until a permanent replacement is appointed, other Subject Librarians from Learning and Achievement will endeavour to attend committee meetings. Today Norasieh Md Amin was in attendance.

Action: Marcus Williams to send Susan Eady a formal letter of gratitude thanking her for her services to the committee.

Agenda Item	Action	Responsible	Outcome
2.3	Send Roger Birchmore and Maryam Mirzaei formal letters of gratitude thanking them for their services to the committee.	Brenda Massey/ Marcus Williams	Complete
4.1	Ensure the committee's feedback on the PBRF Sector Reference Group (SRG) – Consultation Paper 2 is incorporated into Marcus Williams' response to the Rangahau Research Forum's intended submission.	Marcus Williams	Complete

5.1	The outcome of the classification of this year's agenda items should be communicated to Te Komiti Mātauranga at the end of the year. This should be noted in the committee's 2022 Work Plan.	Brenda Massey	Complete

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items to approve this month.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1   Review of the Unitec Research Strategy Action Plan

The committee is required, according to its Work Plan, to review the Unitec Research Strategy Action Plan annually to ensure it is appropriately responding to the Unitec Research Strategy 2020 - 2024.

The review was undertaken as follows:

- Regarding **Priority 2, Action Summary 6**: 'develop research centres…'. Unitec has four research centres. There is a formal process for application for approval as a research centre. Details are available on the Nest or via the Chair.
- Regarding **Priority 2, Action Summary 5**: 'structure the Unitec symposium around groups'. This is considered when streams are formed but is dependent on the submissions received.
- Regarding **Priority 2, Action Summary 1**: 'Offer developmental research funding for emerging researchers'. The Chair advised that 1) during assessment of applications for many of Unitec's internally funded support products, e.g., ECR funding, weighting is given to proposals that include emerging researchers on the team 2) there has previously been a dedicated emerging researcher start up fund, however it was poorly subscribed to and was recently put on hold.
- Regarding **Priority 2, Action Summary 5**: 'develop research groups in every school offering degree programmes'. Is there scope to support research groups who aren't affiliated with a particular school. E.g., there is a group of researchers at Unitec in the Pacific space, many of whom aren't affiliated with schools. **Action**: Marcus Williams to discuss with the Research Partners how groups of researchers who belong to non-degree schools (e.g., Maia, the Pacific Centre, UPC, Bridgepoint, Learning and Achievement), but who are engaged in research, can be supported and how this can be actioned.
- Regarding **Priority 2**: '…Unitec will grow a productive, diverse, <u>student integrated</u>, engaged and sustainable research workforce…'. Can we broaden the idea of what putting students at the centre of research means? As well as supporting student engaged research, we should be supporting research that responds to students' needs, especially those of our priority learners.
- Regarding **Priority 1**: "…We will resource and grow the numbers and capability of Māori researchers, including Māori supervisors…". It was felt that this priority could be more strongly reflected in **Action Summary 3** and its concomitant Actions. 'Increase Māori postgraduate supervisors and student scholarships' isn't quite the same as growing the numbers and capability of Māori researchers, who may or may not also be supervisors. There is no real reference in the actions to increasing the number of Māori researchers. **Action**: Marcus Williams and Cat Mitchell to meet to discuss how the Action Summary

and/or Actions could better address the Priority and bring any suggestions back to the committee for discussion.

Additional actions arising from this discussion:

Action: Marcus Williams to ensure that there are representatives from Learning and Achievement, Student Success and sub-degree Schools on the Research Leaders email distribution list.

Action: Marcus Williams to check whether any staff member at Unitec who is producing research outputs can be given a ROMS account.

Action: Marcus Williams to update the guidelines for internally funded research support products if any changes are made to the eligibility for support mechanisms for researchers outside of schools offering degrees (e.g., if support will be offered to research groups operating outside of schools offering degree programmes).

Additional feedback on the Unitec Research Strategy Action Plan can be provided by the committee through the Chair, until **COB Thursday, 17 March**.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   Update on progress of the internal PBRF QE Review

The committee received the Chair's update on the progress of the internal PBRF QE (Quality Evaluation) review, the timing of which has been affected by the ongoing Covid-19 pandemic. Portfolios have been allocated to Portfolio Assessors today. A moderation process will be undertaken in the coming weeks with feedback and ratings sent to participating staff mid-May.

The committee thanked the Chair and Tūāpapa Rangahau for the development of a robust review process and the provision of excellent support to staff throughout.

It was clarified that staff who haven't participated in the internal review process can request feedback on their draft portfolios at any time leading up to the QE. Staff that have not participated in the internal review process can still participate in the PBRF.

Some committee members found, and have received feedback from others, that if work isn't regularly saved in ROMS, and if some fields are left blank, the system may 'time out' and/or not save updates that have been made. **Action**: Marcus Williams to ensure the ROMS guidelines are updated to ensure the parameters around entering text and/or saving work are very clear.

It was queried how many portfolios have been submitted for internal review, and how many were submitted by ECRs. **Action**: Marcus Williams to report back to committee on this, if privacy considerations permit.

Section 5.4   Presentation from A/P Dan Blanchon, Director Applied Molecular Solutions (AMS) Research Centre

This item was presented at 2pm ahead of items 5.2 and 5.3.

The Chair warmly welcomed A/P Dan Blanchon, Director of AMS and Head of Environmental and Animal Sciences (EAS) to the meeting.

AMS was founded as a focus area in 2016 and approved by the committee as a research centre in 2020. AMS applies technologies and techniques to anything that has DNA including fungi, plants and animals. The AMS team is comprised of lecturers from EAS, researchers employed directly in the centre and staff from other Unitec research centres. Prof Pete Lockhart from Massey University, who is a Unitec Adjunct Professor, also works with the centre and provides mentorship.

AMS aims to harness the potential of existing and novel molecular approaches for better informed decisions with regards to biodiversity, biosecurity, disease risks and animal health and welfare. Its aims are as follows:

1. To develop and apply appropriate technologies and analytical approaches to provide solutions for real problems in biodiversity, biosecurity, agriculture, animal welfare and health generated by industry and/or the community.
2. To be a catalyst for the development of cross-campus interdisciplinary teams applying molecular solutions to multifaceted research problems.
3. To promote public awareness, increase knowledge and build capability in molecular biology and the issues around biotechnology. Provide a pathway to train the next generation of molecular scientists through collaborative projects that both advance the other research aims and enhance the learning of Unitec students.
4. To raise the profile and reputation of Unitec as an applied research institution.

Key externally funded projects include:

- Asbestos bioremediation, in collaboration with ESRC.
- Biological controls: using microbes to solve big environmental problems.
- The taxonomy of various New Zealand flora and fauna.
- Indoor air quality, in collaboration with ESRC.
- Conservation threat classification of NZ lichens.
- Comparison of the oral microbiome of patients receiving different types of mouthwash.

AMS collaborates nationally and internationally with other research centres, universities, CRIs, iwi/hapū, environmental consultancy firms, museums, and botanic gardens. They are also part of a UNESCO UNITWIN network with Massey University, University of the South Pacific (USP) and National University of Samoa (NUS), supporting molecular biology expertise to grow in the Pacific.

Future goals include:

- Greater collaboration within Unitec and across Te Pūkenga
- Deeper collaboration with mana whenua
- More involvement with UNITWIN network and NUS and USP
- Extending the asbestos project

The committee posed the following question to Dan following his presentation:

- What impact has Covid-19 had on the centre's projects, particularly those based in the Pacific? Massey University leads the Pacific-based projects and has managed to keep the momentum going during border closures and lockdowns. Work includes supporting Masters and PhD students to complete their degrees at USP. There are a couple of large externally funded research projects on the horizon. They will be about capacity building - using advanced molecular techniques that have been made portable/bringing portable technology to the Pacific.

