

# EQUITY AND ACCESS COMMITTEE

## MINUTES

Meeting No. 2/07

Held on Wednesday 18 April, 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 2/07 of the Equity and Access Committee held on Wednesday 18 April 2007, at 9:00am in Room 421 (4<sup>th</sup> floor) Education Building No.6, Clayton.

**MINUTES**

- | <b>1. ATTENDANCE</b>  | <b>ACTION</b>                           |
|---|---|
| <b>1.1. Present</b><br>Ms Jacinta Bartlett, Dr Marie-Therese Jensen , Ms Jill Robbins, Ms Rosemary Viète, Dr Jill Brown, Ms Judith Cooke  |   |
| <b>1.2. In Attendance</b><br>Ms Nicole Stanes (Executive Officer), Ms Marie Jones   |   |
| <b>1.3. Apologies</b><br>Mr Roby Marlina, Associate Professor Barbara Clarke, Dr Zofia Pawlaczek  |   |
| <b>1.4. On Leave</b><br>Dr Janette Ryan   |   |
| <b>2. MINUTES</b>   |   |
| <b>2.1. Meeting No 4/06</b><br>The minutes of previous Meeting No. 1/07 of the Equity and Access Committee held on Wednesday, 28 February, 2007, was confirmed as an accurate record.<br><b>Moved:</b> Ms Jill Robbins, and <b>Seconded:</b> Ms Rosemary Viète  |   |
| <b>3. MEMBERSHIP</b>  |   |
| <b>3.1. Welcome to New Members</b><br>The following new members were welcomed to the committee:<br>Mr Gerard Schnabl-Manager, Admissions & Student Sevices(Clay) ( <i>absent</i> )<br>Dr Zofia Pawleczek-'Acting' member to replace Dr Monique Osborn (Gippsland) ( <i>absent</i> )<br>Ms Kate Anderson-Team Leader, Student Services (Gippsland) ( <i>absent</i> )<br>Ms Jacinta Bartlett-Student Representative (Peninsula)<br>Ms Nicole Stanes-'Acting' Executive Officer (in Pearl's absence) |   |
| <b>3.2. Membership vacancies</b>  |   |
| <b>3.2.1. Vacancies for student representatives</b><br>There was discussion regarding the vacancy of the student representative position for Gippsland campus. Zofia Pawlaczek will be asked to respond with a nomination.  | EO to follow up with Zofia              |
| <b>3.2.2 Vacancies for Academic &amp; General representatives</b><br>The following Equity & Access membership positions are still vacant: <ul style="list-style-type: none"><li>▪ One Faculty elected Academic staff member (Gippsland)</li><li>▪ One Faculty elected General staff member (any campus)</li><li>▪ One member nominated by the Dean for their expertise. Marie-Therese</li></ul>   | EO to follow up with PA-Faculty Manager |

advised that she is the Dean's nominee.

- 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 Faculty of Education.

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 4.1 Equity Report 2006 (Jill Robbins)

The Dean has advised Pearl to make some amendments to the Equity Report. The committee was unsure if these changes had been made as they had not received a copy of the report.

Judith Cooke to contact the Dean to follow up

##### 4.2 Discrimination & Harrassment Grievance Advisor

It was advised that this position has still not been filled. It was noted that it is a legal requirement to have someone in this role and that Peter Lawford (Faculty Manager) should be approached to nominate a suitable candidate. There is a 2 day course that needs to be completed in order to perform the role. There should be one staff member nominated on each campus, preferably someone with an interest in the area. Jill Robbins expressed interest for Peninsula campus, provided work load was taken into consideration.

Jill Brown to raise with Peter Lawford

#### 5. NEW BUSINESS

##### 5.1 Practicum Issues (Ms Rosemary Viète)

A number of issues were raised with regards to practicum:

- There was great difficulty placing students in all programs.
- Peninsula placements in childcare centres were problematic due to ABC Learning no longer accepting any students.
- The non-availability of placements is resulting in problems for students enrolled in the Master in Counseling as they require 240 hours of practicum to complete their degree. This is resulting in many international students not being able to course complete and having to return home to complete this component.
- The location of the placement office at Peninsula campus is also problematic as there are a number of new staff who are unfamiliar with local schools and contacts.
- The committee was advised of issues with students being expected to complete assignments outside of practicum hours. This was causing problems as some schools are not allowing students to return to complete assignments. The committee suggested that lecturers may need to allow for some flexibility in these situations and negotiate different assessment tasks if necessary.
- There was lengthy discussion regarding an ethics application form. It was decided that a generic application would be made to SCERH which would cover all practical placements for the year including collection of data outside of hours.
- Privacy issues associated with photographs taken by students on practicum were discussed.
- Jacinta suggested that it may be easier for students to find their own placements-Jill Brown advised that this is not appropriate and all placements would need to be handled by the Placements Office.
- Roby and Rosemary have written some documents to address problems

JB – develop list of issues for discussion at next meeting

MTJ to liaise with Privacy Officer/ Uni Ethics Office on these matters

within the practicum area. It was decided that overall there were a number of issues relating to practicum which would need to be discussed further.

### 5.2 Practicum Issues (Ms Teri Foster)

It was decided that both Teri Foster and Graham Parr be invited to the next meeting to discuss any issues.

JB to invite Teri & Graham to next meeting.

### 5.3 Student Disability Liaison Officer

There was no representative from the Student Disability Liaison Office

### 5.4 Other issues

The committee was advised of issues regarding the format of PDF files and the fact they are not accessible to all students. Some students were experiencing difficulty reading text which is causing problems for the DLU.

Academic Services Manager to contact Shae McGregor at DLU  
Invite Sue & Shae to next meeting.

## 6 CAMPUS REPORTS

### 6.1 Clayton

No report

### 6.2 Peninsula

Issues relating to off-shore teaching for academics were raised:

- Problems with being paid in a timely manner and overtime payments not being paid.
- Massive workloads whilst overseas is an issue

Jill Robbins-Working party to be formed. Anne Prince to be approached re: off-shore working conditions.

There was lengthy discussion regarding learning support for students. It was reported that many international students are receiving borderline or fail results for units due to lack of appropriate language support. The committee spoke about plans for staffing support in this area and also discussed availability issues of Language & Learning support staff

Language & Learning needs of Peninsula students to be referred to Executive

### 6.3 Gippsland

No report

## 7 DISCUSSIONS ON STAFF FORA (B. Clarke)

No report on Staff Fora

## 8. OTHER BUSINESS

### 8.1 Representative from Equity & Diversity Centre

Judith Cooke from Equity & Diversity Centre attended the meeting. She spoke about her role as Work/life Balance Officer and gave an outline of the various committees that she is involved in.

Invite Judith to Peninsula meeting

#### Faculty Day

Jill suggested a theme for Faculty Day – “Improving Staff Experience”. The committee thought this could be an opportunity for staff to be made aware of policies and practices that are in place with regards to work/life balance and how to utilise these.

Jill Brown-raise with Rosy. Judith to be invited.

#### Special mention

Special thanks to Rosemary for her assistance with students and also to Eleanor for her great work at Peninsula.

### Website Links

The committee spoke about the need to improve faculty web linkages for both staff and students to the DLU and counselling areas. This was identified as a priority.

Chair to follow up with Steven to check other faculties and advise.

## 9 MEETINGS FOR 2007

Equity and Access Committee Meetings are scheduled for:

**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

Ms Jacinta Bartlett-(Student Representative)- Peninsula

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 Viete — 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