UNIVERSITY ACCESS AND EQUITY COMMITTEE

Meeting No. 1/2015 of the University Access and Equity Committee will be held at 10.00am on Wednesday, 25 March in the Ross Hohnen Room, Chancery Building 10.

Apologies and enquiries to the Corporate Governance and Risk Office by telephone on 6125 2113 or email at: Leslie.McDonald@anu.edu.au.

Leslie McDonald
Secretary, UAEC

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**Part 1 – Procedural matters**

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Part 1 – Procedural matters

* Item 1 Announcements and apologies

1.1 Apologies
   To be received

1.2 Announcements
   To be noted

* Item 2 Arrangement of Agenda

2.1 The Chair will note that all items are starred for discussion.

2.2 The Chair will invite members to foreshadow matters to be raised under Other Business and Question Time.

* Item 3 Minutes

The minutes of Meeting No. 4, 2014 of the University Access and Equity Committee (170/2014 attached) held on 29 October 2014 are to be confirmed.

Recommendation

That the minutes (170/2014) of the meeting held on 29 October 2014 be confirmed.

ACTION REQUIRED

For discussion ☐  For decision ☑  For information ☐
UNIVERSITY ACCESS AND EQUITY COMMITTEE

Meeting No. 4/2014 of the University Access and Equity Committee was held at 10.00am on Wednesday 29 October 2014 in the Mills Room, Chancelry Building 10.

Present: Professor Richard Baker (Chair), Professor Jenny Corbett, Associate Professor Paula Newitt, Ms Tania Willis, Ms Joanne Fitzpatrick, Dr Nadine White, Dr Stephen Milnes, Ms Carolyn Farrar, Ms Annika Humphreys, Ms Jane O'Dwyer, Dr Elisabeth Findlay, Dr Alessandra Capezio, Mr Jeremy Smith, Ms Celine D’Orgeville, Dr Sage Leslie-McCarthy and Dr Fiona Jenkins.

Observers: Ms Molly O’Brien, Dr Graham Fordham, Ms Julie Harrison, Ms Marina Lobistov, Ms Alexandra Champain (by telephone), Mr James Waugh and Mr Ben Gill

In attendance: Ms Leslie McDonald

Minutes

Part 1 – Procedural matters

Item 1 Announcements and apologies

1.3 Apologies

Apologies were received from Dr Erik Lithander, Ms Anne Martin, Ms Inge Saris, Associate Professor Fiona Yap and Mr Cameron Roles.

1.4 Announcements

The Chair welcomed Julie Harrison, Alexandra Champain (by telephone), Marina Lobistov and Ben Gill as observers. Ms Champain and Ms Lobistov will speak to Item 8 on Accessibility Guidelines and Mr Gill will speak on Item 9 regarding the ANUSA Queer* Department report on Homophobia and Transphobia at ANU.

Item 2 Arrangement of Agenda

The unstarred items were approved without debate as set out in the agenda.

There were no items of Other Business flagged for discussion.

Item 8, Accessibility Guidelines Project, was brought forward for discussion as the first item in Part 2 of the agenda.

Item 3 Minutes

The Minutes of Meeting No. 3, 2014 of the University Access and Equity Committee (131/2014) held on 6 August 2014 were confirmed as a correct record of the meeting, with the following clarifications/corrections:

• Item 7 (Options Paper), para 5, to read in total:
“The role of the Human Resources Division was also raised as being pivotal to the work of the Committee and in achieving change in the culture of the University. The Chair agreed, emphasising that access and equity are an ANU community-wide responsibility”.

- The Dean of Students, Paula Newitt, to be recorded in the Attendees as an Associate Professor rather than a Professor.

Item 4  Matters arising from the minutes

All matters arising are to be addressed as separate agenda items.

Item 5  Confidential Items

There were no confidential items.

Part 2 – Strategy, Planning and Policy

Item 6  Outcomes of Access and Equity Options Paper

The Chair reported that the Access and Equity Options Paper, as considered by the last meeting of the Committee, has now been discussed in forums including the Executive, Senior Managers’ Group, Academic Board and the Service Division Directors. He has also had extensive individual discussions with College Deans and other key stakeholders.

As highlighted in UAEC discussions, an emphasis on strengthening the membership of the committee was a common theme throughout discussions in these forums. The draft Terms of Reference document, attached to the agenda, outlines the addition of an Executive member from each College to the membership of UAEC, with that person driving access and equity in each College and bringing issues to UAEC for discussion. The Chair made it clear that this change should not be seen as diminishing the excellent work of the current College representatives in their various areas, and invited them to continue their involvement at grass roots level in their respective Colleges.

The Chair pointed out that the RAP and Gender Oversight Committees will be chaired by the Vice-Chancellor, but will also report to the UAEC. He indicated that employment strategies will fall outside the ambit of UAEC, being driven by the Vice-Chancellor.

