



minutes

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2024-07-11
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. Hadley Brown (Chair)
2. Tanya White
3. Daisy Bentley-Gray
4. Arun Deo
5. Helen Gremillion
6. Nora Md Amin
7. Kambiz Bornha
8. Xinxin Wang
9. Kristie Cameron
10. Leon Tan
11. Hamid Sharifzadeh

Total members represented:	11 members
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Apologies

1. Lian Wu

Total apologies: 1 member

Absent

1. Khaled Ibrahim

Total absent: 1 member

MOTION

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

Moved: Nora Md Amin

Seconded: Tanya White

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 2024-06-13 meeting as a true and accurate record.

Moved: Tanya White

Seconded: Xinxin Wang

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
2.3	Provide an update to the committee on a draft submission to IT and Academic Committee on the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours.	Leon Tan	Complete. Leon updated the committee as below
4.1	Check with Marcus Williams whether Unitec will be having a research symposium this year and report back to the committee. Convene a small group to give further feedback on Priority One of the Unitec Research Strategy Action Plan.	Hadley Brown Hadley Brown/ Tanya White / Daisy Bentley- Gray	Complete. Hadley updated the committee as below. In progress – see update below
4.2	Summarise the committee's feedback on the proposed sector-wide research awards for Jamie Smiler.	Hadley Brown / Brenda Massey	Complete
5.2	Draft letters to Research Centre Directors thanking them for their 2023 Research Centre Reports ready for Marcus Williams, Director Research and Enterprise to issue.	Brenda Massey	Complete

2.3: Leon Tan tabled his draft submission to IT and Academic Committee on the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours. The submission names the Schools that are being particularly affected by current IT policies and provides examples of the non-standard software that staff are having difficulty accessing and keeping updated.

4.1: Jamie Smiler, National Research Director, Te Pūkenga, and Tūāpapa Rangahau have held some preliminary discussions about a possible sector-wide research symposium, perhaps to be hosted by Unitec later in the year. Marcus Williams will update the committee, via memo, in due course as these discussions progress.

4.1: Tanya White and Hadley Brown recently convened to consider Priority One (Research that is aligned with Te Tiriti o Waitangi) of the Unitec Research Strategy Action Plan and to discuss potential amendments to the Actions associated with this Priority. The group still needs to consult with Daisy Bentley-Gray, Hinekura Smith and Marcus Williams and will report back to the committee once those conversations have been had. The group is hoping to rework some of the Actions to make them more contemporary. Given that we don't yet know the status of Unitec's Research Strategy beyond 2024 we really don't, at this point in time, have a mandate to implement any changes. The aim at this juncture is to simply put the proposed revised Actions out for consultation, and to raise with key stakeholders that these revisions should be considered if another five-year research strategy is going to be developed.

Other Matters Arising

The University Advisory Group (UAG) is currently seeking submissions for Phase 2. The submission provocations will be brought to the committee's August meeting for discussion so that feedback can be collated in time for the 30 August deadline for responses. Martin Carroll has also requested Marcus Williams to organise a workshop around the consultation for all Unitec staff. Details of the workshop will be circulated in due course.

Hadley provided an update on the new Emerging Researcher Start Up Fund. The committee had suggested that:

- the maximum grant available from the fund be increased from \$500 to \$750. Marcus Williams has agreed to this.
- examples be provided of the types of things that will be considered for funding. This is going to be actioned by Tūāpapa Rangahau.
- the definition of an Emerging Researcher be included in the guidelines of the fund. This is going to be actioned by Tūāpapa Rangahau.

The 2024 3-Minute Spiel Competition for both ECR and Emerging Researcher (ER) categories ran successfully. The Spiel was held for the first time in the afternoon in the hopes that more staff would attend, and the turnout was good. The quality of the speakers varied across the diverse group of participants. The organisers had concerns about including ERs for the first time, but these proved to be unfounded. Four ERs participated with two winners announced, as the judges couldn't decide between them. There was one winning ECR, with an overall winner as well across both categories. Martin Carroll attended, and his support of the event was welcome. There will be a post about the Spiel on Te Aka | The Nest with photos soon.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items to approve.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 **Review of the Exclusion Criteria for Research Productivity Traffic Light (RPTL)**

This item was discussed after item 5.1.

