Athena SWAN SAT Meeting

Meeting 8

Minutes of the Meeting held on 17th April 2014


Apologies: Marta Mazzocco, Andrew Dainty, Jane McCormack, Adam Crawford, Tom Carslake, Mark Everitt, Sarah Barnard, Kathryn North.

1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the meeting, especially Dr Fehmidah Munir (SSEHS Athena Champion) who is new to the SAT.

2. Minutes of 3rd February Meeting: Actions Review

   Logos:
   SSEHS confirmed that they are using the Athena Silver logo on their website / on academic job adverts.
   Action: Athena Bronze logo on LU front page – Steve still in negotiation with this.
   Action: Abida to speak to HR-Recruitment and try and get the Athena badge included in the job advertisements and webpage.

   Maternity funding for Research staff:
   Now confirmed that the maternity relief fund is available for all positions within the University including research staff on fixed term contracts.
   Action: All SAT members to disseminate this information within Schools.
   Action: Written guidance needed on maternity leave for line managers; send to HRC for approval and circulate to Operation Managers. SR to look into this.

   Survey tools:
   Action: Katryna has sent BOS information to Carys & Mark. Ongoing.

   Fellowships: A workshop is running in CBE end of April.
   Action: Sarah to invite Carys.

3. Draft Bronze Renewal Submission
   Confirmed that the draft submission went to HRC Feb 2013. HRC now mentions Athena SWAN within its remit. Steve commented that it would be good if all School Athena submissions were sent to HRC, which would provide an excellent opportunity for Schools to raise any issues identified and gain feedback from HRC. For example the question regarding maternity funding for research staff was addressed at HRC. Also good for
School’s to be able to say in their submission that they have consulted at a high level and gained input from HRC.

All agreed forwarding Athena submissions onto HRC will offer a useful forum for raising issues / gaining feedback. Suggested Design School’s final submission sent to HRC for the next meeting in June 2014.

**Action:** Liz to send SAT the HRC dates for 14/15.

The group commented that the submission seemed to address feedback from the previous submission, however perhaps this could be highlighted in the VC’s letter.

**Action:** Katryna / Steve invited feedback on submission and action plan, all comments to Katryna by Friday 28\(^{th}\) March. Up to date submission and action plan can be found in: \ws1.lboro.ac.uk\Athena-Swan\Institutional 2014 Bronze Renewal Submission\Current version for comment

**Action:** Katryna / Steve look at reducing word count, particularly in the section 'key transition career points'.

It was noted that any Departmental / School submission should be based on the foundations of the Institution’s bronze submission.

4. **Silver Submissions Update:**
   i. **Design School**

   Design School’s Silver submission has been forwarded onto Steve / Katryna / Abida for initial comments.

   Serpil confirmed that the submission was almost finished. Document has been reviewed by School’s SMT.

   **CV Bank:** One action implemented as a result of working on the submission is the creation of a ‘CV bank’ within their school, managed by their IT support. CVs from RAs (towards the end of their contract) and PhD students (towards the end of their studies) can post their CV onto the intranet and therefore be considered for any relevant posts. Serpil confirmed that this is working very well within the School.

   **Role models:** Serpil confirmed that the presence of female academics at open days is having a positive effect in encouraging females into those subject areas.

   **Feedback on submission:** 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 has been analysed, consultation has occurred, measures put in place to make improvements and evidence to show the impact of those actions.

   The suggestion was made to separate out current and future actions and create action plan.

   It was suggested that the student data for 13/14 if available should be inserted into the tables, as opposed to mentioned just in the narrative.

   **Action:** Serpil will forward the submission to the SAT by Friday 21\(^{st}\) March.
**Action:** Steve will look at the submission further and feedback to Serpil.

**ii. Maths Dept / MEC**
Camilla updated the SAT team with progress made so far and confirmed that they were aiming for a submission date of November 2014. A start has been made on the submission and actions have been identified.

Camilla confirmed that they are aiming for a full draft by summer 2014.

Maths / MEC have recently run a ‘women in maths’ day which was very successful and received positive feedback from those students who attended. Will run this event next year, possibly changing the name to ‘careers in maths’ and look at getting it included in the students’ timetable to encourage more attendance.

Camilla commented that there had been good support from the School of Science and its SMT. The Athena commitment has been included in the School of Science’s 5 year strategic plan.

Camilla commented that following the initial analysis of the data, one key area had been identified, the transition from BSc to Masters. This ‘leak’ is being reviewed and will form part of their consultation process and action plan.