The Chair of the University Access and Equity Committee will report to the Executive after each UAEC meeting, as well as to forums such as Academic Board, Senior Managers’ Group and Service Division Directors meetings. This is intended to improve the capacity of UAEC to progress access and equity issues across the University.

Other changes to the membership include the addition of the Director, Student Recruitment and Admissions in place of the Pro Vice-Chancellor (International and Outreach).

The draft Terms of Reference for UAEC has been changed to insert a reference to “student” in the criteria “on matters relating to the quality and standard of student access and equity at the University”. This is intended to give greater clarity to the role of the Committee in focussing on student equity, as well as wider access and equity issues on campus.

In discussion, the removal of the Director, Strategic Communications and Public Affairs from the membership was noted with the concern expressed that the importance of communication and promulgation of information on the Committee’s work is not being recognised and might be lost. The Chair undertook to have discussions with the Director, Strategic Communications and Public Affairs, and the newly constituted Committee, about ways in which this might be addressed - perhaps by a standing invitation to attend UAEC. He agreed that communication is pivotal.
Resolved:

That the Committee note the report on outcomes of consultations on the Access and Equity Options Paper and the associated proposed changes to the University Access and Equity Committee.

Item 7 Operational Plan

Actions: The Secretariat to arrange the inclusion of the Access and Equity Operational Plan in the Academic Board agenda for its next meeting on 12 December 2014.

Resolved:

That the Committee endorse the ANU by 2020: Access and Equity Operational Plan for transmission to Academic Board.

Item 8 Accessibility Guidelines Project

Ms Alexandra Champain from the ANU College of Law and Ms Marina Lobastov from the ANU College of Engineering and Computer Science, both educational developers in their respective Colleges, reported on their work for the Wattle Reference Group to develop Accessibility Guidelines to inform developers and assist academics in face-to-face teaching and the creation of online resources, including Wattle websites.

Ms Champain indicated that the main focus began in an effort to comply with W3C – the world wide web consortium which assists with designing online accessible materials – and its Web Content Accessibility Guidelines (WCAG). By law, the ANU should be complying with Level 2 of those guidelines, which aim, among other things, to make material easy to read, work on different devices, describe images and graphics well, and provide them in a format that can be used everywhere and by everyone.

Whilst WCAG had been addressed for public webpages, consideration needed to be put into learning environments such as Wattle. Ms Champain and Ms Lobastov began with the Level 2 Guidelines but, after talking with Julie Harrison, Manager, Access & Inclusion, realised that they needed to broaden their original approach, which focussed on WCAG and vision impairment, and incorporate a wider demographic of students with disabilities. They began to look more broadly at teaching and learning strategies for different kinds of disability in both face to face and online learning environments. They also realised that they needed to cater for minors, with a sizable number of under-18 students on campus (which, the Chair added, is expected to rise next year if deregulation legislation is passed this year).

The project has resulted in a set of guidelines and information on accessibility for WRG and Wattle User Group (WUG) and also a Wattle site for educational developers with links to additional resources and current items of interest (such as a TEDx talk from colour-blind artist, Neil Harbisson).

Ms Champain and Ms Lobastov reported that they had run a short workshop last week with the Wattle User Group (WUG) which had achieved the best turnout for the year. Attendees, including academics and people who support academics in their work, were very interested and engaged in the discussions.

Ms Lobastov asked that UAEC members provide any feedback and/or suggestions as to how to promulgate this information to the ANU community.

Committee members expressed their congratulations and support for a wonderful job. Suggestions included the broadening of the guidelines to include the Alliance site and materials; a focus on staff accessibility as well as students; and allowing more flexibility in student viewing control (in relation to
resolution/colour etc) on webpages, rather than the current locked-down arrangements. The desirability of a one page summary/checklist of key guidelines for quick reference by academics was also discussed, with Committee members being referred to the document Accessibility Guidelines for Lecturers available at: http://online.anu.edu.au/__documents/moodle/accessibility-guidelines-for-lecturers_wrg.pdf.

The Director, Strategic Communications and Public Affairs, indicated that the project team should contact her group to assist with communication of this material to a wider audience.

The Manager, Access & Inclusion referred Committee members to an excellent reference guide – the Australian Disability Clearinghouse on Education and Training (ADCET) Creating Accessible Teaching Support (CATS) for University, put together by experts from around Australia, on inclusive teaching practices. It is available online at http://www.adcet.edu.au/CATS_for_University.chpx.

The Chair thanked Ms Lobastov and Ms Champain for their report to the Committee and their work in producing an excellent resource for web developers and academics alike.

**Actions:** The Dean of Students to draft SELT question on how accessible web-based material was in their course.

**Resolved:**

That the Committee note the report on the Accessibility Guidelines project.

**Item 9 Homophobia and Transphobia at ANU**

The Chair invited Mr Ben Gill from ANUSA’s Queer* Department to talk about their report Personal and Observed experiences of Homophobia and Transphobia at ANU.

