agenda

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	**2023-11-09**
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

SECTION 1   NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Tīmatanga | Opening Prayer
2. Mihi Whakatau | Welcome from the Chair
3. Membership
4. Terms of Reference

SECTION 2   STANDING ITEMS

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
3. Mahia Atu | Matters Arising

SECTION 3   MEA HEI WHAKAAE | ITEMS TO APPROVE

1. 2024 Unitec Research Committee Work Plan

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

1. 2024 Unitec Research Committee Membership

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

1. 2024 Unitec Research Committee Meeting Dates
2. Classification of the URC's 2023 Agenda Items

SECTION 6   KUPU WHAKAMUTUNGA | CLOSING

1. Ētahi Kaupapa Anō | Any Other Business
2. Komiti Self-Assessment
3. Karakia Whakamutunga | Closing Karakia

SECTION 1   NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1   Karakia Tīmatanga | Opening Prayer

KARAKIA TĪMATANGA	OPENING PRAYER
Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
He mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi ē, Hui ē, Tāiki ē!	*Join it, gather it, it is done!*

Item 1.2   Mihi Whakatau | Welcome from the Chair

Item 1.3   Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Director, Pacific Success
Tanya White (Early Career)	Nominee of Director, Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Vacant	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Vacant	Applied Business
Carly Van Winkel (Emerging)	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Kate Zeng (Student Rep)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau
In attendance: Brenda Massey (Acting Secretary)	Tūāpapa Rangahau

Item 1.4   Te Komiti Rangahau o Unitec Terms of Reference

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities.

b. Propose and advise on strategic directions and priorities for research, enterprise, and innovation.

c. Provide expert advice on institutional policy.

d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise, and innovation.

e. Oversee the Grants Advisory Committee and the reporting of funded projects.

f. Encourage and enhance the development of the research, enterprise, and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability.

g. Oversee the monitoring of research outputs and research reporting.

h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise, and innovation.

SECTION 2   STANDING ITEMS

Section 2.1   Ngā Whakapāha | Attendance, Apologies & Quorate Status

RECOMMENDATION
That the committee accepts the apologies of today's meeting.

Section 2.2   Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
*refer to *

RECOMMENDATION
That the committee approves the minutes of the meeting of 2023-09-14.

Section 2.3   Mahia Atu | Matters Arising
*refer to *

SECTION 3   MEI HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1   2024 Unitec Research Committee Work Plan
*refer to *

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1   2024 Unitec Research Committee Membership
*refer to *

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1   2024 Unitec Research Committee Meeting Dates
refer to pg15

Section 5.2   Classification of the URC's 2023 Agenda Items
refer to pg17

SECTION 6   KUPU WHAKAMUTUNGA | CLOSING

Section 6.1   Ētahi Kaupapa Anō | Any Other Business

Section 6.2   Komiti Self-Assessment
refer to pg20

Section 6.3   Karakia Whakamutunga | Closing Karakia

TE KARAKIA WHAKAMUTUNGA	CLOSING PRAYER
Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē, Hui ē, Tāiki ē!	*We are united, progressing forward!*

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

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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: • 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	

MATTERS ARISING

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.	All	Complete
	Convey the committee's collated feedback to the Rangahau Research Forum via Megan Allardice (EIT).	Brenda Massey	N/A – no feedback was received
5.2	Communicate the new process for obtaining NVivo software licences and the installation instructions to Research Leaders.	Penny Thomson	Complete
	Determine how Tūāpapa Rangahau can support staff to install the software, if required, and include that in the communication.	Marcus Williams / Arun Deo / Penny Thomson	Complete

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Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 9 November 2023

Title	2024 URC Work Plan
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	**Approval**

Recommendation

That the committee reviews and approves the attached 2024 Work Plan.

Purpose

The Work Plan will prioritise and schedule the committee's activities for the year ahead.

Next Steps

The finalised Work Plan will be presented to Te Komiti Mātauranga | Academic Committee.

