

EQUITY AND ACCESS COMMITTEE

MINUTES

Meeting No. [1/06](#)

Held on Wednesday 1 March 2006

At 9:00am

Video Conference Room

Research Graduate Centre, Building 3E,
Clayton Campus

FACULTY OF EDUCATION
EQUITY AND ACCESS COMMITTEE

Meeting No 1/06 of the Equity and Access Committee was held on Wednesday 1 March 2006, in the Video Conferencing Room, Monash Research Graduate Centre, Building 3E (next to Monash Club) Level 1, Room 114 Clayton.

MINUTES

- | 1. ATTENDANCE | ACTION |
|--|--|
| 1.1. Present
Dr Jill Brown (Chair), Mr Steve Burns (<i>via Video Conference</i>), Associate Professor Barbara Clarke, Dr Marie-Therese Jensen, Ms Tanya Kantanis, Ms Maree Mayne, Dr Monique Osborn — Gippsland (<i>via Video Conference</i>), Dr Janette Ryan, Ms Jill Robbins, Ms Sue Webb, Dr Rui Yang | |
| 1.2. In Attendance
Ms Leah Zaks – Equity & Diversity Centre, Ms Pearl Rischin (Executive Officer) | |
| 1.3. Apologies
Ms Rosemary Viete (who will next time send Anne Prince as her replacement) | |
| 1.4. On Leave
Nil | |
| 2. MINUTES | |
| 2.1. Meeting No 4/05
The minutes of Meeting No. 5/05 of the Equity and Access Committee held on Wednesday, 26 October 2005, was confirmed as an accurate record of the meeting.
Moved and seconded by Dr J Brown. | |
| 3. MEMBERSHIP | |
| 3.1. Welcome to New Members and Ms Leah Zaks: Coordinator, Equal Opportunity Information & Resolution Services
Dr Jill Brown (Chair) opened the meeting by welcoming new members of the committee (<i>listed below</i>), and Ms Leah Zaks (<i>visitor from the University's Equal Opportunity Services</i>).
New Committee members:
Ms Jill Robbins — elected Academic staff member (Peninsula), and
Ms Amanda Crichton — elected General staff member (Clayton) | |
| 3.2. Student representatives | |
| 3.2.1. Ms Isabella Lablache — Peninsula campus
Dr Jill Brown advised that Isabella Lablache, student representative from Peninsula campus has resigned from the committee and will be replaced by Ms Margaret Armstrong, Team Leader-Student Services, Gippsland..
Ms Jill Robbins will seek for a new student representative to replace Isabella. | Action:
J Robbins will seek new student rep from Peninsula |
| 3.2.2. Student representative — Clayton campus
Dr Janet Ryan has a student who might be interested to be the Clayton student representative of the committee. | Action:
J Ryan will student rep from Clayton |

3.2.3. Student representative — Gippsland campus

Monique Osborn would like to offer membership to another Gippsland student as a second student representative of the committee.

Action:
M. Osborn &
Jill Brown will
email the Dean

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1. Contact with Fieldwork Placement Officer (Jill Brown)

It was agreed that the newly appointed Placement Officer, Ms Carole Reed who is located at Peninsula campus, should be asked to attend a meeting of the Equity & Access Committee to help discuss any equity issues that might arise for some of the students.

Action:
Carole Reed be
invited to next
meeting

4.2. Equity Bursaries 2006 (Sue Webb)

Sue Webb advised that Faculty Strategic Initiative Bursaries are available for 4 Rural Bursaries, and 5 Workplace Bursaries in 2006.

At the last meeting of the Faculty Admissions & Scholarships Sub-Committee in 2005, it was agreed that these bursaries should continue to be identified by the Coursework Scholarships Office, which is currently assisting us with the allocation of these bursaries. The Workplace Bursaries will be awarded to final year students in fieldwork placement.

4.3. Equity Report 2005 (Barb Clarke)

The Faculty Equity & Access committee have to report back to the Equal Opportunity Committee who then report to University's Council Committee.

Barbara Clarke advised that she had recently sent a draft report to Ms Judy Suli (Equity & Diversity Centre) and Jill Brown. Jill Brown will look at the draft document and get it finalised and send it out to staff.

