

# EQUITY AND ACCESS COMMITTEE

## MINUTES

Meeting No. 1/07

Held on Wednesday 28 February, 2007

At 9:00am

Room 421 (4<sup>th</sup> floor)

Education Building No. 6

Clayton Campus

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

Meeting No 1/07 of the Equity and Access Committee held on Wednesday 28 February 2007, at 9:00am in Room 421 (4<sup>th</sup> floor) Education Building No.6, Clayton.

**MINUTES**

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|-------------|--|---------------|
| <b>1.</b>   | <b>ATTENDANCE</b>  | <b>ACTION</b> |
| <b>1.1.</b> | <b>Present</b><br>Assoc/Prof Barbara Clarke, Dr Marie-Therese Jensen , Ms Jill Robbins ( <i>Acting Chair</i> ), Mr Gerard Schnabl, Ms Rosemary Viete   |               |
| <b>1.2.</b> | <b>In Attendance</b><br>Ms Pearl Rischin (Executive Officer)   |               |
| <b>1.3.</b> | <b>Apologies</b><br>Ms Marie Mayne, Mr Roby Marlina, Zofia Pawlaczek   |               |
| <b>1.4.</b> | <b>On Leave</b><br>Dr Jill Brown, Dr Janette Ryan  |               |
| <b>2.</b>   | <b>MINUTES</b>   |               |
| <b>2.1.</b> | <b>Meeting No 4/06</b><br>The minutes of previous Meeting No. 4/06 of the Equity and Access Committee held on Wednesday, 25 October, 2006, was confirmed as an accurate record.<br><b>Moved:</b> Ms Jill Robbins, and <b>Seconded:</b> Ms Rosemary Viete   |               |
| <b>3.</b>   | <b>MEMBERSHIP</b>  |               |
| <b>3.1.</b> | <b>Absence of Chair for period January — March 2007</b><br>The committee was advised that Ms Jill Robbins was “acting” chair for this meeting only of the Equity & Access Committee.   |               |
| <b>3.2.</b> | <b>Welcome to New Members</b><br>The following new members were welcomed to the Committee:<br>Mr Gerard Schnabl — Manager, Admissions & Student Services (Clay), and Dr Zofia Pawlaczek ( <i>absent</i> ) — “Acting” member replacing Dr Monique Osborn (Gippsland)  |               |
| <b>3.3.</b> | <b>Resignation of Committee Members</b><br>The following members of the Equity & Access committee have resigned:<br>Ms Margaret Armstrong — Team Leader, Student Services (Gippsland)<br>Dr Rui Yang — Member nominated by the Dean for their expertise<br>Mr Steve Burns — Student representative (Gippsland) |               |

### 3.4. Membership vacancies

#### 3.4.1. Vacancies for student representatives

It was discussed that there are currently 2 vacancies for Student representatives for the Gippsland & Peninsula campuses.

- Jill Robbins may have an interested student from Peninsula campus.
- Zofia Pawlaczek will be asked to seek a student representative from Gippsland campus.

**Action:** Jill Robbins to seek student from Peninsula

**Action:** Pearl will ask Zofia to seek student from Gippsland

#### 3.4.2. Vacancies for Academic & General representatives

The following Equity & Access membership positions are vacant:

- One Faculty elected Academic staff member (Gippsland)
- One Faculty elected General staff member (any campus)
- One member nominated by the Dean for their expertise.
- Team Leader – Student Services (Gippsland)\*, and
- A representative of the University Transition Program\*\* (any campus)

\*Gerard Schnabl advised that as the Team Leader, Student Services from Gippsland has not yet been replaced; Kate Anderson will most likely be “acting” representative for the Committee.

\*\*It is believed that the Faculty’s representative of the University Transition Program, no longer is at the university.

