



**Equity and Diversity Committee**

Meeting 02/09  
Faculty of Education  
Wednesday 1<sup>st</sup> April 2009, 10.30am.  
Rm GO8, Building 6 Clayton Campus

**Minutes of Meeting**

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| 1. | <p><b>Present:</b><br/>Dr Amanda Berry (Chair), Mr Gerard Schnabl, Mr David Solly, Dr Jill Robbins, Ms Robyn Kirby, Ms Jacinta Bartlett, Dr Umesh Sharma, Assoc. Prof Barbara Clarke, Mr James Woodward, Ms Kate Anderson and Ms Danielle Wood – Executive Officer</p> <p><b>In Attendance:</b> Ms Judith Cooke and Ms Leah Zaks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                        |
|    | <p><b>Apologies:</b><br/>Ms Rosemary Viète, Dr Zofia Pawlaczek &amp; Ms Judith Little</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                        |
| 2  | <p><b>Minutes of previous meeting:</b><br/>Minutes of meeting No. 01/09 dated 11 February 2009 were confirmed as an accurate record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                        |
| 3  | <p><b>Matters arising from minutes:</b></p> <p><b>3.1 Welcome to New Members – Gippsland Student Rep</b><br/>Danielle Wood has not been able to contact Ms Ashleigh Wheeler, new Gippsland student rep. Kate Anderson advised that the student could be on school placement.</p> <p><b>3.2 Student Representatives (International)</b><br/>Rosemary Viète was returning from overseas at the time of the meeting. The Committee will check for the International Student Representative at the next meeting.</p> <p><b>3.3 Training for Disability Contact Officer</b><br/>The Chair distributed a document to all members which clarified the role and training of a Disability Contact Officer (DCO). There was some confusion between the DCO's and the Disability Liaison Officers and they were different roles. Jill Robbins and Rosemary Viète are listed on the University 2009 DCO's network list on the website.</p> <p>Jill Robbins informed that she has received training on disability matters but was not comfortable in giving advice on bullying and harassment until she has undertaken some training. She currently referred students to Joel Windle, Faculty's Discrimination and Harassment Grievance Advisor, if there was any problem. It was not certain if Ann Ryan at Gippsland has received training.</p> | <p>D Wood to contact A Wheeler for next meeting in August.</p> <p>R Viète to identify international student rep.</p> <p>D Wood to check if A Ryan had been trained</p> |

