Minutes

ATTENDEES
Professor Edwina Cornish, (Chair), Professor Jean Armstrong, Professor Robin Bell, Ms Barbara Dalton (Executive Officer), Professor Helen DeCieri, Ms Kay Gardner, Associate Professor Karen Hapgood, Ms Andrea Heyward, Ms Erin Lynn, Professor Moira O’Bryan (Guest), Ms Bronwyn Shields, Professor Kate Smith-Miles, Ms Carol Triantafyllidis (Minute Secretary), Ms Carol Williams, Ms Leah Zaks (Guest).

APOLOGIES
Professor Ed Byrne, Professor Colin Bourke, Associate Professor Julie Fisher, Ms Karen Haywood, Professor Max King.

Item  Proceedings
1. Welcome
   1.1 Acknowledgement of Country
        Acknowledgement of Country was provided by Professor Cornish.

2. Attendance and Apologies
   Attendance, apologies and resignations were noted and new members and guests welcomed.

3. Unconfirmed EOFW minutes
   The minutes of meeting 02/12 held on 21 June 2012 were confirmed.

4. Arrangement of the Agenda and Procedural Matters
   Items 5.1 and 6.1 to be discussed together.

5. Business Arising from Previous Meeting
   5.1 Report to Senior Management Team (Expanded) - Women in Senior Professional Roles
       Professor Cornish informed the Committee that SMT (Expanded) had noted the report on the declining representation of women in senior professional roles. Committee members discussed the impact of the large number of strategic projects in e-Solutions and the impact these may be having on the representation of women at senior HEW levels.
Ms Dalton reported that the 31 March, 2012 staff statistics showed a slight increase in the percentage of women at HEW Level 10, rising from 43.7% in 2011 to 45% in 2012. Increases were also seen for the percentage of women in Level C, D and E and the data is on line for meeting the 2015 targets for senior female academic staff. Ms Dalton reported that the statistics for HEW 10 and Above HEW 10 were the figures preventing the University from reaching its ‘KPI for Senior Women’ which is a combined figure for senior academic and professional women. The Committee discussed the possibility, after examining the data, of establishing a program specifically for women in HEW 9 and 10 roles to support their advancement to more senior HEW roles within Monash.

**Action:**

1. Ms Dalton to obtain a list of all women at HEW Level 8 - Above HEW Level 10 which includes their unit and their roles.
2. Ms Heyward to obtain data on the turnover and reclassification to higher levels of staff at the HEW Level 9 – Above HEW 10 levels.
3. Ms Dalton to prepare a report for SMT (E) which includes information on Level D and Level E staff promotions for 2012 and the data on HEW 8 - Above HEW 10.

**5.2 2013 Gender Equity Strategy Budget Proposals**

Ms Heyward presented the draft 2013 Gender Equity Strategy Budget proposals. Ms Dalton reported that recipients of the pilot Advancing Women in Research Grants felt more competitive in terms of publications, grant applications and promotion because of the grants. Recipients described the coaching component of the program as being very useful. It is too early in the program however, to collect data on the outcomes of this program.

Professor Cornish recommended that the Committee prioritise the budget bids. It was agreed that elements of the two proposed programs (Advancing Women in Research Fellowships and Supporting Women’s Research Success after Maternity Leave) be combined and a revised budget bid for $400,000 be prepared.

The Committee discussed if the flexibility of the maternity leave options was well understood. Additional material, which explained these options, (for example, converting maternity leave funds to pay for teaching relief) was included in the Expectant and New Parents Kit. Ms Heyward advised that the Kit is supplied to every person who applies for maternity leave.

**Actions:**

1. Ms Dalton to prepare a revised budget proposal for 2013 and forward to Professor Cornish.

**5.3 Internal Performance Indicator - Equal Promotion Application Rates**

Ms Dalton reported that the Pro Vice-Chancellor (Planning and Quality), Professor Merran Evans, had agreed to include ‘equal academic promotion application rates for men and women’ within the University’s Internal Performance Indicators.
5.4 Using Research Grants for Extraordinary Carer Costs
The Committee discussed the lack of clarity around using discretionary consulting funds to cover extraordinary carer costs. Professor Cornish will seek the advice of the Vice-President Finance and Chief Financial Officer, Mr David Pitt.

Actions:
(1) Professor Cornish to seek advice from the Vice-President, Finance and Chief Financial Officer, regarding the use of discretionary consulting funds for extraordinary carer costs.

5.5 Promoting Monash’s Commitment to Gender Equity in Feeder Schools
Professor DeCieri reported on a project she has been involved with which included a review of leadership/development programs currently being offered in secondary girls’ schools. These programs focus on building confidence and resilience, developing public speaking skills and fostering civic mindedness. Professor DeCieri suggested that parents and potential students for Monash may be seeking similar sorts of leadership experiences while at University. The Committee discussed whether Monash University markets its own leadership/development programs appropriately.

Actions:
(1) Professor Cornish to investigate methods for promoting Monash’s student leadership and development programs within the University’s feeder girls’ schools.

