



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

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

MEETING OPENED:	1300h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Tīmatanga | Opening Prayer

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting, including new member Dr David Airehrour (representing the School of Applied Business).

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Helen Gremillion
3. Yusef Patel
4. Kirstie Cameron
5. Nora Md Amin
6. Arun Deo
7. Cat Mitchell
8. Leon Tan
9. Robyn Gandell
10. Hamid Sharifzadeh
11. David Airehrour
12. Daisy Bentley-Gray

Total members represented:	12 members
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Apologies

1. Cat Mitchell (for early departure, 2pm)
2. Duaa Alshadli

Total apologies:

2 members

Absent

Lian Wu

MOTION

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

Moved: Kristie Cameron

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. Christoph Schnoor (at 1.30pm for item 4.3)

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

MOTION

That the committee approves the minutes of the 2022-03-10 meeting as a true and accurate record.

Moved: Hamid Sharifzadeh

Seconded: Cat Mitchell


MOTION CARRIED

Item 2.3 Mahia Atū | 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

			<p>researchers to access project funding.</p> <p>All staff are encouraged and supported to participate in the annual Unitec Research Symposium and publish in ePress.</p>
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". ROMS has also been updated with a similar warning (as per the screenshot below).

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).
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RESEARCH OUTPUT MANAGEMENT SYSTEM (ROMS)

Welcome to the Interim NZIST Research Outputs Management System. Interim NZIST ROMS will permit:

- the collection of all research outputs and activities centrally,
- researchers to upload their research (digital) objects, and
- researchers to prepare their PBRF Evidence Portfolios.

The system will time out after an hour if there is inactivity. Any data not saved will be lost.

HELP DOCUMENTATION (LOCAL)

- [ResearchOutputTypesEvidenceGuidev1.pdf](#)
- [ResearchOutputTypesQuickReferenceGuidev1.pdf](#)
- [UnitecROMSUserGuidev4.doc](#)
- [UnitecTrialPBRFGuidelines.doc](#)

Research Outputs by Unitec Staff, unless marked confidential may be included in Unitec's Research Bank. Items place

Helen Gremillion spoke further to item 5.1 of Matters Arising around the parameters of entering text and saving work in ROMS. She stated that if you nominate an ERE (Evidence of Research Excellence) in ROMS there are five boxes of information to complete. Text must be entered into all five boxes. If you leave any of the boxes unpopulated, then no text entered into the other boxes will save. This has not been made explicitly clear in the ROMS guidelines.

Action: Helen Gremillion and Arun Deo to meet so Helen can demonstrate to Arun the problems she has encountered with saving text in ROMS, and a solution can be considered. The outcome of this action should be reported back to the committee.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 Amendment to the Unitec Research Strategy Action Plan

Cat Mitchell proposed 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.	<ul style="list-style-type: none"> - Measure numbers of N&E, ECR and independent Māori researchers from 2020. - Identify comparative teaching-researcher and non-teaching-researcher data.
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- 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.

The Actions will ensure progress towards growing the number of Māori researchers at Unitec can be benchmarked and tracked over time.

MOTION

That the committee approves the proposed new Action Summary and concomitant Actions to support Priority One of the Unitec Research Strategy Action Plan.

Moved: Cat Mitchell

Seconded: Leon Tan

MOTION CARRIED

The chair thanked Cat Mitchell for her whakaaro and mahi in this area.

Action: Marcus Williams to update the Research Strategy Action Plan accordingly.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 Professional development needs following the cessation of SPSS

The committee discussed further professional development (PD) needs in the wake of the cessation of SPSS, which was replaced with R effective 1 February 2021.

Arun Deo advised that Tūāpapa Rangahau will be hosting workshops on R Software on 6 & 7 July. The workshops will be open to staff and postgraduate students and will be widely publicised.

This will be the fourth year that workshops on R will have been run. It is proposed that no further workshops will be offered after this year.

It was noted that uptake for the workshops hasn't been particularly high to date and that R, as a command-based software, is more complex to learn and operate than SPSS, which is Windows-based. It was queried whether the workshops could be better structured, whether materials could be developed that could support staff either before they attend a workshop, after they have attended a workshop or in lieu of them attending a workshop. Ideas included:

- Provision of general information about how R can help staff with their research.
- Provision of video resources that current and new staff and students could refer to in lieu of attending a workshop or that could be used to refresh previous workshop attendees' knowledge.
- Provision of a recording of the upcoming workshops for staff and students to view/refer to at a later date.

Action: David Airehrour to meet with Arun Deo and the R workshop provider to discuss these options.

Through the chat function, committee members sent the following links to alternative statistical software options that could be explored:

- <https://guides.unitec.ac.nz/nvivor>. NVivo is a qualitative data analysis computer software package. It is not free software, but Unitec has acquired several licenses for staff and PG students.
- <https://www.jamovi.org/>. jamovi is free and open statistical software.

Action: when David, Arun and the R workshop provider meet they should also consider other non-proprietary statistical analysis software options. If other options are recommended, please bring these to Marcus Williams and Helen Gremillion.

The committee also discussed the issue of training and support for staff and students in data analysis more generally, whether qualitative or quantitative. It was queried whether a data analysis workshop could be added to the suite of research PD offerings. **Action:** Marcus Williams and Helen Gremillion to meet to consider the wider issue of training in data analysis in the context of the 2023 PD suite.

The committee were supportive of ceasing the delivery of R workshops after this year following the cessation of SPSS if some online resources for the use of R can be developed and/or provided.

