

QAAFI Diversity and Inclusion Committee Meeting

2:30pm – 4:00pm, Tuesday 16 April 2019

QAAFI Big Table Meeting Room, Level 2 QBP, UQ St Lucia Campus

MINUTES

ATTENDEES: Olufemi Akinsanmi, Alex Nilon, Jordan Tredinnick, Louisa Parkinson, Mary Fletcher, Pat Blackall, Liz Eden, Sharna Millar, Carolyn Martin, Lilia Costa-Carvalhais, Bernadine Flanagan, Robert Henry (**Chair**), Stephen Williams, Barbara George-Jaeggli, Katie O'Connor,

APOLOGIES: Heather Smyth, Deirdre Mikkelsen, Ala Tabor, Neena Mitter, Tim Mahony, RCN Rachaputi, Megan Vance, Daniel Rodriguez

Secretariat: Sharna Millar

Documents:

Document 4.1 - Employer Toolkit

Document 8.1 -BLISS for ECRs

Agenda Item No	Description
1.	<ul style="list-style-type: none"> Liz Eden to take and distribute minutes Larger meeting room for next meeting required – QBP Boardroom when possible, essential that Zoom be available.
2.	<p>Review minutes and action items from the previous meeting (see attached document 2.1)</p> <p>It was <u>agreed</u> the minutes from the previous meeting are now final and all action items are resolved.</p> <p><i>2.1 QAAFI Diversity and Inclusion Committee Webpage</i></p> <p>Profiles and photos are up to date on the QAAFI International Women's Day website. This list is not exclusive to academics, can be extended and promoted to all personnel who identify as women.</p>

	<p>All communications, documents, annual report, etc. to be reviewed for equity in images and language used.</p> <p>Action 1: Update wording from ‘male and female’ to ‘people’ on public website.</p> <p>Action 2: Change public webpage URL to https://qaafi.uq.edu.au/diversity-inclusion reflect committee name.</p> <p>Action 3: Intranet page should include direct links to QAAFI Break newsletter and upcoming diversity events (refer to Jordan’s provided calendar). Should also should seek out recommendations from collaborators on intranet and public page design and content creation.</p> <p><i>2.2 Women in STEM Prize</i> Voting was encouraged; Jayeni Bandaralage was a finalist in the competition.</p>
3.	<p>QAAFI Diversity and Inclusion Committee Webpage (new items) A page now exists on the QAAFI intranet containing minutes from previous meetings. https://qaafi.uq.edu.au/qaafi-diversity-inclusion-committee</p> <p>Action 4: The external webpage https://qaafi.uq.edu.au/gender-equity-diversity to be improved. It was <u>agreed</u> a sub-committee should be put together to develop:</p> <ul style="list-style-type: none"> • A plan/content for the website • Review current initiatives • Content for the website. <p>It was <u>agreed</u> Femi and Mary to join the sub-committee.</p> <p>Action 5 Review IMB/AIBN websites (e.g. https://imb.uq.edu.au/about/diversity-and-inclusion-imb & https://imb.uq.edu.au/imb-gender-equity-plan) and make it QAAFI specific, then send to sub-committee for edits and additions.</p> <p>Action 6 blog post to be added to the website.</p>
4.	<p>Update from UQ’s Diversity and Inclusion Unit (see attached document 4.1)</p> <p>SAGE Athena Swan application has been submitted and should not be distributed publicly outside of the Committee. The outcome of the application will be released in December and it is from that date the submission can then be distributed publicly if required.</p> <p>Action 7 submission to circulated among the committee members.</p> <p>Employer Toolkit was discussed and it was circulated to members as a meeting document (4.1)</p> <p>The UQ Indigenous Graduate Program was discussed. It was reported that the number of Indigenous and Torres Strait Island staff has doubled in the last 12 months, UQ are on track to hit their target by 2022.</p> <p>UQs Warm Welcome Program is to be launched in the next month. Members were encouraged to keep an eye out for the expression of interest call.</p>