Mr Gill reported that, during Semester 2 2014, the ANUSA Queer* Department conducted a survey to assess personal and observed experiences of homophobia and transphobia at the ANU as part of the “Our Campus, Make it Safe” campaign. The survey received 214 responses from staff and students, with about 25% reporting instances from personal experience and 58% of those having been experienced at an on-campus residence.

More needs to be done in this area and Mr Gill reported that a workshop had been held at Bruce Hall in the past week to discuss what can be done to address the issue, both by the Queer* Department and the ANU as an organisation. Ally training will be provided for residents and the Queer* Department will be working closely with dedicated student residents from each College to tackle the issues.

The Director of Student Equity reported that an email would be sent today encouraging staff and students to participate in Ally training as part of the re-establishment of the ALLY network at ANU.

The Chair congratulated Ben and the Queer* Department for an impressive report and reflected on the worrying statistics contained therein. He indicated his determination to drive change in this regard.

The Chair also reported that ANUSA’s Queer* Department would be moving from the Crisp Building to space in a location on Liversidge Street over summer, giving them room to expand their activities and better foster their community outreach.
Resolved:
That the Committee note the report from the Queer* Department of ANUSA on *Homophobia and Transphobia*.

Part 3 – Reports and Operational Matters

Item 10 Report from the Chair

The Chair reported that Mr Patrick Dodson, one of the new members of Council, had begun his term by indicating his keenness to advance a range of Indigenous issues on campus.

He also reported that a suite of student leadership training would be held this coming weekend for all student residents and leaders on topics such as creating inclusive cultures, sexual assault, safe event management (including alcohol management) etc. The training, which is supported by ANUSA, is aimed at addressing handover issues between student groups between years and increasing the effectiveness of new student groups and leaders on campus going into 2015.

Resolved:
The Committee noted the report from the Chair.

Item 11 Reports

Resolved:
The Committee:
11.1 noted the report from the ANU College of Engineering and Computer Science (164/2014)
11.2 noted the report from the Division of Human Resources (165/2014)
11.3 noted the report from the ANU Students’ Association (166/2014)
11.4 noted the report from the Queer* Department of ANUSA on Queer* collaborations (167/2014)

Item 12 Matters Arising from Reports & Operational Areas

There were no matters raised arising from reports and operational areas.

Part 4 – Items of Other Business

Item 13 Other Business and Question Time

There were no items of other business or questions.

The Chair indicated that this will be the last meeting for the University Access and Equity Committee for 2014 and thanked all members for their contribution (in some cases, over several years) to the Committee. The reconstituted Committee will reconvene in 2015 with a new membership and terms of reference.

The Chair expressed his pleasure at chairing UAEC and urged outgoing members to keep in touch with the Committee and continue to help drive change on these issues in the Colleges and other areas of the University.

lmcd/7 November 2014
*Item 4  Matters Arising

Any matters raised to be noted. An updated post meeting action sheet from the October meeting of UAEC will be discussed (attached).

**ACTION REQUIRED**
For discussion ☑  For decision ☐  For information ☐

*Item 5  Confidential Items

Consistent with the policy and practice of Council, all matters in the agenda of the University Access and Equity Committee relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential. If any member wishes to raise a confidential matter in relation to any other item, he or she should do so under this Item. After consideration of the confidential items, observers will be admitted to the meeting.

**ACTION REQUIRED**
For discussion ☐  For decision ☑  For information ☐
<table>
<thead>
<tr>
<th>Date/Mtg Initiated</th>
<th>Issue</th>
<th>Responsible Officer or Area</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Operational Plan</td>
<td>PVC(SE)/Secretariat</td>
<td>Draft Operational Plan to be sent to Academic Board for consideration.</td>
<td>Op Plan passed through Academic Board but has been held back from Council pending discussion on development of new document for 2025</td>
</tr>
<tr>
<td>2013</td>
<td>Review of ANU Disability Action Plan</td>
<td>PVC(SE)/Director HR</td>
<td>Chair and Director HR to develop an update to Disability Action Plan.</td>
<td>To be actioned.</td>
</tr>
<tr>
<td>2014</td>
<td>Future of UAEC</td>
<td>PVC(SE)/Secretariat</td>
<td>Chair to prepare final papers for VC to approve new University Access and Equity Committee including ToR, Membership and Operating Procedures for introduction in 2015.</td>
<td>Actioned</td>
</tr>
<tr>
<td></td>
<td>Accessibility Guidelines Project</td>
<td>Dean of Students</td>
<td>Dean of Students to draft SELT question on how accessible web-based materials were used in courses.</td>
<td>To be actioned.</td>
</tr>
</tbody>
</table>
*Item 6 Governance

Purpose

(i) To be informed about the reconstitution of the University Access and Equity Committee and discuss the revised Terms of Reference;
(ii) To elect a Deputy Chair; and
(iii) To confirm the dates of UAEC meetings and the community forum for 2015.

