



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

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

MEETING OPENED:	1300h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Tīmatanga | Opening Prayer

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Marcus Williams (Chair)
2. Arun Deo
3. Nora Md Amin
4. Tanya White
5. Helen Gremillion
6. Yusef Patel
7. Lian Wu
8. Hamid Sharifzadeh
9. Daisy Bentley-Gray
10. Leon Tan

Total members represented:	10 members
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Apologies

1. Carly Van Winkel
2. Kate Zeng

3. Kristie Cameron

Total apologies:

3 members

MOTION

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

Moved: Tanya White

Seconded: Helen Gremillion

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 2023-10-12 meeting as a true and accurate record.

Moved: Hamid Sharifzadeh

Seconded: Lian Wu

MOTION CARRIED

Item 2.3 Mahia Atu | 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

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 2024 Unitec Research Committee Work Plan

A draft work plan for 2024 was presented for the committee's review and approval.

It was acknowledged that recruitment of a national Rangahau and Research Director is currently underway, and that person will progress a change proposal for the structure of management and administration of research nationally. The change proposal will impact the sub-committees of Te Komiti Mātauranga, including this one, and similar academic boards across the motu. There is already a national committee for research and postgraduate in Te Pūkenga and that committee will also influence this committee's operations going forward. In the meantime, the URC will continue to function in accordance with its current ToR.

Agenda items 4.1 and 5.1 were discussed at this point of the meeting.

2024 Unitec Research Committee Membership

Action: Marcus Williams to attend to filling the current vacancies on the committee.

The committee's current composition requirements assert that one member must be the "Nominee of Director, Pacific Success". There is not currently a director in place. It was decided that this composition requirement be amended to "Nominee of Interim Manager, Pacific Success".

Additionally, there is not currently a "Nominee of Director, Māori Success" so this should be changed to "Nominee of Director (Acting), Māori Success" – Brenda Massey to **action**.

It was queried whether the Tārata te anamata | Creating our futures decision will necessitate a shift in the composition requirements of the committee. It was agreed that the committee should add a reassessment of its membership to its 2024 Work Plan (for March) – Brenda Massey to **action**.

2024 Unitec Research Committee Meeting Dates

Meetings are currently scheduled to take place online on the second Thursday of each month from 13:00 to 15:00. The committee was supportive of this continuing next year.

MOTIONS

That the committee's current membership and composition requirements continue into 2024, subject to "Nominee of Director Pacific Success" being changed to "Nominee of Interim Manager Pacific Success" and "Nominee of Director Māori Success" being changed to "Nominee of Director (Acting) Māori Success."

That the committee approves its Work Plan for 2024, subject to the inclusion of a reassessment of the committee's membership requirements in March.

That the committee approves the proposed schedule of 2024 meetings.

Moved: Daisy Bentley-Gray

Seconded: Hamid Sharifzadeh

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 2024 Unitec Research Committee Membership

Discussed under matter 3.1.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **2024 Unitec Research Committee Meeting Dates**

Discussed under matter 3.1.

Section 5.2 **Classification of the URC's 2023 Agenda Items**

The committee noted the classifications assigned to its 2023 agenda items according to which of the committee's Terms of Reference each item responded to and whether they were strategically or review oriented.

It was good to see that the majority of items considered by the committee were strategic (65%), although it was noted that the work the committee takes to review items (35%), such as reports on internally funded projects, the annual RPTL report etc is no less important. The Principal Investigators of internally funded projects value the committee's acknowledgement of the impacts their projects have had and of the outputs that have been produced, and it is important that there is accountability for the use of institutional funding. The committee's oversight of the RPTL is vital in ensuring Unitec is in compliance with NZQA and TEC requirements.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

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

The December committee meeting is slated to occur the day before the Unitec Christmas shutdown, and there are no items of business scheduled in the committee's work plan. It was agreed that instead of a formal meeting, committee members can utilise the scheduled time to discuss any updates on research in Te Pūkenga, particularly if at that time the new national director of research and rangahau has been appointed. The meeting will not have an agenda, and minutes will not be taken. Attendance will be optional.

The organisation of the Pacific Symposium is progressing well. A good number of abstracts and registrations are being received. Dr Megan Gibbons is scheduled to provide the keynote address, and it will be good to hear Te Pūkenga's vision for Pacific and research.

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: 1335 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
3.1	Attend to filling the current vacancies on the committee.	Marcus Williams	
3.1	Amend the committee's composition requirements as follows: <ul style="list-style-type: none">• Change "Nominee of Director Pacific Success" to "Nominee of Interim Manager Pacific Success".• Change "Nominee of Director Māori Success" to "Nominee of Director (Acting) Māori Success".	Brenda Massey	
3.1	Add a reassessment of the committee's membership the 2024 Work Plan (for March).	Brenda Massey	