



The University of Sydney

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## Indigenous Education Advisory Committee

Secretary: Sally Paynter

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### NOTICE OF MEETING

A meeting of the **Indigenous Education Advisory Committee** will be held at **3.00pm** on **10 June 2008** in **Meeting Room 11 at the Darlington Centre (Located in the School Building behind the Institute Building)**.

Members who are unable to attend are asked to notify Sally Paynter at the above address. Enquiries concerning this meeting may also be directed to Sally.

*Sally Paynter*  
5 June 2008

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#### ***Members***

Prof Derrick Armstrong, Acting Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor (Chair)  
Professor Bruce Sutton, Chair Academic Board  
Ms Janet Mooney, Director Koori Centre  
Ms Michelle Blanchard, Deputy Director, Koori Centre  
Ms Sally Farrington, Head, Yooroang Garang  
Dr Lilon Bandler, Indigenous Health Education, Faculty of Medicine  
Dr Christine Asmar, Senior Lecturer, Institute of Teaching and Learning  
Dr Ann Cheryl Armstrong, Director Professional Learning, Faculty of Education and Social Work  
Dr Margaret Edmond, Director Student Services  
Dr Stuart Rosewarne, NTEU Indigenous Members Caucus  
Dr Manjula Sharma, Sydney University Physics Education Research Group  
Ms Vicki Bradford, Faculty of Nursing and Midwifery  
Mr John Evans, Postgraduate student representative  
Mr David Guest, Undergraduate student representative  
Mr Shane Hearn, Senior Lecturer, School of Public Health  
Mr Colin L. James, Director I.B. Fell Housing Research Centre  
Ms Leona Oliver, Acting Indigenous Employment Coordinator/Policy Officer, SydneyPeople Staff and Student Equal Opportunity Unit  
Ms Kate Barnsley and Mr Jack Clegg, Co-Presidents of SUPRA  
Ms Lynette Riley-Mundine, Academic Coordinator, Koori Centre  
Ms Anne Scahill, Director Staff and Student Equal Opportunity Unit  
Mr Clark Webb, Undergraduate Student Representative

#### ***Corresponding Members:***

Ms Ros Field, Director Indigenous Education, DEST  
Prof John Lester, Director of Aboriginal Education & Training, DET  
Mr Kevin Lowe, Inspector, Aboriginal Education, Office of Board of Studies  
Professor Don Nutbeam, Provost and Deputy Vice-Chancellor

## Agenda

### 1. Apologies

Apologies have been received from: Dr Christine Asmar, Dr Margaret Edmond, Ms Vicki Bradford and Mr David Guest.

### 2. Minutes of previous meeting

(pages 4-7)

#### **Recommendation**

*That the Indigenous Education Advisory Committee adopt the minutes of the previous meeting held on 7 May 2008 as a true record.*

### 3. Matters arising from Minutes (not dealt with elsewhere in the Agenda)

### 4. Report of the Chair

#### 4.1 Indigenous Education Review 2008

Members will note that at the Committee's last meeting we discussed the establishment of a review panel to examine the current provision for Indigenous education and educational support services within the University. I tabled draft terms of reference for the review and after some constitutive discussion several amendments were agreed to.

The amended sections are underlined below:

1. To review the current profile of educational support services for Indigenous students within the University of Sydney.
2. To review the role of the faculties in relation to the recruitment and retention of Indigenous students.
3. To review the programs offered for Indigenous students at the University, specifically which faculties offer them and how they are supported and promoted both centrally and at a faculty level.
4. To consider the role of the Indigenous Education Advisory Committee, membership, terms of reference and reporting lines with a view to ensuring that its operations are transparent and its decisions are disseminated throughout the wider University community.
5. To review the current practices in relation to attracting prospective undergraduate and postgraduate Indigenous students with a view to ensuring a University-Wide approach.
6. To consider the sources of Indigenous support funding and how this flows through to teaching and support across the University, specifically in relation to the allocation of funding to faculties and to programs which promote and support Indigenous education at the University.
7. To propose a model for the delivery of Indigenous support and education across the University

I am pleased to announce that Professor Michael McDaniel, Dean, Indigenous Education at the University of Western Sydney has agreed to Chair the Review. I have met again with Professor McDaniel and he has put forward the names of potential members to for the review panel. We will be writing to these potential members to invite them to participate and I will report back to the Committee on the outcome.

