

## **EQUITY AND ACCESS COMMITTEE**

Minutes of Meeting No.2/2005 of the Equity and Access Committee held on Wednesday, 17 August 2005, 9.00 am - 11.00 am at the Monash Research Graduate Centre, Teleconference room, Building 3E Level 1, Room 114 Clayton.

Marie Jones  
Executive Officer

### **MINUTES**

#### **1. ATTENDANCE**

##### **1.1 Present**

Dr Jill Brown (Chair), Dr Rui Yang, Dr Anne Kennedy, Sue Webb, Dr M-T Jensen, Ed Irons

##### **1.2 In Attendance**

Marie Jones (Executive Officer)

##### **1.3 Apologies**

Tanya Kantanis, Velleda Bradford, Rosemary Viète, Maree Mayne, Dr Evan Kritikakos, Dr Barbara Clarke, Isabella Lablache.

#### **2. MINUTES**

The Minutes of Meeting 1/2005 of the Equity and Access Committee held on Wednesday, 1 June, 2004 were confirmed as an accurate record.

**Moved:** Rui Yang

**Seconded:** Monique Osborn

Jill Brown (Chair) welcomed members to the second committee meeting for 2005. Jill opened the meeting by thanking Anne Kennedy for chairing the previous meeting in Jill's absence (OSP) and thanks were also extended to Heather Phillips who acted as Executive Officer while Marie was on annual leave.

#### **3. BUSINESS ARISING**

##### **3.1 HEEP funded Information brochures: current status**

Jamie McDonald (Marketing) is producing information brochures for each campus to display on their noticeboards. Executive Officer to follow-up with Jamie the status of the posters when he returns from annual leave.

##### **3.2 Indigenous bursaries: possible new strategies for widening publicity**

The number of student applications for the Indigenous bursaries for 2005 is very low compared to 2004. Only 1 student has applied so far. VTAC application forms were also checked for possible applicants. The committee agreed that the best way to make students aware of the bursaries is one-to-one contact. Jill has met with Zane Ma Rhea to discuss advertising strategies. An updated Student Bursary Application Form will also be displayed on the noticeboard at the Clayton campus.

- 3.3 Fieldwork placements: no action taken, plan action**  
Agenda for next meeting – data collection/feedback. Personal and social e.g distance of placement, cost of transport, the impact of certain issues on family etc. for discussion at next meeting.
- 3.4 Equity bursaries application (Sue Webb)**  
Sue Webb reported on the Access Monash Scheme bursaries  
The Education faculty was successful in securing 7 rural bursaries @ \$5000 and 30 work placement bursaries @ \$300 as one off payments in 2005. Applications for 2006 bursaries are due by 31 August 2005.  
Sue Webb will submit an application for Equity Bursaries in 2006 on behalf of the committee. If successful we may be able to allocate some of the money towards an emergency fund for students.
- 3.5 Location of next meeting**  
The Committee agreed to trial webcam facilities so the teleconferencing room at the Monash Research Graduate Centre was trialed at this meeting with Monique Osborn present at the Gippsland campus. It was decided that the facilities were successful and should be used for future meetings.
- 3.6 Student representation: Clayton and International Student Representatives**  
Interested post-graduate students to be approached for nominations of a student representative on the Clayton campus and thanks on behalf of the committee to be extended to the Gippsland rep for her term on the committee.  
**Action:** The Chair to draft a letter to Velleda Bradford (Gippsland rep) thanking her for her representation on the committee over the last 2 years and to follow-up enquiries for a student representative for Clayton campus.
- 3.7 Report from the July Meeting of the Inclusive Practices Workplace Equity Committee (formerly the University Advisory Committee on Equity and Access) (Ed Irons)**  
Ed Irons agreed to attend the Equal Opportunity Committee Inclusive Practices Workplace Equity Committee (WEC).  
Ed's report attached (**EIPWEC 04/02**). Some issues discussed at the meeting were –
- The Faculty of Education is to provide the top three equity priorities for 2006 for inclusion in the Equity and Diversity initiatives and progress annual report to Equal Opportunity Committee by January 2006
    1. Effectiveness of dissemination of information and awareness of equity matters among staff and students.
    2. A staff survey re impact of workload on staff wellbeing. Apply for funding.
    3. Focus on increasing number of Indigenous Bursary Applications for 2006.