The committee thanked Dan for his informative presentation.

The Chair reminded the committee that the aim of encouraging research groups at Unitec is to create critical mass that would lead to meeting the criteria to establish a research centre. Dan noted that AMS was well supported during its establishment and is now in a position where it can apply for more and bigger grants with the aim of moving towards financial independence.

Section 5.2   Update on recently submitted applications for external funding

The Chair updated the committee on two large applications recently submitted for MBIE Endeavour Fund Research Programme funding led by researchers from Ngā Wai a Te Tūī Māori and Indigenous Research Centre and ESRC.

Section 5.3   Update on access to information on Unitec's internally funded research support products

The Chair reported that the link to the Teams repository of information on Unitec's internally funded research support products is now live on the Nest.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1   Ētahi Kaupapa Anō | Any Other Business

Marcus Williams tabled PBRF Sector Reference Group (SRG) – Consultation Paper 3, which was released after the agenda for this meeting had been circulated. Feedback is due on 4 April (i.e., before the next committee meeting). The consultation document seeks feedback on what the Evidence Portfolios (EP) produced for the PBRF Quality Evaluation should look like.

Marcus is going to stage an event for all interested staff to participate in a consultation process on the paper. All committee members are encouraged to attend. The event will be publicised through the Research Leaders network, this committee and through HOSs.

Today's discussion focussed on reviewing, unpicking and discussing some of the options in the consultation paper. Discussion mainly focussed on options for the design of the ERE (Evidence of Research Excellence) component of the EP, due to time constraints.

Cabinet's decisions to replace NRO (Nominated Research Output) and ORO (Other Research Output) sections with new ERE (Examples of Research Excellence) and OERE (Other Examples of Research Excellence) sections, and to retain the maximum of four EREs per EP, must be implemented. The direction to include a narrative element in the ERE settings and to determine a minimum number of EREs per EP must also be given effect to. Individual issues for the design of EPs arising from Cabinet's decisions, and options the SRG has developed for implementing the required changes are presented in the consultation paper. A summary of the committee's feedback on the various options presented is as follows:

- The committee was unclear what was meant by 'list' in 43.2: "In addition, an ERE may include a list of up to four supplementary research outputs and/or activities" or what was meant by 'metadata' in 43.2.1: "metadata must be provided to enable audit".

- The committee liked the format of the portfolios ROMS produced for the internal PBRF review.
- No option is presented in the consultation paper for a researcher to choose their own EP design, e.g., choose not to have any OEREs listed but incorporate them instead into their EREs or have EREs and then list OEREs (i.e., perhaps not referencing OEREs with the EREs).
- There appears to be an assumption that there is one core idea, or overarching theme, to people's research. For ECRs in particular, it may be that their research incorporates a number of different areas. There might not be one core theme that runs through their research, and it could therefore be difficult to craft a particular story. ECRs might benefit from being able to either append or include their research activities to an ERE, or to be able to list them as OEREs. Then if there are little or different things that have been done that don't necessarily tie so strongly to the key research output, they will still feature prominently in the portfolio. Where OREs aren't tied to the main research output, will that mean portfolios won't be evaluated as highly?
- Other parts of the paper seem to infer that the SRG is not recommending a singular focus to be represented in one's portfolio. It will be important to examine the differences between Option 2 and 3. Do either of these options circumvent the potential for diversity? Or can you frame up a narrative in the way that suits your research trajectory?
- The PBRF has always had a requirement to list four NROs, but there seems to be a shift away from listing outputs to providing a broader story about the research.
- Neither option appears to preclude people from having a diversity of outputs and activities. As long as the research platform narrative is still going to be part of the portfolio then there should be an expectation that whatever is in the portfolio matches well with that foundational narrative. That narrative can then be as broad or as narrow as the research activities. The crafting of the foundational narrative will continue to be important. For example, if you have portfolio of activities that gives expression to a search for serendipity in research, that could be the platform and that platform would validate a portfolio of activities along those lines.

Section 6.2   Komiti Self-Assessment

The Chair reflected on the above discussion of the SRG consultation paper. It was an engaging conversation, and while a definitive position from the committee was not achieved due to time constraints, the discussion points will provide a good basis for the wider Unitec consultation on the document which will take place early next week.

Section 6.3   Karakia Whakamutunga | Closing Karakia

MEETING CLOSED:	1505 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
2.3	Send Susan Eady a formal letter of gratitude thanking her for her services to the committee.	Brenda Massey/ Marcus Williams	
4.1	Discuss with the Research Partners how groups of researchers who belong to non-degree schools (e.g., Maia, the Pacific Centre, UPC, Bridgepoint, Learning and Achievement), but who are	Marcus Williams	

	engaged in research, can be supported and how this could be actioned.		
4.1	Meet to discuss how Action Summary 3 and/or the concomitant Actions could better address Priority 1 of the Research Strategy Action Plan (the section that talks to growing the number of Māori researchers) and bring any suggestions back to the committee for discussion.	Marcus Williams/ Cat Mitchell	
4.1	Ensure that there are representatives from Learning and Achievement, Student Success and sub-degree Schools on the Research Leaders email distribution list.	Marcus Williams	
4.1	Check whether any staff member at Unitec who is producing research outputs can be given a ROMS account.	Marcus Williams	
4.1	Update the guidelines for internally funded research support products if any changes are made to the eligibility for support mechanisms for researchers outside of Schools offering degrees (e.g., if support will be offered to research groups operating outside of schools offering degree programmes).	Marcus Williams	
4.1	Provide any additional feedback on the review of the Unitec Research Strategy Action Plan to the Chair before COB Thursday, 17 March.	All	
5.1	Ensure the ROMS guidelines are updated to ensure the parameters around entering text and/or saving work are very clear.	Marcus Williams	
5.1	If privacy considerations permit, report to the committee how many portfolios have been submitted for internal review, including how many were submitted by ECRs.	Marcus Williams	

MATTERS ARISING

Agenda Item	Action	Responsible	Outcome
2.3	Send Susan Eady a formal letter of gratitude thanking her for her services to the committee.	Brenda Massey/ Marcus Williams	Complete
4.1	Discuss with the Research Partners how groups of researchers who belong to non-degree schools (e.g., Maia, the Pacific Centre, UPC, Bridgepoint, Learning and Achievement), but who are engaged in research, can be supported and how this could be actioned.	Marcus Williams	Complete. There is a formal pathway for non-degree teaching staff to become eligible for research support and concomitantly develop a PBRF portfolio, they simply need to contact Penelope Thomson pthomson@unitec.ac.nz. Non-degree teaching staff can also collaborate with degree teaching researchers to access project funding. All staff are encouraged and supported to participate in the annual Unitec Research Symposium and publish in ePress.
4.1	Meet to discuss how Action Summary 3 and/or the concomitant Actions could better address Priority 1 of the Research Strategy Action Plan (the section that talks to growing the number of Māori researchers) and bring any suggestions back to the committee for discussion.	Marcus Williams/ Cat Mitchell	Complete and on agenda (item 3.1).
4.1	Ensure that there are representatives from Learning and Achievement, Student Success and sub-degree Schools on the Research Leaders email distribution list.	Marcus Williams	Complete. Maia, the Pacific Centre, UPC and Bridgepoint were already on the Research Leaders mailing list and Learning and Achievement have now been added.
4.1	Check whether any staff member at Unitec who is producing research outputs can be given a ROMS account.	Marcus Williams	Complete. Arun Deo, Research Advisor, confirmed that any staff member who is producing research outputs can be given a ROMS account.
4.1	Update the guidelines for internally funded research support products if any changes are made to the eligibility for support mechanisms for researchers outside of Schools offering degrees (e.g., if support will be offered to research groups operating outside of schools offering degree programmes).	Marcus Williams	Complete. All guidelines are clear on eligibility, which includes non-degree teaching staff who have completed the formal pathway. These staff can also collaborate