### 3.5. New Membership offer — HR Manager

It was suggested by Barb Clarke to invite James Donovan, the Faculty’s Human Resources Manager; to join the committee. This membership will be offered after Barb Clarke consults with the Dean prior to offering James Donovan membership of the Committee.

**Action:** B Clarke to consult with Dean re HR Manager.

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

### 4.1. Equity & Indigenous Bursaries 2007 (Gerard Schnabl)

Mr Gerard Schnabl advised that there were originally 4 applications for bursaries, however, two of the applicants withdrew and the other two were each offered a bursary, which were accepted.

The two students were from the following programs:

- BEd(Primary), and
- BA/BEd (primary).

### 4.2. Equity Report 2006 (Jill Robbins)

“Draft” Equity and Diversity Progress report for 2006, was tabled at the meeting and was discussed. Further amendments were made to the document and a further “revised” copy of the latest “Draft” Equity and Diversity Progress Report for 2006, is attached.

The Report will be distributed to all Committee members for their immediate feedback prior to forwarding to the Dean for endorsement.

**Attached:**  
“Revised  
Tabled”  
Document  
E&A 1-01/07

### 4.3. Discrimination & Harassment Grievance Advisor

At the last meeting of Equity & Access Committee, it was discussed the need for the Faculty of Education to have Discrimination & Harassment Grievance Adviser(s) which is an officially recognised position by the University’s Deputy Vice-Chancellor and is open to either Academic or General staff members.

Attached to these minutes is a list of **Equity and Diversity Centre Staff** and their key role and contact number.

**Attached:**  
Document  
E&A 1-02/07

#### 4.4. Practicum issues (Rosemary Viète)

Although there was not enough time to discuss this item in detail, this will need to be an Agenda item for the next meeting at which time Rosemary Viète will present a briefing on the following:

- discuss aims to give students advice about practicum – which has come to pass.
- practicum for Master in Counselling (now taken over by the Placements Office)

It was decided to invite Teri Foster to the next meeting of the E&A Committee, to discuss how they have addressed some of the issues, a result of their 2006 experience with regard to Equity & Diversity.

**Action:** Agenda item for the next meeting.

**Action:** Invite Teri Foster to the next meeting.

### 5. NEW BUSINESS

#### 5.1. Priorities for 2007

Members of the Committee discussed Priorities for 2007 and came up with the following:

The following priorities listed for 2006, may be used as a guideline for committee to work from:

1. Increase awareness of Equity & Diversity issues for **staff** by:
  - Online training links
  - Staff meetings.
  - better links to websites
2. Increase awareness of Equity & Diversity issues for **students** by:
  - Web page with linkages to Equity & Diversity services
  - continued display of Notice Boards
  - student meetings, i.e. EFSA, International student groups & MERC
3. Appointment of Disability Liaison Officers at each campus (Clayton, Gippsland & Peninsula)

Further to the above 3 priorities, the following extra priorities need to be considered:

- Begin to explore issues of support and access for Refugee students; and
- Services and facilities for off-shore students and staff.

#### 5.2. Training sessions in Equity and Access

Barbara Clarke suggested that she could bring up at the PMS meetings, how staff can improve their understanding, and make them aware of the importance of these responsibilities and the training opportunities available.

EO Online training is available at:

<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/online-training/>

Staff require Authcate access to undertake the quizzes for successful completion of the training.

Barb Clarke will report back to the Committee on this matter at the October meeting of the Equity & Access Committee.

**Action:** B Clarke to report back at the **October** E&A meeting.

#### 5.3. Student Disability Liaison Officer

Monash University is committed to promoting access and equity for students who have a disability or long term medical condition.

It was decided that the Committee should invite a member from DLU (Disability Liaison Unit) to discuss their services to students.

