



## Equity and Diversity Committee

Meeting 04/08 of the Equity and Diversity Committee, Faculty of Education, held on Wednesday October 8, 2008 at 2 pm in room G08, Building 6, Clayton.  
Ms. K. Dennis – Executive Officer

### Minutes

#### 1 Introduction to Formal Business

**1.1 Present:** Gerard Schnabl, David Solly, Dr. Umesh Sharma, James Woodward, Judith Little, Dr. Jill Robbins, Dr. Zofia Pawlaczek, Assoc Prof. Barbara Clarke, Leah Zaks, Dr. Amanda Berry – Chair, Kristin Dennis – Executive Officer

**1.2 Apologies:** Maree Mayne, Kate Anderson, Evan Kritikakos, Rosemary Viete

**1.3 In Attendance:** Prof Sue Willis – Dean, Faculty of Education

**2 Minutes of previous meeting:** Minutes of meeting no. 03/2008 were confirmed as an accurate record.

#### 3 Matters arising from minutes:

#### Action

##### 3.1 Student Representatives (Gippsland) – Zofia Pawlaczek and Kate Anderson

- A Student Representative for the Gippsland Campus has been chosen, and will start in 2009. EO to add Welcome/Membership to the next agenda

##### 3.2 Student Representatives (International) – Rosemary Viete

- Rosemary is still in the process of finding an International Student Representative, and would like this item to be added to the next Agenda. EO to add this to the next Committee agenda

##### 3.3 Cost of Living – Student Class Types – Kristin Dennis

- All students that are not classified as 'ON CAMPUS' receive their materials automatically. This includes 'INTERNATIONAL' 'RURAL', and 'OFF CAMPUS'. The materials are sent via the OCLC (Off Campus Learning Centre).

##### 3.4 2007 Staff Survey – Barbara Clarke and Amanda Berry

See item 6.1 for further information.

##### 3.5 Web presence – Kristin Dennis

- The IT Web team has made an appointment to meet with the Executive Officer of this Committee in December, 2008. Umesh suggested that it was time to become proactive in getting staff and students to look at and utilize this site. EO to add this to the next Committee agenda

### 3.6 Cultural Awareness workshops – Kristin Dennis

- The Document 'Ideas for Cultural Awareness' was tabled for discussion at next meeting. Lynda Nicholson, Advancing Indigenous Employment Coordinator will be invited to attend the next meeting in order to discuss this further.
- EO to add this to the next Committee agenda, and invite Lynda Nicholson to next meeting.

### 3.7 Enterprise Bargaining Websites – David Solly

- David passed on information on changes to Parental Leave entitlements.
  - 4 weeks is a substantial change and with the current requirement of 10 hours per week for 12 months, this brings up the difficulty of a staff member who notionally works 1 hour a week but physically works 24 hours a week (sessional staff for example) and those that don't work on school holidays.
- D.Solly to provide link which will then be placed onto the website.

### 3.8 Draft on Bullying and Occupational Violence – Amanda Berry

- This paper is still under review with the University Equity Committee and Policy Committee. Amanda Berry will continue to report on it as information becomes available.
- A.Berry to update committee at next meeting

### 3.9 Disability Liaison Officer – Amanda Berry

- Leah Zaks advised that the title 'Disability Liaison Officer' is incorrect and we need to refer to designated staff as 'Disability Contact Officers'. (DCO's)  
We currently have 2 DCO's and one tentative, Ann Ryan, who volunteered to take this role on but may not have been aware that this role is for advice/information to staff only. Zofia Pawlaczek will follow this up.
    - Rosemary Viète – Clayton Campus – confirmed.
    - Jill Robbins – Peninsula Campus – confirmed.
    - Ann Ryan – Gippsland Campus – unconfirmed.
  - Contact Officers are for staff only. Students are to contact the Disability Liaison Unit.
- Z. Pawlaczek to follow-up with Ann Ryan.

## 4 New Business:

### 4.1 Dean's Report to University Equity and Diversity Committee – For Information

- Prof Sue Willis briefly discussed the Equity and Diversity Report that she provided to the University Equity Committee.
  - Prof Willis also discussed the results of the Staff Attitude Survey, in particular bullying and harassment including examples of bullying type behaviours within the Faculty.
  - Unless a formal complaint is made, bullying cannot
- The E & D committee has been invited to give a two hour presentation at Faculty Day (14/11) on prevention of bullying and harassment and developing positive behaviours.

be handled in a 'formal' manner and becomes difficult to deal with, due to lack of proper strategy.