Recommendation

That the Committee:
1. Notes the establishment documentation and Terms of Reference for the Committee;
2. Notes the election of the Deputy Chair; and
3. Endorses the dates of Committee meetings for the remainder of 2015 and the date for the Access and Equity Forum for 2015.

ACTION REQUIRED

For discussion ☑ For decision ☑ For information ☐

6.1 Reconstitution and Revised Terms of Reference for UAEC

During 2014, the University Access and Equity Committee held extensive discussions in relation to the effectiveness of the Committee and strategies for better addressing key access and equity issues across the University. These culminated in an options paper which was considered by meetings of the University Executive, Senior Managers Group, Academic Board and the General Managers & Service Division Directors. The Chair also consulted extensively with College Deans and other stakeholders.

The consultation process resulted in a revised Terms of Reference, Membership & Operating Procedures document which was approved by the Vice-Chancellor in November 2014 to come into effect on 1 January 2015. The approval documentation, including the covering memorandum, is attached.

The Chair will lead discussion on the role and function of the reconstituted Committee.

Attachments

- ‘Access and Equity at the ANU’ memo to the Vice-Chancellor (93/2015)
- UAEC Reporting and Communications Map (94/2015)
- UAEC Terms of Reference, Membership & Operating Procedures (145/2014)

6.2 Election of Deputy Chair

The approved Terms of Reference, Membership and Operating Procedures for UAEC provide that the Committee will be chaired by the Pro Vice-Chancellor (Student Experience). The Deputy Chair is elected by the Committee from the membership.

An election to fill the position of Deputy Chair of the University Access and Equity Committee will be held at the 25 March 2015 meeting. A call for nominations has been made, with nominations to be received up to and at the meeting. Persons eligible to nominate and vote in a ballot are the members of the Committee.

Current members of the Committee are listed in the Terms of Reference, Membership & Operating Procedures attached to this item.
6.3 Committee Dates for 2015

Meetings of the University Access and Equity Committee for the remainder of the year have been scheduled as follows:

Wednesday 3 June, 10.00 am
Wednesday 9 September, 10.00 am
Friday 27 November, 10.00 am

All meetings will be held in the Ross Hohnen Room, Ground Floor, Chancelry Building 10.

The Terms of Reference, Membership & Operating Procedures also require that “one meeting each year will be held in the form of a community forum, accessible by all staff and students, where the Committee can canvas issues and respond to questions from forum attendees.”

The Chair will lead discussion on the timing of the forum for 2015.

Sponsor

Chair, University Access & Equity Committee
MEMO

SUBJECT  Access and Equity at the ANU

TO        Vice-Chancellor
FROM      Richard Baker, Chair, University Access and Equity Committee
DATE      10 November 2014

As you are aware, in July the Executive considered an Options Paper on improving the University’s capacity to address access and equity by improving the effectiveness of the University Access and Equity Committee (UAEC).

The paper was further discussed at a meeting of the Senior Managers’ Group in early August, and I have since spoken to the Deans about the implications of the recommendations. In particular, concern was expressed about the original proposal to mandate the establishment of local College Access and Equity Committees. I believe, however, that if Colleges are allowed to determine for themselves if such Committees are necessary, then the overall proposal meets with the Deans’ approval.

The paper also went to Academic Board on 26 September and the General Managers and Service Division Directors on 10 October. Neither of these forums raised any major issues with the proposal.

Having canvassed the relevant managerial forums and incorporated feedback into the paper, I am writing to recommend the following initiatives aimed at enhancing the effectiveness of the University Access and Equity Committee, increasing the visibility and traction of equity initiatives and fully embedding equity into the ANU community.

RECOMMENDATIONS

Membership

Under current arrangements, College Deans nominate an academic representative to UAEC, however those representatives are not generally in a position to make decisions on behalf of, or implement initiatives within their College. Representation by Service Divisions on the Committee is also incomplete and requires expansion.

To foster more effective engagement in access and equity issues by Colleges and Service Divisions, the following is proposed:

- College Deans nominate one member of their College Executive to be responsible for access and equity issues in their College. This person:
  - will be a member of the University Access and Equity Committee;
  - will report to their respective College Executive on discussions held at the UAEC;
  - may elect to establish and chair a College access & equity committee to assist with coordinating both staff and student access and equity initiatives;
  - will assist the Dean to ensure the College meets University-set access and equity targets; and
will assist the Dean in setting access and equity targets for College Operational Plans, as well as annually assessing and reporting to the UAEC against those targets.

- The UAEC membership be broadened to include representatives from Disability Services, Counselling and the Information Technology Services Division.

