Minutes of the Meeting held on 8th April 2014


Apologies: Marta Mazzocco, Mark Everit, Sarah Barnard, Kathryn North.

1. Welcome and Introductions
   Steve Rothberg welcomed everyone to the meeting.

2. Minutes of 17th March 2014 Meeting
   Minutes approved subject to two amendments:
   
   Item 4.i. - Serpil confirmed that the submission was almost finished and a presentation has been made to SMT and regular meetings occurred with the Dean.

   General feedback: Steve stressed the importance of evidencing any claims made, all claims have to be substantiated rather than anecdotal. Submissions need to show that the data have been analysed, consultation has occurred, measures put in place to make improvements and evidence to show the impact of those actions.

3. Terms of Reference
   The group reviewed the terms of reference and suggested the following additions:
   - Raise issues with ALT and HRC as appropriate.
   - Manage & evaluate results of Athena findings.
   Action: Steve / Liz to finalise

4. Draft Bronze Renewal Submission
   Feedback received from SAT team. Submission & action plan done, final amendments to be made over the next week.

   Action: Draft submission & action plan to be sent to Steve by Friday 11th April (KK)
   Action: VC letter to be complete by 14th April (VC/KK)
   Action: When all docs finalised, upload to Athena website (KK send to AA)

5. Action Plan (Bronze)
   As above

6. Silver submissions:
   i. Design School – Submission saved in the Athena-SWAN workspace and comments invited from SAT.
   Action: SAT to feedback any comments to Serpil no later than 20th April 2014.
ii. **Maths & MEC** - Target for draft submission to be ready end of June 2014, with a proposed submission date November 2014.

Camilla commented that a document has been produced for new starters within their department which summarises the University’s policies in areas like childcare.  
**Action:** Camilla to forward new starter induction document to SAT.

Camilla commented that she has been in touch with the Nottingham Athena SWAN Champion, who has set up a closed facebook page for their female STEM staff / students, which already has over 100 members.  
**Action:** KK/LQF to look at setting up a page for LU.

Flexi-working – Camilla confirmed that Maths / MEC will start to record requests for flexible working centrally within their depts.

Warwick University Athena Page [http://www2.warwick.ac.uk/services/equalops/athena/](http://www2.warwick.ac.uk/services/equalops/athena/) – was suggested as a good example of an Athena page. Their activity includes a workshop on ‘De-mystifying the promotion process’; Steve has forwarded this document onto Morag Bell for consideration by her HR workstream.

iii. **Physics** – no further update on Juno.  
**Action:** Abida to obtain dates from Mark Everitt.

iv. **EESE** – A feasibility meeting has been held in which the group considered the student and staff data, particularly focussing on recruitment of post grads and the transition from post grad to those taking up lectureships.

The feasibility team shall feedback their findings to SMT.

v. **AACME** – Tom confirmed that Sara Ronca will be the Champion for the school’s Athena work. The School’s Athena team have now met for the first time and they are currently considering their data.  
**Action:** Liz to invite Sara to join the SAT.

vi. **CBE** – Currently collating data. ‘Gendertime’ survey will be sent out this week.

vii. **SSEHS** – Fehmidah confirmed that their Athena SWAN group is now subsumed within the broader E&D team. The first meeting shall take place in June 2014. Currently reviewing their action plan and dividing up actions amongst the group.

7. **Feedback from ECU**  
Serpil attended this meeting. The group were informed that the presentation of data within a submission may change in the future. The SAT also noted that the application form will change, however the existing forms shall still be valid for any submission made in April or Nov 2014.

The group also noted that Athena SWAN may allow applications to be upgraded, i.e. submit a Bronze application and be upgraded to a Silver.

Serpil also confirmed that Athena may look at formalising the function of their judges.

8. **Discussion of Work/Life balance**  
Abida shared this paper with the group. Tom commented that AACME had once set up a working group to look at work/life balance as part of a staff survey action; he will look at resurrecting this. The group noted that PDRs could be a way of capturing data on flexible
working data. Steve confirmed that HRC are currently in discussion about work/life balance, perhaps SAT could have some input on this.

**Action:** SR invited further comments from SAT on this paper, to be sent to him.

**Action:** SR to meet with HR Director (Rob Allan) to discuss further.

In previous discussions, the SAT has recommended that Schools set up focus groups or use a survey to ask questions about work/life balance and to evaluate the effectiveness of flexible working arrangements.

The group noted that Reading University changed their policy on promotion from Lecturer to Senior Lecturer to take into account those who do not work full time.

**Action:** Fehmidah to send link to policy to SAT.

9. **Discussion on School/Depts. Events Programme: e.g. Plan for ‘Women in Engineering’ event on 23rd June 2014**

Discussion deferred

**Action:** Steve, Liz and Katryna to discuss and bring to next SAT meeting.

10. **Sharing of Best Practice Examples & Feedback on Unconscious Bias Training Session**

The first Unconscious Bias session ran for SAT members, 1st April 2014. Further sessions have been arranged for the Design School & Physics. Course shall be rolled out to the rest of LU later this year.

11. **A.O.B.**

Abida made the group aware that she may be reducing her hours from 5 to 4 days per week. She also confirmed that there will be no E&D Intern after July 2014 and asked SR to consider impact of this on future Athena work.
Membership:

**Professor Steve Rothberg (Chair):** Pro Vice-Chancellor (Enterprise) & University Athena SWAN Champion

**Abida Akram:** Staff Development Adviser (Equality & Diversity) & University Bronze Award Co-ordinator

**Dr Camilla Gilmore:** Senior Research Fellow, Maths Education Centre & Champion for Maths Education Centre Silver Award.

**Dr Kathryn North:** Research Staff and Student Development Officer & Athena Co-champion for Silver Submission for SSEHS

**Dr Katryna Kalawsky:** Athena SWAN Project Officer, co-champion for University Bronze Submission.

**Liz Quimby-Fountain:** Athena SWAN Project Assistant & Provider of HR Data.

**Dr Marta Mazzocco:** Reader, Mathematical Science & Athena Champion for Maths Department Silver Award.

**Sarah Barnard:** Research Associate, Civil & Building Engineering & Athena Co-champion for Silver Award.

**Professor Serpil Acar:** Professor of Design for Injury Prevention, Loughborough Design School & Athena Champion for School's Silver Award

**Professor Carys Siemieniuch:** Professor of Enterprise Systems Engineering and Champion for Athena silver award for School of Electronic, Electrical and Systems Engineering

**Tom Orrill** (Maternity cover for **Dr Sophie Crouchman**) Planning Officer (for Student data)

**Dr Mark Everitt:** Lecturer in Quantum Control & Juno Lead in Physics Dept. School of Science

**Dr Elizabeth Hooper:** Lecturer in Business Economics, Business School

**Tom Carslake:** Operations Manager, School of AACME

**Professor Abigail Bristow:** Professor of Transport Studies, Civil & Building Engineering School, Athena Champion for CBE submission

**Dr Fehmidah Munir:** Senior Lecturer in Psychology, SSEHS

**Dr Sara Ronca:** Lecturer, Dept of Materials, Athena Champion for School of AACME