

# EQUITY AND ACCESS COMMITTEE

## MINUTES

Meeting No. [3/06](#)

Held on Wednesday 23 August 2006

At 9:00am

\*\*Video Conference Room

Building 75 (STRIP) Room G24,  
Clayton Campus

**FACULTY OF EDUCATION**  
**EQUITY AND ACCESS COMMITTEE**

Meeting No 3/06 of the Equity and Access Committee held on Wednesday 23 August 2006, at 9:00am, in the Video Conferencing Room, Building 75 (STRIP, opposite Microbiology building), Room G24, Clayton.

Video Conference facility from other campuses, were located at:

- Peninsula** — Building A, Room 234 at Peninsula; and
- Gippsland** — Building 2W, Room 263 Gippsland.

**MINUTES**

- | <b>1. ATTENDANCE</b>   | <b>ACTION</b> |
|--|---------------|
| <b>1.1. Present</b><br>Dr Jill Brown ( <i>Chair</i> ), Associate Professor Barbara Clarke,, Mr Roby Marlina, , Ms Rosemary Viete, Dr Evan Kritikakos, Ms Kerry Theodora, Dr Rui Yang<br><b>(Attendees via Video Conference — Peninsula)</b><br>Ms Maree Mayne, Ms Jill Robbins ( <i>late arrival</i> )<br><b>(Attendees via Video Conference — Gippsland)</b><br>Ms Margaret Armstrong, Mr Steve Burns |               |
| <b>1.2. In Attendance</b><br>Ms Margaret Heagney — Equity & Diversity Centre<br>Ms Pearl Rischin (Executive Officer)   |               |
| <b>1.3. Apologies</b><br>Dr Tanya Kantanis, Dr Janette Ryan, Dr Margaret Plunkett  |               |
| <b>1.4. On Leave</b><br>Dr Monique Osborn till Semester 2, 2008  |               |
| <b>2. MINUTES</b>  |               |
| <b>2.1. Meeting No 2/06</b><br>The minutes of Meeting No. 2/06 of the Equity and Access Committee held on Wednesday, 1 March, 2006, confirmed as an accurate record. <b>Moved</b> by Rosemary Viete, and <b>Seconded</b> by Barbara Clarke.  |               |
| <b>3. MEMBERSHIP</b>   |               |
| <b>3.1. “Acting Team Leader” and “Acting Manager” (Admissions &amp; Student Services)</b><br>Ms Kerry Theodora attended the meeting as Acting Team Leader (Admissions & Student Services) to replace Dr Evan Kritikakos. Evan Kritikakos attended as Acting Manager (Admission & Student Services) to replace Ms Sue Webb, who is no longer representative for the Faculty.                            |               |
| <b>4. BUSINESS ARISING FROM PREVIOUS MINUTES</b>   |               |
| <b>4.1. Student representative from Peninsula — J. Robbins</b><br>Jill Robbins sent an email to the Chair advising that although she had received interest from some students wishing to participate as Equity & Access Committee representatives, their commitment to their teaching rounds, made it too difficult to make time available.  |               |
| <b>4.2. Dissemination of information via Equity &amp; Access notice boards</b><br>— M. Osborn (on leave) (Gippsland)<br>— M. Mayne (Peninsula)<br>Representatives for the Gippsland and Peninsula campuses (i.e. Maree Mayne & Margaret Armstrong and Steve Burns), advised that information was disseminated and placed on their appropriate Equity & Access notice boards.                           |               |

#### 4.3. Discrimination & Harassment Grievance Advisor — J. Brown

Dr Jill Brown reported that we need a Discrimination & Harassment Grievance Advisor at each campus. We need someone on the committee to volunteer to do the training (basic training offered twice each year) and be the nominated Discrimination & Harassment Grievance Advisor.

Ms Margaret Heagney from Equity & Diversity Centre advised that the recommendation is for each Faculty to have two officers, one for students and the other for staff.

It was suggested that staff in strategic positions would be best to do the job consisting of a mix 50/50 of Academic and General staff.

There is a need to find someone at Peninsula & Gippsland as well.

Would be best to circulate via EdNews to all staff to see if anyone is interested.

With regard to Gippsland staff perspective, would need some discussion with their managers.

The position is a supportive/referral role to help students and staff in accessing the appropriate services.

More information on this role is available from

Ms Leah Zaks, Equity and Diversity Centre, Student and Community Services, email: [Leah.Zaks@adm.monash.edu.au](mailto:Leah.Zaks@adm.monash.edu.au)

**Action:** Pearl to circulate via EdNews for any expressions of interest.

#### 4.4. Practicum & Placement Issues

Practicum and placement issues – open discussion re progress with matters raised.

Jill Brown reported that there is a practicum Reference Group set up by the Faculty, to consider ways in which organisational and course-related changes to practicum impact on students and staff. A number of discussions have taken place and a report is expected by the end of the year. Jill asked members of the Committee if they have anything to feed back into that reference group.

- Rosemary Viète reported that there are issues with the practicum for international students throughout all of the student groups, some schools have rejected international students. However many students have also had good experiences.
- Rosemary raised a number of other concerns which were unrelated to the practicum.

**Action:** Rosemary Viète & Roby will put together a paper which will list the needs of international students. This paper will be presented at the next E&A meeting.

- Roby Marlina (student representative for the E&A committee), who studied GradDipEd(secondary) Clayton last year, gathered some information from himself and other students from a variety of language backgrounds.
- This information was developed into a document designed to help Supervisors and Students have better understanding and communication skills (documents 3-E&A01/06 & 3-E&A02/06).

