QAAFI Diversity and Inclusion Committee

Minutes – Meeting 14<sup>th</sup> June

**Present:-** Ala Tabor, Pat Blackall, Mary Fletcher, Barbara George-Jaeggli, Robert Henry, Tim Mahony, Kinnari Shelat, Steve Williams, Alexander Nilon, Glen Fox, Megan Vance, Liz Eden, Hannah Hardy, Rao (RCN) Rachaputi.

**Apologies:** Dee Gibbon, Heather Smyth, Jordan Tredinnick, Margaret Puls, Cathy Baynham, Yasmina Sultanbawa.

**Absent**: Daniel Rodriguez, Kat Payne (on leave), Marisa Collins

**Notes**: Alexander Nilon

**Business**

1. Regarding action points from April 2018 meeting, all actions have been resolved, except for the development of a QAAFI Diversity and Inclusion webpage.
   a. A page openly available on the QAAFI intranet was proposed, in addition to inclusion in the regular QAAFI Break emails or a default mailing list for QAAFI members.
   b. Web page may be used to collect meeting minutes and communications between members, particularly regarding action progress.
   c. Still to be discussed with Margaret Puls.
2. Update on Athena SWAN Charter and diversity survey results.
   a. Still in progress on the part of Ala, Mary and Yasmina.
   b. Survey results for QAAFI and other UQ institute diversity via Aurion have been acquired and distributed to committee members.
   c. Small sample size of data makes interpretation difficult, but general consensus suggested that trends appear to be even over the last few years, with no significant improvement or decline in gender balance visible over the University Institutes.
   d. Among academic staff, IMB had the highest proportion of female FTEs at 36.5% in 2017, while SMI was lowest at 26.1%. 34% across all institutes.
   e. Among professional staff, GCI was highest for female FTEs at 74.2% (with a sample size of only 11.65 FTEs), while IMB was lowest, at 57.1%. 62% across all institutes.
   f. Athena SWAN will also disclose survey specific Institute (QAAFI) data – this will be rolled out by the Diversity & Inclusion Committee to Directors/Heads of Schools and leave them with the decision as to how they will manage the dissemination of the data and or whether change can be implemented if necessary
   g. Suggestion was made to more focus on encouraging women to apply for jobs by demonstrating an inclusive environment, and considering the value of creating job posts exclusively targeting women.

     **h.** Some discussion over what goal for gender ratios in FTEs we should be striving for in the immediate future, no concrete goal was settled on.

     **i.** Notes that while women have been attracted to high-position roles, medium-position roles are still lacking.

     **j.** Notes that even while working through recruiters, it has been difficult to encourage female applicants to take jobs, even when offering to make accommodations to suit applicant needs.

3. Regarding Equity training and completion.
    a. Discussion over whether relevant individuals who have failed to complete the training have been followed up on. HR may have already done this, to some degree.
    b. Failure to complete may be due to people having multiple appointments where completion has not carried over.
    c. Members of QAAFI should be informed that this training should be completed, specifically targeting those who have yet to do it.

4. Notes that UQ systems will soon change to offer gender options beyond the standard male/female/other, to accommodate a more diverse gender spectrum.

5. Regarding Diversity and Inclusion-related activities.
    a. Committee members have been encouraged to conduct these activities across all QAAFI sites where possible, cooperating with any social directors as need be.
    b. International lunches have been suggested as a simple and effective event, either having people bring in food or planning visits to local ethnic restaurants.
    c. Pictures of these events are a valuable means of encouraging participation from other sites.
    d. ESP staff agreed to try to organise an event at Dutton Park
    e. Other discussions re Gatton, Toowoomba possible events and groups to involve
    f. Suggestion that while individuals floors of QBP, such as levels 2 and 3, should host such events, they should be advertised to the entire institute, with a particular note to include Hartley Teakle site in this advertisement.

6. Discussion of current active state of QAAFI social media outlets, such as the Facebook page and Whatsapp, in regards to QDIC engagement.

7. Regarding student seminars in QAAFI Seminar Series…
    a. Discussion of how to use these seminars for further engagement.
    b. How to encourage active participation from students, particularly regarding questions for presenters.
    c. If possible arrange events ie. International lunches- around these seminars

8. QAAFI Research Meeting, 20th November
    a. Potential to include a diversity/inclusivity event, such as a keynote speaker.
    b. Ala proposed Maureen Frank from a recent webinar, and has sent around relevant links via email.

**Action Points**

- Barbara has been proposed as minute-taker for the next meeting – can you please check with Annie Morley who apologises, declines and accepts the meeting invite for August 16th meeting?
- Comms team: Committee webpage/intranet page still needs to be looked into, along with the potential for inclusion in QAAFI Break/a QAAFI-wide mailing list.
- Robert: Decide how to distribute Institute-wide diversity data following acquisition.
- Cathy Baynham: Inform those who have not yet completed Equity Training that it should be done. Module 2 should also be done by senior staff who supervise others
- QDIC committee: Goals to be set regarding FTE gender diversity, and investigate means to accomplish those goals.
- HR: Investigate reasons for female applicants turning down institute jobs when offered.
- Ala email to: Recruit committee member from Hartley Teakle. Bernadine Flanagan was proposed.
- All Committee members: should make an active effort to plan inclusivity events within their own sites while advertising to the whole institute, with international lunches proposed as a starting point.
- All Committee members: report at next meeting re:organised social inclusive events in their local areas
- Comms: Investigate current status of QAAFI social media outlets and their potential for Diversity and Inclusion engagement.
- Robert/Steve/Comms: Organise contribution to QRM, such as a keynote speaker on diversity and inclusion- Maureen Frank.
- Daniel Rodriguez: We adopted a new rule 2 meetings ago that when a member misses 3 meetings without reasonable explanation, you are 'out' of the committee. This was adopted in line with advice from UQ's Diversity & Inclusion Unit. Last 2 meetings missed – please confirm you wish to be an active member of this committee and thus see you in August!
- Ala – contact Marisa Collins to see if she wishes to be on this committee