



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2022-09-08
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 Mitra Etemaddar (Applied Business) and proxy member Sameh Shamout (Architecture).

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Cat Mitchell
3. Daisey Bentley-Gray
4. Duaa Alshadli
5. Kristie Cameron
6. Hamid Sharifzadeh
7. Robyn Gandell
8. Sameh Shamout (proxy for Yusef Patel)
9. Mitra Etemaddar
10. Arun Deo
11. Leon Tan
12. Helen Gremillion

Total members represented:	12 members
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Apologies

1. Norasieh Md Amin
2. Yusef Patel

Total apologies: 2 members

Absent

1. Lian Wu 1 member

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 2022-07-14 meeting as a true and accurate record.

Moved: Daisy Bentley-Gray

Seconded: Kristie Cameron

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Last month's meeting was cancelled due to a paucity of agenda items.

Agenda Item	Action	Responsible	Outcome
2.3	Send David Airehrour a formal letter of gratitude thanking him for his services to the committee.	Brenda Massey/ Marcus Williams	Complete
2.3	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.	Nora Md Amin	A verbal update will be provided at the next meeting.
3.1	Issue formal notification of the URC's endorsement of the establishment of the Digital Heritage Research Centre and the Centre for Research in Education for Healthcare Professionals to A/P Renata Jadresin-Milic and A/P Samantha Heath respectively.	Marcus Williams	Complete
3.2	Issue a letter thanking Denis Lavrov for his outstanding report and for his commitment to, and leadership of, the Cybersecurity Research Centre.	Brenda Massey/ Marcus Williams	Complete
4.2	Update the Research Centre Procedure.	Marcus Williams	Complete
5.1	Write to Cat Mitchell thanking her for her report and congratulating her on the successful completion of her project.	Brenda Massey/ Marcus Williams	Complete
6.1	Regularly schedule any updates on research from Te Pūkenga for sharing and discussion at future committee meetings.	Marcus Williams	Complete. This action has been added to the committee's annual work plan.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1

2023 ECR Fund Grants Advisory Committee (GAC) Membership

The committee reviewed and approved the membership of the 2023 ECR Fund Grants Advisory Committee (GAC), a sub-committee of the Unitec Research Committee who will assess applications to the 2023 ECR Contestable Project Fund. The committee will be advised of the outcomes of the applications at its first meeting of 2023.

MOTION

That the committee approves the membership of the 2023 ECR Fund Grant Advisory Committee (GAC).

Moved: Helen Gremillion

Seconded: Daisy Bentley-Gray

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1

Guidelines for Non-Degree Teaching Research Track

For several years Unitec has operated a formal process, agreed to by the then Senior Academic Leadership Team, that guides the circumstances under which non-degree teaching researchers can gain access to research funding and support, even though they are not mandated by TEC regulations to undertake research. The process involves non-degree teaching researchers developing an Individual Research Plan, as well as a review of their research productivity, as evidenced in ROMS, by the Research Advisor, Director Research and Enterprise and the Research Partners. If it is ascertained that the researcher could, with support, develop a successful PBRF portfolio, negotiations are entered into with their Head of School for assistance with achieving a research track.

Without such a process there could be very research active staff at Unitec who are not included in the support structures that degree teaching researchers automatically receive, and thus might not be motivated to submit a PBRF portfolio.

It is an appropriate time, as Unitec transitions into Te Pūkenga, to document this process through the production and dissemination of a written procedure which will be accessible via Te Aka | The Nest. The procedure has been drafted with input from Brenda Massey, Tūāpapa Rangahau and with oversight from Prof Martin Carroll, DCE Academic.

The committee discussed the new proposed Guidelines for Non-Degree Teaching Research Track as follows:

- Clarification was sought as to what will define 'excellence'. Is it the number of publications a researcher has produced? Their likelihood of submitting a rated PBRF portfolio? The Chair responded that 1) there are a variety of ways excellence could be demonstrated, some of which can be discipline specific, and this is one of the reasons why a concurrence of expertise will be utilised to assess excellence 2) the TEC is still consulting on how the PBRF will look in 2026 and how excellence and impact will be assessed. The measure of research excellence will be closely based on the PBRF definition. However, Tūāpapa Rangahau does

have some pre-prepared guidance that can be shared with those who are interested in pursuing this track.

- If was queried whether someone who is not necessarily well-published but who is highly active in the pursuit of external research funding could meet the 'excellence' criteria. Tūāpapa Rangahau has found that the chances of someone winning external funding without a good record of publication are slim and therefore this scenario is unlikely.
- Cat Mitchell endorsed the proposed guidelines and acknowledged the support provided by Tūāpapa Rangahau that assisted her to move into the research space whilst undertaking her PhD and working in Maia, and now Ngā Wai a Te Tūi, in a non-degree teaching role.
- Daisy Bentley-Gray was similarly supportive of the initiative. Many staff in the Pacific Centre are not degree-teaching but are research active. The TEC is actively encouraging the development of Māori and Pacific researchers and New Zealand's Māori and Pacific research workforce. This type of policy will help to create opportunity in this space.

The Chair has already consulted on the guidelines with Heads of Schools. He thanked the committee for their feedback and will now seek ratification of them from the Executive Leadership Team.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **2021 Unitec Annual Research Report**

The committee received the 2021 Unitec Annual Research Report, which was accepted by Te Komiti Mātauranga yesterday.

