



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2023-10-12
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.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Daisy Bentley-Gray
3. Kristie Cameron
4. Nora Md Amin
5. Hamid Sharifzadeh
6. Helen Gremillion
7. Lian Wu
8. Becca Wood (proxy for Leon Tan)
9. Arun Deo
10. Yusef Patel (from 1.10pm)

Total members represented:	10 members
----------------------------	------------

Apologies

1. Leon Tan
2. Tanya White

3. Carly Van Winkel
4. Kate Zeng

Total apologies:

4 members

MOTION

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

Moved: Nora Md Amin

Seconded: Daisy Bentley-Gray

MOTION CARRIED

Quorate Status

A minimum of seven 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 2023-09-14 meeting as a true and accurate record.

Moved: Kristie Cameron

Seconded: Helen Gremillion

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
2.2	Distribute the 2022 Unitec Research Report to the following stakeholders: <ul style="list-style-type: none"> • Research Leaders • Heads of School • Senior Leadership Team • Executive Leadership Team • Supervision Register • ECR Forum • Academic Programme Managers • Te Rōpū Mataara (via Tanya White) • Pacific Centre Director • The six Research Centre Directors • Ngā Kaitiaki (via Tanya White) 	Arun Deo	Complete
3.1	Add the definition of an ECR and an emerging researcher at Unitec as an appendix to the ECR Forum ToR and arrange for the updated document to be placed on Te Aka The Nest.	Brenda Massey	Complete
4.1	Convey the committee's feedback on the latest SRF PBRF consultation to the RRF via Megan Allardice (EIT).	Brenda Massey	Complete. Unfortunately, with the timing of the committee's

			last meeting, the RRF had already submitted feedback, so the committee's feedback was submitted to the TEC separately.
5.2	Draft letters to each of the 2023 ECR progress report writers thanking them for their reports.	Brenda Massey	Complete
5.3	Thank Penny Thomson on behalf of the committee for creating the research documents repository and ask her to schedule a demonstration of how to locate the repository, and research related policies, procedures, and guidelines, at a future Research Leaders hui.	Brenda Massey	Complete

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 **2024 Unitec Research Committee Terms of Reference**

The committee reviewed its Terms of Reference and did not consider that any changes were warranted at this juncture.

MOTION

That the committee approves a roll-over of its current Terms of Reference into 2024.

Moved: Marcus Williams

Seconded: Helen Gremillion

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 **PBRF Quality Evaluation 2026 – Consultation on Panel-Specific Guidelines**

The committee reviewed the draft Panel-Specific Guidelines for the PBRF Quality Evaluation 2026. Each of the 14 PBRF peer-review panels have developed subject- and panel-specific advice and guidance that elaborates on the TEO and Assessment Guidelines. Members of the committee were urged to carefully consider the advice and guidance that pertains to the panel/s that they and the staff in their areas will submit their Evidence Portfolios to.

Action: Any feedback should be forwarded to Brenda Massey for collation before COB Wednesday, 1 November. Brenda will then convey the committee's collated feedback to the Rangahau Research Forum (RRF) via Megan Allardice (EIT).

The RRF will collate all responses from across Te Pūkenga and submit as a batch to the TEC. Alternatively individual submissions can be made until 5pm, 10 November via the TEC online survey.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Update: Rangahau and Research in Te Pūkenga

The committee discussed the update on rangahau and research provided as part of the Tārata te anamata | Creating our futures decision.

A new, nationally focussed Rangahau and Research Director role has been established and is currently being recruited for. The successful appointee will lead the design and consultation for rangahau and research in Te Pūkenga. The committee welcomed this as a positive development in the rangahau and research space.

In the meantime, research office kaimahi will be lifted and shifted into the Ako Delivery National Operations Directorate and Tūāpapa Rangahau is progressing with the promotion and roll out of various of its research support offerings for 2024 (including Masters Scholarships and the Early Career Researcher contestable funding round) and is continuing to support the operation of the committees it is responsible for, including UREC.

Section 5.2 NVivo Update

The committee noted the new process for postgraduate students and staff to obtain NVivo software licences.

Marcus Williams and Arun Deo have previously undertaken a significant piece of work to understand the demand for NVivo licences at Unitec and our licensing agreement now allows for up to 20 licences.

A couple of members of the committee have received feedback from staff in their areas that they had difficulty installing the software. It was queried whether Tūāpapa Rangahau could support staff with installation if required.

It was noted that Cynthia Almeida recently circulated step by step instructions to the supervisor's register about how to request access to, and install, NVivo. It was suggested that this communication also be disseminated to Research Leaders for their information and for distribution to staff who wish to obtain NVivo.

Action: Penny Thomson to communicate the new process for obtaining NVivo software licences and forward the NVivo installation instructions to Research Leaders. Marcus Williams and Arun Deo to determine how Tūāpapa Rangahau can support staff to install the software, if required, and include that in the communication.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

The Chair reminded the committee of the upcoming Pacific Research Symposium, co-hosted by MIT and Unitec, and co-convened by Aiono Manu Fa'aea and Daisy Bentley-Gray. The call for registrations and abstracts is open now. The symposium will be held on Monday, 11 December. The Chair acknowledged Daisy's drive and commitment to bringing the symposium to fruition.

Daisy acknowledged Marcus Williams, Evangelia Papoutsaki and Tūāpapa Rangahau for their support of the symposium, which will provide a valuable opportunity for Pacific kaimahi who are actively engaged in, or wanting to engage in, research, and also non-Pacific kaimahi who are engaged in, or are wanting to engage in, Pacific research.

Symposiums of this nature are in many ways more valuable and effective than the annual Unitec/MIT Research Symposium, which is not being held this year. Tūāpapa Rangahau had noted an increasing reliance by staff on presenting at the Research Symposium in order to generate research outputs, despite these being non-quality assured. Symposia that are culturally or discipline specific often provide better opportunities for peer review and the inclusion of external participants relevant to the context, and generally do lead to the generation of quality assured outputs. The CITREnz conference hosted by the School of Computing, the Resilient and Responsible Architecture and Urbanism conference hosted by the School of Architecture and the opening of the new Toi o Wairaka gallery were cited as additional examples of discipline specific initiatives that have provided valuable opportunities for the dissemination of Unitec research this year.

Section 6.2 Komiti Self-Assessment

An opportunity was given for the committee to reflect on their self-assessment provocations. 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: 1400 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
4.1	Forward any feedback on the draft Panel-Specific Guidelines for the PBRF Quality Evaluation 2026 to Brenda Massey before COB Wednesday, 1 November. Convey the committee's collated feedback to the Rangahau Research Forum via Megan Allardice (EIT).	All Brenda Massey	
5.2	Communicate the new process for obtaining NVivo software licences and the installation instructions to Research Leaders. Determine how Tūāpapa Rangahau can support staff to install the software, if required, and include that in the communication.	Penny Thomson Marcus Williams / Arun Deo / Penny Thomson	