Professor McDaniel supports the terms of reference as endorsed by the Committee and believes that the review will touch upon the seven areas as outline. He also feels that a more concise statement about the review may be beneficial. He has summarised the aim of the review as follows:

To review Indigenous education across the University with a view to developing University-wide strategy that aligns with the National priorities as specified by the Indigenous Higher Education Advisory Council.

***Recommendation***

*That the Indigenous Education Advisory Committee note the report of the Chair and approve the terms of reference for the Indigenous Education Review 2008.*

**5. Proposal to fund programs that promote Indigenous education and encourage and support Indigenous students** *(Pages 8-13)*

At the Committee's last meeting the Chair tabled a proposal for a new process for funding programs already running and/or provide financial support for developing new programs to address relevant issues effecting Indigenous students.

Attached are drafts of the overview of the process, selection criteria and application form, for discussion.

**6. Any other business**

**7. Next meeting**

The next meeting of the Indigenous Education Advisory Committee will be held on 20 August 2008 in the Western Tower Room, Quadrangle Building.

**Agenda item 2****Minutes of the Indigenous Education Advisory Committee held on Wednesday 7 May 2008**

**There were present:** The Chair of the Indigenous Education Advisory Committee Professor Derrick Armstrong, Acting Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor presiding, Ms Sally Farrington, Head, Yooroang Garang, Dr Ann Cheryl Armstrong, Director, Professional Learning, Dr Christine Asmar, Senior Lecturer, Institute for Teaching and Learning, Dr Lilon Bandler, Indigenous Health Education, Faculty of Medicine, Dr Margaret Edmond, Director Student Services, Mr Shane Hearn, Senior Lecturer, School of Public Health and Ms Leona Oliver, Acting Indigenous Employment Coordinator/Policy Officer, SydneyPeople Staff and Student Equal Opportunity Unit. Ms Sally Paynter was in attendance.

**1. Apologies**

Apologies were received from: Professor Bruce Sutton, Ms Janet Mooney, Dr Manju Sharma, Mr John Evans, Mr David Guest and Mr Colin L James.

**2. Minutes of the previous meeting****Resolution 5/08**

The Indigenous Education Advisory Committee adopted the amended minutes of the previous meeting held on 13 February 2008 as a true record.

**3. Matters arising from Minutes (not dealt with elsewhere in the Agenda)****4. Report of the Chair****4.1 Indigenous Education Review 2008**

The Chair reported that he would be establishing a review panel to examine the current provision for Indigenous education and educational support services within the University. The Panel would be asked to review current policy and practice in relation to the University's specific strategies for Indigenous education. The Chair had met with a possible Chair of the Review Panel and this person had indicated that they would be interested in being involved but that they would consult the Koori Centre and Yooroang Garang to make sure they were supportive before committing.

Membership of the Review Panel was still being finalised and the Chair advised that he would report further at the Committee's next meeting. The Committee agreed that members of the Review Panel would ideally work in higher education, be familiar with relevant issues relating to Indigenous education and have involvement with the Indigenous community.

It was anticipated that the Review Panel would convene in second semester for an intensive two to three day period where they would work through the terms of reference and ultimately make recommendations designed to ensure that the University meets its objectives for Indigenous education. Implementation of the recommendations would begin in 2009.

The Committee noted that the review would look at the University-wide issues surrounding Indigenous education with a view to a greater buy-in from across the University in relation to support services for Indigenous students.

The draft terms of reference were discussed and the following key issues were raised:

- The issue of establishing an Indigenous Research Centre was raised and how this would fit with the Faculty of Medicine's development of the Centre for Indigenous Health.