			with degree researchers in order to gain access.
4.1	Provide any additional feedback on the review of the Unitec Research Strategy Action Plan to the Chair before COB Thursday, 17 March.	All	Complete
5.1	Ensure the ROMS guidelines are updated to ensure the parameters around entering text and/or saving work are very clear.	Marcus Williams	Complete. At the beginning of page 8 of the guidelines (where information about the ROMS interface starts) it states "The system will time out after an hour if there is inactivity. Any data not saved will be lost".
5.1	If privacy considerations permit, report to the committee how many portfolios have been submitted for internal review, including how many were submitted by ECRs.	Marcus Williams	Complete and on agenda (item 5.1).

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 14 April 2022

Title	Amendment to the Unitec Research Strategy Action Plan
Provided by:	Dr Cat Mitchell, Ngā Wai a Te Tūī Māori & Indigenous Research Centre
Sponsored by:	A/P Marcus Williams, Director Research & Enterprise
For:	**APPROVAL**

Recommendation

That the committee approves a new Action Summary and concomitant Actions to support Priority One of the Unitec Research Strategy Action Plan as follows:

Action Summary	Actions
We will grow the numbers of Māori researchers.	- **Measure numbers of N&E, ECR and independent Māori researchers from 2020.** - **Identify comparative teaching-researcher and non-teaching-researcher data.** - **Develop comparative data with non-Māori researchers.** - **Present the data and analysis to the relevant executive leadership with recommendations.** - **Present the data to the Heads of School with recommendations.**

Purpose

The Unitec Research Strategy Action Plan was reviewed by the committee at its meeting last month. It was posited that Priority 1: "…We will resource and grow the numbers and capability of Māori researchers, including Māori supervisors…" could be more strongly reflected in the Action Summaries and concomitant Actions.

Justification

Increasing Māori postgraduate supervisors and student scholarships (Action Summary 3) is not quite the same as growing the numbers and capability of Māori researchers, who may or may not also be supervisors. The new stand-alone Action Summary being proposed is specific to growing the

number of Māori researchers and the concomitant Actions are SMART (specific, measurable, achievable, relevant and time-bound).

Information/Background

It is the responsibility of Tūāpapa Rangahau to implement the Action Plan. The implementation of actions and outcomes of these Actions is reported in the Annual Research Report. The KPIs are reported in the Unitec BI Dashboard and indicate to the committee the effectiveness of the Action Plan.

Next Steps

If the committee approves the additional Action Summary and Actions as recommended, the Unitec Research Strategy Action Plan will be updated accordingly. The data and analysis relevant to the new Actions will be presented to the relevant executive leadership and Heads of Schools with recommendations annually.

Contributors

- A/P Marcus Williams, Director Research & Enterprise
- Brenda Massey, Senior Grants Advisor

Attachments

Unitec Research Strategy Action Plan

Unitec Research Strategy 2020-2024

Unitec Research Strategy – Action Plan

Priority One	Goal one	KPI	Action Summary	Actions
Research that is aligned with Te Tiriti o Waitangi Unitec will ensure that its support for research, governance and processes is aligned with Tiriti o Waitangi. In this way, Unitec will exemplify leadership in Māori research in the NZIST sector and in Aotearoa. The principle of rangatiratanga expressed through our partnership document, Te Noho Kotahitanga, will apply to research at Unitec: that Māori will have authority over and responsibility for all research related to Māori dimensions of knowledge. Vision Mātauranga will be integrated into all research processes and researchers will be supported to understand and fulfil these requirements. We will resource and grow the numbers and capability of Māori researchers, including Māori supervisors of our postgraduate programmes. We will actively seek and maintain partnerships with iwi, hapū, Māori businesses, institutions and peak Māori bodies. We will evolve our research office appropriately to ensure Māori research governance and rangatiratanga.	Unitec has strong Māori research leadership, capability, excellence, partnerships, processes and governance.	**Rangahau Māori productivity**; QA outputs that demonstrate excellence in Vision Mātauranga, QA outputs by Maori staff, funded projects with named Māori researchers and accredited Vision Mātauranga and Kaupapa Māori professional development	**Review research policy, guidelines and processes to ensure rangatiratanga**	- Consult with Māori researchers on how we do the management of contracts and the appropriate appointment of Māori researchers for these projects. - At the appropriate interval; review policy to ensure rangatiratanga - Review funding frameworks to update Vision Mātauranga sections
			Review all funding frameworks, guidelines and processes to incorporate Vision Mātauranga	- review guidelines and processes as above - ensure appropriate Māori representation on research funding application assessment panels
			Increase Māori postgraduate supervisors and student scholarships	- appoint an expert Kaupapa Māori Supervisor/Advisor - work with the postgraduate committee to increase Māori scholarships - develop strong Mahi Kotahitanga between programme and Māori scholarship committees - facilitate writing retreats for Māori postgraduate students
			Provide professional development by Māori for Māori researchers and postgraduate supervisors	- support and provide administrative backup to the Kaupapa Māori Supervisor/Advisor to provide professional development for Māori researchers & supervisors - provide administrative support for the Māori and Pacific Postgraduate Support Roopu
			Support and resource Ngā Wai a te Tūī appropriately	- provide contract oversight, compliance support and administrative expertise
			Review capability and plan for institutional research co-governance and leadership	- consult with Ngā Wai a te Tūī on a research governance model in line with Te Tiriti - consider research office structure in line with above - consult with Unitec Research Committee on this - submit a relevant proposal to ELT

			Tell stories of Māori research projects, outcomes and success	- advocate to Unitec Corporate Comms for Māori research stories - Publish Māori research in ePress - include Māori research stories in the Unitec Research Blog

Priority Two	Goal Two	KPI	Action Summary	Actions
A flourishing, collaborative research culture Unitec will grow a productive, diverse, student integrated, engaged and sustainable research workforce with the necessary resourcing and infrastructure. There will be an inclusive pipeline of support for developing the capability of our people and empowering them toward transformative outcomes for our communities; from the beginnings of their research independence through to leadership at the highest level, as expressed in Unitec's Research Competencies. Grounded in Te Tiriti and Te Noho Kotahitanga partnership, this will be inclusive and provide opportunity for the diverse cultures and individuals who make up our institution and the varied nature of that activity we call research and its related enterprises. This pipeline will be aligned with and actively support the initiatives at the heart of Te Manaakitia te Rito, Unitec's Renewal Strategy.	The diverse people of Unitec have fit-for-purpose capability development and support toward sustainable, collaborative research productivity and excellence	QA Outputs, Student Integrated Research, Research Engaged Programmes	**Provide high quality, diverse, multi-level research professional development**	- provide a range of research blended workshops - provide research master classes - run writing retreats - offer developmental research for emerging researchers
			Implement formalised research planning at individual and School level	- provide continuously improved templates for Individual Plans - support and oversee compliance - implement a School Plan review and improvement process
			Support degree teachers to be research engaged	- monitor Research Traffic Light to identify staff most needing support - Prioritise Research Dissemination funding to improve Traffic Light - run writing retreats - offer developmental research funding for emerging researchers - run an externally engaged research symposium
			Increase research excellence and productivity	- monitor ROMS to identify staff most needing support - prioritise Research Dissemination funding to build strong portfolios - run an internal review and publicity campaign in preparation for PBRF - provide Research Partners - provide support for the professoriate
			Develop Research Groups in every School offering degree programmes	- provide Research Partner support to develop Research Groups in schools - structure the Unitec symposium around Groups
			Develop Research Centres, facilitate concomitant business planning and annual evaluations	- provide Research Partner support to Research Centres - provide expert administrative, contractual and IP support - implement annual reviews and tri-annual re-accreditation as per the procedure - publicise to groups the procedure to become a research centre