**Reporting/Communication Lines**

In order to make access and equity more prominent in the thinking of key University decision making groups, it is recommended that:

- the terms of reference for the Committee be changed to reflect a reporting line to Executive and the Vice-Chancellor, rather than Academic Board;
- the Chair, UAEC reports to the Executive, Senior Managers’ Group and Service Division Directors’ meetings, as a standard item on their agendas, following each meeting of UAEC;
- each College be required to set access and equity targets in their Operational Plans and that each College annually assess these targets and report on them, via the College representative, to the UAEC;
- the Chair, UAEC provides a ‘Hot Topic’ to Academic Board on indigenous engagement twice a year, in line with its resolution in December 2013;
- the Chair UAEC reports to Academic Board on any other issue of relevance, potentially in the form of a ‘Hot Topic’, as required;
- the Chair of UAEC establishes a Steering Committee to frame agendas, coordinate recommendations to the Executive and other bodies, and manage the implementation of proposals;
- the University RAP and the Gender Oversight Committees, which report to you, also provide reports to the UAEC to keep it informed on these issues; and
- a Disabilities Working Group be established to play a similar role to the RAP and Gender Oversight Committees in canvassing issues across the campus. This Working Group would report to the UAEC.

**Embedding access and equity in University community**

In order to embed access and equity into existing College and divisional management structures, it is recommended that:

- staff and student equity targets are included in the individual Statements of Expectation for Deans, Directors and other senior positions;
- UAEC hold a yearly forum for all staff and students, in conjunction with a meeting, to canvass issues from a broader cross-section of the University community and to allow Committee members to answer questions.

Revised Terms of Reference, Membership and Operating Procedures for the UAEC and a diagram showing UAEC reporting and communications lines are attached. These reflect the options outlined above.

**CONCLUSION**

I seek your approval of the recommendations listed above, as well as the revised Terms of Reference, Membership and Operating Procedures for the University Access and Equity Committee, to take effect from 1 January 2015. The Australian National University Academic Board and Committee Rules will
be amended in due course to remove reference to the University Access and Equity Committee, effective 1 January 2015.

For your consideration.

Richard Baker
Chair, University Access and Equity Committee
Pro Vice-Chancellor (Student Experience)

Attachment 1: Revised Terms of Reference, Membership & Operating Procedures for UAEC
Attachment 2: Proposed UAEC reporting and communication lines diagram

APPROVED

VICE-CHANCELLOR

20/11/14
University Access and Equity Committee

Reporting and communications map
UNIVERSITY ACCESS AND EQUITY COMMITTEE

TERMS OF REFERENCE, MEMBERSHIP AND OPERATING PROCEDURES

1. MEMBERSHIP OF THE UNIVERSITY ACCESS AND EQUITY COMMITTEE

1.1 Composition

(a) Pro Vice-Chancellor (Student Experience), as Chair of the Committee;
(b) Pro-Vice Chancellor (Research and Research Training);
(c) Dean of Students;
(d) Registrar (Student Life) or nominee;
(e) Deputy Director, Access, Inclusion and Wellbeing or nominee;
(f) Director, Tjabal Indigenous Higher Education Centre or nominee;
(g) Head, University Counselling and Health Centre or nominee;
(h) Manager, Access and Inclusion or nominee;
(i) Director, Human Resources, or nominee;
(j) Director, Facilities and Services, or nominee;
(k) Director, Student Recruitment and Admissions or nominee;
(l) Chief Information Officer, Information Technology Services, or nominee;
(m) President of the Postgraduate and Research Students' Association Inc. or nominee;
(n) President of the Australian National University Students' Association Inc. or nominee;
(o) 1 member of the Executive of each ANU College, with responsibility for College access and equity initiatives, to be nominated by the Dean of the College and appointed by the Chair;
(p) not more than 2 additional members appointed by the Chair of the Committee to provide a diversity of views if the Chair believes the current membership of the Committee does not reflect the academic and cultural diversity of the University.

1.2 Standing Invitation to Attend

A Standing Invitation to Attend Meetings may be extended to a member of the staff of the University by the Committee on the recommendation of the Chair.

1.3 Term of Appointment

(a) The term of appointment of members mentioned in paragraphs (o) and (p) (above) is to be 2 years, but may be renewed.
(b) The term of appointment of members mentioned in paragraphs (m) and (n) above is to be 1 year, but may be renewed.

1.4 Vacancies

If the position of an appointed member falls vacant due to:

- the resignation of the member; or
- the death of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member’s term of office.

1.5 Gender Balance

Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender balance of the committee before making decisions regarding an appointment.

1.6 Role of the Member of the Executive of each ANU College, nominated by the Dean and appointed by the Chair

All ANU College Deans will nominate one member of their College Executive to be responsible for access and equity issues within that College. That person:

(a) will, upon formal appointment by the Chair, serve as a member of the University Access and Equity Committee;
(b) may establish and chair a local Access and Equity Committee within that College to assist with implementation of initiatives, dissemination of information and bringing forward issues for discussion at the University Access and Equity Committee;
(c) will report to their respective College Executive on discussions held at the University Access and Equity Committee;
(d) will assist the Dean in meeting University-set access and equity targets;
(e) will assist the Dean in setting access and equity targets for College Operational Plans, as well as annually assessing and reporting to the University Access and Equity Committee against those targets;

2. TERMS OF REFERENCE OF UNIVERSITY ACCESS AND EQUITY COMMITTEE

The Committee will advise the Vice-Chancellor and the University Executive:

(a) on matters relating to the quality and standard of student access and equity at the University;
(b) on major issues of access, equity and community relevant to the University’s strategic plans and overarching policy;
(c) on any matter referred to the Committee by the Vice-Chancellor, the Chair of the Committee or a member of the University Executive.

