

EQUITY AND DIVERSITY COMMITTEE

MINUTES

Meeting No. [3/08](#)

Held on Wednesday 16 July, 2008

At 9:30am

Room G.08 (Ground floor)

Education Building No. 6

Clayton Campus

MINUTES

1. **ATTENDANCE** **ACTION**
 - 1.1. **Present**

Dr Amanda Berry (Chair), Ms Rosemary Viete, Associate Professor Barb Clarke, Mr. Gerard Schnabl, Mr James Woodward, Dr Jill Robbins, Ms Kate Anderson.
 - 1.2. **In Attendance**

Mrs. Kristin Dennis (Executive Officer), Ms Judith Little (Transition Program Representative), Dr Joel Windle.
 - 1.3. **Apologies**

Dr Umesh Sharma, Ms Maree Mayne, Dr Zofia Pawlaczek, Dr Evan Kritikakos, Ms Jacinta Bartlett, Ms Judith Cooke (Equity and Diversity Representative).
 - 1.4. **On Leave**

Mr. David Solly.

2. **MINUTES**
 - 2.1. **Meeting No 2/08**

Meeting No. 2/08 of the Equity and Diversity Committee held on Wednesday, 2 April 2008, confirmed as an accurate record. **Jill Robbins**
Rosemary Viete

3. **MEMBERSHIP**
 - 3.1. **Chair**

Amanda Berry has been appointed our new Committee Chair.

Thank you to our outgoing Chair Jill Brown and to Jill Robbins, who stepped in to lead while Jill was on OSP.
 - 3.1. **Welcome to New Members**

Warm Welcome to Amanda Berry and James Woodward, who is our new Student Representative for Clayton
 - 3.2. **Membership**
 - 3.2.1. **University Transition Representative**

Judith Little attended as a representative from the Transition Program.
 - 3.2.2. **Staff Representatives**

Dean has said no nominees. There is no need for additional nominees at this time.

3.2.3. Student Representatives

Recruitment for a new Student Representative for the Gippsland campus to begin.

Zofia
Pawlaczek &
Kate
Anderson

Rosemary Viete has expressed interest in recruiting an International Student Representative to further expand the scope of the Committee's awareness of student issues.

Rosemary
Viete to follow
up.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. Equity and Diversity Progress Report

The Equity and Diversity report from 2006/07 is the most recent report. The 2007/08 report was not done. The next report needs to be completed in a more timely manner.

4.2. RQF to ERA – Equity and Diversity

It was noted that if the Committee has any questions, these can be forwarded to Trudi via Kristin.

4.3. Cost of Living – Printing of Soft Copy Unit Guides and Readers for International Students

While Steven Ngoi has informed staff that the Unit Guides are the only item that students will have to print if they choose, Jill Robbins noted that some students (e.g. rural cohorts) have very limited access to broadband internet, and dial-up internet connections often drop out making it harder to access on-line unit materials.

While readers are provided to international students it is being queried if this can include rural/off-campus students as well. How are the different class types labelled? Off/On/Night/Rural.

Kristin to
follow-up

With regards to other living costs, Rosemary noted that the faculty provides donated linen (such as sheets and towels) for students to borrow when they have visitors. The Student Union, which students can access through their student advisors, also provides assistance to students in times of difficulty. Judith Little noted that the Health Wellbeing and Development unit also assists but is not generally recognised by international students as a place they can go for financial aid. It is now being called 'The HUB', but is not yet on the Health Wellbeing and Development website.

This information is given out during Orientation Week, but not all students make it to this. It is important to find ways to let these students know.

4.4. 2007 Staff Survey

Information on the 2007 Staff Attitude Survey was discussed last year and a memo was sent to Dean's Executive, but no response has yet been received.

Some discussion followed about what has happened to the memo, since it is not on the website and does not seem to have been presented at Dean's Executive.

The memo was outlined serious concerns about issues of bullying and harassment in the Faculty and requested that the committee give immediate attention to this matter.

B. Clarke to
follow-up with
Exec.

Kristin Dennis
to find a copy
of the memo *

Amanda requested urgent attention be paid to finding the memo and what has been done by Executive committee.

With regards to the Staff Attitude Survey Action Plan – this has been developed but has not taken into account the serious issues of Bullying and Equal opportunity as highlighted in red on the staff survey. The Survey does not give specific information about the nature of these problems in the Faculty - however, when compared with other faculties the information is concerning and needs to be available to all staff and addressed as high priority.

The committee needs to move to have this information publicly noted. While it was touched on at Faculty Day in February this year, we need to put it on the agenda at the next round of staff meetings. We also need to have a representative at all these meetings. Barbara Clarke endeavours to attend all meetings, but the Gippsland and Peninsula meetings are held at the same time. Equity and Diversity representatives, with different areas of expertise, would be good to have attending the staff meetings.

Staff members need to be able to speak on this subject. It may be that they are more comfortable speaking to an outside source. A focus group led by facilitators outside the faculty is one possible approach for staff to discuss various aspects of the survey. It would be helpful to know who exactly is doing the bullying – is it localised to management level or do we have peers bullying each other?

