

QUEENSLAND UNIVERSITY OF TECHNOLOGY

EQUITY BOARD

MINUTES

Equity Board met in the Council Room, Room U214, Level 2, U Block, Gardens Point Campus, at 2:00 pm on Thursday, 12 August 2004.

Present

Dr C Dickenson (Chair); Mr C Ackland, Dr D Battistutta, Dr J Carr, Ms R Christie, Dr C Dallemagne, Ms R Field, Dr E French, Ms S Garske, Ms M Kelly, Mr S Pincus, Mr J Slater, Dr J Synott, Mr T Wilson, Mr I Wynne, Ms C Young; Ms S Forrest (Secretary).

Apologies

Dr C Dillon, Ms D Eden, Assoc Prof P Yarlagadda.

Absent

Nil.

Attending

Ms W Cusack, Ms M McKinnon.

1. APOLOGIES, WELCOME AND FINAL STARRING OF AGENDA 95/0831

Equity Board noted the above apologies.

The Chair, Dr Dickenson, welcomed members noting that Ms Cusack and Ms McKinnon were attending as observers.

Dr Dickenson called for starring of additional items on the agenda. In addition to items 1, 2, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 5.1, 5.2, 5.3, 5.4, 5.6, item 5.7 was starred. All items remaining unstarred were noted or adopted as appropriate.

No conflicts of interest were declared at the opening of the meeting.

2. CONFIRMATION OF MINUTES 95/0831

The minutes of Equity Board's meeting of 20 May 2004 were confirmed subject to correction of Dr French's title and the amendment of Item 3.1 to read "*Dr Dallemagne suggested that the same privileges in relation to free dial-in access should be available to students whether full-fee-paying or not...*", and Item 8.1 to read "*A submission from Dr Dallemagne was tabled regarding access for the disabled to all areas of QUT campuses, in particular access to R Block*".

3. BUSINESS ARISING FROM MINUTES

3.1 Disabled access to Faculty of Science offices 03/0680

Resolved to note the correspondence from the Registrar in relation to disabled access to Faculty of Science offices.

4. REPORTS FROM SUB-COMMITTEES / FACULTY AND DIVISIONAL COMMITTEES

4.1 Low-SES Student Equity Committee

4.1.1 Minutes of 22 April 2004 meeting 99/0921

Resolved to note the Low-SES Student Equity Committee meeting minutes of 22 April 2004.

4.2 Disability Services Committee

4.2.1 Disability Issues Update

95/0786

Resolved to note the Disability Issues Update, as attached to the submission.

4.3 Reports from Faculty / Division Committees

4.3.1 QUT Carseldine Report

04/0530

Equity Board considered a verbal report from the Chair, Carseldine Campus Equity Committee, Dr Synott, on equity matters at QUT Carseldine in which he reported on the following activities.

- A scholarship scheme, designed to assist students with graduation expenses such as gown hire and family attendance at ceremonies, had been introduced. The scheme involved five awards of \$100 per person for Honours students and two awards of \$500 per person for post graduate students.
- In view of the decreasing number of staff participating in equity training there was renewed commitment to tailoring equity training programs to staff interests and needs.
- Activities had been undertaken in association with the Oodgeroo Unit during National Aboriginal Islander Day Observance Committee (NAIDOC) week.
- A program of additional scholarship schemes designed to assist Honours and Post graduate research students was being continued.

Dr Dickenson thanked Dr Synott for the report.

4.3.2 Faculty of Business Report

04/0530

Equity Board considered a verbal report from the Chair, Faculty of Business Equity Committee, Dr French, on equity matters in the Faculty of Business.

Dr French tabled a *Faculty of Business Equity Report* from which the following matters were highlighted.

- Equity Projects in 2004 have included a \$20,000 grants scheme and the introduction of an Ambassador System of peer support for students, which replaced the previous Buddy System, as part of the ongoing outreach support program for students from equity target groups.
- In terms of staff equity, the Committee was working towards increasing the proportion of women employed in senior academic positions and increasing participation in recruitment and selection training.
- There has been continued encouragement for inclusivity of the Equity Committee within the Faculty structure and in terms of information sharing.

The Chair, Dr Dickenson, thanked Dr French for the report.

4.3.3 Faculty of Information Technology Report

04/0530

Equity Board considered a verbal report from the Chair, Faculty of Information Technology Equity Committee, Ms Christie, on equity matters in the Faculty of Information Technology.

Ms Christie tabled a report from which the following matters were highlighted.