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|  | <p>Ms Leah Zacks from the Equity and Diversity Centre advised that the policy of bullying and harassment was under review at Monash and in the past her area would refer staff to OHS if there were any problems. While her area deals with discrimination and harassment they do support staff on bullying matters. The DCO network is a new initiative still evolving and the DCO's specifically would support staff with a disability or having a medical condition. Sessions often attached to University's DCO meetings are helpful with good resources and information on how to support students with disabilities.</p> <p><b>3.4 Display of Staff Photos</b><br/> Question from an on-going fixed term contract staff member: staff photos displayed on the Faculty board – should the photos include continuing, fixed term and sessional staff. Jill Robbins commented that sessional staff often felt sidelined as their photos were not currently displayed. It was agreed that the staff photos were important for both students and other colleagues. The committee agreed that sessionals needed to be acknowledged as staff members. Photos were important to the students to identify their lecturers or tutors especially as some staff were not on campus all the time. Sessionals should be encouraged to have their photos on blackboard. Barb Clark reported that there was no Faculty policy for the display board and the general key determinate was the length of a person's contact: continuing staff members and persons employed on a long term contract. Do we need a change of policy? It was suggested that persons on one year contract could be given an option of having their photos displayed.</p> <p>Recommendation from the committee to be taken to Faculty Executive: a list of short fixed term contract and sessional staff members with contact details to be published on the board. The list would be updated at the start of each semester.</p> <p><b>3.5 Chair Report</b><br/> A Berry outlined the Committee priorities for 2009:</p> <ul style="list-style-type: none"> <li>• Work / life balance raised through the Faculty staff day survey</li> <li>• On line training</li> <li>• Indigenous awareness and understanding, building networks</li> <li>• Disability issues for student and staff</li> </ul> <p>The Chair reported that it was discussed at the last Faculty day that we need to increase communication amongst staff, how to communicate constructively<br/> Other issues which were raised were: training for staff in case of bullying, who to go to for help and support; updated information on the website; an email to staff re: availability of short video on bullying</p> <p>Incentive for an online training with all committee members to finish training by 10<sup>th</sup> April. Also all senior managers to undertake online and bullying training.<br/> Second semester – providing workshops on assertive training to empower staff in the workplace. Chair to check on funding.</p> <p>Emails: etiquette for sending emails, model regarding protocols and time to send emails will be circulated. Series of short statements of what we can do in relation to communication.</p> <p>Events to gather staff together will include a lunch at Peninsula to welcome new staff; morning teas at Clayton and Gippsland.</p> <p>Transparency of processes involving staff – flowchart about policy making in the Faculty – how decisions are made, who is responsible for what and what happens if a person wants to bring up an issue – how is that done? Staff meetings are campus based and are chaired by Associate Deans who sit on the Executive Group and are accountable for certain issues. Research and teaching issues are taken up through the other committees.</p> | <p>Chair to take recommendation to Executive Committee</p> <p>A Berry to check on past training with B Clarke and seek funding for courses</p> |
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|   | <p>Equity and Diversity – report currently being drafted.</p> <p>Strategic Initiatives grant still on going.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                     |
| 4 | <p><b>New Business</b></p> <p><b>4.1 Indigenous Student Services Strategic Plan</b><br/> Judith Cooke from the Indigenous Student Services Unit addressed the committee. She reported that as part of the strategic Plan Monash hoped to be in the top 3 Universities in the Group of 8 for indigenous access. The plan is structured around four major objectives: increase indigenous awareness, increase indigenous enrolment at Monash and improve indigenous retention rate at Monash which currently is very high – about 95%.</p> <p>The unit primary activity in terms of recruitment was to target schools where indigenous students were enrolled in VCE subjects. Students were scattered across the state. Monash has pathway programs and this year the Faculty has a student enrolled in such a program at Peninsula. Monash had an enrolment increase: 17 students in 2008 and 37 in 2009 undergraduate and postgraduate students. The students also included pathway students who took a single unit subject or are DOTS students. Tutors were provided for the students through the unit. It was mentioned that there was a small cohort of postgraduate Koori students at Gippsland. Judith reported that it was important to promote the courses and to keep the issue alive.</p> <p>Recommendation from the 2007 Taskforce on Indigenous access was to establish a network across the University with a contact person in each Faculty. A full time support Officer has been appointed in Gippsland and a part time staff at Clayton for Clayton/Peninsula support. Judith reported that it would be good if students could go to one identified person for help especially for academic issues. The Chair advised that there might be a staff member who would be willing to take on this role in the Faculty. Judith advised that her unit would provide support for this person and would publicise this to the indigenous staff. Judith reported that 2 PhD scholarships have been allocated from the pool for indigenous students.</p> <p><b>4.2 University Inclusive Practices Workplace Equity Committee</b><br/> David Solly reported that paternity or parental leave was causing problems as it was short term leave and backfilling is difficult. Suggestion that the University would create a pool for secondment. Opportunity for staff to work in different parts of the University, variety in work life. Suggestion to formalize the system which will decrease the burden of filling in short term absences. Option of a person from the pool for a few days a week to help out.</p> | <p>Search for academic staff member to act as support person for indigenous students in the Faculty</p> <p>D Solly to draft paper on this issue</p> |
| 5 | <p><b>Campus Reports</b></p> <p><b>5.1 Clayton</b><br/> Umesh reported that he has promoted the EO training among colleagues.</p> <p><b>5.2 Peninsula</b><br/> Nil as staff rep had to leave the meeting due to other commitments.</p> <p><b>5.3 Gippsland</b><br/> Nil as staff rep was on leave.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                     |
| 6 | <p><b>Student Representatives Reports</b><br/> It was pointed out that the student reps may not be able to attend all meetings as they were busy due to other commitments or on school placements. It was agreed that the Executive Officer would contact the student reps by email two weeks before each meeting and if any could not attend a short report from the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>D Wood to contact student reps before the meeting</p>                                                                                            |

rep would be attached to the agenda of the next meeting. The Chair advised that the student reps would be welcomed to contact any members who would raise any issues on their behalf at the meetings.

