



# minutes

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2022-06-09
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.

### SECTION 2 – STANDING ITEMS

#### Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

##### Members Present

1. Marcus Williams (Chair)
2. Arun Deo
3. Kristie Cameron
4. Daisy Bentley-Gray
5. Yusef Patel
6. Norasieh (Nora) Md Amin
7. Helen Gremillion
8. Leon Tan
9. Lian Wu
10. Catherine (Cat) Mitchell
11. Robyn Gandell

Total members represented: 11 members

##### Apologies

1. Nora Md Amin (for early departure, 2pm)
2. David Airehour

3. Hamid Sharifzadeh

Total apologies:

3 members

**Absent**

Duaa Alshadli

**MOTION**

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

**Moved: Nora Md Amin**

**Seconded: Helen Gremillion**

**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

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

**MOTION**

**That the committee approves the minutes of the 2022-04-14 meeting as a true and accurate record.**

**Moved: Lian Wu**

**Seconded: Nora Md Amin**

**MOTION CARRIED**

**Item 2.3 Mahia Atu | Matters Arising**

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	Complete. Helen Gremillion, Arun Deo and Marcus Williams discussed this issue and the notes have been saved by Arun. In the next development of ROMS, these issues will be raised with the ROMS developer, Intuto.
3.1	Update the Research Strategy Action Plan to incorporate the approved new Action Summary and concomitant Actions.	Marcus Williams	Complete. The updated Action Plan is available on H Drive and the Teams repository of research-related documents.
4.1	Meet with the R workshop provider to discuss: a) Whether the R workshops could be better structured. b) Whether materials could be developed to support staff either	David Airehrour/ Arun Deo	Complete a) Arun met with the provider and restructured the content of the workshop. A one-pager will be provided to workshop participants outlaying a brief timetable including contents. A different approach to this workshop may be considered from 2023. This may be in

	<p>before they attend a workshop, after they have attended a workshop or in lieu of them attending a workshop.</p> <p>c) Whether other non-proprietary statistical analysis software options could be considered for use at Unitec. If other options are recommended, bring these to Marcus Williams and Helen Gremillion.</p>		<p>the form of 1-1 tutorials to individuals or groups. <b>Some guidance from this committee will be very much appreciated*.</b></p> <p>b) Prior to the workshop, resources (notes, examples, and links to online tutorials) will be put in a share drive and shared with participating staff.</p> <p>c) The link, <a href="https://www.jamovi.org/">https://www.jamovi.org/</a>, has been sent to Helen Gremillion to be incorporated into the 2023 Research PD Suite as an Appendix. Tūāpapa Rangahau cannot provide a PD offering of this software as no staff are trained in its usage. If staff are keen to learn this package on their own, they are most welcome to do so.</p>
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	Any links to online tutorials provided by David Airehrour and Arun Deo can be included in the 2023 Research PD Suite. Tūāpapa Rangahau will not be offering specialised data analysis workshops in 2023. These have been poorly attended in the past, with low perceived value by the participants due to the need for constant and ongoing software utilisation to extract benefit from a master class. Programmes needing data analysis support for their students need to employ supervisors who have and constantly use these skills. Arun Deo has sent the link, provided by David, to Helen and Marcus.
4.3	<p>Consider the implementation of A/P Christoph Schnoor's recommendations for changes to the School Research Plan reporting template.</p> <p>Send the finalised School Research Plan reporting templates to Research Leaders for completion, timed as per the committee's Work Plan.</p>	<p>Marcus Williams/ Helen Gremillion</p> <p>Arun Deo</p>	Complete. Two Schools have already sought feedback on, and have nearly completed, their plans.
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	Complete, however following the meeting Xinxin opted not to proceed with the application for support.

\* The Chair asked anyone with further ideas for alternative approaches to contact Arun outside of the meeting. Extensive discussion of this matter has already been had and suggestions made by the committee to date have been considered and actioned.

## SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

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N/A

## SECTION 4 - WHAKAWHITI KÖRERO | ITEMS FOR DISCUSSION

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### **Section 4.1**                      **Individual Research Plans (IRPs)**

The committee reviewed the table presenting information about the number of IRPs received from degree teaching staff so far this year.

Achieving compliance with IRP completions is challenging for the Research Partners who are tasked with this mahi, particularly within the context of the disruption at Unitec at this time and the ongoing Covid-19 pandemic. Where IRPs are received, some of them are not particularly well attended to.

Helen Gremillion shared that in her area, staff submit their IRPs to her, as Research Leader, for review ahead of the deadline. This provides an opportunity for peer review and feedback, and for any necessary revisions to be made. It is important that plans are completed and are robust, as the data is used to inform various decisions, such as the allocation of research dissemination funding. Helen noted that the template as it stands does work well, however many of the links to various documents referred to in the template are broken.

**Action:** Brenda Massey to communicate to Research Partner Penny Thomson that 1) in forthcoming IRP communications and Research Leader hui, Research Leaders be strongly urged to review staff members' IRPs before submission to help improve their quality; and 2) she needs to update the links in the IRP template so users can click through to the new Teams research documentation repository.

**Action:** Marcus Williams to check with Julie McGregor, Learning and Development Lead, as to whether goals from IRPs are being detailed in ADEPs, as is required to happen.

### **Section 4.2**                      **2022 Unitec Research Symposium**

The committee received the Chair's update on the planning, dates and structure of the 2022 Unitec Research Symposium. Due to the demands on Unitec's various support services (IMS, Events etc) in the current climate, it is proposed to keep the symposium logistics as simple as possible. Running an online event in a similar format to last year will better enable this. The call for abstracts will open end July-early August.

The 3MT Competition will run separately again, as it is not feasible for postgraduate students to commit to participating in a December event. Calls for applications are currently open, and a steady stream of submissions is being received.

## SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

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### **Section 5.1**                      **Unitec Research Strategy Action Plan Revision**

The committee reviewed the analysis undertaken on Māori versus non-Māori teaching-researchers and non-teaching researchers at Unitec.

Cat Mitchell acknowledged Marcus Williams' and Arun Deo's work on this piece of mahi, the outcome of which clearly demonstrates the lack of recruitment of Māori at all levels at Unitec. It is particularly concerning that there is such low Māori representation in the degree teaching space.

The next step is to present the data and an analysis to the Executive Leadership and relevant Heads of Schools with recommendations. **Action:** Marcus Williams and Cat Mitchell to work collaboratively on the formulation of a narrative and recommendations for the ELT and HoSs.

It was queried what an analysis of Pacific versus non-Pacific teaching-researchers and non-teaching researchers would show. **Action:** Marcus Williams and Daisy Bentley-Gray to meet to discuss the potential to undertake a similar exercise in the Pacific space.

Nora Md Amin queried whether it would be useful to interrogate the Research Bank with a view to gaining insight into the number of non-Māori researchers doing research related to Māori and non-Pacific researchers doing research related to Pacific at Unitec.

There was some discussion about what this type of data would tell us and why this information would be useful, particularly within the context of the action under discussion. It could be that the impact of such low numbers of Māori (and likely Pacific) researchers at Unitec on non-Māori/non-Pacific researchers is very significant in an environment where funding frameworks/ethical guidelines require partnership and consultation with Māori. Could this be constraining Unitec's ability to undertake more research? Could such data perhaps provide some insights that the committee is not currently aware of?

**Action:** Nora will utilise the Research Bank to review the research that has been conducted on or with Māori by non-Māori researchers at Unitec and report her findings back to the committee.

## **Section 5.2**      **Research Centre Reports**

The committee received annual Research Centre Reports from the Applied Molecular Solutions Research Centre and the Environmental Solutions Research Centre. These reports are used to generate data for Unitec's Annual Report.