- Indigenous Employment Policy and Strategy – the indigenous employment officer would like to talk to faculties at staff meetings to encourage circulation of the Indigenous Employment Policy and Strategy. The committee will set up a meeting for the Indigenous employment officer to speak at staff meeting or faculty day.
- Strengthening Diversity Policy Steering Group  
The group is looking for evidence of Diversity Policy in Faculties.
- Equal Opportunity for Women Report – Plan to have sexual harassment in the workplace training instituted at all levels.
- Inclusive Practices for Women Report – the Report is near final draft. To go to faculties for comment.  
The committee thanked Ed for attending the meeting and for his report.

### **3.8 Renaming of Faculty Committee recommendation from EA office**

***Name Change:***

Our Faculty Equity & Access Committee will now be known as – **The Education Inclusive Practices Workplace Equity Committee (EIPWEC).**

### **3.9 Faculty response to the University Inclusive Practices Advisory Committee**

Report attached (**EIPWEC Doc 03/02**)

### **3.10 Equity issue for part time PhD students seeking extensions (Miriam Faine)**

Miriam Faine (part-time PhD student) has raised the issue of pro rata extension time for part time students (3 months) compared to full time students' extension time (6 months).

Since first raising this issue Miriam has taken the matter to the Monash Research Graduate School and has had success in that part time students are now given up to 12 months extension time, with 3 monthly reviews.

Miriam would like to see the university policy changed to include Masters' students' intermission times increased accordingly. She also felt the 3 monthly review should be minimal.

**Action:** Jill Brown to make a recommendation to the Faculty's Resources Committee (speak to Illana Snyder) to be sent to the University Graduate School

### **3.11 Guest speaker for meeting – Judith Cooke (Equity & Diversity Centre) Monash Strengthening Diversity Policy (EIPWEC 01/02) attached.**

Judith Cooke – Equity & Diversity Centre was invited to the meeting to speak on the Monash Strengthening Diversity Policy. The Chair welcomed Judith to the meeting and moved this item to the beginning of the agenda to enable Judith to attend another meeting directly after ours. Some of the issues of the policy Judith discussed were –

- i. Accountabilities: all staff with managerial or supervisory roles are accountable for the development and maintenance of an

- environment which values and promotes diversity (this will form part of their annual performance review).
- ii. Responsibilities are not measurable, they need to indicate what the measures will be such as always have one hundred percent of selection processes at a senior level, to ensure that at least 1 woman is involved in the selection process.
  - iii. How to make staff aware of their accountability – an information program will need to be put in place.
  - iv. Tendency to increase workload could also be a problem – need to recognize good practices e.g Vice Chancellor's Equity & Diversity Awards.

This item to be put on the agenda for discussion at the next faculty staff meeting – distribution of copies of the strengthening Diversity Policy report.

#### **Review of Worklife Strategy (Doc 02/02)**

- Information will need to be developed on how to deal with requests for worklife applications
- The perception that staff applications will be blocked – anecdotal evidence only.
- Is there a process for variations if applications are not accepted. At present this information is not recorded.
- What impact will the Enterprise Agreement have on contract/parttime staff?
- The extra hours with heavy workloads effect the worklife balance – strategies don't work for all staff – some staff not eligible
- Focus on identifying what staff need from their work
- Consideration of small numbers of staff for smaller campuses
- Need data of rejections and why they were rejected
- Childcare facilities not available at all campuses – an equity issue (salary sacrifices)
- Time fraction superannuation an advantage

It was suggested that Judith be invited to attend the next Faculty staff meeting to discuss worklife strategy issues.

**Action:** Jill Brown to speak to Ros Winter and arrange for Judith to be invited as a guest speaker.

#### **4. Campus Reports**

##### **4.1 Clayton**

No report.

##### **4.2 Peninsula**

Anne Kennedy raised the issue of students with disabilities at that campus i.e various food allergies.

Action: Jill Brown will discuss with the Dean's PA re flagging this at the next Faculty day.

##### **4.3 Gippsland**

No report.

**5. Any Other Business**

**5.1 Equity Issue: Staff undertaking Monash studies reimbursement by the Faculty. (EIPWEC Doc 05/02)**

Joanna Donagan (General Staff rep) would like this agendered at the next Equity meeting. Ed Irons agreed to discuss this matter with the Faculty Manager before the next meeting.

**5.2 Review of Centre for Equity & Diversity – Janet Kemp**

A dot point report prepared by the Chair in response to Janet's email with feedback on the three questions she raised. Report attached (**EIPWEC Doc 06/02**).

**6. Next Meeting**

Meeting No.3/2005 of the Equity and Access Committee for 2005 is to be held on Wednesday, 26 October, 2005 starting at 9.00 a.m. at the Monash Research Graduate Centre, Teleconference room, Building 3E Level 1, Room 114 Clayton.

***As an equity and priority issue, the committee strongly requests all committee members to be present and available for meetings.***