**Action:** Katryna to include in Bronze action plan - case studies with PhD students and their maternity experiences.

**Physics**
No further update on Juno.
**Action:** Mark to forward the dates for the Juno submission to the SAT.

**iii. CBE**
Abigail confirmed that a start had been made on populating the forms with the data, in the process of analysing the data. Considering a submission date of April or November 2015. Realise that 18 months is a sensible timescale to enable you to analyse the data, consult, put actions in place and review the impact.

**Action:** Liz to add 12/13 staff benchmarking data to the Athena folder.

**iv. EESE**
Carys confirmed that the first feasibility team meeting was happening that day.

**v. SSEHS**
Dr Fehmidah Munir confirmed that she had taken over from Mary Neville (the previous Athena School Champion) who has now left the institution.

Fehmidah confirmed that an equality and diversity action group has been set up in the School, this group will look at arranging events to celebrate diversity. A separate SAT team is also being set up to look at their Athena action plan and renewal.
Fehmidah confirmed that the two groups are linked, with Fehmidah the Chair of both. Suggestion was made to combine these two groups and have the SAT team as part of the wider E&D group and fully integrate the Athena actions as part of everyday business in the School.

Work is currently being done on the SSEHS’s Athena action plan and Fehmidah confirmed that the Athena logo is being used on the website.

**Action:** Fehmidah requested up to date data on student numbers from Tom.

5. **Action Plan (Bronze) - Progress**

**Action:** SAT to feedback on action plan and send comments to Katryna no later than Friday 28th March.

6. **Discussion on Events Programme:**

**Feedback on Maths Event (12th Feb 2014)**

As above item 4.ii.

**Women’s International Day Event - Women in Leadership Conference on 12th March**

Abida attended this event & updated the SAT team. Approx. 60 people attended the conference.

**‘Women in Engineering’ event on 23rd June 2014**

Event is promoted nationally by WES ([http://www.wes.org.uk/nwed](http://www.wes.org.uk/nwed)). Katryna recently met with LU Outreach team who will be involved with this event. A space in Stewart Mason has been provisionally booked for an event.

**Action:** Katryna to email the relevant Schools to gauge interest.

7. **Work/Life balance**

Abida / Katryna commented on the statement in the Academic and Related Staff Conditions of Service document, which includes a section relating to hours of work, which may be perceived as quite negative.

The group commented that particularly in academic posts working hours / patterns can be unclear.

The group noted that in the staff survey work/life balance was identified as a ‘hot spot’.

**Action:** Abida to note the key headlines of this document and bring a paper to next the SAT meeting for discussion.

Fehmidah (SSEHS) confirmed that they will be collecting data on flexible working within their School.

**Action:** Fehmidah to feedback to SAT on how the recording of flexible working has been implemented within their school and to provide examples of other HEIs who have formalised flexible working.
Serpil confirmed that within the Design School the Head of Department collects data on flexible working and Outlook is used to record this.

8. **Confirm Date for Unconscious Bias Training for the SAT**
   1\textsuperscript{st} April 2014.

9. **Sharing of Best Practice**
   The group agreed that 1 email maximum per week should be sent to SAT relating to news / interesting articles / events etc.

10. **AOB**
    **Athena judges**
    Both Carys (EESE) & Camilla (Maths) have applied to be Athena judges.

    **Changes to Athena application form**
    The group noted that the form will change, Serpil to feedback to SAT at next meeting in April with details of the changes.

    **Non STEM Schools**
    Liz Hooper (School of Business & Economics), would like the SAT team to consider the inclusion on non-STEM schools in terms of gender balance. It was confirmed that ALT had discussed this and plan to consider non-STEM schools against Athena principles.
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 Adam Crawford: Operations Manager & Athena Co-champion for Civil & Building Engineering School
Professor Andrew Dainty: Professor of Construction Sociology; Associate Dean (Research), Athena Champion for Civil & Building Engineering School
Dr Camilla Gilmore: Senior Research Fellow, Maths Education Centre & Champion for Maths Education Centre Silver Award.
Dr Eugénie Hunsicker: Lecturer in Mathematics, Mathematical Sciences
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
Dr Sophie Crouchman: Senior Planning Officer (Provider of Student data)
Professor Carys Siemieniuch: Professor of Enterprise Systems Engineering and Champion for Athena silver award for School of Electronic, Electrical and Systems Engineering
Tom Orrill: Planning Officer: (Maternity cover for Sophie Crouchman in Planning (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 / Leader of the Transport Studies Group / Programme Director and Admissions Tutor, MSc Transport, Civil & Building Engineering School
Dr Fehmidah Munir: Senior Lecturer in Psychology, SSEHS