5.6 SMT (Expanded) Action List and Report
Ms Gardner spoke to the draft list of action items for the SMT (E) for the Committee’s approval. Suggestions for improving the format of the report to SMT (E) included:
- Progress to date, with targets highlighted
- Highlight issues with easy to read graphs
- Provide simple, clear messages
- Time series data (promotion, representation)

Actions:
(1) Ms Gardner and Ms Dalton to prepare new documentation for the Senior Management Team (Expanded) and distribute to the Committee members for approval. Data on EO Online training completion rates to be included.
(2) Ms Dalton to investigate the availability of data which indicates how many women have been interviewed for senior appointments within faculties.

6. New Business

6.1 2012 University-Wide Staff Statistics by Gender Discussed under Item 5.1 above.

6.2 Report from 7th European Conference on Gender Equality in Higher Education (Norway)
Ms Gardner reported that she had attended the 7th European Conference on Gender Equality in Higher Education in Norway. An overview will be prepared for meeting 04/12. Ms Gardner reported that the issues faced by Monash in relation to senior women and women in science, engineering and technology were similar to the experience of organisations/institutes across the world. Ms Gardner highlighted the Athena Swan awards and suggested that a similar program in Australia would be useful.
6.3 **2012 Senior Women’s Shadowing Program Update**
Ms Dalton reported that the 2012 program received 43 applications for the 12 available places. The selection committee agreed to maintain the number of places at 12.
Positive feedback on the 2012 program was provided by Professors Armstrong and O’Bryan. Associate Professor Hapgood stated that she found the mix of academic and professional staff useful for developing a greater understanding of the University.
Ms Dalton reported that since the program began in 2006, 40% of graduates have gone on to higher positions within the University.

6.4 **EO Online Training**
Ms Zaks spoke to the draft annual sexual harassment statement for endorsement by the Vice Chancellor. The statement covers the University’s policy on sexual harassment and promotes the EO Online training program. The *Equal Opportunity for Women in the Workplace* agency requires this statement to be distributed annually as a basic requirement for the *Employer of Choice for Women* award. The statement also meets the positive duties requirement under Victorian Equal Opportunity legislation in Victoria.
Ms Zaks reported that in 2011, SMT (E) endorsed mandatory EO Online training for all staff. While HR has embedded the EO Online training in induction processes, it is more difficult to find processes that ensure existing staff complete the training. Ms Heyward reported that HR is currently investigating ways to deal with this and confirmed that automated on-boarding processes would assist with ensuring that all new staff complete the training.
The Committee endorsed the sexual harassment statement for publication.

7. **Other Business**

7.1 **Women in Research Articles**
Associate Professor Hapgood spoke to the two articles presented which reported on the career outcomes for herself and a female colleague. Associate Professor Hapgood has always worked as a full-time academic while her colleague has always worked as a part-time academic. While similarly educated and trained, her colleague’s career has not progressed as strongly. The articles discuss the implications of non-traditional career paths on research output and contain strategies to enhance career outcomes for part-time academic female staff.

**Action**

(1) Ms Dalton to include the recommendations from the women in research articles within the *Expectant and New Parent Kit* and in a guide for supervisors of staff proceeding on maternity leave.

8. **Next Meeting**
3.30 pm – 5.00 pm
04/12 Thursday 15 November, Sir George Lush Room, Building 3A, Clayton Campus
If members wish to have an agenda item included for any of the meetings, please contact the Executive Office, Barbara Dalton, two weeks before the scheduled meeting date.
Action List

- Ms Dalton to obtain a list of all women at HEW Level 8 - Above HEW Level 10 which includes their unit and roles.
- Ms Heyward to obtain data on the turnover and reclassification to higher levels of staff at the HEW Level 9 – Above HEW 10 levels.
- Ms Dalton to prepare a report for SMT (E) which includes information on Level D and Level E staff promotions for 2012 and the data on HEW 8 - Above HEW 10.
- Ms Dalton to prepare a revised budget proposal for 2013 and forward to Professor Cornish.
- Professor Cornish to seek advice from the Vice-President, Finance and Chief Financial Officer, regarding the use of discretionary consulting funds for extraordinary carer costs.
- Professor Cornish to investigate methods for promoting Monash’s student leadership and development programs within the University’s feeder girls’ schools.
- Ms Gardner and Ms Dalton to prepare new documentation for the Senior Management Team (Expanded) and distribute to the Committee members for approval. Data on EO Online training completion rates to be included.
- Ms Dalton to investigate the availability of data which indicates how many women have been interviewed for senior appointments within faculties.
- Ms Dalton to include the recommendations from the women in science papers within the Expectant and New Parent Kit and in a guide for supervisors of staff proceeding on maternity leave.

Professor Edwina Cornish

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Distribution

Membership of the Equal Opportunity for Women Committee

Professor Ed Byrne (Co-Chair)
Professor Edwina Cornish (Co-Chair)
Professor Jean Armstrong
Professor Robin Bell
Professor Colin Bourke
Ms Barbara Dalton (Executive Officer)
Professor Helen DeCieri
Professor Stephanie Fahey
Professor Julie Fisher
Ms Kay Gardner
Associate Professor Karen Hapgood
Ms Karen Haywood
Ms Andrea Heyward
Professor Max King
Ms Erin Lynn
Ms Bronwyn Shields
Professor Kate Smith-Miles
Ms Carol Triantafyllidis (Minute Secretary)
Dr Carol Williams

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