				Support Strategic Research Foci	- provide research assistants and associates - provide research materials and equipment - help resolve accommodation, facility and branding needs - provide support with publicity
				Support emerging and early career researchers; grow leaders	- provide expert administrative, contractual and IP support to ECRs - provide ECR research support funding (Parental Leave support etc) - provide ECR contestable research funding - provide ECR Research Fellowships - provide support to PIs of ECR funded projects toward external funding - support ECRs with external funding grant development and writing - support the ECR Forum - fund ECR Forum Chair to attend Royal Society meetings - provide Emerging Researcher Start-up Funding - provide comprehensive PD opportunities for emerging researchers
				Collate, authenticate, sustainably disseminate and publicise research	- publish double blind peer reviewed papers with ePress - publish three journals at ePress; Whanake, Perspectives in Biodiversity and Asylum - publish Unitec Research Symposium papers - provide advice to manage predatory and vanity publishing risks - oversee Research Output Management System and verify all research outputs - report research outputs in the Annual Research Report - monitor research at programme level for Research Traffic Light - liaise with Corporate Comms to publicise Unitec research

			Support and resource postgraduate student research	- lead and administer the Postgraduate Research and Scholarship Committee - administer all scholarships - review the effectiveness of scholarships - review the accessibility of scholarship processes for students - implement improvements which emerge from the reviews - promote all scholarships - offer specialist scholarships to Māori and Pacific students - offer Bold Innovator Scholarship and mentor the recipient - ensure high quality professional development for supervisors - facilitate writing retreats for Pacific postgraduate students - offer and maintain high quality, specialist postgraduate study space - provide specialist research software for postgraduate students and related PD
			Increase student involvement in research	- offer contestable Industry Scholarships with strong partnerships criteria - develop criteria for 5th research goal - Student Integrated Research - ratify a 5th research goal at Academic Committee for Student Integrated Research - modify ROMS to allow input of Student Integrated Research data - monitor and report productivity of this goal in Annual Research Report - offer expert administrative support for Research Studentships - ensure Student Integrated Research is a criteria for Research with Impact Award - ensure Student Integrated Research is a criteria for internal contestable funding

			Foster research into Wairaka, our place; the natural environment, history and wairua	- liaise with roopu Kaitiaki, Nga Wai a te Tui, Sustainability Manager & Pae Arihi - pilot a 2021 contestable fund; Wairaka - natural environment, history and culture - create an ongoing fund; Wairaka - natural environment, history and culture
			Embed sustainability into all funding guidelines	- review all internal funding documents to ensure sustainability questions are asked

Priority Three	Goal Three	KPI	Action Summary	Actions
Partnered research and innovation Research at Unitec will concentrate on opportunities and problems identified by Māori, industry and community partners. Strong, enduring partnerships will be facilitated and valued, with investment in capacity building, innovation and leadership in this space. The reciprocity created by these partnerships will enhance opportunity for student work-integrated learning.	Research that is industry/community partnered and promotes innovation	Industry/Community Funded Research, External Research Income	**Weave, ignite and nurture long-term partnerships across community, academia and industry**	- seed fund industry partnered conferences and seminars at Unitec - encourage strong industry partnerships in contestable funding frameworks - provide expert industry partnership support (Research Partner Enterprise) - provide expert legal, contractual and administrative support
			Facilitate subsidised research consultancy	- fund and administrate the research voucher scheme - assist in growing resulting partnerships
			Implement industry/community-partnered postgraduate research scholarships	- create guidelines for Industry Scholarships - fund and administrate Industry Scholarships - assist in growing resulting partnerships
			Provide industry partnering, IP, innovation and commercialisation advice and practical support	- provide expert commercialisation support (Research Partner Enterprise) - provide expert legal, contractual and administrative support - ensure contracts and agreements protect IP appropriately as per policy
			Develop reputation through the establishment of Research Centres with strong partnerships	- provide funding to Research Centres which are Strategic Foci - work with the Unitec Communications Team to publicise achievements - provide support to develop funding applications - provide support to maximise collaboration between Research Centres
			Identify areas of future importance and opportunity; Research Sandpits	- ensure school plans have Research Groups - keep schools aware of the Research Sandpits and other areas of priority in Auckland, New Zealand and the Pacific

UNITEC
Research Strategy 2020-2024

NB – in keeping with Unitec process on strategies, a separate action plan will outline how we implement the actions, how we show the progress of that implementation and what indicators we use to measure success. This will follow approval of this draft research strategy.

Vision

To undertake research of excellence that aligns to Te Tiriti o Waitangi and has transformative outcomes for the communities we serve.

Mission

We undertake impactful research in order to provide significant economic, social, cultural and environmental benefits to Māori, New Zealand communities, industries and the environment. We do this by igniting the power of our founding document, Te Tiriti o Waitangi, partnering with tangata whenua, our communities and industry. This partnering is at the heart of our value proposition and is fundamental to research from the beginning of the research process, through to the dissemination of the outcomes. Unitec's strengths lie in its kaupapa Māori capability, its applied and practical focus, its mixture of programmes involving research and enterprise at postgraduate and undergraduate levels, and its strong relationships with community and industry. We will develop these strengths through focused, sustainable research and enterprise activity that is Treaty aligned, integrated with teaching and learning and undertaken within networks of stakeholders and partners, enabling effective knowledge transfer. In these networks we aim to contribute to better knowledge bases for decision making, improved wellbeing, socioeconomic resilience, cultural diversity, flourishing communities and improved productivity, policy, technologies, products or processes.

Background

During the 2015 – 2019 Research Strategy period, three Strategic Research Foci were developed: the Cybersecurity Focus, the Applied Molecular Solutions Focus and the Kaupapa Māori Focus. Through mechanisms such as the Research Voucher Scheme, the strategy successfully drove institutional change toward higher levels of industry-partnered research resulting in many funded projects. Coupled with an emphasis on building staff capability and research leadership, Unitec has experienced growth in its research, with externally funded research increasing by 450%, increased external partnering with 184% more industry-funded projects, improvement in excellence with a 97% success rate through the PBRF Quality Evaluation and increased NZQA compliance with 91% of degree programmes research compliant. The Kaupapa Māori Focus led to the appointment of two highly respected Māori professors, and the establishment of Ngā Wai a te Tūī Māori and Indigenous Research Centre, which is now leading numerous externally funded projects, including an Endeavour Fund Research Programme and a National Science Challenge project.