- A Faculty equity award scheme, based on the University scheme, had been created to offer five Equity Awards for the first time in 2004. The awards would be presented to staff at the Faculty's staff conference in November, and to students at the student award evening early in Semester 1, 2005.
- Activities undertaken in relation to the marketing of women in information technology have included: sponsorship of the Women in Technology (WIT) postgraduate scholarship award; one day workshops for girls from low socio-economic areas and girls from private schools; and participation in the inaugural *GIDGITS* event run by Education Queensland.

- In relation to Family Friendly Support strategies, the Faculty has been looking at ways of supporting female staff members returning to work after maternity leave.
- A number of scholarships and bursaries had been awarded including the “Go for IT gURL” merit scholarships for Queensland Year 12 female students.

The Chair, Dr Dickenson, thanked Ms Christie for the report.

4.3.4 Research and Commercialisation / International and Development Report 04/0530

Equity Board considered a verbal report from the Chair, Division of Research and Commercialisation / Division of International and Development Equity Board, Ms Garske, on equity matters across the two Divisions.

In reporting on equity matters Ms Garske tabled a *Cross Divisional Equity Plan for 2004*, the focus of which was to address staff awareness of equity issues and its relevance to work at QUT with the following key objectives.

- Develop and maintain awareness of equity and its relevance to individual office goals;
- encourage participation in Equity Training Programs for fuller understanding of issues and their impact on work practices and office culture; and
- provide advice to Divisional Executive on equity implications of University policy and plans.

The Chair, Dr Dickenson, thanked Ms Garske for the report.

4.3.5 Division of Administrative Services Report – Indigenous Employment Focus 96/0188

Equity Board considered a report from the Chair, Division of Administrative Services Equity Committee, Mr Wynne, on the Indigenous Employment Initiative. The Chair, Dr Dickenson, invited Mr Wynne to speak to the item.

Mr Wynne reported excellent outcomes in relation to the initiative with two of the five participants obtaining employment at QUT, and two currently having applications submitted for positions at QUT. The three remaining program participants had been matched with mentors in the Division of Administrative Services to provide them with follow up training and to equip them with hands-on experience.

Mr Wynne extended thanks to staff in the Division of Technology, Information and Learning Support, and the Division of Finance and Resource Planning for the offering of free training.

In thanking Mr Wynne for the report, the Chair, Dr Dickenson, encouraged involvement by all Divisions in the program and indicated the need to be mindful of employment positions as they became available.

5. SUBMISSIONS

5.1 Policy Review 02/0336

Equity Board considered a verbal report from the Equity Coordinator, Ms Kelly, in relation to a review of equity policies.

Ms Kelly reported that a review of equity and Indigenous policies would be undertaken and foreshadowed only minor changes to bring them up to date.

Resolved to establish a working group to review equity and Indigenous policies with Ms Kelly, Mr Pincus and Mr Slater as members, and provide a progress report to the meeting on 28 October 2004.

5.2 Vice-Chancellor’s Committees Review 04/0324, 95/0831

Equity Board considered a submission from the Equity Coordinator, Ms Kelly, in relation to the recommendations from the Report of the Vice-Chancellor’s Committees Review.

The Chair, Dr Dickenson, reported that as an outcome of the Review, Equity Board had been requested to consider its reporting practices.

Resolved to establish a working group to review the Committee's reporting practices, and the performance and membership of its four committees comprising Mr Wilson, Dr Dallemagne, Ms Field and a representative from the Equity Section, and provide a report to the meeting on 28 October 2004.

5.3 Student Guild – Direct assistance measures and proposed changes to the welfare and disability portfolios 95/0157

Equity Board considered a verbal report from the Welfare Director, Student Guild, Mr Slater, in relation to assistance measures and proposed changes to the welfare and disability portfolios.

In providing the report Mr Slater tabled information in relation to the *Food Voucher Program* and the *Telstra Bill Assistance Program* from which the following was highlighted.

- The Food Voucher Scheme had been revised and was now referred to as the *Food Voucher Program*. The aim of the program was to provide direct assistance to students who had met with unexpected severe financial hardship. Funding of \$11,000 had been allocated to the program in 2004, and it was foreshadowed that this would be increased in 2005. Applications and vouchers were handled by the Student Information Centre on each campus.
- The Telstra Bill Assistance Program was an initiative of Telstra and was used by Student Guild to provide emergency relief to students who had met with unexpected severe financial hardship. The Telstra Voucher issue was for the amount of \$25.00 and was only available to Telstra customers.