The Committee, in carrying out its role, is to:

(a) consider the development and review of the University’s policies and plans in relation to access, equity and community, including the Access and Equity Operational Plan, and make recommendations as appropriate;
(b) advise on the coordination of the University’s access and equity agenda;
(c) consider and advise on the University’s access and equity activities;
(d) hold an annual forum for staff and students to canvass access and equity issues from across the University community; and
(e) receive and consider reports from the Gender Oversight and Reconciliation Action Plan Committees and the Disabilities Working Group.

3. CHAIR

(a) The Chair of the University Access and Equity Committee is the Pro Vice-Chancellor (Student Experience).
(b) The Chair of the Committee (or, if the chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.
(c) The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
(d) The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
(e) At a meeting of the Committee, the Chair has a deliberative and a casting vote.

4. DEPUTY CHAIR

(a) The Deputy Chair of the Committee is to be elected from among their number by the Committee.
(b) A call for nominations for the position will be made leading up to and at the meeting of the Committee at which the election is to be held.
(c) Nominations require a nominator and the agreement of the nominee to stand for election.
(d) In a ballot, the method of voting will be first past the post.
(e) The term of office is two years.

5. STEERING COMMITTEE

The Chair will appoint a Steering Committee from the membership of the University Access and Equity Committee. The Steering Committee will meet within 21 days of a meeting of University Access and Equity Committee. The role of the Steering Committee is to assist in framing the agenda, coordinate recommendations to the Executive and other bodies, and manage the implementation of proposals.

6. MEETING SCHEDULE

It is expected that the Committee will meet at approximately every 2 months. A schedule of meeting dates will be maintained at the Committee’s website.

One meeting each year will be held in the form of a community forum, accessible by all staff and students, where the Committee can canvas issues and respond to questions from forum attendees.

7. QUORUM

At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.
8. ATTENDANCE AT MEETINGS

(a) An appointed member of a Committee who is unable to attend a meeting of the Committee may nominate an alternate from the same category of membership to attend the meeting on his or her behalf.

(b) An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.

(c) An alternate has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.

(d) Subject to the above provisions relating to alternates, members who are unable to attend a meeting may nominate a person to attend on their behalf without voting rights.

(e) Acting appointments (e.g. persons formally appointed as Acting Registrar, Acting Director HR) have full Committee membership rights.

(f) Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.

(g) The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

9. SUBCOMMITTEES

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

10. SECRETARIAT

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Committee.

11. OPEN MEETINGS OF THE UNIVERSITY ACCESS AND EQUITY COMMITTEE

Meetings of the University Access and Equity Committee will be open to members of the University Council, academic and general staff of University and to undergraduate and postgraduate students of the University.

With the exception of the annual community forum meeting of the Committee:

(a) No more than 10 persons will be admitted as observers at any meeting. Observers will be treated on a “first come first served” basis. They should notify the Secretary to the Committee in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.

(b) Observers will have no speaking right and may not communicate with members of the Committee during the meeting.

(c) Observers may not bring recording equipment or cameras into the meeting.

(d) All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are to be treated as confidential. Confidential items will be so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the University Access and Equity Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers will be asked to leave until consideration of that item has finished.

(e) Access to copies of the agenda will be made available to observers where possible.
12. DISTRIBUTION OF AGENDAS AND MINUTES

(a) Agendas and minutes will be available to members from the Committee's Alliance site.

(b) A distribution will be maintained by the Secretariat.

(c) Members may either download the agenda and minutes to personal laptops or iPads, or in hard copy from the site.

(d) Normally, agendas will be distributed to members approximately one week prior to the meeting.

11 November 2014
*Item 7  Sub-committees and Reporting Lines for the University Access and Equity Committee

Purpose

(i) To discuss the establishment of a sub-committee of UAEC;
(ii) To discuss the various other reporting lines to and from UAEC; and
(iii) To discuss a schedule of reports and Hot Topics for 2015.

Recommendation

That the Committee:
1. Notes the discussion on the establishment of a sub-committee of UAEC;
2. Notes the discussion on the reporting lines to and from UAEC; and
3. Notes the discussion and agrees on a schedule of reports and Hot Topics for 2015.

ACTION REQUIRED

For discussion ☑  For decision ☑  For information ☐

7.1 Disabilities Working Group

In the covering memorandum regarding the reconstitution of the University Access and Equity Committee (see Attachment 93/2015 to Item 6), the Vice-Chancellor approved that:

“a Disabilities Working Group be established to play a similar role to the RAP and Gender Oversight Committee in canvassing issues across the campus. This Working Group would report to the UAEC.”