**Action:**

Distribute the above attached documents designed to help *Supervisors and Students with their communication skills*, to Gippsland and Peninsula and see if they are appropriate or anything else needs to be added. Could also be forwarded to the Reference Group.

**Action:** Rosemary Viète & Roby will put together a paper which will list the needs of international students

**Documents**  
3-E&A 01/06 &  
3-E&A 02/06  
(attached)

**Action:** Distribute documents on Supervisors and Students documents on communication skills.

### 5. NEW BUSINESS

#### 5.1. Guest Speaker: Margaret Heagney, Coordinator Student Equity Unit, (Equity & Diversity Centre)

Ms Margaret Heagney from the Equity & Diversity Centre, brought some booklets and flyers describing the various services that the Centre has to offer. Margaret also presented information on statistics on various Equity & Access figures taken from a "Summary of access rates by equity group: 2001-2005" from all Faculty of

the university.

Particular attention was given to “Retention rates” where our faculty was slightly below overall university average rate of retention.

Following documents are attached:

- Retention rates for students from non-English speaking backgrounds by faculty: 2000-2004
- Retention rates for students with a disability by faculty: 2000-2004
- Retention rates for women in higher degree research by faculty: 2000-2004
- Retention rates for women in higher degree coursework by faculty: 2000-2004

**Documents**  
3-E&A 03/06,  
3-E&A 04/06  
3-E&A 05/06 &  
3-E&A 06/06  
(attached)

## **5.2. Inclusive Practices Workplace Equity Committee (WEC) — J. Brown**

Jill Brown reported that, resulting from an email to all staff requesting informal feedback on work-related equity issues, a Report to WEC was made, which listed the following “top five” potential breaches of equal opportunity legislation:

- Discrimination against students with family responsibilities during teaching practicum.
- Discrimination against low SES students who need to continue part-time work during teaching practicum.
- Difficulty in placing international students in schools for teaching practicum based on race and perceived language ability
- Discrimination against women – general staff in terms of support for career development— academic staff in terms of teaching commitments/time available for research.
- Discrimination against international students in terms of accommodating their learning needs (i.e. large classes, limited resources for language support, teaching staff unsympathetic to needs)

## **5.3. Equity & Diversity Centre, Indigenous Cultural Awareness Workshop — J. Brown**

Jill Brown reported that she attended an Indigenous Culture Awareness Workshop organized by the Equity & Diversity Centre. Jill found it to be very useful and would recommend that a similar workshop be organized for all staff and be made a regular part of teacher training programs. Dr Zane Ma Rhea (Faculty contact person for Indigenous Issues) is on study leave for semester 2, 2006, and therefore Jill is taking responsibility in her absence.

## **5.4. DCO a member of the Faculty Equity Committee**

*Disability Contact Officer (DCO)*

Tanya Kantanis has resigned from her position as DCO member of the Faculty Equity Committee and therefore, Jill Brown asked for a Committee member to take up this role.

Barbara Clarke offered to take on the role of Disability Officer on behalf of the Faculty.

## **6. CAMPUS REPORTS**

### **6.1. Clayton**

Jill Brown reported that preservice students are all out on teaching rounds and that problems being experienced by some students juggling work and studies. The rising cost of fuel is also impacting on students who have to travel long distances to their practicum placements.

### **6.2. Peninsula**

Jill Robbins reported that a number of students came to her during the last few weeks with regard to relationships between themselves and staff. Students go through periods of stress with the number of assignments due and examination time. Staff need to be mindful of this and respond sensitively to students.

### **6.3. Gippsland**

Margaret Armstrong reported that the ongoing issue for distance students was the difficulty of getting placements, as well as those students with part-time jobs who had to cope with studies as well.

## 7. OTHER BUSINESS

### 7.1. Off-shore issues — J Robbins

Jill Robbins advised that there are some off-shore issues she wishes to raise and will prepare a discussion paper for the next Equity & Access Committee meeting.

**Action:** Agenda item for next meeting

## 8. NEXT MEETING

### 8.1. Representatives from Equity & Diversity Centre at next meeting

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

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

### 8.2. Next Meeting of Equity & Access Committee

**The next meeting of the Equity and Access Committee is scheduled for:**

**Wednesday 25 October 2006 (9am—11am)**

**To be located at:**

Video Conferencing Room, (STRIP), Building 75 (Opposite Microbiology building)  
Room G24, Clayton

#### **Membership**

Dr Jill Brown (Chair)

Ms Margaret Armstrong — Gippsland

Mr Steve Burns (student representative) — Gippsland

Associate Professor Barbara Clarke — Clayton

Dr Marie-Therese Jensen — Clayton

Ms Tanya Kantanis (University Transition program) — Clayton

Dr Evan Kritikakos (Acting Manager Student Services) — Clayton

Ms Maree Mayne — Peninsula

Mr Roby Marlina (student representative) — Clayton

Dr Margaret Plunkett (*Acting for* Dr Monique Osborn — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Kerry Theodora (Acting Team Leader) — Clayton

Ms Rosemary Viete — Clayton

Dr Rui Yang — Clayton

#### **Other distribution:**

Mr Peter Lawford — Clayton

Ms Anne Savige — Clayton

Professor Sue Willis — Clayton

Ms Leah Zaks — Equity & Diversity Centre

Ms Margaret Heagney — Equity & Diversity Centre