	<p>Unconscious bias training is to be launched in the next month. Individual units are expected to develop a strategy to implement the training.</p>
5.	<p>Prof Bronwyn Harch to attend next QDIC meeting on 19 June</p> <p>Action 8 Circulate the meeting’s agenda to Robert in advance for his review and advice on opportunities for Bronwyn’s contribution to the meeting.</p> <p>Robert will be an apology for the 19th June meeting and Steve Williams will Chair in his absence.</p> <p>The meeting will be held in the QBP Boardroom.</p>
6.	<p>QAAFI policy on financial support for primary caregivers</p> <p>Funding to assist ad-hoc requests for assistance by caregivers was discussed. Cases are currently assessed on a case-by-case basis. There is an identified need for the University to have a policy or guideline on the level and source of support provided for primary caregivers. QAAFI does not currently have funding available for this purpose. UQ will be developing a Program. QAAFI will endeavour to meet any guidelines in order to remain equitable.</p> <p>Action 9 A QAAFI Primary Caregiver Program is to developed and align with UQ guidelines</p> <p>Action 10 External funding/support opportunities are to be promoted in the QAAFI Break.</p>
7.	<p>Committee Administration, E-mail address, Bimonthly Meeting’ Agenda & Scheduling</p> <p>Sharna Millar will take over from Emma Linnell in organising meetings and circulating agendas.</p> <p>Action 11 A call for agenda items to be sent 2 weeks out from each meeting.</p> <p>An email inbox has been created and will be monitored by Sharna. Ala and Liz will be the proposed back-ups for monitoring this inbox in Sharna’s absence (qidc@uq.edu.au).</p> <p>It should be noted that Sharna currently studies on Wednesday’s and the first Thursday of every month.</p>
8.	<p>BLISS Science and Innovation Inc. (see attached document 8.1)</p> <p>Conference for Early Career Researcher’s has been promote; deadlines approaching will be highlighted in QAAFI Break.</p>
9.	



	<p>'Round table' updates on inclusion/other events at different QAAFI sites</p> <p>International Women's Day event in March was successful.</p> <p>Action 12 QAAFI Harmony Day to be organized at ESP for later this year</p>
10.	<p>Request for a Committee member to volunteer to take the June QDIC meeting' minutes.</p> <p>Sharna Millar and Liz Eden have <u>agreed</u> to do the minutes at June meeting.</p>

DRAFT

ACTIONS

#	Action Item	Responsible	By date
1	Update wording from 'male and female' to 'people' on public website	Comms Team	
2	Change public webpage URL to https://qaafi.uq.edu.au/diversity-inclusion reflect committee name	Comms Team	
3	Intranet page should include direct links to QAAFI Break newsletter and upcoming diversity events (refer to Jordan's provided calendar). Should also seek out recommendations from collaborators on intranet and public page design and content creation.	Comms Team	
4	The external webpage https://qaafi.uq.edu.au/gender-equity-diversity to be improved. It was <u>agreed</u> a sub-committee should be put together to develop: <ul style="list-style-type: none"> • A plan/content for the website • Review current initiatives • Content for the website. 	Barbara, Femi, Mary, Comms Team	
5	Review IMB/AIBN websites (e.g. https://imb.uq.edu.au/about/diversity-and-inclusion-imb & https://imb.uq.edu.au/imb-gender-equity-plan) and make it QAAFI specific, then send to sub-committee for edits and additions.	Pat	
6	Blog post to be added to the website.	Louisa	
7	Submission to circulated among the committee members.	Mary, Sharna	
8	Circulate the meeting's agenda to Robert in advance for his review and advice on opportunities for Bronwyn's contribution to the meeting.	Robert, Sharna, Emma	
9	A QAAFI Primary Caregiver Program is to developed and align with UQ guidelines	Cathy, Jordan	21 June
10	External funding/support opportunities are to be promoted in the QAAFI Break.	Cathy, Liz	
11	A call for agenda items to be sent 2 weeks out from each meeting.	Sharna, Emma	
12	QAAFI Harmony Day to be organized at ESP for later this year	By who?	