Tūāpapa Rangahau is endeavouring to work with Ngā Wai a te Tūi to assist them to produce a report. A report from the Centre for Computational Intelligence and Cyber Security (CCICS) will be presented to the committee in July.

Two applications for new research centres are expected to be received at the next meeting. The committee was asked to make a particular effort to attend next month's meeting and to pre-read the applications ready for discussion.

**Action:** Brenda Massey to draft letters thanking the two centre directors for their outstanding reports and for their commitment and leadership in this space.

## **Section 5.3**      **2021 Early Career Researcher Fund Final Reports**

That committee received final reports from Min Hall, A/P Renata Jadresin-Milic and Dr Marleen Baling on the outcomes of their 2021 Early Career Researcher (ECR) Contestable Funding projects.

The projects were all successfully completed, had good student involvement, have led to, or are leading to, the production of QA outputs, have resulted in new collaborations, and may attract external funding in the future.

**Action:** Brenda Massey to draft letters thanking the three ECRs for their reports and congratulating them on the outcomes of their projects.

The Chair thanked Brenda Massey for her management of the ECR Project Fund and advised the committee that the call for expressions of interest for the 2023 round is currently open.

**Action:** The committee is requested to encourage any ECR who might have the capacity to lead a project next year to apply for a grant.

#### **Section 5.4 Early Career Researcher Fellowship Allocation – Tanya White**

The Committee noted that Tanya White, Kaihautu, Kaitiaki Taiao and Lecturer in Māia and the School of Creative Industries was approved an Early Career Researcher (ECR) Fellowship.

There is capacity to fund another Fellowship. Applications have just closed, and the outcome will be advised to the committee in due course.

#### **Section 5.5 Internal PBRF QE Review Update**

The committee received the update on progress on the internal PBRF Quality Evaluation (QE) review.

Excellent feedback has been received from staff who have participated in the process so far.

Portfolios are still coming in and are being assessed as they are received. Communications are still going out to those that Tūāpapa Rangahau particularly feel should be engaging in the process, encouraging them and offering them support.

The Chair acknowledged the assessment panel, some of whom are on this committee, who volunteered their time, expertise, critical skills, and manaakitanga throughout the process.

### **SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING**

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

There was no further business.

#### **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 at any time (in confidence if requested).

#### **Section 6.3 Karakia Whakamutunga | Closing Karakia**

<b>MEETING CLOSED:</b>	<b>1410 h</b>
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## SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
4.1	<p>Communicate to Research Partner Penny Thomson:</p> <ol style="list-style-type: none"> <li>1) That in forthcoming IRP communications and Research Leader hui, Research Leaders should be strongly urged to review staff members' IRPs before submission to help improve their quality.</li> <li>2) To please update the links in the IRP template so users can click through to the new Teams research documentation repository.</li> </ol>	Brenda Massey	
4.1	Check with Julie McGregor, Learning and Development Lead, as to whether goals from IRPs are being detailed in ADEPs, as is required to happen.	Marcus Williams	
5.1	<p>Work collaboratively on the formulation of a narrative and recommendations to the ELT and HoSs around the analysis undertaken on Māori versus non-Māori teaching-researchers and non-teaching researchers at Unitec.</p> <p>Meet to discuss the potential to undertake a similar exercise in the Pacific space.</p> <p>Utilise the Research Bank to review the research that has been conducted on or with Māori by non-Māori researchers at Unitec and report findings back to the committee.</p>	<p>Marcus Williams / Cat Mitchell</p> <p>Marcus Williams / Daisy Bentley-Gray</p> <p>Nora Md Amin</p>	
5.2	Draft letters thanking A/Ps Terri-Ann Berry and Dan Blanchon for their research centre reports.	Brenda Massey	
5.3	<p>Draft letters thanking Min Hall, A/P Renata Jadresin Milic and Dr Marleen Baling for their ECR reports.</p> <p>Encourage any ECR who might have the capacity to lead a project next year to apply for the 2023 ECR Project Fund round.</p>	<p>Brenda Massey</p> <p>All</p>	