The committee discussed potential new exclusion criteria for the RPTL: that staff returning from extended medical leave be excluded from the RPTL for a period of one year following the sickness. The committee also discussed which time period 'extended' should refer to: three, four or six months?

The committee considered the new exclusion criteria to be fair and reasonable. They then discussed whether 'extended' should refer to three, four, or six months' medical leave. Four months represents a little under half the academic year excluding the summer break. However, in cases of staff being unable to work and being on ACC, ACC will only sign employees off for up to three months at a time. This was seen as a good rationale to decide on three months as a period that will should be considered 'extended'.

In reference to the discussion had in 5.1, it was proposed that in cases of either maternity or extended medical leave, perhaps the exclusion criteria could be worded 'programmes have the option to exclude' staff from the RPTL, rather than 'staff are excluded' by default.

Action: Arun Deo to propose these recommendations to Te Komiti Mātauranga (TKM).

For context, it was explained that the RPTL exercise is conducted retrospectively. If a staff member is teaching in a given year, during that given year, the outputs that are considered for inclusion in the RPTL are those that were produced during the previous two years. If someone is on maternity leave or extended sick leave, in the year following the leave, they have the option to be excluded from the RPTL exercise. However, during the year of their return, they need to start producing outputs again. I.e., for full-time degree teaching staff, they need to produce two outputs during the year that they return from leave in order to achieve a 'green-lit tick' in the RPTL the following year. This should be achievable for most staff, as the outputs don't have to be Quality Assured for RPTL purposes.

If TKM approves these changes, the revised criteria will be applied to RPTL from 2025 onwards.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 **2024 Research Productivity Traffic Light (RPTL) Report**

This item was discussed before item 4.1.

The committee received the 2024 RPTL Report, observing that:

- Of the 32 programmes, 28 (88%) are green-lit, four are amber-lit and none are red-lit.
- The School of Creative Industries has all its programmes and staff green lit.

- Some programmes' green lit percentages were affected by new staff, many of whom were either new to academia or research inactive in previous roles.
- Some programmes transitioned from green-lit to amber-lit due to their small teaching cohorts, where slight numerical shifts cause notable RPTL percentage changes.

The committee noted the current RPTL inclusion and exclusion criteria. Permanent or part-time staff with an FTE of at least 0.2 or staff on contracts of 12 months or more and FTE of at least 0.2, who significantly teach and/or supervise degree-level courses in Semester One 2024 are included. Currently only staff returning from maternity leave are excluded from the RPTL (for one year). An additional possible exclusion criteria was discussed in 4.1 above.

It was queried whether if a staff member goes on maternity leave, they are automatically excluded from the RPTL even if they publish while they are on leave. Arun Deo responded that if they do publish while they are on leave, they could be included, but if they are not research active while they are on leave then they could be excluded.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

N/A

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: 1330 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
2.3	Seek a memo from Marcus Williams updating the committee on whether there will be a 2024 ITP Research Symposium.	Hadley Brown / Brenda Massey	
2.3	Consult Hinekura Smith, Daisy Bentley-Gray and Marcus Williams on proposed revisions to the Actions under Priority One of the Unitec Research Strategy Action Plan and then report back to the committee.	Hadley Brown/ Tanya White	
4.1	Propose a new exclusion criteria for the RPTL to Te Komiti Mātauranga: that staff returning from extended medical leave be excluded from the RPTL for a period of one year following the sickness; extended leave being defined as a period of medical leave lasting three months or more.	Arun Deo	

	Ensure the RPTL guidelines are explicit that programmes have the <u>option</u> to exclude staff returning from maternity or extended medical leave, as some staff may still produce outputs during these types of leave, and it would therefore be beneficial to include them in the RPTL.	Arun Deo	
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