Jill Brown asked if any Committee members would like to assist with the 2006 document. Jill explained that the document usually includes statistical information on students and staff, which will have added to it some meaningful feedback comments from the Committee about changes and the links from us as a Faculty.

4.4. Indigenous Bursaries (Sue Webb/Jill Brown)

Sue Webb advised that the Faculty has three continuing students with Indigenous Student Bursaries and two new bursaries had been offered and accepted for 2006 by:

- One Double degree Gippsland student;
- one Graduate Diploma of Education (Secondary) Gippsland student (which is not normally given, but due to some spare bursaries, it was offered); and also

One more bursary may possibly be awarded this year to a BA/BEd Clayton student.

Jill Brown commented that Zane & Henry did some wonderful work and are currently talking to Centre for Australian Indigenous Studies (CAIS) about setting up a pathway for students doing a bridging program. Jill advised that the committee might be interested to know that the indigenous placement by the Medical and Pharmacy faculties have copied our approach to indigenous students.

4.5. Contact with Religious Centre re Prayer Room (Jill Brown)

Jill Brown reported that last year (2005) we had some evening classes where some Muslim students needed to pray in their break, and Jill contacted the Religious Centre to see if they could open after hours for certain days/evenings. Jill was advised that Beddoe Street Mosque was open for evening prayer and is very close to Monash Clayton

4.6. Attendance at Committee Meetings (Jill Brown)

Jill advised the committee that she was pleased to say that we had almost full attendance and would like to encourage people to keep it going.

4.7. Committee Name Change (Jill Brown)

At the end of last year, Jill Brown approached Faculty Board to consider name

change for the Equity and Access Committee to the Faculty of Education Equity and Diversity Committee. The reason for name change was to bring it in line with other faculties across the university who call themselves Equity and Diversity.

Faculty Board rejected the request for name change and felt it would involve too much re-jigging of documentation, websites, etc., and seemed to be more problematic than what it was worth. Leah Zaks will send materials tracing the name change at university level.

4.8. Action of Priority Areas for 2006

At last meeting of the Equity & Access Committee, the following three areas were identified for action of priority for 2006:

- **Work-related equity issues for staff**
— during 2005, the Equity & Access Committee concentrated mainly on student equity issues and thereby neglecting staff issues. This year the focus will need to be directed more towards staff
— A survey to be sent out to staff to identify any work-related issues that are of a concern to them. Jill Brown will present at the next Equity & Access meeting a draft survey form that can go out to all staff. Barbara Clarke will work with Jill on a combined survey by getting some input from members of the Staff Committee at its next meeting.
- **Practicum – issues for staff & students**
— it was suggested that it might be best to discuss practicum issues at the next meeting when Ms Carole Reed is able to attend.
- **Indigenous Issues – staff/students**
— it was decided to invite Zane & Henry to our next meeting for guidance on how we can go about in supporting their work with regard to indigenous staff/students issues

Action:
Jill Brown to draft up a survey form to all staff. Barb Clarke to seek input from Staff Committee.

Action:
Carole Reed to address issue of practicum at next meeting.

Action:
Zane & Henry invited to next meeting to discuss indigenous issues

Two extra items of priority to be added to the Priority list for 2006:

- **Services and facilities for off-shore students/staff**
— Jill Robbins suggested that this should also be an item of priority with regard to services and facilities that might impact on off-shore teaching staff and students.
- **Work-related issues with Workload formula**
— Monique Osborn suggested that work-related issues such as staff not being able to understand workload formula should be addressed.

5. CAMPUS REPORTS

5.1. Clayton

No report.

5.2. Peninsula

No report.

5.3. Gippsland

No report, however, Steve Burns spoke about a couple of issues.

Steve felt that Students must be within a reasonable radius of their placement. It was felt that student placements are being too far to travel and it hampers their future opportunities of employment. Students affected are the primary and undergraduate who are not getting work experience in suburban schools and are already in rural areas. Students have too far to travel to their placement for internship. They need to be placed within an hour from the university so as to not put a strain on their supervisors.

Some of the issues to face:

- May be students are not interviewed face-to-face.
- It is difficult in finding placements for them and asking schools to increase the amount of placement numbers. Currently 6-12 students at each school.
- Need to try to cluster the placements.
- Might offer a visiting person.

- By having placement officer in Peninsular makes it more difficult. It is doubling the workload on who the students are to speak to because it is not directly through Gippsland.

Janette Ryan commented that complaints are coming from Clayton GradDipEd (Secondary) and fourth year students.

They are complaining because of family responsibilities and the difficulty of a 9am start when having to drop children off at school.

The committee agreed that students should be aware of the time demands of the course and that, while we can offer support, individual arrangements must be made.

6. OTHER BUSINESS

6.1. Ms Leah Zaks — Equity & Diversity Centre

Ms Leah Zaks explained to members of the committee her role as Coordinator, Equal Opportunity Services.

Leah tabled a paper listing all Equity & Diversity/Access Committee 2006 meeting dates for all Faculties throughout the university (*document No. 1-EO 3/06*).

Leah is responsible for running training programs on discrimination, harassment and grievance issues for students and staff.

Leah explained how training is important for staff in order that adequate support is given to students, which is something that the faculty needs to be aware of.

The Equity & Diversity Centre has recently introduced on-line training and the Vice-Chancellor is very keen that everyone takes it on so as to understand the obligations for staff in dealing with and managing equal opportunity related grievances.

Jill Brown had previously sent out an email to staff about the training programs and shall forward another reminder, stressing the importance of taking up the on-line training and giving with linkage for that training from the Equity & Diversity Centre.

It was felt by members of the Committee that all staff should take on the training and to elect at least one representative from each campus to take on the more intense training.

Leah advised that there are several areas of training available and will forward this information to Jill Brown. Leah will also forward to Sue Webb specific information linkage to E.O. for inclusion in "information booklets" to students.

It was suggested that a Faculty of Education staff member be appointed as the Faculty's representative. This type of role could possibly attract workload points for them, and Barbara Clarke as Associate Dean (Staff), to investigate this avenue. The title of the Faculty representative will be called "*Discrimination and Harassment Grievance Adviser*".

6.2. Representatives from Equity & Diversity Centre at future meetings

The Equity & Diversity Centre will be sending a representative from their centre at the following Faculty of Education Equity & Access meetings:

Wed 26 April 2006 — Barbara Dalton, Coordinator, Women's Leadership and Advancement Scheme

Wed 23 August 2006 — Amber Collings, Senior Disability Liaison Officer

Wed 25 October 2006 — Kay Gardner, Director, Equity & Diversity Centre

1-EO3/06
(Tabled doc)

Action:

Jill Brown will forward to staff another email stressing importance of taking up the on-line training.

Action: Leah Zaks will send Jill Brown information on training, and S Webb linkage for info booklets to students

Action: B Clarke, as AD(S), to investigate workload points for Faculty trained link person.

7. FUTURE MEETINGS

Future meetings of the Equity and Access Committee are scheduled for:

Wednesday 26 April 2006 (9am—11am) next meeting

Wednesday 23 August 2006 (9am—11am)

Wednesday 25 October 2006 (9am—11am)

All meetings (unless otherwise notified), will be located at:

Video Conferencing Room, Monash Research Graduate Centre, Building 3E (next to Monash Club) Level 1, Room 114 Clayton.

Members were reminded that at the next meeting of the Equity and Access Committee will have Barbara Dalton (from Equity & Diversity Committee), to discuss with the committee women's issues.

Membership

Dr Jill Brown (Chair)

Ms Margaret Armstrong — Gippsland

Mr Steve Burns (student representative) — Gippsland

Associate Professor Barbara Clarke — Clayton

Ms Amanda Crichton — Clayton

Dr Marie-Therese Jensen — Clayton

Ms Tanya Kantanis (University Transition program) — Clayton

Dr Evan Kritikakos — Clayton

Ms Isabella Lablache (student representative) — Peninsula

Ms Maree Mayne — Peninsula

Dr Monique Osborn — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Rosemary Viete — Clayton

Ms Sue Webb — Clayton

Dr Rui Yang — Clayton

Other distribution:

Mr Peter Lawford — Clayton

Professor Sue Willis — Clayton

Ms Leah Zaks – Equity & Diversity Centre