### **6.1 Clayton**

James Woodward reported that he gave a brief introduction to first year and Grad Dip students at the start of the semester. He included a powerpoint of who to contact first – tutors and lecturers. He had collected some data on available resources which he was able to pass on to students. He also gave his contact details for those students for minor problems. In his presentation to the students he stressed that they should get in contact with someone as early as they could if there was a problem as delays would cause more problems for everyone involved. He visited the hub and was informed of the services available such as counseling, OHS, chaplaincy, help with financial matters, etc. In the Faculty he spoke to Ann Prince, the OHS Disability rep and will visit Rosemary Viète, International support Officer at a later stage.

Gerard Schnabl pointed out that the Faculty should highlight student reps on the Faculty Display board notice board. Advice of current membership and opportunities for getting involved – a good way for recruitment could be adopted on the Faculty display board. The Gippsland Equity and Diversity board required to be restored.

Gippsland E & D board to be restored

### **6.2 Peninsula**

Jacinta Bartlett reported that she visited the hub and established contact with various services. She sent an email with her photo to introduce herself to the students. A successful free coffee morning was organized for students to meet and many were able to speak to Jacinta in a relaxed atmosphere.

She raised a few issues from the students:

- (1) Group assignments across different cohorts:
- (2) Compulsory interaction on blackboard for students who did not have English as their 1<sup>st</sup> language and
- (3) Compulsory text books should be reserved and made available in the library

Assignment problems were encountered at Peninsula due to students going on placements. 2 assignments were given to students but lack of equity as some did not have the same tutorial before they went on placement. This was due to a new course and this issue has now been addressed and assignments have been swapped and additional support would be provided for those students who missed out on the tutorial. Extensions approved for the students involved.

Jill Robbins suggested that the staff involved in the development of the course should have half a day at the end of the semester to look at the problems and constraints of the new course – what should coordinators be aware for the next course? It was also suggested that Jacinta could hold another coffee morning to hear of student experiences. The Chair suggested that student reps from different areas could meet with the Course advisors and directors twice a year to address these types of issues and to share valuable information.

It was noted that the University has released a new Special Consideration policy which would be adopted by the Faculty. The policy would be available on the website as soon as the finer details were finalized. All students were advised by Central Monash in February that this would be introduced.

### **6.3 Gippsland**

No report available as the rep was not present.

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| 7 | <p><b>Other Business</b></p> <p><b>7.1 Report from the Equity and Diversity Centre – Leah Zacks</b></p> <p>Leah Zaks advised that the on-line training statistics for the Faculty of Education was very low: 2006 – 2; 2007 – 2; 2008 – 2; 2009 – 1 up to February and it was noted that three committee members undertook their training in March. 54 staff members have completed the training in the University in January – February.</p> <p>Training is recommended every three years. Each month the Faculty was offering a prize as an incentive to a lucky staff member who has undertaken the on line training. The Chair advised that 10<sup>th</sup> April is the deadline for the committee members to do the on-line training. She added that one of the committee’s priorities for this year was to encourage staff to undertake the on-line training. Students were also able to access the on-line training. The link for the on-line training is at:<br/> <a href="http://adm.monash.edu.au/sss/equity-diversity/equal-opportunity/online-training/index.html">http://adm.monash.edu.au/sss/equity-diversity/equal-opportunity/online-training/index.html</a></p> <p>L. Zacks will send a monthly report of the state to the Chair.</p> | More committee members to undertake on-line training. |
| 8 | <p><b>Next meeting:</b> Wednesday 12 August 11.30 – 1.00pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |