



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2022-11-10
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. Cat Mitchell
3. Mitra Etemaddar
4. Daisy Bentley-Gray
5. Nora Md Amin
6. Irene Ayallo (proxy for Helen Gremillion)
7. Yusef Patel
8. Kristie Cameron

Total members represented: 8 members

Apologies

1. Helen Gremillion
2. Arun Deo
3. Leon Tan
4. Duaa Alshadli
5. Hamid Sharifzadeh

Total apologies: 5 members

Absent

1. Robyn Gandell
2. Lian Wu

Total absent: 2 members

MOTION

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

Moved: Cat Mitchell

Seconded: Yusef Patel

MOTION CARRIED

Quorate Status

A minimum of 9 representatives is required; the meeting was not quorate.

Hunga Mahi | Staff in Attendance

1. Brenda Massey, Acting Secretary

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

The meeting was not quorate therefore the minutes of the 2022-10-13 meeting will need to be ratified at the next quorate meeting.

Item 2.3 Mahia Atu | Matters Arising

N/A

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 Honorary Research Fellow – Dr Matt Renner

The committee considered and approved the request to appoint Dr Matt Renner as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

MOTION

That the committee approves the appointment of Dr Matt Renner as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Kristie Cameron

Seconded: Daisy Bentley-Gray

MOTION CARRIED

Section 3.2 Honorary Research Fellow – Dr Judy Nicholson

The committee considered and approved the request to appoint Dr Judy Nicholson as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

MOTION

That the committee approves the appointment of Dr Judy Nicholson as an Honorary Research Fellow within the School of Environmental and Animal Sciences.

Moved: Kristie Cameron

Seconded: Daisy Bentley-Gray

MOTION CARRIED

Section 3.3 2023 URC Work Plan

The committee reviewed its proposed 2023 Work Plan. It was requested that the item 'discuss the possibility of a Northern Sector Research Symposium (NorthTec, Unitec, MIT)' be scheduled for consideration in April not June. The committee approved the 2023 Work Plan subject to this amendment.

MOTION

That the committee approve the proposed 2023 Work Plan, subject to the item 'discuss the possibility of a Northern Sector Research Symposium (NorthTec, Unitec, MIT)' being scheduled for consideration in April.

Moved: Yusef Patel

Seconded: Irene Ayallo

MOTION CARRIED

Section 3.4 2023 ECR Fellowship Grants Advisory Committee Membership

The committee considered and approved the membership of the 2023 ECR Fellowships Grants Advisory Committee (GAC). The GAC will read and consider three applications received for fellowship funding.

MOTION

That the committee approves the membership of the 2023 ECR Fellowship Grants Advisory Committee.

Moved: Kristie Cameron

Seconded: Nora Md Amin

MOTION CARRIED

Action: the approval of agenda items 3.1 to 3.4 will need to be ratified at the next quorate committee meeting.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 2023 URC Membership

The committee is meeting its current composition requirements with the exception of representation from Workforce Development, as this unit no longer exists at Unitec. It was requested that the following amendments be made to the composition requirements for 2023:

- Remove the requirement to have representation from Industry Workforce Development.
- A change of nomenclature from 'Knowledge Specialist' to 'Subject Librarian'.
- A change of nomenclature from 'Pacifika representation' to 'Pacific representation'.

Action: Brenda Massey to update the committee's composition requirements as noted above and prepare a memo with the committee's 2023 membership list, meeting dates, Terms of Reference and Work Plan for Te Komiti Mātauranga for the Chair to approve.

It will be assumed that current committee members are willing to continue their membership into 2023 unless otherwise advised to the Chair.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **Call for Nominations: PBRF Panel Co-Chairs and Initial Panel Members**

The committee noted the TEC's call for nominations for Panel Co-Chairs and initial Panel Members for the PBRF Quality Evaluation 2026 and were encouraged to ensure suitable colleagues are made aware of this opportunity. Those considering submitting a nomination should contact Marcus Williams, Director Research and Enterprise.

Section 5.2 **2023 URC Meeting Dates**

2023 committee meetings will be scheduled online as usual every second Thursday of the month (January excepted) from 1-3pm. These times/dates compliment the activities of other committees of Te Komiti Mātauranga. The Acting Secretary will issue placeholders for members' calendars in the coming weeks.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

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

The December committee meeting has been rescheduled for 14 December to accommodate the annual Research Symposium. The meeting will only go ahead if matters are raised that cannot wait until the first meeting of 2023, which is scheduled for 9 February.

Section 6.2 **Komiti Self-Assessment**

An opportunity was given for the committee to reflect on their self-assessment provocations.

In anticipation that the December committee may be cancelled the Chair thanked the committee for their continued service to rangahau/research this year. The committee has achieved much this year,

one of the highlights being its approval to establish two new research centres, which brings the number of research centres at Unitec to six.

Members present thanked Marcus for his leadership of the committee, and noted the inclusive, safe and supportive atmosphere his style of chairing fosters.

The committee is reminded that feedback on any aspect of the committee's operation 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: 1335 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
2.2 & 3.1-3.4	The minutes of the 13 Oct meeting and the approval of agenda items 3.1-3.4 will need to be ratified at the next quorate meeting.	Marcus Williams/ Brenda Massey	
3.3	Schedule 'discuss the possibility of a Northern Sector Research Symposium (NorthTec, Unitec, MIT)' for April 2023 in the committee's Work Plan (not June).	Brenda Massey	
4.1	Update the committee's composition requirements as follows: <ul style="list-style-type: none">• Remove the requirement to have representation from Industry Workforce Development.• Change 'Knowledge Specialist' to 'Subject Librarian'.• Change 'Pacifika representation' to 'Pacific representation'. Prepare a memo with the committee's 2023 membership list, meeting dates, Terms of Reference and Work Plan for Te Komiti Mātauranga for the Chair to approve.	Brenda Massey	