1. Welcome and Apologies

Acknowledgement of the traditional owners of our land including the varied physical spaces from which attendees joined this zoom meeting.

Apologies noted. Riaz Deen finishing at CECS today. Chair thanked and acknowledged his contributions as School Manager, RSAMEE over the past nine months. New College General Manager Duane Findley unavailable to attend due to conflicting commitments.

Welcome and thanks to Committee Members for their flexibility during this challenging time, recognizing technical issues experienced by some joining the meeting.

2. Minutes

Minutes of Meeting No 1 2020 held on 10 February 2020, endorsed by R Kent (Cyber).

3. Review of Action Items

The Action Items from Meeting No 1 held on 10 February were reviewed.

1. D&I Working Groups, draft Committee workflow proposal - **Ongoing and On Track**

2. Cultural Audit Action Plan Update – Chair presented letter prepared by UG rep to CECS Executive Committee for approval to enable D&I Committee to land items in cultural audit and progress further. Approval received. Cultural Audit Action Plan Review/Update every 6-7 months. For review late 2020. **Ongoing and On Track**
3. Women in IT and Engineering (WEIT) across Australian universities – RSCS rep to maintain WEIT network connections and update Committee regularly. **Ongoing and On Track**

4. Gender Institute Inclusive Teaching Project findings – Project delayed due to the Covid 19 shut-downs. Project findings to be presented by K Frame in late 2020 / early 2021. **On Track**

5. CECS Diversity & Inclusion Committee Workflow Proposal Feedback from Committee. **Ongoing and On Track.**

6. CECS Diversity and Inclusion Committee Issues Paper Template. **Ongoing and On Track.**

7. Managing Language Barriers in Group Work – RSEEME Rep to suggest summary business action ideas. **Ongoing and On Track.**

8. Managing Language Barriers in Group Work – Chair to liaise with Engineering Internship Coordinator re workplace culture. **Ongoing and On Track.**

9. Managing Language Barriers in Group Work – Committee to consider ways to assess culture feedback. **Ongoing and On Track.**

**4. Call for Other Business**

Chair called for other business.


**5. Senior Project Officer, Community and Inclusion**

Senior Project Officer noted the following:

1. Importance of ongoing discussion about the Diversity & Inclusion Committee mission in the current environment and in the post-COVID 19 world.

2. Recommendation of a *light touch* approach to Committee workflow. Acknowledgement of the importance of Committee accountability and formal documentation for projects. Noted our ‘old ways’ of working will be replaced by development and establishment of ‘new ways’.

3. Currently working on a Diversity and Inclusion blog with College Marketing and Outreach and looking for input on topics and ideas to include.

4. Discussion commenced with new College General Manager about the importance of Diversity and Inclusion in the College. GM is supportive of current priorities.

5. Impact of the current ‘COVID 19 situation’ on College students. Feedback was received from Undergraduate and Postgraduate Student representatives Sophie and Ellen, as well as RSCS representative Josh in his capacity as a PhD supervisor. Concern was noted about confusing messaging sent to different student cohorts.

6. Importance of establishing a Diversity and Inclusion Committee *Teams* channel to facilitate easy ongoing communications.

**Action Items:**

5.1 Committee members asked to forward ideas for relevant topics / information for inclusion in Diversity and Inclusion blog to Senior Project Officer C Ayres. **Ongoing.**
5.2 Chair N Birbilis and Senior Project Officer C Ayres to liaise with Associate Dean Nan Yang to develop clear communications to PhD students, by 31 May 2020.

5.3 Senior Project Officer to establish Diversity and Inclusion Committee Teams channel, by 31 May 2020.

6. Other Business
The following item was discussed:

1. Recruitment Targets
Discussion about CECS Reimagine recruitment targets. Question raised about whether targets might change as a result of the impact of Covid-19. Chair suggested that this was unlikely, although an adjustment to growth targets may be necessary. PSG representative suggested that a target of 35% commencing female students, as opposed to a target of 35% continuing students by 2025 may help to ease pressure on achieving growth targets given that enrolments will undoubtedly slow over coming semesters.

7. Next CEC Diversity and Inclusion Committee Meeting

- Meeting 3 2020, Monday 13 July, 12 noon (Zoom meeting TBC)

Meeting 2 2020 concluded at 4pm.

ACTION ITEM TABLE - ATTACHED