- Prof Willis invited the Equity and Diversity Committee to work with the Faculty at the next faculty day (14/11) to develop greater awareness of and ways of addressing the issue for the improvement of staff well-being.
- Prof. Willis had to leave the meeting early. Discussion of the issue continued. The Committee agreed that they would accept Prof Willis's invitation and a working party of the Equity and Diversity was formed to prepare for Faculty Day. Volunteers U.Sharma, Z. Pawleczeck, J. Robbins, A.Berry, L. Zaks (Equity & Diversity).

Working party to organise to meet to develop plan.

#### 4.2 Committee Priorities 2008 -2009 – For Discussion

- Discussion of committee priorities for 08 – 09. Several ideas were put forward by members and considered by the group. 3 priorities were chosen.
- (1) Work/Life Balance and Bullying and Harassment strategies: awareness and behaviour in managing conflict and increasing positive interaction.
- (2) (Ongoing) Indigenous awareness for Students and Staff: continuing to build networks, and creating awareness and understanding.
- (3) Disability Issues for Staff and Students: raising awareness.

A. Berry to assemble a working party before the end of the year to brainstorm ideas for priority activities.

#### 4.3 Inclusive Practices Workplace Equity Committee Report – Amanda Berry

- The Chair reported on Inclusive Practices Workplace Equity Committee (IPWEC) meeting (15/10). Issues arising from the meeting were:
- Annual Progress report – a revised format of the previous report format was tabled and discussed. The Chair proposed that members contribute to the preparation of the report as IPWEC had suggested, to reflect a collaborative effort. The due date for the draft is December 2008. Jill Robbins volunteered for 'Staff Who Have a Disability', and Judith Little for 'Student Equity'.
- A report on statistics on promotion at Monash University was tabled for discussion. Due to late inclusion of report and full agenda, discussion of this item held over until next committee meeting.
- Equity and Diversity Centre feedback form 2008 was tabled. Faculty of Education staff are encouraged to fill in this form in order to provide information about the work of the Committee to the University.

A.Berry will circulate the report and seek further volunteers for remaining sections.

E-version of report to be sent to all members.

E-version of feedback form to be sent to all members.

#### **4.4 Work/Life Balance - Representative from Inclusive Practices Workplace Equity Committee – Leah Zaks**

- Leah Zaks presented information about Work/Life issues to the Committee. Coming into effect on 1 September 2008, changes to Victoria's Equal Opportunity Act mean that employers must consider seriously any request for flexible work arrangements from staff members who have children or people who depend on them for care. This means that a reasonable excuse must be given if a request is refused. Committee members discussed the importance of being able to communicate this information to all staff.

Attached docs relating to Family Responsibility.

### **5 Campus Reports**

#### **5.1 Clayton:**

- Umesh Sharma will send an email letting Clayton staff know that equity issues can be brought to the committee through him.

U.Sharma to advise Clayton Staff.

#### **5.2 Peninsula:**

- Jill Robbins queried the Yellow Permit policy at Peninsula Campus and wanted to know if it was equitable.

K. Dennis to contact V.White for further information

#### **5.3 Gippsland:**

- Zofia Pawlaczek noted that she was unable to table an item at this time as it had to be put through a staff meeting first.

### **6 Student Campus Reports**

#### **6.1 Clayton:**

- James Woodward would like student awareness raised, more visibly advertised, and especially make new students aware. Gerard thought that Steven Ngoi and Sue Plowright were working on this currently. Judith Little noted that HWB is working on putting together a resources document, and Leah has stated that prospective students can be referred directly to the Disability Liaison Unit.

A. Berry to organise a pre-committee meeting for the student representatives.

#### **6.2 Peninsula:**

- No report available

#### **6.3 Gippsland:**

- No report available

### **7 Transition Report – Judith Little**

- At the mid-year orientation this year, a small number of students from Education Faculty attended, but no staff. It is important that the staff members that look after this area attend.
- There will be a transition round-table on November 22<sup>nd</sup>, 2008.
- A tool kit for first year students and also new staff is being introduced. This would contain information on friendly people and places, etc.

## **8 Other business**

- Dr Joel Windle has undertaken further training at the Equity and Diversity Centre to be a Discrimination and Harassment Advisor for the university. This means that he can provide confidential advice and support on Monash policies and procedures to staff or students who feel they have a grievance. He can also refer people to advisors and other services. If successful, he will start in 2009.

## **9 Next meeting**

- 2009 meeting times not yet available