This next strategic period will see Unitec continue investing in our Strategic Research Foci with an emphasis on rangatiratanga, embedding a flourishing, diverse and sustainable research culture and weaving strong, enduring industry/community partnerships.
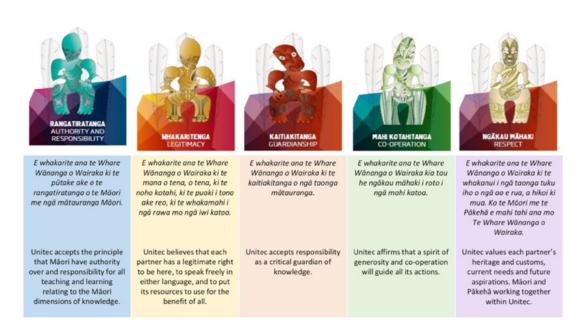
Te Tiriti o Waitangi and Te Noho Kotahitanga

Unitec will uphold Te Tiriti o Waitangi, the founding document of our nation and its principles, through our research. Our commitment to Te Noho Kotahitanga, which express Unitec's Treaty partnership and its principles, underpins the values and kaupapa of our organisation, including our approach to research.

Rangatiratanga	**Authority and Responsibility**
Whakaritenga	**Legitimacy**
Kaitiakitanga	**Guardianship**
Mahi Kotahitanga	**Co-operation**
Ngākau Māhaki	**Respect**

RANGATIRATANGA AUTHORITY AND RESPONSIBILITY	WHAKARITENGA LEGITIMACY	KAITIAKITANGA GUARDIANSHIP	MAHI KOTAHITANGA CO-OPERATION	NGĀKAU MĀHAKI RESPECT
E whakarite ana te Whare Wānanga o Wairaka ki te pūtake ake o te rangatiratanga o te Māori me ngā mātauranga Māori.	*E whakarite ana te Whare Wānanga o Wairaka ki te mana o tena, o tena, ki te noho kotahi, ki te puaki i tona ake reo, ki te whakamahi i ngā rawa mo ngā iwi katoa.*	*E whakarite ana te Whare Wānanga o Wairaka ki te kaitiakitanga o ngā taonga mātauranga.*	*E whakarite ana te Whare Wānanga o Wairaka kia tau he ngākau māhaki i roto i ngā mahi katoa.*	*E whakarite ana te Whare Wānanga o Wairaka ki te whakanui i ngā taonga tuku iho o ngā ao e rua, a hikoi ki mua. Ko te Māori me te Pākehā e mahi tahi ana mo Te Whare Wānanga o Wairaka.*
Unitec accepts the principle that Māori have authority over and responsibility for all teaching and learning relating to the Māori dimensions of knowledge.	Unitec believes that each partner has a legitimate right to be here, to speak freely in either language, and to put its resources to use for the benefit of all.	Unitec accepts responsibility as a critical guardian of knowledge.	Unitec affirms that a spirit of generosity and co-operation will guide all its actions.	Unitec values each partner's heritage and customs, current needs and future aspirations. Māori and Pākehā working together within Unitec.

Vision Mātauranga

Unitec acknowledges and actively supports staff in engaging with the Vision Mātauranga policy as outlined by the Ministry of Business, Innovation and Employment. The policy aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.

Code of Practice and Research Ethics

Research at Unitec will function within Ngā Tikanga Whakahaere (Unitec's Code of Conduct) and the research-specific Code of Professional Standards and Ethics developed by the Royal Society Te Apārangi. All human research is conducted with guidance from the Unitec Research Ethics Committee, an accredited research ethics committee, and animal research is overseen by an approved committee.

Priorities

The Unitec Research Strategy 2020 – 2024 has three key priorities which underpin our goals, our actions and the way we measure success:

Priority One   **Research that is aligned with Te Tiriti o Waitangi**
Priority Two   **A flourishing, collaborative research culture**
Priority Three   **Partnered research and innovation**

Priority One – Research that is aligned with Te Tiriti o Waitangi
Unitec will ensure that its support for research, governance and processes is aligned with Tiriti o Waitangi. In this way, Unitec will exemplify leadership in Māori research in the NZIST sector and in Aotearoa. The principle of rangatiratanga expressed through our partnership document, Te Noho Kotahitanga, will apply to research at Unitec: that Māori will have authority over and responsibility for all research related to Māori dimensions of knowledge. Vision Mātauranga will be integrated into all research processes and researchers will be supported to understand and fulfil these requirements. We will resource and grow the numbers and capability of Māori researchers, including Māori supervisors of our postgraduate programmes. We will actively seek and maintain partnerships with iwi, hapū, Māori businesses, institutions and peak Māori bodies. We will evolve our research office appropriately to ensure Māori research governance and rangatiratanga.

> **GOAL ONE:**
> Unitec has strong Māori research leadership, capability, excellence, partnerships, processes and governance.

Actions:
- Review research policy, guidelines and processes to ensure rangatiratanga
- Review all funding frameworks, guidelines and processes to incorporate Vision Mātauranga
- Increase Māori postgraduate supervisors and student scholarships
- Provide professional development by Māori for Māori researchers and postgraduate supervisors
- Support and resource Ngā Wai a te Tūī appropriately
- Review capability and plan for institutional research co-governance and leadership
- Tell stories of Māori research projects, outcomes and success

Priority Two - A flourishing, collaborative research culture
Unitec will grow a productive, diverse, student integrated, engaged and sustainable research workforce with the necessary resourcing and infrastructure. There will be an inclusive pipeline of support for developing the capability of our people and empowering them toward transformative outcomes for our communities; from the beginnings of their research independence through to leadership at the highest level, as expressed in Unitec's Research Competencies. Grounded in Te Tiriti and Te Noho Kotahitanga partnership, this will be inclusive and provide opportunity for the diverse cultures and individuals who make up our institution and the varied nature of that activity we call research and its related enterprises. This pipeline will be aligned with and actively support the initiatives at the heart of Te Manaakitia te Rito, Unitec's Renewal Strategy.

GOAL TWO:
The diverse people of Unitec have fit-for-purpose capability development and support toward sustainable, collaborative research productivity and excellence.

Actions:
- Provide high quality, diverse, multi-level research professional development
- Implement formalised research planning at individual and School level
- Support degree teachers to be research engaged
- Increase research excellence and productivity
- Develop Research Groups in every School offering degree programmes
- Develop Research Centres, facilitate concomitant business planning and annual evaluations
- Support Strategic Research Foci
- Support emerging and early career researchers; grow leaders
- Collate, authenticate, sustainably disseminate and publicise research
- Support and resource postgraduate student research
- Increase student involvement in research
- Foster research into Wairaka, our place; the natural environment, history and wairua
- Embed sustainability into all funding guidelines

Priority Three - Partnered research and innovation
Research at Unitec will concentrate on opportunities and problems identified by Māori, industry and community partners. Strong, enduring partnerships will be facilitated and valued, with investment in capacity building, innovation and leadership in this space. The reciprocity created by these partnerships will enhance opportunity for student work-integrated learning.

GOAL THREE:
Research that is industry/community partnered and promotes innovation.

Actions:
- Weave, ignite and nurture long-term partnerships across community, academia and industry
- Facilitate subsidised research consultancy
- Implement industry/community-partnered postgraduate research scholarships
- Provide industry partnering, IP, innovation and commercialisation advice and practical support
- Develop reputation through the establishment of Research Centres with strong partnerships
- Identify areas of future importance and opportunity; Research Sandpits

RESEARCH SANDPITS HAVE:	POTENTIAL FUTURE DIRECTIONS (MANAAKITIA TE RITO)
• the values of Te Noho Kotahitanga • high societal need • student-involved research and learning potential • existing external partnerships • cross-school transdisciplinary opportunity	• Business, finance and professional services • Maori and indigenous research • Construction and infrastructure • Health and wellbeing • Transport and logistics • Education and training • Environmental services • Creative industries and arts • Computing and services

Glossary

Ngā Tikanga Whakahaere – Unitec's Code of Conduct

NZIST – the New Zealand Institute of Skills and Technology incorporating 16 Institutes of Technologies and Polytechnics

Research Centres – Formally structured research institutes governed by the Unitec Research Committee

Research Competencies – Detailed description of what it means to be research competent at Unitec

Research Groups – Informal groups of researchers around a theme, identified in School Research Plan

Research Sandpits - areas of future research importance and opportunity

Strategic Research Foci – Research Centres which receive seed funding from Unitec

Te Manaakitia te Rito – Unitec's Renewal Strategy 2019 – 2022

Te Noho Kotahitanga – Unitec's Partnership agreement under Te Tiriti and our values

Te Tiriti o Waitangi – the founding document of Aotearoa, New Zealand

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 April 2022

Title	Professional development needs following the cessation of SPSS
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	**DISCUSSION**

Recommendation

That the committee discusses further professional development needs in the wake of the cessation of SPSS.