Contributors

A/P Marcus Williams, Director Research & Enterprise

Brenda Massey, Acting Secretary

Attachments

2024 URC Work Plan

	Te Komiti Rangahau o Unitec | Unitec Research Committee - 2024 Work Plan										
Month	**Item**	**Source / Nature**	**Input/s**	**Output**	**Presentation Frequency**	**Author**	**Submission Due**	**Presentation Due**	**Completion Date**	**Notes / Purpose**	**Terms of Reference Item Relates To**
	Committee self-assessment	Feedback from members	URC	Meeting minutes	Monthly	Chair/ Secretary	Meeting dates	Meeting dates	Date the minutes are posted	--------	All
Each Meeting	Schedule any updates on research from Te Pūkenga for sharing and discussion.	Te Pūkenga; Rangahau Research Forum; Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate	Communications from Te Pūkenga; Rangahau Research Forum; Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate	Meeting minutes	Ad hoc	Chair	Meeting dates	Meeting dates	Dates the minutes posted	--------	All
January	NO MEETING										
February	Request Research Centres submit Annual Reports	Research Centre Plans	Research Centre Directors; Research Centre Report template	Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	Annual Reports due April	G
	Notification of 2024 ECR funding outcomes	2024 ECR funding applications	2024 Grants Advisory Committee	Memo	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	E
March											
April	Receive 2023 ECR Funding final reports	ECR Funding final report template	Funded ECRs	ECR final reports	Annually	Secretary	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	G
May	Receive Research Centre Annual Reports	Research Centre reporting template	Research Centres	Research Centre Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	G
June	Review the Unitec Research Strategy Action Plan	Unitec Research Strategy 2020-2024	Tūāpapa Rangahau	Memo	One off	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	A
July	Receive School Research Plan Annual Reports.	School Research Plan reporting template	Schools	School Research Plan Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	A
August	Present Unitec Research Report to Academic Committee	Unitec Research Report	Tūāpapa Rangahau	Memo	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	--------	G
	Present Research Productivity Traffic Light (RPTL) Results to Academic Committee	RPTL Results	Tūāpapa Rangahau	Memo	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	--------	G
September	Receive 2024 ECR Funding progress reports	ECR funding reporting template	Funded ECRs	ECR progress reports	Annually	Secretary	Agenda paper submission deadline	Meeting date	Date the minutes are posted	--------	E
October	Ratification of 2025 ECR Funding and ECR Fellowships Grants Advisory Committee (GAC) membership	GAC membership criteria	Chair/ Secretary	GAC membership list	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	--------	E
	Review URC ToR	2024 ToR	Chair/ Secretary	2024 ToR	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	---------	All
November	Review URC membership	URC attendance tracker	Chair/ Secretary	2025 membership list	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	---------	All
	Develop 2025 URC Work Plan	2024 Work Plan	Chair/ Secretary	2025 Work Plan	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	----------	All
	Classification of URC's 2024 Agenda Items by ToR.	2024 Agendas	Chair/ Secretary	Memo and classification spreadsheet	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	All Agenda items to be classified according to which ToR they relate to and whether they were strategic or relating to compliance. The outcomes of the classification exercise should be reported to Te Komiti Mātauranga.	All
December	NO MEETING										

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Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 9 November 2023

Title	2024 URC membership
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	**Discussion**

Recommendation

That the committee reviews and confirms its membership for 2024.

Purpose

As per the Conduct of Research Policy the membership of the committee shall be outlined to Te Komiti Mātauranga | Academic Committee each year.

Information/Background

The composition requirements of the committee are as follows:

- Director of Research and Enterprise (Chair)
- Secretary
- Māori representation
- Pacific representation
- Subject Librarian
- Representation from all schools with degrees
- Research Advisor

The above representation must in sum comprise the following:

- 2 x Emerging Researchers
- 2 x Early Career Researchers
- 2 x Professoriate

Attachments

Current list of members

Unitec Research Committee | Te Komiti Rangahau o Unitec Membership

Marcus Williams (Associate Professor)	Chair and Director Research and Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Director, Pacific Success
Tanya White (Early Career)	Nominee of Director, Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Dr Yusef Patel (Early Career)	Architecture
Vacant	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Vacant	Applied Business
Carly Van Winkel (Emerging)	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Kate Zeng (Student Rep)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau
In attendance: Brenda Massey (Acting Secretary)	Tūāpapa Rangahau