- The Review Panel may be asked to recommend various models for support services for Indigenous education at the University including details of any possible issues from their implementations.
- The Review Panel could also look at the community relationships that the University has formed and how these contribute to the support services for Indigenous education.
- It was important to review the allocation of external and internal funding to support Indigenous education at the University with a view to increasing the transparency of how the funding is acquired and distributed.
- Mapping the funding process may assist in making the internal processes clearer and ensure both transparency and equity.

The Chair was asked whether the review would be looking beyond support services for Indigenous students only and would also focus on support for Indigenous academic staff. The Chair said that he would look into this issue and seek advice from HR about opportunities currently offered to Indigenous academic staff at this University. Dr Asmar advised that she had completed a research project on Indigenous academics in centres and would be continuing this research and offered to circulate the report to members.

The Committee agreed upon the following terms of reference:

1. To review the current profile of educational support services for Indigenous students within the University of Sydney.
2. To review the role of the faculties in relation to the recruitment and retention of Indigenous students.
3. To review the programs offered for Indigenous students at the University, specifically which faculties offer them and how they are supported and promoted both centrally and at a faculty level.
4. To consider the role of the Indigenous Education Advisory Committee, membership, terms of reference and reporting lines with a view to ensuring that its operations are transparent and its decisions are disseminated throughout the wider University community;
5. To review the current practices in relation to attracting prospective undergraduate and postgraduate Indigenous students with a view to ensuring a University-Wide approach.
6. To consider the sources of Indigenous support funding and how this flows through to teaching and support across the University, specifically in relation to the allocation of funding to faculties and to programs which promote and support Indigenous education at the University.
7. To propose a model for the delivery of Indigenous support and education across the University.

#### **4.2 Australian Learning and Teaching Council Associate Fellowship**

The Committee noted that Dr Christine Asmar, Senior Lecturer in the Institute for Learning and Teaching has been awarded an Australian Learning and Teaching Council Associate Fellowship for 2008.

Dr Asmar's project titled "Indigenous Teaching and Learning in NSW universities: developing research-based guidelines for good practice" aims to review good practice in the field of Indigenous Teaching and Learning, identify case studies of evidence-based good practice at NSW universities and show case these at a Forum sponsored by the University of Sydney and to produce research-based guidelines for publication and national dissemination.

Members congratulated Dr Asmar on her success and wished her luck embarking on this very worthy project.

**Resolution 6/08**

The Indigenous Education Advisory Committee noted the report of the Chair.

**5. Focus Topic – Indigenous Cadetships at the University of Sydney**

Dr Ann Cheryl Armstrong and Ms Leona Oliver spoke to their report on Indigenous Cadetships at the University of Sydney and the following key issues were raised during the discussion that followed:

- Cadets benefited from adequate supervision in the workplace, ongoing mentoring and an opportunity to work amongst a team and to contribute in a meaningful way.
- The cadetship program had been confusing in the past and there had been issues with clear lines of responsibility and of ensuring payments were processed.
- To succeed the program required regular communication between the employer and the support unit organising the program.
- The Department of Education, Employment and Workplace Relations pays for 40 weeks of the cadet's salary, based on an academic year, however the unit employing the cadet has to cover the additional 12 weeks salary.
- Clear guidelines covering the responsibility and the support offered to employers and cadets alike needed to be available.
- It was suggested that the current program be simplified to attract more employers and cadets.

Members agreed with a suggestion that a representative from the Premiers department who arranges the national program be invited to speak about the program. The even could be University-wide with a representative from each faculty and cadets could be asked to report on their own experiences of the program.

The Chair thanked both Dr Armstrong and Ms Oliver for their presentation and for their efforts in supporting such a worthwhile program.

**Resolution 7/08**

The Indigenous Education Advisory Committee noted the report on Indigenous Cadetships at the University of Sydney.

**6. Indigenous Support Allocation 2008**

The Committee were not quorum and therefore unable to approve the agenda item at the meeting. The final version of the Indigenous Support Allocation 2008 budget was approved via circulation after the meeting.

