Athena SWAN SAT Meeting

Meeting 10

Minutes of the Meeting held on 6th May 2014

Present: Steve Rothberg, Katryna Kalawsky, Abida Akram, Tom Orrill, Abigail Bristow, Serpil Acar, Camilla Gilmore, Tom Carslake, Liz Quimby-Fountain, Mark Everitt, Sarah Barnard, Kathryn North, Sara Ronca,

Apologies: Carys Siemieniuch, Fehmidah Munir, Liz Hooper, Marta Mazzocco

1. Welcome and Introductions
   Steve Rothberg welcomed Sara Ronca (Champion AACME) to the SAT

2. Minutes of 8th April 2014 Meeting
   Minutes approved with one amendment:
   *Athena will train their judges.*

   Terms of Reference
   Approved ToRs on the website, change format from attachment to web content.
   **Action:** LQF

   New Starter Induction Document (Maths/MEC)
   To be circulated as soon as the draft is complete.
   **Action:** (Camilla / Marta)

   Facebook / Linked in
   Athena Facebook now set up. SAT confirmed that maybe Linked in would be a better forum.
   **Action:** Katryna to set up Linked in group

   Worklife /balance - HRC are currently in discussion about work/life balance.
   **Action:** Steve to meet with HR Director (Rob Allan) to discuss further.
   **Action:** Fehmidah to send link to Reading University document regarding promotion to SL for part-time workers to SAT.

3. Final Bronze Renewal Submission & Action Plan
   Submission has been sent April 2014 and is now on the LU Athena website. Hope to have the results by November 2014.

   It was confirmed that the LDS application is on the Athena shared workspace. This document is for the SAT team to view only and not to be shared, due to the sensitivity of a case study. Serpil confirmed that as soon as they receive the results of their submission the document can go onto the LU website (with the case study removed).

   The group confirmed that the default position for any LU School / Departmental submission is to publish on the LU website when a submission is made.

   **Action:** Liz to compile a list of urls for other institutions’ Athena submissions.
5. **Bronze Action Plan: Progress on Actions (Katryna)**
   Confirmed that this item will stay on the agenda.
   **Action:** Submit a paper to HRC (June 2014 meeting) highlighting associated actions and a link to the submission (Katryna).

6. **Silver Submissions Update:**
   i. **Design School**
       Submitted their Silver application April 2014

   ii. **Maths / MEC**
       Still on track for a November 2014 submission. Will aim to have a first draft ready for July 2014, will forward a copy to HRC for the meeting in November 2014.
       ‘Going For Silver’ – Camilla confirmed she is attending this event and will update the group at the next meeting.

   iii. **Physics**
       Mark confirmed that Physics shall be applying for Juno Practitioner, and have until August 2015 to put a submission together.

       A working group has been formed, ‘Equitas’, comprising the Head of Dept., Research coordinators, Lecturers. Suggestion was made to have a student representative.
       Equitas have met for the first time and agreed their terms of reference, the group’s broad function is to promote fairness and equity within the department.

       A budget of £2k/annum for travel / events has been agreed. Mark confirmed that they intend to invite a speaker from an institution which has Juno accreditation, possibly Nottingham Trent University.

   iv. **CBE**
       It was confirmed that the ‘Gendertime’ survey has now gone out to all staff. They will look at the results early summer and report back to the SAT at the next meeting in July.

       Abigail confirmed that their School’s Welfare and Communications committee’s remit is wider than the Athena agenda. Therefore they will consider setting up a working group to develop their Athena submission.

   v. **EESE**
       No further update.

   vi. **SSEHS**
       No further update.

   vii. **AACME**
       Sara and Tom confirmed that they have had their first meeting and started to look at their student and staff data. Their team may copy the format of CBE’s Welfare and Communications committee.

       Sara informed the group that they are looking at obtaining data from Counselling Services at LU on who uses this service and whether data are gathered by gender.

       They have also been looking into childcare costs and it would appear that the cost at LU is higher than other institutions (eg Nottingham Trent).
       **Action:** Katryna and Sara to look into childcare costs.
**Action:** Abida to send Student Services annual report to SAT.
**Action:** Abida to send Confide report to SAT.

7. **Future Resources for Athena SWAN (after end of May 2014)**
The Project Officer role (Katryna) shall be extended until end of November 2014. The Project Assistant role (Liz) shall finish end of May 2014.

8. **Events Programme:**
**Women in Engineering Event (WES) 23rd June**
Katryna confirmed that a space in Stewart Mason has been provisionally booked for an event.
**Action:** Katryna to email the relevant Schools to gauge interest / discuss with Lesley (Outreach) about a possible event.

The group discussed the possibility of linking to the Graduate school conference 18th June. It was suggested perhaps an ‘Athena’ stand and target particularly those at the transition of PhD student to research staff in STEM subjects.
**Action:** Katryna/Steve/Kathryn to discuss further.

**Claudia Parsons Lecture**
The group discussed who the next speaker could be, and confirmed the importance of planning the event preferably 6 months in advance. Keep item on agenda. Group suggested Dervilla Mitchell [http://www.wes.org.uk/content/dervilla-mitchell](http://www.wes.org.uk/content/dervilla-mitchell)
**Action:** Abida to send list of possible speakers to SAT as suggestions.

9. **Sharing of Best Practice Examples**
Work/Life balance paper and ILM paper shared with group.
Keep on agenda as ongoing item.

10. **AOB**
**STEM report**
Confirmed that the updated reports shall be sent out to Schools shortly, then annually in May thereafter.

**Citation Data**
There is evidence suggesting that women are systematically cited less than men. The group confirmed that this was a concern and further investigation is needed as LU appears to perform less well in citation scores generally.

**Action:** Camilla to circulate paper on this subject.
**Action:** Camilla to prepare a paper for the next meeting with ideas as to what the SAT can do to consider this.

**WISE**
LU is a now a member (paid for 1 year), there are 100 places, suggested 10/15 memberships per Schools.
**Action:** Abida to check when membership is from – to and what membership covers and then feedback to SAT.

Date of next meeting – 9.45am 14th July 2014 (& bi-monthly thereafter).