

EQUITY AND ACCESS COMMITTEE

MINUTES

Meeting No. [2/06](#)

Held on Wednesday 26 April 2006

At 9:00am

****Video Conference Room**

**Building 75 (STRIP) Room G24,
Clayton Campus**

*****Note: Change of Venue***

FACULTY OF EDUCATION
EQUITY AND ACCESS COMMITTEE

Meeting No 2/06 of the Equity and Access Committee held on Wednesday 26 April 2006, in the Video Conferencing Room, **Building 75 (STRIP, opposite Microbiology building), Room G24, Clayton.

MINUTES

1. ATTENDANCE

ACTION

1.1. Present

Associate Professor Barbara Clarke (*Acting Chair*), Ms Amanda Crichton, Dr Marie-Therese Jensen, Ms Tanya Kantanis, Mr Roby Marlina, Dr Monique Osborn and Ms Margaret Armstrong (*via Video Conference — Gippsland*), Dr Janette Ryan, Ms Rosemary Viete, Ms Sue Webb, Dr Rui Yang

1.2. In Attendance

Dr Gaell Hildebrand (ADT – undergraduate/graduate), Ms Barbara Dalton, and Ms Lynda Nicholson (Equity & Diversity Centre), Ms Carole Reed, Ms Pearl Rischin (Executive Officer)

1.3. Apologies

Dr Jill Brown, Mr Steve Burns, Dr Evan Kritikakos, Ms Maree Mayne, Ms Jill Robbins, Dr Rui Yang

2. MINUTES

2.1. Meeting No 1/06

The minutes of Meeting No. 1/06 of the Equity and Access Committee held on Wednesday, 1 March, 2006, were confirmed as an accurate record, after considering amendments as detailed in Agenda No.1/06.

Moved by Dr M-T Jensen and **seconded** by Dr B Clarke.

3. MEMBERSHIP

3.1. Welcome to Barbara Dalton, (Equity & Diversity Committee) and other guests.

The committee welcomed Ms Barbara Dalton, and Ms Lynda Nicholson (from Equity & Diversity Centre), and Dr Gaell Hildebrand (ADT – undergraduate/graduate).

3.2. Student representatives

3.2.1. Clarification of number of student representatives

Committee membership allows for one student member from each campus but observers are welcome - so other interested students are able to attend meetings.

The committee still has a vacancy for one more student member from Peninsula campus. Ms Jill Robbins will be required to seek a student representative from Peninsula campus.

Action: J. Robbins to seek a student rep. from Peninsula

3.2.2. Welcome to new student representative member

The committee welcomed Roby Marlina, a new member of the Committee, as a student representative – Clayton campus.

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1. Work-related equity issues for staff

More faculty specific information from the university wide staff survey results

from November last year were put together by outside consultants, and it has been arranged for them to present to each campus.

These results might impact on any plans for a faculty-based survey.

4.2. Equal Opportunity Training at Monash in 2006

A notice (with attached document) was placed in Ednews (21/04/2006), to all staff regarding Equal Opportunity Training at Monash in 2006. This document has also been placed on the Notice board at Clayton campus.

4.3. Documents from Leah Zaks — Policy Statements

Two documents from Leah Zaks, Equity and Diversity Centre:

Equal Opportunity Policy Statement — general

Equal Opportunity Policy statement — practicum students

These documents were placed in Ednews (21/04/06) as well as being distributed to all Equity & Access Committee members and now placed on the Notice board at Clayton campus.

4.4. Documents for all Faculty Equity & Access Notice Boards

The documents mentioned in items 4.2. & 4.3. above from the Equity and Diversity Centre on discrimination and harassment, to be placed on Faculty Equity & Access notice boards at each campus.

Action M. Osborn & M Mayne to put on relevant Notice Boards.

4.5. Workload points for Faculty trained link person (Barb Clarke)

Barbara Clarke, as Associate Dean (Staff), reported on her findings on workload points for Faculty trained link person for the Equity & Diversity Centre. The title of the Faculty linked person will be "*Discrimination and Harassment Grievance Adviser*".

B Clarke believes that for academic staff this should be considered as part of staff university service in a similar way to committee contributions. However if a staff member is identified and the role proved to be extensive then consideration of allocated points would be given.

Action: To check with Jill Brown if anyone reported to her on this matter.

Action Check with J Brown if she has other information on this..

5. CAMPUS REPORTS

5.1. Clayton

No report

5.2. Peninsula

No report.

5.3. Gippsland

No report, however, Monique Osborn mentioned that she did have something to report on Professional placement. This was discussed later on in the minutes under item No. 7.1.

It was noted that there had been a few issues with Open University students studying towards the Graduate Diploma of Education (Secondary) with some students not receiving their unit materials on time. Academic staff had also not received adequate information relating to the administration of this cohort. Sue Webb agreed that there had been a few problems and noted that she was planning an information session with all academic staff teaching Open University students to address this problem.

Sue Webb agreed that these issues should be a student concern and another committee will be addressed on these matters.

6. OTHER BUSINESS

6.1. Practicum and placement issues

Members of the committee had an open discussion on placement issues.