Section 4.2 PBRF Sector Reference Group – Consultation Paper 4

This item was considered after general business. The committee discussed 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”. A summary of these discussions is as follows:

- The committee agreed that the proposed change to Moderation Team roles and appointment criteria will better reflect the principle of Partnership and will benefit the process and research in NZ.
- The SRG proposes that the moderation team will consist of two Co-Moderators, one of whom will be a recognised expert in Mātauranga Māori (MM). The URC supported the inclusion of a MM expert.
- The committee thought there should be more than two moderators, noting that this would not require too much additional resource/expense.
- If the number of moderators were to increase, the committee felt that it would be important that each moderator have equal standing in order to reflect the principle of Partnership and the commitment to Te Tiriti.

Section 4.3 Amendments to the School Research Plan reporting template

This item was discussed immediately following item 3.1. The Chair welcomed A/P Christoph Schnoor to the meeting. Christoph spoke to his memo presenting feedback on the School Research Plan Reporting process for 2022. A summary of what was discussed is as follows:

- It would be good to preface School Research Plans with a brief executive summary or similar. For example, the School of Architecture's Research Plan is quite lengthy and would benefit from an introductory summary.
- The committee were supportive of removing the onus on Schools to report against the SWOT analysis section, noting that they still can if they need or want to do so.
- It was noted that the way research groups and projects are currently required to be reported on is very cumbersome. In the case of Schools that have multiple research groups, each research group will provide different types of material in different formats. Most find it difficult to provide information in the format required by the reporting template in its current form.
- The committee were supportive of the idea of simplifying the reporting around research groups and in allowing flexibility to articulate research groups' activities. Not all research groups will have specific goals and targets for any given year, they might be aspirational for example.
- It was queried how the requirements for reporting on the activities/goals of research groups will change going forward. The Chair responded that this hasn't been determined yet. The purpose of today's discussion was to gauge what committee members think of the status quo and how it could be improved upon.
- It will be made clear that only those groups who are in the space to have an action plan need respond to the reporting template's provocations. Schools will be released from having to create a plan for all research groups. In addition, they will be very clearly invited to adjust the template as they see fit. However, the template does need to provide some guidance to report authors, as there is a requirement for actions and deadlines to be part of Schools' plans.
- It may be difficult to incorporate Section 5.2 (industry connected research) into Section 4 (research groups and projects) unless it is designed in a particular way. Helen Gremillion expressed an interest in assisting to review and amend Sections 4 and 5.2 in particular (see action below).
- Maintaining prompts in the existing plan remains helpful as the end result is one document that can be provided to moderators and reviewers - a very important function of these plans.

The Chair thanked Christoph for his suggestions.

Action: Marcus Williams and Helen Gremillion to consider the implementation of Christoph's recommendations which were largely supported by the committee. Arun Deo will send the finalised reporting templates to Research Leaders, timed as per the committee's Work Plan.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **Update on the internal PBRF QE Review**

This item was discussed ahead of item 4.2. Sixty-one portfolios have been submitted for internal PBRF QE review which is currently occurring. Of these, five are from New and Emerging researchers.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

This item was discussed ahead of item 4.2 and item 5.1. Xinxin Wang, a 0.8FTE teaching researcher in the School of Architecture with a strong track record, wishes to apply for the ECR PhD for PBRF support product. The guidelines of this support mechanism state that eligibility is limited to full time staff only. The Research Partners and Director Research and Enterprise recommend and would like to request that the URC supports an exception. Xinxin is not only a committed lecturer and researcher, but she is also a good citizen of Unitec in every respect. The full application is yet to be considered, she appears to meet the criteria in every other way, but Research Partners will only advise she goes ahead with this with the support of the committee for an exception to this rule.

The committee were in agreement that the researcher be granted an exception to apply for the ECR PhD for PBRF support product.

Action: Marcus Williams to communicate this outcome to Research Partners Penny Thomson and Gregor Steinhorn.

Section 6.2 Komiti Self-Assessment

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee was reminded that feedback can be emailed to the Chair or the Secretary following the meeting (in confidence if requested).

Section 6.3 Karakia Whakamutunga | Closing Karakia

MEETING CLOSED: 1430 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
2.3	Meet so Helen can demonstrate to Arun the problems she has encountered with saving text in ROMS and so a solution can be considered. The outcome of this action should be reported back to the committee.	Helen Gremillion/ Arun Deo	
3.1	Update the Research Strategy Action Plan to incorporate the approved new Action Summary and concomitant Actions.	Marcus Williams	
4.1	Meet with the R workshop provider to discuss: <ul style="list-style-type: none">• Whether the R workshops could be better structured.• Whether materials could be developed that could support staff either before they attend a workshop, after they have attended a workshop or in lieu of them attending a workshop.• Whether other non-proprietary statistical analysis software options could be considered for use at Unitec. If other	David Airehrour/ Arun Deo	

	options are recommended, bring these to Marcus Williams and Helen Gremillion.		
4.1	Meet to consider the wider issue of training in data analysis in the context of the 2023 professional development suite.	Marcus Williams/ Helen Gremillion	
4.3	Consider the implementation of A/P Christoph Schnoor's recommendations for changes to the School Research Plan reporting template. Send the finalised School Research Plan reporting templates to Research Leaders for completion, timed as per the committee's Work Plan.	Marcus Williams/ Helen Gremillion Arun Deo	
6.1	Communicate to Research Partners Penny Thomson and Gregor Steinhorn that the committee has agreed that Xinxin Wang can apply for the ECR PhD for PBRF support product.	Marcus Williams	