Purpose

The committee approved the discontinuation of the provision of SPSS software at Unitec and its replacement with R statistical software effective 1 February 2021 after extensive consultation and ongoing, high quality professional development in R. The purpose of this memo is for the committee to discuss any further professional development needs in the wake of the cessation of SPSS.

Key Points

- SPSS was discontinued and replaced with R effective 1 February 2021.
- The discontinuation of SPSS and its replacement with R was consulted on extensively and a comprehensive support plan, that included the provision of professional development workshops in R, was developed.
- Tūāpapa Rangahau ran workshops on R in 2019, 2020 and 2021, attended by 15, 17 and 24 participants respectively.

Information/Background

Unitec used SPSS software for many years, however licences are expensive, and the number of users was declining. The use of R statistical software is becoming the global standard in quantitative research analysis. R is an open-source free software.

A survey was undertaken in 2018 to ascertain the extent to which SPSS was being utilised at Unitec, in what programmes and what the staff/student ration was. Participants formed a mailing list for ongoing communication.

In 2019, Unitec started the process of phasing out SPSS with extensive consultation and a comprehensive support plan, including professional development workshops in R. Research Leaders,

Research Partners and Heads of School were made aware of this and were charged with communicating it to researchers across the institute.

In April 2019 a memo was presented to this committee on the SPSS software phase out plan. At that time, the committee recommended that the phase out plan be extended by a year and further professional development workshops on R software be offered to the current cohort of SPSS users before the phase out.

Tūāpapa Rangahau ran surveys to establish user needs, extensively publicised professional development opportunities and organised a two-day workshop on R software in July 2019. Fifteen participants attended this workshop. Another two-day workshop on R Software was organised in July 2020. Seventeen participants attended this workshop. In 2021 one R Beginners Course and one R Advanced Course was organised, attended by 13 and 11 participants respectively.

A memo was presented to this committee in June 2020 with the recommendation that the committee approve the discontinuation of SPSS software and its replacement with R statistical software effective from 1 February 2021. The committee approved this recommendation.

Contributors

- Arun Deo, Research Advisor
- Brenda Massey, Senior Grants Advisor

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 April 2022

Title	PBRF Sector Reference Group – Consultation Paper 4
Provided by:	A/P Marcus Williams, Director Research and Enterprise
For:	**Feedback/Discussion**

Recommendation

That the committee considers the options developed by the PBRF Sector Reference Group (SRG) for changes to the Moderation Team roles and person specifications for Quality Evaluation (QE) 2025 as set out in the PBRF SRG – Consultation Paper 4 "Roles and person specifications for the Moderation Team".

Purpose

The consultation paper:

- Sets out options background information on the Moderation Team roles in QE 2025;
- Provides the rationale for the proposed changes based on feedback from previous QE participants, and TEC officials' analysis;
- Sets out the details of the proposal which the SRG has developed; and
- Invites feedback on the proposal set out in the paper.

Key Points

The Moderation Team is appointed by the TEC. The TEC has asked the SRG to develop options, consult with the sector, and provide advice to the TEC on the roles and person specification needed for the Moderation Team.

Feedback is sought on the following:

1. Do you support the proposal for the Moderation Team? If not, do you support another model?
2. Do you have any suggested changes which you believe would improve the proposal?
3. Any other comments you have about the Moderation Team roles and person specifications for Quality Evaluation 2025 are welcome.

Information/Background

Ahead of the 2025 Quality Evaluation, the TEC has appointed a SRG comprising members from across tertiary and research sectors. The SRG is to advise the TEC on the operation and design of the PBRF, contributing critical sector expertise and knowledge towards the implementation of Cabinet's decisions on the PBRF. SRG recommendations are developed as part of a public consultation process. The SRG has just released Consultation Paper 4 "Roles and person specifications for the Moderation Team" for feedback.
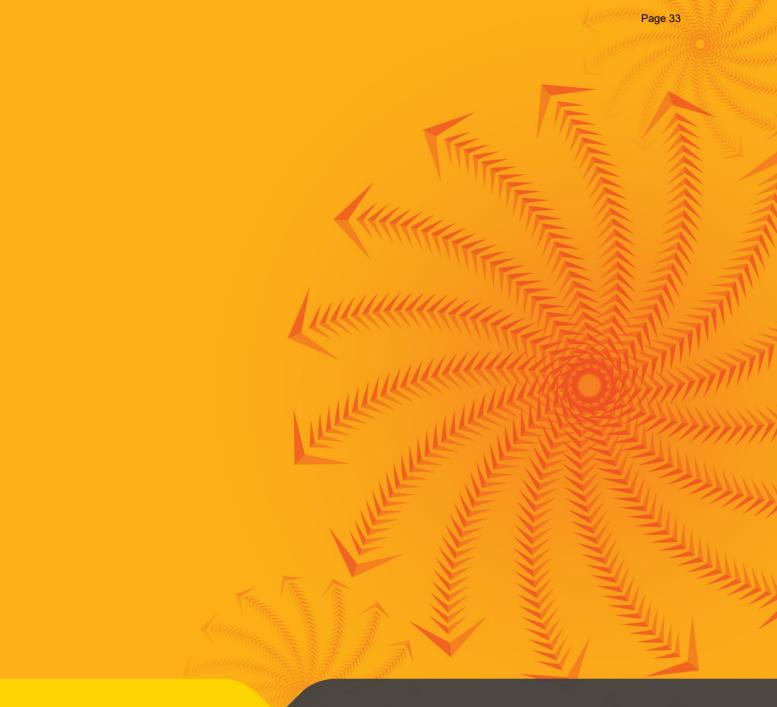
Next Steps

Direct feedback to can be submitted via https://www.surveymonkey.com/r/HMNNCNG. Feedback is due **5pm, 27 April 2022**.

The TEC will commence the Moderation Team appointment process following the SRG's recommendations.

Options for changes to individual researcher circumstances and identification will be proposed in the next consultation paper, due for publication in early May to early June 2022.

Attachment

PBRF Sector Reference Group – Consultation Paper 4 "Roles and person specifications for the Moderation Team".

Tertiary Education Commission
Te Amorangi Mātauranga Matua

PBRF Sector Reference Group – Consultation paper 4

Roles and person specifications for the Moderation Team

Name	Status	Distribution
PBRF Sector Reference Group – Consultation Paper 4 Roles and person specifications for the Moderation Team	CONSULTATION PAPER	Public Direct feedback to: https://www.surveymonkey.com/r/HMNNCNG Feedback due 5pm, 27 April 2022

Purpose

1   This paper sets out a proposal developed by the PBRF Sector Reference Group (SRG) for changes to the Moderation Team roles and person specifications for Quality Evaluation 2025, and invites feedback from the tertiary education sector and other stakeholders. Specifically it:

›   Sets out background information on the Moderation Team roles in Quality Evaluation 2018;

›   Provides the rationale for the proposed changes based on feedback from previous Quality Evaluation participants, and TEC officials' analysis;

›   Sets out the details of the proposal which the SRG has developed; and

›   Invites feedback on the proposal set out in this paper.