**Resolution 8/08**

The Indigenous Education Advisory Committee approved the budget for the Indigenous Support Allocation for 2008 as set out in the report presented.

**7. Any other business****7.1 Proposal to fund programs that promote Indigenous education and encourage and support Indigenous students**

The Chair tabled a proposal for funding programs that promote Indigenous education and encourage and support Indigenous students out of an amount set aside from the Indigenous Support Allocation budget for funding innovative programs which promote Indigenous education and encourage and support Indigenous students.

Members noted that the funding could assist programs already running and/or provide financial support for developing new programs to address relevant issues affecting Indigenous students. The initiative would be open to all staff, students, groups and

faculties at the University who would be asked to submit an application for funding which would include the aims of the program, the resources involved and a detailed budget of how the funding would be used.

The Committee agreed that by linking the selection criteria for the grant scheme to the University's strategies for supporting and promoting Indigenous Education faculties would be encouraged to engage with these broader strategies and to integrate them into their faculty objectives.

It was suggested that the Committee not be involved with the selection process for the grant scheme and would delegate this responsibility to the Chair as many members would be involved in project applying for funding.

The Committee agreed that applicants could apply for up to \$50,000 however any budgets beyond this cap would be required to match dollar for dollar the amount exceeding \$50,000.

The Chair advised that selection criteria, an overview of the grant scheme and an application form would be circulated to the Committee for approval.



# The University of Sydney

AUSTRALIA

## DRAFT

### Grants for projects that promote Indigenous education and encourage and support Indigenous students

#### Overview

The Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor with the endorsement of the Indigenous Education Advisory Committee, has established a scheme to fund projects that promote Indigenous education and encourage and support Indigenous students. These grants would assist programs already running and/or provide financial support for developing new programs to address relevant issues effecting Indigenous students.

Applicants are entitled to apply for up to \$50,000 for any one grant. Applications seeking more than \$50,000 will be considered if they are able to match the amount over \$50,000 funding dollar for dollar. This additional funding may be contributed by faculties or other sources.

Applications will be reviewed by a Selection Committee appointed by the Deputy Provost and the Indigenous Education Advisory Committee.

Successful applicants will be required to present on the outcomes of their projects at the Indigenous Education Advisory Committee.

#### Eligibility

All members of the University Community who promote Indigenous education and encourage and support Indigenous students are eligible to apply for a grant. They include:

- Student and/or staff organisations e.g. SUPRA
- Academic and/or administrative staff units e.g. Student welfare services
- Individual or groups of Academic or General staff e.g. library or I.T. services
- Individual or groups supporting the undergraduate or postgraduate student experience e.g. First Year Coordinators

At least two years of service is necessary for eligibility as an individual applicant. A group application may include one or more members who do not have the requisite number of years of service.

An application for funding will include the aims of the program, the resources involved and a detailed budget of how the funding would be used.

## Selection Criteria

Applicants will be assessed on the basis of evidence that supports their claims against the following criteria.

1. Demonstrated alignment with at least four of the following University strategies for Indigenous Education:
  - To improve access and participation to all academic programs of the University of Sydney for Indigenous Australians.
  - To improve retention rates and successful outcomes for Indigenous Australian students at undergraduate and postgraduate levels.
  - To provide curricula and modes of course delivery which are informed by current research and the needs of Indigenous Australian communities.
  - To recognise and promote understanding of and respect for Indigenous Australian peoples, their knowledge and cultures.
  - To develop research activities by Indigenous Australian staff and students, especially research which responds to the needs of Indigenous Australian communities.
  - To develop the staffing profile of Indigenous academic and general staff of the University.
  - To ensure that Indigenous issues and knowledge are included in the core University goals of Learning and Teaching, Research and Community Engagement and in all activities
2. Demonstrable enhancement of Indigenous student learning, motivation to learn and/or student experience that benefits a significant number of Indigenous students directly.
3. Statement describing the project as an innovation that complements, enhances and integrates current initiatives.
4. An explanation of how this project may be replicated and best practice spread across the University.