The report is a manifestation of and testament to the resilience of Unitec's research community who, despite the vicissitudes of relentless change and disruption, a pandemic, and a partial lockout of one of our largest teaching and research facilities due to an asbestos scare, still managed to undertake the multitude of activities highlighted in the report.

Progress towards the six Research Strategy KPIs, all defined and ratified by this committee, is consistently tracking upwards and Unitec is meeting its research targets. While the Research Productivity Traffic Light did decrease from 100% to 93% last year, our external research income is well over \$2m p/a now, and industry funded projects, student integrated projects etc are all tracking well. The data on Māori research productivity is quite strong in the report, and while Tūāpapa Rangahau is concerned about how that space will look with the departure of Prof Jenny Lee-Morgan and many of her team members, it is heartening that Dr Hinekura Smith is taking the reins of Ngā Wai a Te Tūi as its interim Director, and the team members that remain are doing excellent mahi.

The Chair acknowledged the work of Arun Deo who led Tūāpapa Rangahau in the production of the report and congratulated the committee for their governance in overseeing all the activity contained within.

The Chair encouraged members of the committee to engage with the report, to share it (internally), and to encourage their Heads of School to read it and to be proud of it. It's an outstanding report that represents an organisation that shows leadership at every level in this space.

Section 5.2 **2022 Research Productivity Traffic Light (RPTL) Report**

The committee received the 2022 RPTL Report. The RPTL measures the research health of every degree programme over a two-year period and is a formal audit of research productivity. The goalposts have only been changed twice since its establishment in 2012, once to make an allowance for maternity leave and again to reduce the bar for part-time staff so instead of having to produce two outputs in two years, anyone 0.5 FTE or less only has to produce one output in two years. Both changes were developed by this committee and then presented to the then Academic Board for approval.

In 2021, 100% of Unitec's programmes were green-lit and in 2022 this moved to 93% green (two programmes moved from green to amber during the reporting period). The report should be seen in the context of the overall trend of the traffic light, which has moved from 33% green when the measure was first implemented in 2012, through to 2021 when it became 100% green.

The committee should be very proud of what has been achieved. 2022's result demonstrates only a very small slippage and in the context of the challenges we've all faced in recent years, Unitec has done remarkably well.

Section 5.3 **2022 ECR Funding Reports**

The committee received and reviewed the progress reports submitted by the four 2022 ECR Funding recipients. Highlights included good industry collaborations being developed, papers in progress, student involvement in projects and external grant opportunities in development. It is great to see the development of the funded ECRs and heartening to see our processes and products are ultimately leading to the outcomes that the committee and Tūāpapa Rangahau are seeking.

Action: Brenda Massey to draft letters to each of the four researchers thanking them for their reports.

Section 5.4 **ECR Fellowship Scheme – Open for Applications**

The committee noted that the call for applications for Early Career Researcher (ECR) Fellowships for Semester 1 2023 are being accepted from now until 30 September. Applications must be developed in partnership with a Research Partner and require Head of School endorsement.

It was noted that the deadline for applications falls at the end of the semester while many researchers are still attending to teaching commitments. It was queried whether the deadline for applications could be extended to the end of the mid-semester break, i.e., Friday, 14 October.

Action: Brenda Massey to ask Research Partner Penny Thomson if it is possible to extend the deadline for applications to the end of the mid-semester break and to recirculate the documents to all Research Leaders as a reminder of the availability of this opportunity.

If there is an extension to the deadline, Tūāpapa Rangahau will publicise this widely.

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

Feedback on Te Pūkenga's proposed operating model has closed. The Rangahau Research Forum (RRF) worked together on a submission, which is available through the Chair on request to any committee member who is interested in reviewing it.

The RRF's submission proposed a combination of central strategic research leadership, that some implementation tasks, for example the administration of externally funded projects, be undertaken at central level, and that a good chunk of support and capacity building be available at a local level.

If there is a follow-up call for more granular feedback on research, then the Chair will try to engage the committee in a discussion around that. Unfortunately, discussion at a committee level wasn't possible on this occasion due to the timing of the consultation occurring between meetings.

The seventh PBRF Sector Reference Group Consultation Paper, "[Individual Circumstances and EP Submission Requirements](#)" has been released and is currently open for feedback. The paper is incredibly detailed, however if there is an opportunity to engage the committee on it, the Chair will endeavour to do so.

The Chair urged committee members to encourage their colleagues to submit an abstract for the 2022 Unitec/MIT Research Symposium. There are a number of prizes in different categories being offered. The symposium is being held online so it is very easy to engage with it. External attendees are welcome, however abstracts can only be submitted by researchers who are part of the ITP sector, or who are partnered with someone from the ITP sector and that person will be presenting with them.

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**

MEETING CLOSED: 1415 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
2.3	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.	Nora Md Amin	
5.3	Draft letters to each of the four 2022 ECR Funded researchers thanking them for their reports.	Brenda Massey / Marcus Williams	
5.4	Ask Research Partner Penny Thomson if it is possible to extend the deadline for applications for ECR Fellowships for Semester 1	Brenda Massey	

	to the end of the mid-semester break and to recirculate the documents to all Research Leaders as a reminder of the availability of this opportunity.		
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