2   The Moderation Team roles and person specifications issue has been brought forward from the Panels: Membership and Working Methods consultation paper to ensure timely appointment of the Moderation Team.

3   The TEC will commence the Moderation Team appointment process following the SRG's recommendations.

Background

Purpose of moderation for Quality Evaluation 2018

4   The PBRF Quality Evaluation moderation process followed for Quality Evaluation 2018 was designed to promote systematic reflection on the issues of consistency, standards, and cross-panel calibration by:

›   Creating an environment in which the judgements of the peer review panels generate consistency on a cross-panel basis, while at the same time not reducing the panel judgements to a mechanistic application of the assessment criteria;

›   Providing independent review of the standards and processes being applied by panels;

›   Ensuring the consistent application of extraordinary circumstances provisions and the consistent assessment of new and emerging researchers;

›   Establishing mechanisms and processes by which material differences or apparent inconsistencies in standards and processes can be addressed by panels; and

›   Advising the TEC Board on any issues regarding consistency of standards across panels.

5   The Quality Evaluation moderation process is carried out by the Moderation Team. For the Quality Evaluation 2018, the Moderation Team carried out this role by:

› Participating in the selection process for peer review Panel Chairs;

› Advising Panel Chairs and the TEC on panel composition;

› Advising Panel Chairs and the TEC on the development of the Panel-Specific Guidance;

› Advising on the interpretation of Guidelines, in conjunction with the SRG prior to its dissolution, as required;

› Monitoring the individual assessment process;

› Participating in the Moderation Panel meetings to review initial and final scoring;

› Contributing to the Moderation Panel report; and

› Supporting the presentation of results to the sector with the TEC as required.

The Moderation Team

6   Like the peer review panel membership, the Moderation Team is drawn from the sector, in line with the fundamental principle that the Quality Evaluation is an expert peer-review exercise. In Quality Evaluation 2003, there was a single Moderator. For all subsequent Quality Evaluations, the Moderation Team has comprised a Principal Moderator who is supported by two Deputy Moderators.

7   The Deputy Moderators helped ensure that there were a range of skills, expertise and knowledge being applied to the moderation process. The Deputy Moderators also provided support to the Principal Moderator over the period of assessment and peer review panel meetings, including deputising for the Principal Moderator as necessary.

Moderation Team person criteria

8   In Quality Evaluation 2018, the following criteria were specified for the Principal and Deputy Moderator roles:

› An individual of appropriately senior standing within the academic community who holds the confidence of the sector

› Detailed understanding of the Quality Evaluation process

› Previous experience as a Panel Chair or Deputy Chair

› The ability to commit the time required to the process, including a period of intensive engagement for the panel assessment phase

These criteria were adopted to ensure that the team had the necessary capacity to fully engage with the process, as well as detailed understanding of the Quality Evaluation process.

Rationale for change to Moderation Team roles and appointment criteria

10   The person specification for the Quality Evaluation 2018 for appointing the Moderation Team did not include any specific provision for ensuring the team had the skills and expertise to moderate Māori research. The SRG and the TEC consider that there are a number of principled and practical reasons why the Moderation Team roles and criteria should be revised to address this and other issues for Quality Evaluation 2025, as set out below.

11   The person specifications and roles should better reflect the new PBRF Principles. In particular, they should reflect the new principle of Partnership and the TEC commitment under the Education and Training Act 2020 to honour its obligations under Te Tiriti o Waitangi and to uphold Māori-Crown partnership.

12   The person specifications and roles should also reflect the new principles of Equity and Inclusivity, ensuring that approaches lead to equitable outcomes, and that the PBRF encourages and recognises the full diversity of epistemologies, knowledges, and methodologies in Aotearoa New Zealand.

13   A specific recommendation of the Quality Evaluation 2018 *Report of the Moderation Panel and Peer Review Panel* was that alongside providing additional guidance on the criteria for cross-referrals to the Māori Knowledge and Development (MKD) panel and ensuring better Māori representation on panels, the TEC should consider appointing a Māori Moderator. The report noted that panels would have benefitted from better advice on interpreting and assessing research of relevance to Māori.

14   In 2018, a number of EPs were nominated by TEOs for cross-referral to the MKD panel, and those nominations then supported by the primary panels submitted to. A large proportion of these cross-referrals were rejected by the MKD Panel. A Moderation Team with appropriate expertise in Māori research would ensure that there was cross-panel oversight and understanding of how and in which panels to best assess Māori research and research relevant to Māori.

Sector Reference Group process

15   The Moderation Team is appointed by the TEC. The TEC has asked the SRG to develop options, consult with the sector, and provide advice to the TEC on the roles and person specification needed for the Moderation Team which meets the requirements set out in the previous section.

16   In developing and considering options, the SRG has taken into account whether they:

   a.   Are consistent with Cabinet's instructions to make operational design changes to other elements of the Quality Evaluation;

   b.   Address the concerns and aspirations identified in the *Report of the PBRF Review Panel* and the *Report of the Moderation and Peer Review Panels*;

5

c. Deliver fair and equitable outcomes for all participating TEOs and their staff;

d. Uphold the unique nature of research produced in Aotearoa New Zealand and reflect what is distinctive about our national research environment;

e. Are consistent with the PBRF Guiding Principles, including the three new Principles of partnership, equity, and inclusiveness; and

f. Meet the moderation needs of Quality Evaluation 2025 including the moderation purpose set out in paragraph 4.

Proposal for Moderation Team roles and person specifications

17 Below is set out a proposal for changes to the Moderation Team roles and person criteria on which the SRG has decided to consult. The SRG considered a number of approaches, but concluded that the proposal below is the best approach to achieving the aims set out above. However, the SRG is keen to hear the sector's views on any other models that may be appropriate.

18 **Proposal:** The moderation team consists of two Co-Moderators. The person specifications will specify that both Co-Moderators will:

› be of senior academic standing;

› have an understanding of the diverse range of epistemologies, knowledges, and research in Aotearoa New Zealand;

› be familiar with the Quality Evaluation process; and

› be able to commit the necessary time.

One Moderator will be a recognised expert in Mātauranga Māori. Recognising the smaller community of Māori researchers, in order to ensure that individual has the necessary expertise in Māori research, they will not necessarily need to have had previous PBRF experience as a Panel or Deputy Chair or equivalent. The other Moderator will ideally have been a PBRF Panel or Deputy Chair or equivalent.

The Co-Moderators will have equal standing, and both will carry out the roles described in paragraph five above. The Māori Moderator will advise the MKD Panel Chair and its initial panellists when they develop the panel-specific guidance. They will additionally work with the MKD Panel Chair to advise other Panel Chairs on how elements of the MKD panel-specific guidance may apply across other panels (in order to ensure consistent assessment of EPs drawing on Māori research submitted in other panels), and will oversee and moderate the MKD panel cross-referrals process. This work will be taken into consideration by the TEC and the Co-Moderators in undertaking the other elements of the moderation role, to ensure the work is shared equitably.

Next steps and consultation feedback

19 Feedback is sought on the following:

1. Do you support the proposal for the Moderation Team? If not, do you support another model?

2. Do you have any suggested changes which you believe would improve the proposal?

3. We welcome any other comments you have about the Moderation Team roles and person specifications for Quality Evaluation 2025.