The Faculty's representatives are:

- Rosemary Viète — Clayton,
- Jill Robbins — Peninsula; and
- Zofia Pawlaczek\* — Gippsland

*\*Zofia is yet to be approached as she was absent from the meeting.*

**Action:** To ask Zofia if she would like to be student DLO rep for Gippsland campus

**Action:** To invite a member from DLU to next meeting.

## 6. CAMPUS REPORTS

### 6.1. Clayton

No report

### 6.2. Peninsula

Jill Robbins reported that there is now a new Notice Board for Equity & Diversity located at Peninsula campus.

Jill Robbins was approached by one of her staff members, to raise with the Committee the problems that students with family responsibilities have to face with timetabling issues.

### 6.3. Gippsland

No report

## 7. OTHER BUSINESS

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

Judith Cooke from Equity & Diversity Centre, yet to advise on which of their representatives will attend our future meetings for 2007.

### 7.2. Discussions on Staff Fora (B. Clarke)

Discussion on Staff Fora to be monitored and reported back to this committee.

It was decided by the Committee that this item will be a regular Agenda item for future meetings.

**Action:**  
Regular  
Agenda item

## 8. NEXT SCHEDULED MEETINGS

Next Equity and Access Committee Meetings are scheduled for:

**Wed 18 April:** 9:00am — 11:00am

**Wed 22 August:** 9:00am — 11:00am

**Wed 24 October:** 9:00am — 11:00am

Location of the meetings, depend on whether "Video Conferencing" is required or not by other campuses.

If Video Conference not required then meetings will be located at:

Room 421 (4<sup>th</sup> Floor), Education building 6, Clayton campus.

### Membership

Dr Jill Brown (Chair)

Associate Professor Barbara Clarke — Clayton

Dr Marie-Therese Jensen — Clayton

Dr Evan Kritikakos (Acting Manager Student Services) — Clayton

Ms Maree Mayne — Peninsula

Mr Roby Marlina (student representative) — Clayton

Dr Monique Osborn (*Leave till 2008*) — Gippsland

Dr Zofia Pawlaczek (*Acting member*) — Gippsland

Dr Janette Ryan — Clayton

Ms Jill Robbins — Peninsula

Ms Rosemary Viète — Clayton

Mr Gerard Schnabl — Clayton

### Other distribution:

Mr Peter Lawford — Clayton

Professor Sue Willis — Clayton

Ms Leah Zaks — Equity & Diversity Centre

## Equity and Diversity Centre

### General Inquiries

Phone +613 9905-5704  
 Fax +613 9905-5517  
 The Disability Liaison Unit [dlu@adm.monash.edu.au](mailto:dlu@adm.monash.edu.au)  
 Online help [ask.monash](http://ask.monash) (Frequently asked questions and specific inquiries)

### Equity and Diversity Centre Staff

<a href="#">Kay Gardner</a> , Director, Equity and Diversity Centre	03 9902-0247
<a href="#">Kelly Bramston</a> , Senior Disability Liaison Officer	03 9905-5704
<a href="#">Amber Collings</a> , Senior Disability Liaison Officer	03 9905-5704
<a href="#">Judith Cooke</a> , Work, Life Consultant	03 9902-0252
<a href="#">Brenda Dack</a> , Disability Liaison Officer	03 9902 6425
<a href="#">Barbara Dalton</a> , Coordinator, Women's Leadership and Advancement Scheme	03 9902- 0246
<a href="#">Shae Mcgregor</a> , Disability Liaison Officer	03 9905-5704
<a href="#">Margaret Heagney</a> , Coordinator, Student Equity	03 9905-5704
<a href="#">Lynda Nicholson</a> , Advancing Indigenous Employment Coordinator	03 9905-3857
<a href="#">Wendy Paulusz</a> , Inclusive Practices Consultant	03 9902-0253
<a href="#">Cynthia Tat</a> , Disability Liaison Officer	03 9905-5704
<a href="#">Mary Tidey</a> , EDC Administration Officer	03 9905-5704
<a href="#">Leah Zaks</a> , Coordinator, Equal Opportunity - Information and Resolution Services	03 9902-0248