Minutes

<table>
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<tr>
<th>CECS Community and Inclusion Committee Meeting</th>
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<tbody>
<tr>
<td>MEETING NO.</td>
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<tr>
<td>01_2020</td>
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<tr>
<td>DATE / TIME</td>
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<tr>
<td>Monday, 10 February 2020, 12 noon–1pm</td>
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<tr>
<td>VENUE</td>
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<tr>
<td>S308 Collaboration Room, Building 108 North Road</td>
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<td>ATTENDEES</td>
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<tr>
<td>N Birbilis (Interim Chair), C Ayres (Snr Project Officer &amp; PSG Rep), K Bruggeman (RSEEME Rep), S Burgess (UG Student Rep), T Gray (Dpty HR Manager ex officio), M Haviland (PMO), R Kent (Cyber), A Meares (3Ai), I Meyer (GM), J Milthorpe RSCS Rep), J Moore (SII)</td>
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<td>OBSERVERS</td>
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<td>J Wright (EA Dean's Office), P Wadham (Secretariat)</td>
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<td>APOLOGIES</td>
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<td>C Bentley (Early Career Academic), Z Cornell (Marketing Office ex officio), E Lynch (HDR Student Rep)</td>
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1. Welcome and Apologies
Acknowledgement of Country. Welcome to new members. Apologies noted. Note ‘crisis mode’ and a slower start.

2. Minutes
The minutes of Meeting No 7 held on 09 December 2019 confirmed by C Ayres and seconded by K Bruggeman.

3. Review of Action Items
The Action Items list from Meeting No 7 on 09 December 2019 were reviewed:
1. D&I Working Groups – reviewed out of session. Senior Project Officer D&I submitted proposal for committee to move from current Working Group ‘task force’ model to a Community Collaboration Working Group model to enable inclusive contributions from the broader CECS community towards a more diverse and inclusive place to study and work. For endorsement at Meeting #2 on 4 May 2020
4. Women in IT and Engineering (WEIT) across Australian universities. Ongoing committee connections maintained with the network and updates reported at 2020 committee meetings. Ongoing and On Track
5. Gender Institute Inclusive Teaching Project fixed term College Liaison Officer position – two part-time roles undertaken by UG and HDR student representatives to develop CECS content for pilot gender inclusive teaching workshop and handbook. **Completed**

6. Committee Task Force Report (2018) – copy of report to be provided to Gender Institute Project Coordinator K Frame. **Completed**

7. Gender Institute Inclusive Teaching Project findings – presentation of findings to be delivered by K Gender Institute’s K Frame. **Due 10 August 2020**

8. Cultural Audit Letter – final review of letter for submission to CECS Executive Committee in February 2020. **Completed**


10. ANU Family Friendly Committee – develop reporting mechanism to D&I Committee for CECS representative P Kyburz. **Completed**

11. PSG Committee representation – appointment of PSG representative by early 2020. **On Track.**

4. Call for Other Business

- Updates from Interim Chair.

5. Senior Project Officer, Community and Inclusion

C Ayres presented three documents for consideration by the Committee.

1. **CECS D&I Committee Workflow Proposal – Draft**

   The purpose of the proposal submitted by C Ayres is to suggest structured ways in which diversity and inclusion priorities, initiatives and programs will move into the CECS D&I Committee workflow based on the principle that the entire CECS community is responsible for creating and sustaining an inclusive culture and should have a means of contributing through the formal governance structures of the College.

   Until now four ‘task forces’ operated within the Committee focusing on Women, Indigenous Australia, Inclusive Culture and Other diversity priorities eg LGBTQI+, accessibility etc… which scoped D&I issues and potential actions within the College.

   To build on the work of the task forces, the proposal recommends a workflow that invites more collaboration with the broader CECS community as well as implementing related strategic priorities established by CECS Executive.