B. Clarke to supply a copy of the action plan. Barbara is making herself available to discuss these issues with staff and committed to the Clayton Staff meeting and 1 other staff meeting to present and discuss about this survey and proposed actions arising from it.

Amanda to contact the Equity and Diversity Centre re possible actions to address issue

4.5. Faculty's Equity Web Presence.

Since the last meeting Jacinta has searched the ask.monash portal and the Monash website to see how easy it is to access the Equity and Diversity websites (E & D Centre and Faculty E & D website) using the search engines on ask.monash and the Monash homepage. Using the attached results this needs to be updated with the web team.

Kristin to follow up with Faculty Web team.

4.6. Indigenous Recruitment at Monash University

Lynda Nicholson has provided further information on items discussed at the previous meeting. This includes Cultural Awareness workshops, Awareness strategies and Indigenous traineeship information

Kristin to follow up re: the Cultural awareness workshops.

4.7. Committee Priorities for 2008

Committee Priorities for further discussion next meeting.

Enterprise Bargaining – Flexibility was discussed at previous meeting by David Solly. There are some websites of interest that he has asked that we discuss at the next meeting. The Union has been providing for staff to give an opinion with regards to flexibility, as well. It would be good to have this on the next agenda.

Kristin and Amanda to follow this up with David Solly

Committee Access – How do we go about organising this for students? This needs to be proactive and face-to-face, giving the students the power to speak about the issues affecting them and to hear the information that might help them. Judith Little spoke of Deans Luncheons, suggesting this would be a line to pursue.

5. NEW BUSINESS

5.1. Bullying and Occupational Violence

Amanda Berry put forward this draft paper for comment.

Jill Robbins asked if it contained information on Student to Lecturer bullying due to recent occurrences of this particular type.

Gerard advised that the scope does not go far enough. Rosemary noted that in the case of International Students and the workplace, they need to know what appropriate behaviours/work practices are. They are not comfortable complaining, but need to know their rights given that this impacts strongly on their ability to study. This information should be available for staff and students.

Amanda to follow this up with OHSE. Judith to discuss with HUB

5.2. For Discussion

Disability matters- who is liaison officer at each campus?

Amanda to follow up for Clayton, Jill for Peninsula and Kate/Zofia for Gippsland

Staff workloads (Jill Robbins) – problems for staff who work terms and semesters. It is a potential Jan to Dec working timetable and it was asked that this be brought before the committee to discuss issue of balance. Barbara noted the staff availability form that goes out to staff late in the year for work availability. While there are staff that want the situation to be changed, there staff are happy with the situation as it is, so she does not advise a policy change.

Jill to follow up with Barbara about work balance

6. CAMPUS REPORTS

6.1. Clayton

Umesh Sharma is currently on Conference Leave.

6.2. Peninsula

Jill Robbins left before this was discussed.

6.3. Gippsland

Zofia is not in attendance.

7. OTHER BUSINESS

7.1. Representatives from Equity & Diversity Centre at next meeting

Shae McGregor is our Equity and Diversity Centre representative.

Amanda to follow up

7.2. Allocation of Tutorials and the issues involved

Kate Anderson brought to the committee's attention the issue of lecturer's reallocating students to tutorials which differ from Allocate +. Some discussion whether this breached the Equal Opportunity Act. The committee agreed that the Allocate system holds and if students have concerns they should approach the lecturer, course advisor, then grievance officer if they are not satisfied. All lecturers need to be aware of the allocation system for students and non discrimination.

7.3. Gender and Sexuality Advocacy Group for Faculty of Education

Joel Windle, along with Mindy Blaise, Anna Hickey-Moody, Mary-Lou Rasmussen and Claire Charles have created a Google group to assist students studying in the faculty. Link as follows - <http://groups.google.com/group/ecags?lnk=srq>. Joel will keep us informed of the details.

This site contains links to resources and contact details, a discussion forum and is a way to make students aware of specific issues.

Kristin to follow up with Web team

8. MEETINGS FOR 2008

Further Equity and Diversity Committee Meetings for 2008 are scheduled for:

Wed 8 October: 14:00pm — 15:30pm

All meetings will be located at:

Room G.08 (Ground Floor), Education building 6, Clayton campus.

Committee members are reminded to send a replacement person if they are unable to attend committee meetings

Membership

Dr Amanda Berry (Chair)

Associate Professor Barbara Clarke — Clayton

Dr Jill Robbins — Peninsula

Dr Umesh Sharma — Clayton

Dr Zofia Pawlaczek — Gippsland

Ms Rosemary Viete — Clayton

Mr Gerard Schnabl — Clayton

Ms Maree Mayne — Peninsula

Dr Evan Kritikakos — Clayton

Ms Kate Anderson — Gippsland

Mr David Solly — Clayton

Ms Jacinta Bartlett — Peninsula

Mr James Woodward — Clayton

Other distribution:

Mr Peter Lawford — Clayton

Professor Sue Willis — Clayton

Ms Judith Cooke — Equity & Diversity Centre