The application should describe a specific service, initiative or project and how it has targeted and enhanced the identified needs of Indigenous students. It should provide evidence that addresses each of the selection criteria.

In assessing nominations against the selection criteria, the Selection Committee will take into account:

- Demonstrated evidence of the effectiveness of the project in formal and informal evaluation;
- The degree of creativity, imagination or innovation; and
- Evidence of the sustained effectiveness of the program.

## Selection Committee

A Selection Committee will be appointed by the Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor.

## Application Process

Applications should be made directly to Sally Paynter, Executive Officer (Learning and Teaching). **Applications are due 26 September 2008.**

An electronic copy of the complete application should also be sent to: [sallyp@usyd.edu.au](mailto:sallyp@usyd.edu.au). Applications (of no more than 10 pages in total) must include an original plus six copies of each of the following:

- Completed and signed Application Form (1 original & 6 copies) (Maximum 2 pages)
- How the project meets Selection Criteria (1 original & 6 copies) (Maximum of 5 pages)
- 2 Statements in support of the project (1 original & 6 copies) (Maximum 2 pages)
- Budget for the funding of the project (1 original & 6 copies) (Maximum 1 page)

## Checklist for applications

Application form	<input type="checkbox"/>
Response to each of the selection criteria	<input type="checkbox"/>
Two references	<input type="checkbox"/>
Budget for the funding of the project	<input type="checkbox"/>
Original application plus seven copies	<input type="checkbox"/>



## DRAFT

### Grants for projects that promote Indigenous education and encourage and support Indigenous students

#### Selection Criteria

1. Demonstrated alignment with at least four of the following University strategies for Indigenous Education:
  - To improve access and participation to all academic programs of the University of Sydney for Indigenous Australians.
  - To improve retention rates and successful outcomes for Indigenous Australian students at undergraduate and postgraduate levels.
  - To provide curricula and modes of course delivery which are informed by current research and the needs of Indigenous Australian communities.
  - To recognise and promote understanding of and respect for Indigenous Australian peoples, their knowledge and cultures.
  - To develop research activities by Indigenous Australian staff and students, especially research which responds to the needs of Indigenous Australian communities.
  - To develop the staffing profile of Indigenous academic and general staff of the University.
  - To ensure that Indigenous issues and knowledge are included in the core University goals of Learning and Teaching, Research and Community Engagement and in all activities
2. Demonstrable enhancement of Indigenous student learning, motivation to learn and/or student experience that benefits a significant number of Indigenous students directly.
3. Statement describing the project as an innovation that complements, enhances and integrates current initiatives.
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# The University of Sydney

AUSTRALIA

## DRAFT

**Grants for projects that promote Indigenous education and encourage and support Indigenous students**

### 2008 Grant Application Form

**Project title**

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**Brief Project Description**

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**\$ Amount Applied for**

**Appropriate Account Code for Grant monies:**

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**If Application is over \$50,000, where is the matching \$ coming from?<sup>1</sup>**

Faculty Funds	
Other sources please specify	

<sup>1</sup> For amounts over \$50,000, the component over \$50,000 is \$ for \$.

<b>Contact details</b> (for principal applicant)	
Title	
First name	
Last name	
Faculty, and School (if applic)	
Email address	
Telephone	
Facsimile	

Please list names of <b>other grant applicants</b> (to a maximum of four), if applicable.		
Title	First name	Last name

<b>Principal Applicant's Declaration</b>	
I (print name of principal applicant) ..... agree to supply an acquittal on this grant.	
Signature:	Date:

<b>Checklist</b>	tick box ( )
The Grant application should be an absolute maximum of 10 pages; anything over this will not be read by the Panel must include the following:	
Completed and signed Application Form (1 original & 6 copies) (Maximum 2 pages)	
How the project meets Selection Criteria (1 original & 6 copies) (Maximum of 5 pages)	
2 Statements in support of the project (1 original & 6 copies) (Maximum 2 pages)	
Budget for the funding of the project (1 original & 6 copies) (Maximum 1 page)	