Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on Tuesday, 2 March 2004 at 2.00pm in Room 304, Building 36.

Present: J Patterson, R. Weekes, N. Crittenden, J. Steele, Y Kerr, B Webb, C Hawkesley

In Attendance: J. Wallis

NEXT MEETING has been moved forward to Tuesday 6 April 2004.

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
Apologies were received from Penney McFarlane and Patrick Crookes.

1.2 Confirm Minutes of Last Meeting
Minutes of the previous meeting were confirmed and accepted.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Policy Review Progress
The Committee moved the following actions.

Alcohol Policy and Guidelines on Responsible Consumption – Further work and consultation to be undertaken. The policy will be on the agenda for the April 2004 meeting.
Sexual Assault Guidelines and Sexual Harassment Policy – Both documents are now at a stage to be moved through approval channels. The drafts will be provided on email for all staff to comment. Awareness training will be incorporated into the implementation process. An information pamphlet is to be drafted.
EEO/AA Policy – Student Equity Policy is under development. This policy can proceed through the appropriate approval channels when the student references are removed. A direct link will be provided to EO Online.

ACTION R Weekes

PART 3: REPORTS

3.1 2002 Annual Report to OEED
The above report was tabled. Following approval from the VC it will be forwarded to the Director, OEED. Bound copies will be distributed to the committee on their return from the Printery.

ACTION R Weekes
3.2 2003 Statistics
The summary of the statistics was discussed. The committee confirmed EEO’s objectives for 2004 being academic women, Indigenous employment, faculty based equity programs and general staff women distribution. An EEO action plan is in preparation.

ACTION
R WEEKES

3.3 EEO Director’s Report
The report was discussed and noted. EO Online staff completion rate is low. EEO Director is advising Deans of their faculty’s completion percentage. Version 2 will be launched in approximately six weeks.

ACTION
R WEEKES

PART 4: NEW BUSINESS

4.1 Faculty Based Programs
EEO Director is in the process of meeting with the Deans to discuss faculty based equity initiatives. A common thread is mentoring. More comprehensive information will be provided at the next meeting.

ACTION
R WEEKES

4.2 Staff Surveys
EEO Data – Problems with our database have required a resurvey of all staff. An excellent response rate has been received to date. An extensive review of our database has been undertaken.

Work Life Initiatives – This survey will be sent to all UOW staff and will assist in completing EEO’s strategic planning regarding work/life initiatives. This data will also be utilised in our EOWA report, which is due at the end of May 2004. A copy of the draft survey will be circulated to the Committee for comment.

ACTION
R WEEKES

Judy Wallis
Secretary
EEO/AA Committee