Mr Slater tabled correspondence in relation to an incident on the Goodwill Bridge during the Queer Collaborations Conference. The Chair, Dr Dickenson, undertook to pursue the matter with Security Services.

Dr Dickenson thanked Mr Slater for the report.

Resolved to note the report from the Welfare Director, Student Guild, Mr Slater, in relation to assistance measures and proposed changes to the welfare and disability portfolios.

5.4 Inaugural Commonwealth Learning Scholarship (CLS) Report 03/0416

Equity Board considered a submission from the Equity Coordinator, Ms Kelly, in relation to the inaugural Commonwealth Learning Scholarship (CLS) Report. The Chair, Dr Dickenson, invited Ms Kelly to speak to the item.

Ms Kelly reported that as part of the Higher Education Reforms, QUT had been allocated 297 Commonwealth Learning Scholarships to award to low-income student in 2004. Two different types of scholarships were available: Commonwealth Accommodation Scholarships (CAS), valued at \$4,000 per year for up to four years, and Commonwealth Education Costs Scholarships (CECS), valued at \$2,000 per year for up to four years. Ms Kelly highlighted the following in relation to the 164 CAS and 133 CECS awarded by QUT in 2004.

- QUT had received 1037 scholarship applications in total, one third of which were from commencing students.
- 56 applications had been received from Indigenous students, the majority of whom had been successful in securing a scholarship.
- Significantly more applications had been received from female students than male students for both CECS and CAS.

Ms Kelly indicated that a high level of awareness of the scholarships had been achieved through the promotional activities which had been undertaken, however indicated the need to promote the 2005 round to those who were unsuccessful in obtaining a scholarship in 2004.

The Chair, Dr Dickenson, thanked Ms Kelly for the report and congratulated the Equity Section on the successful implementation of the program in 2004.

Resolved to note the report on the inaugural Commonwealth Learning Scholarship (CLS) Report.

5.5 Women's data 2003 and inter-institutional comparisons 95/0506

Resolved to note the reports attached to the submission in relation to 2003 women's data and cross-institutional comparisons.

5.6 Submission from Australian Technology Network (ATN) to Senate Enquiry into student income support 04/0157

Equity Board considered a submission from the Equity Coordinator, Ms Kelly, which recommended that it note the submission from the Australian Technology Network (ATN) to the Senate Enquiry into student income support. The Chair, Dr Dickenson, invited Ms Kelly to speak to the submission.

Ms Kelly commended the working group on its effort in preparing the submission. Ms Kelly indicated that she would advise the Committee of any subsequent developments in Senate in relation to this item. It was suggested that the submission be sent to Faculty Equity Committees for information, which Ms Kelly undertook to do electronically.

Resolved to note the submission from the Australian Technology Network to the Senate Enquiry into student income support.

5.7 Submission to Council on expanded scholarship program 00/0419

Equity Board considered a submission from the Equity Coordinator, Ms Kelly, which recommended that it note the submission from the Vice-Chancellor to QUT Council in relation to the expanded program of student assistance and other equity measures for 2005 and beyond. The Chair, Dr Dickenson, invited Ms Kelly, to speak to the item.

Ms Kelly reported that the submission had been made in response to the Vice-Chancellor's confirmation that 15 percent of the income from increased student contribution levels would be available to fund an expanded and strategic program of student assistance and other equity measures. Ms Kelly drew members' attention to the proposed measures of support for 2005, these were a mix of new and existing scholarships, bursaries, emergency grants, expanded endowment funding programs, and new recruitment programs. In particular, the proposed high school "start-up" scholarships and the new outreach / recruitment ideas were noted.

It was suggested that organisational and communication strategies needed to be put in place for students in relation to the large array of existing and proposed scholarships and associated application procedures. It was suggested that the development of a scholarship web site with specific links would assist in this process.

The Chair, Dr Dickenson, thanked Ms Kelly for the report.

Resolved to note the submission from the Vice-Chancellor to QUT Council in relation to the expanded program of student assistance and other equity measures for 2005 and beyond.

6. ITEMS FOR INFORMATION

The following items were noted.

6.1 Post-meeting action sheet for Equity Board – 20 May 2004 meeting

6.2 Items pending sheet for Equity Board – August 2004

6.3 Publication: *Disability Discrimination : a guide for staff*

6.4 People and Culture Plan

7. OTHER BUSINESS

8. NEXT MEETING

The next and final meeting for the year was scheduled for 28 October 2004.

There being no further business the meeting concluded at 3:45pm.

Confirmed
Chair Date