Rosemary Viète raised an equity issue for international students (but also for local students) enrolled in the Master in Counselling course. Unlike Master of Psychology students these students have to find their own clinical placements. There is a lack of equity in the service provided for these two groups of students. International students find this particularly difficult as they are new to the country and to the profession. Rosemary was aware of at least 10 international students who were having this problem. The question was raised as to whether these placements could be made by the new Professional Placements Office. In addition to placing these students it was felt that some kind of orientation, similar to that provided for international students enrolled in Graduate Diploma of Education, would be most beneficial.

It was agreed that these concerns regarding equity for students in the Master in Counselling should be raised with the Faculty's Executive Committee requesting that it considers a change in policy regarding finding clinical placements and the workload implications of any such change. Professor Dennis Moore would be approached to discuss what would be an appropriate change in policy.

Carole Reed explained that in relation to the practices in school based placements, if a staff member or student has approached a school, to contact the placement office with a contact name and they will follow it through officially, which has been working very well in particular in the Gippsland area.

Schools do however prefer the university to contact them rather than individuals making the contact and the placement is between the university and the school.

One of the major issues which made practicum placements difficult this year was the fact that there was a shorter term due to the Commonwealth Games. This added to the increased difficulties that all universities are having in finding places.

Gaell Hildebrand reported that we have had some strategy to try to pair up some students when visiting schools.

There were communication problems between the Academic and General staff in the past.

Gaell Hildebrand is getting a Professional Placements Reference Group together to look at all professional placements processes and to enhance communication. The reference group will look at all modules from each campus, and amalgamate the best parts from each one so as to avoid any duplication.

Recommendation — by G Hildebrand

No common start date for practicum placements across the board for all campuses.

To stagger the workload when doing the calendar for each campus practicum visits.

Be more strategic and plan for next year to ease the bottle neck of dates by **leaving out** the observation days.

Janette Ryan reported that with the BEd years 1-4 students, there has been a problem with placements, and a crisis meeting was held about this a few weeks ago.

Janette Ryan said that she was not aware that students were allowed to find their own placement, because of previous instructions advising that "*students are not to find their own placements*". If aware of this earlier, at least 10 students could have found places, instead of the current outstanding figure of 27 students not being placed.

Another issue is that there has not been adequate information about placements accessible to all staff and students.

It was suggested that regularly updated placement schedules should be made available on Faculty website for staff and students.

Roby Marlina reported that from his perspective, the issue is not to do with placement but for international students who are not aware that they are to establish a relationship with their supervisors. Supervisors are not aware of the needs of an international student.

An information session might be required to make supervisors more aware of the needs of international students. This could not only be directed to international students but also indigenous students as well.

Gaell Hildebrand advised that there could be a working party created within the new "Reference Group".

Monique Osborn raised the question of whether the faculty should fund transportation costs for students to get down to Peninsula for meetings re the Cook Island practicum.

6.2. Barbara Dalton and Lynda Nicholson, (Equity & Diversity Committee)

Barbara Dalton, Coordinator, Women's Leadership and Advancement Scheme, discussed with committee women's issues.

Barbara reported to the Committee that the main purpose of her role is with skilled activities such as those run by the Monash University's Women's Leadership and Advancement Scheme.:

A mentoring scheme for academic and general female staff bi-annually

Consultants to units in management.

Academic promotion procedures, which look at issues that may create difficulties. Also contributes to a range of strategies designed to increase the representation of women in academic promotion applications and success rates.

The Advancing Women in Research seminars. Australian research shows that women are significantly underrepresented in the research life of universities.

Barbara Dalton reported that she will be launching a Report – When Research Works for Woman on 10 May, which provides data on the situation at Monash but also some strategies for improving research productivity.

Once the Report is released, it was suggested that perhaps copies could be forwarded to Committee members. A short quick presentation could be made at either the next Equity & Access Committee or an information session in conjunction with one of the Research Seminars.

Lynda Nicholson, Equity and Diversity Centre, Student and Community Services, spoke briefly about her involvement with the Advancing Indigenous Employment. Linda explained that she is involved in encouraging traineeships and has developed a partnership with a network developer and a group training organisation.

Once set up would like to come back to our final meeting at the end of the year to report on this item.

Also was discussed the importance of obtaining a trainee for our faculty.

6.3. 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 23 August 2006 — Amber Collings, Senior Disability Liaison Officer

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

7. NEXT MEETING

The next meeting of the Equity and Access Committee is scheduled for:
Wednesday 23 August 2006 (9am—11am)

To be located at:

Video Conferencing Room, Building 75 (STRIP, opposite Microbiology building),
(**Room number yet to be determined**), Clayton.

Membership

Dr Jill Brown (Chair)

Ms Margaret Armstrong — Gippsland

Mr Steve Burns (student representative) — Gippsland

Associate Professor Barbara Clarke — AD Staff

Ms Amanda Crichton — Clayton

Dr Marie-Therese Jensen — Clayton

Ms Tanya Kantanis (University Transition program) — Clayton

Dr Evan Kritikakos — Clayton

Ms Maree Mayne — Peninsula

Mr Roby Marlina (student representative) — Clayton

Dr Monique Osborn — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Rosemary Viète — 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

Ms Anne Savige — Clayton