   Two Committee Inputs are proposed:

   - **Community Collaboration Working Groups**, which will enable more members of the CECS community to contribute to developing a diverse and inclusive place to work and study, and which will be Chaired/Co-Chaired by Committee members. The Groups would submit issue papers to the D&I Committee for consideration, recommendations and actions which speak to existing CECS strategic priorities and commitments.

   - **Senior Project Officer (Diversity and Inclusion)**, who will provide a second way in which issues or priorities can be raised for the Committee. She will ensure that issues or priorities raised by the College Executive can receive due consideration and input from the D&I Committee and promote the flow of information between the Committee and College leadership.
As CECS D&I priorities gain more visibility the Committee will need an established workflow through which responsibility for tasks and resource-allocation (if needed) can be assessed and decided upon. The workflow RAPID decision making framework will be used (Recommend, Approve, Perform, Input, Decide).

Once proposals are sufficiently developed for consideration, the proposal will be endorsed by the Committee and approved by the Chair and a Project Initiation Document (PID) will be developed.

2. CECS D&I Committee Issue Paper - Draft
An Issue Paper template was distributed for consideration by the Committee. Recommended by J Moore for the paper to include a Consulted With heading.

3. Project Initiation Document (PID)
The Senior Project Officer shared her completed Reimagine Fellows Future Leaders in Engineering and Computer Science PID as a reference for Committee Members.

Action items:
5.1 Committee members to provide any Proposal feedback to C Ayres by Friday 21 February for submission to CECS Executive Committee, Meeting 1 25 February 2020.
5.2 Committee Issue Paper template to include a Consulted With heading by 21 February 2020

6. Other Business
6.1 Update from Interim Chair
- Reimagine Project - 2019 saw Project Pre-Launch. 2020 is Project launch year which translates to undertaking the action outlined in the College Strategic Intent. Chair stressed the importance of Members networking with others to obtain ideas and bring impactful and meaningful business to meetings.
- AD C&I - applications for the new College position of Associate Dean Community & Inclusion have now closed and the selection process is underway.
- Reimagine Fellows - calls for the second round of CECS College Reimagine Fellows will be made mid-2020.
- Corona Virus – Vice-Chancellor noted in recent 2020 State of the University address that “Viruses don’t discriminate and neither do we…” Committee Members asked to identify any discriminatory behavior observed in the College so a plan can be implemented to address appropriately.

6.2 Managing Language Barriers in Group Work
- K Bruggeman noted the issue of language barriers amongst students negatively impacting group work. How could this ongoing issue be best managed? What initiatives could be implemented to minimise frustration felt by affected students, group leaders and group supervisors affected? Suggestions made:
  o could students with sound English language skills be linked with English language challenged students to assist then in learning ‘how it is from the other side’?
  o could a wattle course be developed to assist with cultural awareness and learning about what makes communication difficult?
Committee Members noted:
- Stanford University provided NGO training programs (I Meyer)
- EdEx might be a more effective vehicle than Wattle for training (N Birbilis)
- "How to build connections or teams / cultures / spaces" might be a useful training course (J Moore)
- Feedback had been received at recent Industry Co Design workshops about the importance of positive and supportive study/work place culture (M Haviland)
- UG Engineering students experience a frustrating group work model which could be greatly improved if appropriate skills were incorporated into learning modules (S Burgess)
- Cyber Bootcamp course with Crawford School – teaching by Australian experts delivering to students from non-English speaking backgrounds (NESB) and using translators with expertise in cross cultural differences. (R Kent)
- Cultural feedback from College and University interns

Action Items:
6.2.1 K Bruggeman to provide summary of business action ideas by Meeting #2 2020 on 4 May
6.2.2 Interim Chair to follow up with Engineering Internship coordinator to enquire about workplace culture to report at 4 May Meeting
6.2.3 J Moore investigating ways to access culture feedback from SII interns and will update Committee at 4 May Meeting

7. Next Meeting
- Monday 4 May 2020, ZOOM MEETING

ACTION ITEM TABLE - ATTACHED