The Chair will lead discussion on the establishment of this sub-committee of UAEC.

7.2 Reporting/Communication Lines

As part of the above document, the Vice-Chancellor also approved that:

- the terms of reference for the Committee be changed to reflect a reporting line to Executive and the Vice-Chancellor, rather than Academic Board;
- the Chair, UAEC reports to the Executive, Senior Managers’ Group and Service Division Directors’ meetings, as a standard item on their agendas, following each meeting of UAEC;
- each College be required to set access and equity targets in their Operational Plans and that each College annually assess these targets and report on them, via the College representative, to the UAEC;
- the Chair, UAEC provides a ‘Hot Topic’ to Academic Board on indigenous engagement twice a year, in line with its resolution in December 2013;
- the Chair UAEC reports to Academic Board on any other issue of relevance, potentially in the form of a ‘Hot Topic’, as required;
- the Chair of UAEC establishes a Steering Committee to frame agendas, coordinate recommendations to the Executive and other bodies, and manage the implementation of proposals;
- the University RAP and the Gender Oversight Committees ... also provide reports to the UAEC to keep it informed on these issues

The Chair will lead discussion on the operation and coordination of these reporting lines.
7.3 Report and Hot Topic Schedule for 2015

In order to maximise effective reporting mechanisms, the previous University Access and Equity Committee determined a schedule of reports to be received, throughout each year, from key areas of interest to the Committee. In the past, reports have been requested from areas such as the Student Equity Office, Student Services, Human Resources, Tjabal and the Colleges. Areas identified were asked to provide a written report to UAEC, a couple of times a year, on major access and equity issues and initiatives in that area. The aim was to keep UAEC members broadly informed, whilst allowing the Committee to focus discussion on key issues.

The Steering Committee of UAEC has also proposed that the Committee would benefit from a regular ‘Hot Topic’ presentation, similar to that established by Academic Board.

The Chair will lead discussion on areas from which the Committee would see benefit in receiving regular reports, along with possible ‘Hot Topic’ items, for the remainder of 2015.

Sponsor

Chair, University Access & Equity Committee
Part 2 – Reports and Scoping

*Item 8 Reports from Colleges

Purpose
To receive reports from the College representative members of the Committee.

Recommendation
That the Committee note the reports from College representative members of the University Access and Equity Committee.

**ACTION REQUIRED**
For discussion ☑ For decision ☐ For information ☐

Background
The Chair has requested each College representative member prepare a short report on access and equity achievements in their respective Colleges during the past year, goals for 2015 and any specific issues that the Committee might like to consider.

The Chair will invite College representative members to speak to their reports at the meeting. A written version of each report will be tabled.

Sponsor
Chair, University Access & Equity Committee
**Item 9**

Report from the ANU Students’ Association and the Postgraduate and Research Students’ Association

**Purpose**

To consider a report from the ANU Students’ Association and the Postgraduate and Research Students’ Association on access and equity achievements.

**Recommendation**

That the Committee note the report from ANUSA and PARSA on access and equity achievements.

**ACTION REQUIRED**

- For discussion ☑
- For decision ☐
- For information ☐

**Background**

For report by Mr James Waugh, Nominee of the President, ANUSA.

**Attachment**

- ANUSA/PARSA Report on Access and Equity (92/2015)

**Sponsors**

Presidents, ANUSA and PARSA
ANUSA & PARSA

Joint report on Access and Equity in 2014/2015

2014 was a productive year for the ANU Students’ Association and Post-Graduate and Research Student Association. The Association’s priorities in Access and Equity are threefold: awareness, advocacy and assistance. The vital work of the Disabilities, Environmental, Indigenous, International Students, Women’s and Queer* Departments cannot be understated. All departments contribute greatly to these three areas of action. The Associations’ would encourage members of the University to work closely with the departments in developing their policy in Access & Equity.

The Associations’ awareness programs breakdown stigma, barriers to help seeking and create a more inclusive and supportive student body. Students facing challenges in areas such as mental health, disabilities, and as victims of domestic violence may require this support to remain fully engaged in their University Experience. Advocacy represents the core business of the Associations’, representing the needs of a diverse range of students and potential students is critical to ensuring University policy reflects the needs of ANU students. Assistance programs provide safety nets for students in times of financial, legal, and critical need. These assistance programs include the ANUSA Food Aid program, Student Assistance Unit, Emergency Grants, and the casework load of departments.

Achievements

Achievements in 2014 and thus far in 2015 covered the three main priorities broadly. A strong variety of events designed to raise awareness of challenges, and support systems included such successful events as Mental Health Week, Spoon Week, Pride Week, the ‘Our Campus, Make It Safe’ Campaign, and the launch of ANUSA’s Women in Leadership programme through Dr. Anne Gallagher’s (M. Int. Law 1992) 2015 commencement address. Often these events have been the result of the hard work of the Departments.

