



# 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 Timatanga | 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**

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

### **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/<br>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                           |
| <b>In attendance:</b> Brenda Massey (Acting<br>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 [pg5](#)*

#### **RECOMMENDATION**

That the committee approves the minutes of the meeting of 2023-10-12.

### **Section 2.3                      Mahia Atu | Matters Arising**

*refer to [pg10](#)*

## **SECTION 3                      MEI HEI WHAKAAE | ITEMS TO APPROVE**

---

### **Section 3.1                      2024 Unitec Research Committee Work Plan**

*refer to [pg11](#)*

## **SECTION 4                      WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION**

---

### **Section 4.1                      2024 Unitec Research Committee Membership**

*refer to [pg13](#)*

## 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                             |
|---------------------------------|--------------------------------------------|
| <i>Ka wehe atu tātou</i>        | <i>We are departing</i>                    |
| <i>I raro i te rangimārie</i>   | <i>Peacefully</i>                          |
| <i>Te harikoa</i>               | <i>Joyfully</i>                            |
| <i>Me te manawanui</i>          | <i>And resolute</i>                        |
| <i>Haumi ē, Hui ē, Tāiki ē!</i> | <i>We are united, progressing forward!</i> |



# minutes

## Te Komiti Rangahau o Unitec | Unitec Research Committee

|                  |                 |
|------------------|-----------------|
| Date:            | 2023-10-12      |
| Scheduled Start: | 1300h           |
| Scheduled End:   | 1500h           |
| Location:        | Microsoft Teams |

|                        |       |
|------------------------|-------|
| <b>MEETING OPENED:</b> | 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**

| <b>Agenda Item(s)</b> | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Responsible</b> | <b>Outcome</b>                                              |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------|
| 2.2                   | Distribute the 2022 Unitec Research Report to the following stakeholders: <ul style="list-style-type: none"> <li>• Research Leaders</li> <li>• Heads of School</li> <li>• Senior Leadership Team</li> <li>• Executive Leadership Team</li> <li>• Supervision Register</li> <li>• ECR Forum</li> <li>• Academic Programme Managers</li> <li>• Te Rōpū Mataara (via Tanya White)</li> <li>• Pacific Centre Director</li> <li>• The six Research Centre Directors</li> <li>• Ngā Kaitiaki (via Tanya White)</li> </ul> | 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 CITRENTZ 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**

| <b>Agenda Item(s)</b> | <b>Action</b>                                                                                                                                                                                                                                                 | <b>Responsible</b>                                                 | <b>Outcome</b> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------|
| 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.<br><br>Convey the committee's collated feedback to the Rangahau Research Forum via Megan Allardice (EIT). | All<br><br>Brenda Massey                                           |                |
| 5.2                   | Communicate the new process for obtaining NVivo software licences and the installation instructions to Research Leaders.<br><br>Determine how Tūāpapa Rangahau can support staff to install the software, if required, and include that in the communication. | Penny Thomson<br><br>Marcus Williams /<br>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                       |

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 9 November 2023

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| <b>Title</b>        | 2024 URC Work Plan                                  |
| <b>Provided by:</b> | A/P Marcus Williams, Director Research & Enterprise |
| <b>For:</b>         | <b>Approval</b>                                     |

### 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 |
|                                                                          |                                                                                                 |                                                                                                  |                                                                                                                      |                                     |                        |                  |                                       |                  |                              |                                                                                                                                                                                                                            |                                    |
| Each Meeting                                                             | Committee self-assessment                                                                       | Feedback from members                                                                            | URC                                                                                                                  | Meeting minutes                     | Monthly                | Chair/ Secretary | Meeting dates                         | Meeting dates    | Date the minutes are posted  | -----                                                                                                                                                                                                                      | All                                |
|                                                                          | 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 are 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                                                                     |                                                                                                 |                                                                                                  |                                                                                                                      |                                     |                        |                  |                                       |                  |                              |                                                                                                                                                                                                                            |                                    |
| 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                                                                                      |                                                                                                  |                                                                                                                      |                                     |                        |                  |                                       |                  |                              |                                                                                                                                                                                                                            |                                    |

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 9 November 2023

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| <b>Title</b>        | 2024 URC membership                                 |
| <b>Provided by:</b> | A/P Marcus Williams, Director Research & Enterprise |
| <b>For:</b>         | <b>Discussion</b>                                   |

### 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/<br>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

## Unitec New Zealand Limited

### Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 9 November 2023

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Title</b>        | 2024 URC Schedule of Meetings       |
| <b>Provided by:</b> | Brenda Massey, Acting URC Secretary |
| <b>For:</b>         | 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

|                     |                                               |
|---------------------|-----------------------------------------------|
| <b>Title</b>        | Classification of the URC's 2023 Agenda Items |
| <b>Provided by:</b> | Brenda Massey, Acting Secretary               |
| <b>For:</b>         | <b>Information</b>                            |

### 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 Orientated, 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|-----------------|
| <b>a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;</b>                                                                                     | 3            | 3                      | 0               |
| <b>b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;</b>                                                                                                                    | 2            | 2                      | 0               |
| <b>c. Provide expert advice on institutional policy;</b>                                                                                                                                                                        | 1            | 0                      | 1               |
| <b>d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;</b>                                                                                          | 2            | 2                      | 0               |
| <b>e. Oversee the Grants Advisory Committee and the reporting of funded projects;</b>                                                                                                                                           | 5            | 1                      | 4               |
| <b>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;</b> | 7            | 6                      | 1               |
| <b>g. Oversee the monitoring of research outputs and research reporting; and,</b>                                                                                                                                               | 13           | 9                      | 4               |
| <b>h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.</b>                                                                                                | 1            | 1                      | 0               |
| <b>All</b>                                                                                                                                                                                                                      | 9            | 4                      | 5               |
| <b>N/A</b>                                                                                                                                                                                                                      | 0            | 0                      | 0               |
| <b>Total</b>                                                                                                                                                                                                                    | <b>43</b>    | <b>28</b>              | <b>15</b>       |

## 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 Rangiwhai      | 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?