Athena SWAN SAT Meeting

Meeting 14

Minutes of the Meeting held on 2nd March 2015

Present: Abida Akram, Abigail Bristow, Camilla Gilmore, Fehmidah Munir, Katryna Kalawsky, Sarah Barnard, Serpil Acar, Steve Rothberg (Chair), Syeda Fatima, Simon Watson, Ray Jones, Tom Carslake

Apologies: Caroline Kirk, Kathryn North, Sophie Crouchman, Marta Mazzocco, Mark Everitt, Sara Ronca, Valerie Pinfield, Jennifer Harding

1. Welcome and introductions
   Steve welcomed the group, particularly two new members Prof Ray Jones (Chemistry) & Prof Simon Watson (EESE).

2. Minutes from 20th November 2014 Meeting, Actions Review
   One amendment – apologies received from Serpil Acar.

   Facebook & Twitter – New Project Officer to manage these.
   Action: Steve to discuss with new appointment.

   Athena SWAN officer – Interviews being held 21st April.

   Facilities Management – New policy for new buildings / refurbished buildings confirmed, a private room facility will be available for breastfeeding.

   Equal pay review Research staff – considering this.
   Action: Steve / Katryna to speak to Kathryn North.

   Speaker for Lecture – considering Kay Bellingham.
   Action: Steve / new Project Officer to arrange.

   Aurora programme – confirmed that a 4 year research project is now underway at LU, looking at how the Aurora programme has influenced / impacted on women. (Fehmidah Munir / Sarah Barnard / John Arnold).

3. Updates on action plans:
   i. Institutional action plan – been presented at ALT/HRC.
ii. **SSEHS** – Fehmidah provided the group with a copy of their action plan, with updates. (\ws1.lboro.ac.uk\Athena-Swan\School Silver Submissions 2012\Action Plan 2015)

The group noted the action plan and commented on several items:
- SAT to consider how we approach childcare on University Open Days (to encourage more visibility / greater attendance of women on open days.)
- Reward / Promotion event – noted that School of Science ran this type of event in March 2015. Suggested SSEHS approach Staff Development to run in the same way for their School.

iii. **Design School** – Action plan update due April 2015 (& annually thereafter).


4. **Submissions Update:**

i. **Chemistry** – Prof Ray Jones attended the meeting on behalf of Caroline Kirk. Confirmed that their SAT has met twice. An Athena page on the Chemistry website is being designed. Currently looking at other chemistry submissions. Started to analyse the student data, already noted that their F% of undergrads is below the national average, so will focus on this as an early action. Submission date they are aiming for is Nov 2016, possibly going for Bronze.

Chair suggested the need to survey current students and applicants now if considering a submission next year. Suggested they replicate the surveys already carried out by AACME and CBE.

Chair also suggested that a member of School SMT is a member of their SAT.

ii. **Physics** – *(Juno)* No update.

**Action:** Abida to chase.

iii. **CBE** – Confirmed that they have run several activities; ‘Managing your career’ and a women’s leadership event.

Hope to have a draft submission ready to circulate to the SAT April / May, with a submission date of November 2015.
Requested a copy of the Action Plan template from SSEHS, also a copy of AACME’s recent surveys, so they may replicate within CBE.

Abigail commented that they are just about to advertise 2 lectureships within the school and asked if there was a template they could use that would encourage women to apply.

Recommended they look at the paper Fehmidah / Sarah put together on excellence and use statements such as:

- Crèche facilities available at LU
- flexible working
- maternity & paternity cover package

**Action:** Abigail will look at putting a statement together for the adverts and circulate to SAT for wider use.

iv. **EESE** – Prof Simon Watson has taken over from Carys. Hoping that surveys shall go out soon, will link in with AACME and replicate their recent surveys.

Simon confirmed that they were aiming for a submission April 2016. There had been some discussion whether to go for bronze or silver. Chair’s recommendation is for schools to aim for silver as a general guide, even though it may mean pushing the submission date back.

v. **AACME** – Tom confirmed that the surveys (both staff and student) have gone out (with the exception of UGs, which is imminent). All staff groups have participated in the surveys ie academic / research / support / technical / management and specialist. Currently chasing responses, have incentivised completing the survey with the chance to win vouchers!

An intern may be recruited to help with analysing the surveys, still under discussion. Possibility of linking in with SSEHS proposed intern – Tom / Fehmidah to follow up.

SAT discussed workload allocation for Athena work within their Schools. Fehmidah to liaise with Tom on workload model in SSEHS.

Chair confirmed that support is available centrally, new Project Officer primarily, also Abida Akram & Liz Quimby-Fountain.
Confirmed their intention is to go for Silver in 2016 (April or Nov tbc).

**ACTION:** Tom will circulate link to Bristol Online Survey to SAT.

**vi. Computer Science** – confirmed the staff survey has gone out, looking at analysing the results. Now working on the student surveys.
Confirmed that their SAT consists of 5 members including, Profs / Sen Lecturer / Lecturer / PhD student.

Chair recommended that there is a link between their SAT & the School's SMT, Syeda will look into this.

Also confirmed that they need representation from Research staff.


**vii. Mechanical and Manufacturing Engineering** – the school is taking part in a Leadership Skills for Women Workshop on 5th March (with other Engineering Schools). A lot of positive interest has been shown in this event (6 delegates which is a good percentage of their female academic and research staff). Submission date tbc.

5. **ALT feedback**
   Steve raised awareness of Athena with the Deans. A paper was submitted reminding them of Athena principles and LU’s action plan, highlighting the work involved in attaining and retaining the awards.

6. **Midlands Regional Athena SWAN Network meeting**
   Abida attended this and updated the SAT. It was noted that Athena have proposed some changes in the data requirements in a submission and have suggested including data on non-STEM schools, also to include staff from job families other than Academic / Research.

   New forms have also been proposed, these are not yet available to use, however Athena have stated that these forms need to be used for a submission April 2016 onwards. The SAT expressed some concern as they are unable to prepare the data and work on their submissions next year with the absence of the new form / possible change in data requirements.

   There was also discussion around renewals, could this perhaps be extended to 5 years (as opposed to 3), to enable more effective actions to take place.
The question was raised concerning how / when an institution can apply for silver ie how many depts. need to have the Athena accreditation. There are no clear guidelines at present.

Concerns were raised about the increase in the fees.

Concerns were raised on the training of Athena panel members and the reliability of their feedback.

All these questions have been left with Athena and a written response requested.

**Action:** Abida to feedback to the SAT.

7. Events programme
   SR contacting Kate Bellingham.

8. Best Practice
   As above (Regional meeting).

9. AOB
   **Maternity Guidance** – Steve circulated the new guidance to the SAT. SAT had two comments:
   - When do managers see this guidance, how to do ensure new managers are aware of it?
   - Concerns were raised about the lack of information specific to research staff.

   **Action:** Steve to follow up these points with Anne Lamb (HR) & feedback to SAT.

   **International Women’s Day** – SAT to look at on twitter.