The composition requirements of the committee are as follows:

- Director of Research and Enterprise (Chair)
- Secretary
- Māori representation
- Pacific representation
- Subject Librarian
- Representation from all schools with degrees
- Research Advisor

The above representation must in sum comprise the following:

- 2 x Emerging Researchers
- 2 x Early Career Researchers
- 2 x Professoriate

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Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 9 November 2023

Title	2024 URC Schedule of Meetings
Provided by:	Brenda Massey, Acting URC Secretary
For:	Information

Recommendation

That committee members note the scheduled dates of 2024 meetings and the associated deadlines for agenda items.

Key Points

As in previous years, all meetings are scheduled to take place on the second Thursday of each month from 13:00 to 15:00. These dates have been selected so as not to clash with Academic Committee meetings and other Academic Governance Committee meetings.

Meetings will generally be held online, at the discretion of the Chair, unless there is a compelling reason to meet face to face. For example, face-to-face meetings might be held when presentations to the committee have been scheduled, when the committee invites a guest speaker to attend, or when complex or nuanced conversations need to be had.

Members who are unable to attend face-to-face meetings will be provided with the option to attend virtually.

Contributors

A/P Marcus Williams, Director Research & Enterprise

Attachments

URC Schedule of Meetings for 2024.

Unitec Research Committee
Schedule of Meetings for 2024

All meetings are held on the second Thursday of each month from 13:00 to 15:00. Meetings will generally be held online unless there is a compelling reason to meet face to face.

Meeting Date	Deadline Date for Papers for Agenda	Meeting Venue
8 February	26 January	Online via Microsoft Teams
14 March	1 March	Online via Microsoft Teams
11 April	28 March	Online via Microsoft Teams
9 May	26 April	Online via Microsoft Teams
13 June	31 May	Online via Microsoft Teams
11 July	27 June	Online via Microsoft Teams
8 August	26 July	Online via Microsoft Teams
12 September	30 August	Online via Microsoft Teams
10 October	27 September	Online via Microsoft Teams
14 November	1 November	Online via Microsoft Teams

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee
Date of Meeting: 9 November 2023

Title	Classification of the URC's 2023 Agenda Items
Provided by:	Brenda Massey, Acting Secretary
For:	**Information**

Recommendation

That the Committee notes the classifications assigned to its 2023 agenda items.

Purpose

To understand whether the Committee operated according to its Terms of Reference in 2023.

To understand the balance between strategic and compliance oriented initiatives and discussions.

Information/Background

An exercise has been undertaken to classify all 2023 agenda items according to:

- Which of the Committee's Terms of Reference they correspond to.
- Whether they are Strategically Orientated.
- Whether they are Review Orientated (i.e., to do with compliance).

Key Points

In 2023 the Committee approved, received and/or discussed 43 agenda items (excluding items of general business, matters arising and standing items such as monthly self-assessment).

- 28 (65%) of these items were Strategically Orientated, e.g., responding to the TEC's consultations on the 2026 PBRF Quality Evaluation.
- 15 (35%) of these items were Review Oriented, e.g., receiving reports on internally funded research projects.

The table below summarises the findings of the classification exercise. A spreadsheet is attached which shows how each individual agenda item was classified.

Terms of Reference	No. of Items	Strategically Oriented	Review Oriented
a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;	3	3	0
b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;	2	2	0
c. Provide expert advice on institutional policy;	1	0	1
d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;	2	2	0
e. Oversee the Grants Advisory Committee and the reporting of funded projects;	5	1	4
f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability;	7	6	1
g. Oversee the monitoring of research outputs and research reporting; and,	13	9	4
h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.	1	1	0
All	9	4	5
N/A	0	0	0
Total	**43**	**28**	**15**