20 Feedback can be provided to the TEC via the online survey here: https://www.surveymonkey.com/r/HMNNCNG. Responses must be submitted by 5pm, 27 April 2022.

21 Following the end of the consultation period, the SRG will consider the feedback, and make a recommendation to the TEC on the Moderation Team roles and criteria. The TEC will commence the Moderation Team appointment process once the recommendation has been made and accepted.

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 14 April 2022

Title	Amendments to the School Research Plan Reporting Template
Provided by:	A/P Marcus Williams, Director Research & Enterprise and A/P Christoph Schnoor, School of Architecture
For:	**DISCUSSION**

Recommendation

That the committee discusses feedback on the School Research Plan Reporting process for 2022 as follows:

1. **Section 1: Introduction and current state.** Add a new sub-heading "1.4 Developing research teacher diversity (including Māori and Pacifica)" and include a prompt to report progress against this mahi.
2. **Section 3: SWOT analysis**. Remove the onus to report against this section as the strengths, weaknesses, opportunities, and threats identified in plans are generally static.
3. **Section 4: Research Groups and projects.** Remove the table and replace it with a template that can be used or adapted to document the process for establishing the Research Group, to list the group's anticipated goals, with timeframes, and concomitant actions for their achievement. The template should allow for an articulation of the partnerships and industry connections that groups will form and how these connections will be achieved and maintained. The template being proposed is as follows:

Research Groups

NB: Schools are encouraged to develop groups in order to:

- Promote Te Tiriti alignment.
- Promote Pacific research, diversity and inclusiveness.
- Promote collaborative research.
- Assist with the alignment of learning and research.
- Increase student integrated research.
- Increase industry and community partnership.
- Focus research (potentially towards establishing a Research Centre).
- Increase research impact.
- Increase benefit to society and environment.

The School of XXX currently has XX Research Groups: XXX and XXX

Research Group One – XXX

NB: This statement should speak to the purpose of Unitec Research Groups in general as well as the points relevant to the specific activity:

- Promote Te Tiriti alignment.
- Promote Pacific research, diversity and inclusiveness.
- Promote collaborative research.
- Assist with the alignment of learning and research.
- Increase student integrated research.
- Increase industry and community partnership.
- Focus research (potentially toward Research Centre).
- Increase research impact.
- Increase benefit to society and environment.

Statement of purpose

XXX

2021 Goals

Schools may develop goals for Research Groups which are ready for this (not all will be). Schools may adapt this template as needed, remembering that goals identify aspiration and the plan details how this will be achieved.

Goal 1: Demonstrate Vison Mātauranga				
Action	Responsible	Deadline	Resources needed	Desired result

Goal 2: Develop research opportunity in XXX Research Group *This could be to develop a project, a funding application or a studentship programme.*				
Action	Responsible	Deadline	Resources needed	Desired result

Goal 3: Grow industry and community connectedness				
This is at the heart of research in the ITP sector and the Unitec Research Strategy. How will this group develop and achieve this.				
Action	Responsible	Deadline	Resources needed	Desired result

4. **Section 5.2: Industry-connected research**. Remove this section, instead incorporating it into "Section 4: Research Groups and projects" as above.

Justification

The changes to the reporting template that are being recommended will make it easier for Research Leaders to procure information from staff in their Schools and to report concisely and succinctly to the committee against their plans.

Background

Research plans demonstrate that researchers at Unitec work together, that at Unitec there is a connection between teaching and learning and research, that our research and researchers honour Te Tiriti, that our research is industry engaged and partnered, and that our research is useful to New Zealand communities, businesses, industry, and whānau/iwi/hāpu.

Schools need to be provided with a template they can use to report annually against their Research Plans, as per the committee's 2022 Work Plan.

Rather than creating a fresh document, the committee asks that Schools add to and/or edit their current Research Plans as a way of updating the committee on progress towards their goals and KPIs. Extra fields/rows/columns, with annotated prompts, are added to Schools' current Research Plans by Tūāpapa Rangahau for this purpose. Tūāpapa Rangahau does, where it can, pre-populate some of the sections of the Plans in order to minimise the effort required of Schools.

Next Steps

Unitec's Schools, via Research Leaders, will be asked to report against their Research Plans, using the agreed format, to a deadline for tabling at the July meeting.

Contributors

- Brenda Massey, Senior Grants Advisor
- Arun Deo, Research Advisor

Attachments

Current Unitec Research School Reporting Template

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 April 2022

Title	Update on internal PBRF QE review
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	**INFORMATION**

Recommendation

That the committee is informed of the number of portfolios submitted for internal PBRF QE (Quality Evaluation) review, including those submitted by New and Emerging researchers.

Purpose

The internal PBRF QE review is ongoing and proceeding as planned. The Director Research and Enterprise has undertaken to keep the committee informed as the internal review process progresses.

The purpose of this memo is to advise the committee of the number of portfolios submitted for internal PBRF QE review, including the numbers submitted by New and Emerging researchers.

Information

The were 61 portfolios submitted for internal PBRF QE review. Of these, five were from New and Emerging researchers.

Contributors

- Arun Deo, Research Advisor
- Brenda Massey, Senior Grants Advisor

Attachments

Internal PBRF QE review timeline

Date	Tasks	Responsibility
May 24th **2021**	Timeline finalised	Marcus/Arun
May 31st	Portfolio Assessors (PAs) selected and contacted	Marcus (with Penny/Gregor)
July 1st	Cabinet announcement of high level PBRF changes	Chris Hipkins
June 1st	Rooms booked/moderation appointments sent to PAs	Marcus/Penny
June 1st	Proposed changes to ROMS drafted for review "shadow version"	Marcus/Arun
June 1st	Potential PBRF Portfolios (PPP) identified (longer list)	Arun
June 7th	Changes to ROMS finalised and final design specified for Intuto	Marcus (with Arun)
June 14th	PPP verified (shorter list)	Marcus (with Penny/Gregor)
June 14th	PPP staff contacted & strongly urged to review ROMS entries	Marcus
June 14th	Detailed instructions for changes to ROMS sent to Intuto	Arun
July 1st	Cabinet announcement of high level PBRF changes	Chris Hipkins
August 2nd	ROMS software update complete by Intuto and checked	Arun
August 16th	Draft instructions to PBRF staff completed	Marcus
August 18th	Draft instructions to PBRF staff reviewed	Marcus (with Penny/Gregor)
August 19th	Improvements to ROMS software update implemented by Intuto	Arun
August 16th	Portfolio Assessors briefed and trained	Marcus/Penny/Gregor
August 20th	Instructions to PBRF staff sent with finalised shadow ROMs shell	Penny/Marcus
August 30th	series of meetings for PPPs to demonstrate shadow ROMS etc	Marcus/Arun
Feb 14th **2022**	Meet with Portfolio Assessment team to re-brief	Marcus
March 7th	Staff to complete review with milestone & general support	Penny/Gregor/Arun/Marcus
March 10th	Completed portfolios are distributed to Portfolio Assessors (PAs)	Marcus/Arun
March 15th	PAs assess and rate one low, one medium and one high portfolio	Portfolio Assessors
March 16th	Cross moderation shared with all PAs at a meeting	Marcus/Penny
March 18th	Cross moderation shared with PAs in Healthcare and Creative Industries at EIT	Marcus
April 20th	PAs complete rating assessment with comments	Portfolio Assessors
May 16th	Comments collated, edited and sent to relevant staff with rating	Marcus/Penny/Gregor/Arun

Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

Purpose: NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?