In the Advocacy sphere, the Associations’ have continued the fight against the Abbott government’s High Education Reform Package. The legislation faces the Senate shortly and represents a threat to the Access and Equity at the ANU. The Associations’ believe that currently underrepresented groups are now and will be more debt-averse. That the currently drafted scholarship programs are poorly thought out and will not adequately undo the damage of these reforms. The Associations’ are concerned about decreasing government funding to higher education, and receptive to Chancellery’s argument that further funding must come from somewhere. The Associations’ are not satisfied that Fee Deregulation represents a viable, productive or equitable solution to the shortage of funding.
The Associations’ have been successful in securing expanded funding for a range of Access & Equity programs through the Student Services & Amenities Fee distribution process. Highlights include expanded funding for Department activities and honoraria, an alcohol & substance abuse roundtable, and continued funding for the Associations’ welfare programs. In subsequent SSAF Capital Expenditure Negotiations, ANUSA in collaboration with Facilities & Services managed to secure funding for renovations and pest-extermination for the new Queer* Space as well as the creation of multiple new rooms in the Counselling centre. More rooms in the Counselling centre should enable the provision of hundreds of hours of counselling for ANU Staff and Students.

**PARSA**

PARSA advocates for student access and equity, representing students on a number of committees including the equity officer sitting on the CASS RAP subcommittee, the ALLY Steering Committee and actively engaging with the various ANUSA departments that overlap with student groups including women, students with disabilities, low SES students, Indigenous students and Pacifika students. The most recent events PARSA has held include an International Women’s Day event for the entire ANU community celebrating women in leadership and promoting women in the ANU community. Earlier, PARSA partnered with the Tjabal Centre in opening its supporting LGBTIQ and ALLY students and continued support of the ALLY program, which has been booked to capacity and is having enormous success at the ANU. Student emergency grants continue to support students facing financial hardship and the PARSA team has agreed upon various proposals including a child-friendly PARSA study space, possible portable child minding gear to assist students attending classes with children and proposing a play gym on campus.

**Challenges and Priorities of the Associations’**

The priorities of the Associations’ in 2015 are both internal and focused on University and Government policy. The priorities for the Associations’ have been determined through dialogues with students. The priorities represent responses to both new and long-standing structural challenges to Access & Equity for our constituents. While many of these priorities are ambitious, they are achievable in a multi-year framework if approached with hard work and strong handover processes.
Beyond continued awareness, advocacy and assistance programs from 2014, the Associations' are looking to strengthen Access & Equity internally through a range of new programs.

2014 was the second consecutive year of ANUSA general elections with no female candidates for President, and proportionally lower female representation on the ballot for executive positions. The Women in Leadership program is aimed at breaking down the cultural barriers both inside and outside the Association that has lead to this underrepresentation. The program aims to highlight strong female leaders to promote women in leadership roles on campus.

Strengthening both ANUSA's departments and the relationship between Departments and the Executive is a priority for the internal management of the Associations' for 2015. The development of a clear and consistent funding model beyond constitutionally mandated baseline funding is a priority of the executive. The Associations' are optimistic that a compromise that pleases all stakeholders and will provide consistency over a number of years can be achieved.

The Associations' are looking to maintain efforts in the Mental Health sphere to deal with increasing Mental Health Pressures facing ANU Students. The Associations' view their role as both a strong advocate and capable of managing events and services which contribute to robust discussions around Mental Health on campus. The Associations' are concerned about funding for the Counselling Centre failing to keep up with increasing needs and are dedicated to encouraging the University to invest in the Mental Health of its students and staff.

Numerous College representatives are looking to address perceived access and support challenges in their respective Academic Colleges. Emma Deegan and Emily Campbell the ANUSA College of Engineering and Computer Science are strong examples, having already hosted events for women in their College.

Of broad concern to the Associations’ is the seemingly low priority that Access and Equity takes at the Australian National University. The Associations will look to utilise their positions on University committees to share the concerns of students on these issues. The associations hope to persuade the University executive to reassess their goals and targets, and to return Access and Equity to the centre of discourses on Campus. The Associations’ understand the challenge created by reduced HEPP funding and the effects this will have on outreach to low SES students. However the Associations’ are optimistic similar programs will be funded from University money.
*Item 10  Report from Chair

Purpose

To consider a report from the Chair of the University Access and Equity Committee.

Recommendation

That the Committee note the report from the Chair.

ACTION REQUIRED

For discussion ☐  For decision ☐  For information ☑

Background

For report by the Chair, University Access and Equity Committee.

Sponsor

Chair, University Access and Equity Committee
Part 3 – Items of Other Business

*Item 11  Other Business and Question Time

Purpose

For Committee members to ask questions and raise items of other business

Recommendation

That UAEC note the matters raised and the responses.

ACTION REQUIRED

| For discussion ☒ | For decision ☐ | For information ☐ |

Sponsor

Chair, University Access & Equity Committee