Attachments

Categorisation of 2023 URC agenda items spreadsheet

Categorisation of 2023 URC Agenda Items				
Month	Item Title	ToR Item Reponds To	Strategically Orientated	Review Orientated
Nov	2024 Unitec Research Committee Meeting Dates	All	√	
Nov	2024 Unitec Research Committee Membership	All	√	
Oct	2024 Unitec Research Committee Terms of Reference	All	√	
Nov	2024 Unitec Research Committee Work Plan	All	√	
Feb	Classification of the URC's 2022 agenda items	All		√
Nov	Classification of the URC's 2023 Agenda Items	All		√
Oct	Update: Rangahau and Research in Te Pūkenga	All		√
Apr	Future research management and administration in Te Pūkenga	All		√
Feb	Library resources budget cut impact	All		√
Jul	Re-establishment of the Unitec Early Career Researcher Forum Committee	a. Foster the conduct of re	√	
Feb	Free NVivo webinars	a. Foster the conduct of re	√	
Oct	NVivo Update	a. Foster the conduct of re	√	
Mar	Review of the Unitec Research Strategy Action Plan	b. Propose and advise on s	√	
Apr	Review of the Unitec Research Strategy Action Plan	b. Propose and advise on s	√	
Sept	Research Related Documents on Te Aka | The Nest	c. Provide expert advice on	.	√
Sept	Definition of an Emerging Researcher at Unitec	d. Develop protocols and g	√	
Aug	Early Career Researcher Forum Terms of Reference	d. Develop protocols and g	√	
Sept	2024 ECR Contestable Fund GAC Membership	e. Oversee the Grants Adv	√	
Apr	2022 ECR Contestable Funding Final Reports	e. Oversee the Grants Adv	.	√
Sept	2023 Early Career Researcher Funding Progress Reports	e. Oversee the Grants Adv	.	√
Feb	2023 Unitec ECR Contestable Fund outcomes	e. Oversee the Grants Adv	.	√
Feb	2023 Unitec ECR Fellowship outcomes	e. Oversee the Grants Adv	.	√
Apr	Nomination for Appointment of an Honorary Research Fellow – A/P Dan Blanchon	f. Encourage and enhance	√	
Jul	Nomination for Appointment of an Honorary Research Fellow – Dr Byron Rangiwai	f. Encourage and enhance	√	
Apr	Nomination for Appointment of an Honorary Research Fellow – Dr Cat Mitchell	f. Encourage and enhance	√	
May	Nomination for Appointment of an Honorary Research Fellow – Ms Gillian Crowcroft	f. Encourage and enhance	√	
Mar	Nomination for appointment of an Honorary Research Fellow – Prof Christian Schröder	f. Encourage and enhance	√	
Sept	2023-2024 School Research Plans	f. Encourage and enhance	√	
Aug	School Research Plans – verbal update from Arun Deo, Research Advisor	f. Encourage and enhance	.	√
Sept	PBRF Quality Evaluation 2026 – Consultation on Guidelines and Audit Methodology	g. Oversee the monitoring	√	
Oct	PBRF Quality Evaluation 2026 – Consultation on Panel-Specific Guidelines	g. Oversee the monitoring	√	
Apr	PBRF Sector Reference Group – Consultation Paper 10	g. Oversee the monitoring	√	
May	PBRF Sector Reference Group – Consultation Paper 11	g. Oversee the monitoring	√	
Feb	PBRF Sector Reference Group – Consultation Paper 9	g. Oversee the monitoring	√	
Jul	Research Dissemination Opportunities	g. Oversee the monitoring	√	
Feb	Amendments to the RPTL audit for new staff	g. Oversee the monitoring	√	
Mar	Outcome of proposed amendment to RPTL audit for new staff	g. Oversee the monitoring	√	
Aug	Communication Strategy for 2026 PBRF Quality Evaluation	g. Oversee the monitoring	√	
May	2022 Research Centre Reports	g. Oversee the monitoring	.	√
Jul	2022 Research Centre Reports	g. Oversee the monitoring	.	√
Aug	2022 Unitec Research Report	g. Oversee the monitoring	.	√
Jul	2023 RPTL Report	g. Oversee the monitoring	.	√
Apr	2023 Research Symposium	h. Foster Māori and Pacific	√	

Key

All

a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;

b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;

c. Provide expert advice on institutional policy;

d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation

e. Oversee the Grants Advisory Committee and the reporting of funded projects;

f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability;

g. Oversee the monitoring of research outputs and research reporting

h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

Purpose: NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?