Athena SWAN SAT Meeting

Meeting 5

Minutes of the Meeting held on 8th October 2013


Apologies: Jo Arno, Andrew Dainty, John Morris, Marta Mazzocco, Sarah Barnard, Katryna Kalawsky Susie Beere.

1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the SAT meeting, especially Mark Everitt who is a new member to the group and the Champion for the Physics Dept. The group introduced themselves.

2. Minutes of 22nd August 2013 Meeting: Actions Review
   
   Every Researcher Counts – AA and SR will identify which training activities to monitor

   Annual data reports to Schools – still on-track for this data to be available to 7 STEM Schools December 2013 and annually thereafter (Kokila Mistry, Workforce Information Team)

   WISE membership – Rob Allan (HR Director) had agreed HR will pay this membership for the first year. 4 schools have expressed an interest for ongoing membership. Schools will have to pay in the future.

   Mentoring scheme – SR to meet shortly with LURSA.

   LMS (London Mathematical Society)- url forwarded to all members for their information along with a report.

   Maternity – confirmation received from HR that returner interviews do not occur. AA is writing to all academics who have taken maternity leave over the past 3 years to see if they would be willing to share their experiences. Two women have
responded so far to say they would be interested, one had left the University and one was on Maternity Leave at present. Deadline for responses is 21st Oct.

Publicity & Promotion-
Action: Confirmed SSEHS can use Athena Silver logo, look at promoting on LU website. University can use the Bronze logo as this has been extended. (AA chasing with Athena).

Female membership of appointment panels- There is a statement in HR guidance on this but the SAT’s view is that it is inadequate.
Action: AA to find out what other Universities are doing on this and provide a stronger statement to SR, so that Rob Allan can be requested to consider changing the statement.

ALT Report Feedback- SAT members discussed report and the points with their Deans and their SAT teams. The 4 points were:-

- Support preparation of the resubmission in April 2014 by considering the unsuccessful November 2012 submission from their School’s perspective. ALT asked for consultation at School SMTs, as a minimum, and more broadly, for example through staff meetings or by other appropriate means according to a School’s preferences.
- Schools to discuss how they will meet the commitment to encourage & support female staff & PhD students in the following areas: applications for vacancies, submission for reward review and promotion, and participation in interview panels. Provide feedback on their decisions.
- Consider how their School might monitor requests for, and effectiveness of, flexible working arrangements. Consider whether specific examples could be used as case studies.
- Review the gender data for their School (SSMTs and more broadly e.g. staff meetings) which HR will send to them towards the end of 2013.

Camilla (Maths Dept.) confirmed that she and Marta were attending SMT briefings with an Athena brief. Suggested Mark (Physics) also attends.

Design school confirmed that their Dean was a member of their SAT.

Adam Crawford confirmed that Athena Swan has been included in one senior team meeting, with one to follow.

Action: Specific responses by next meeting from all schools.

E&D Intern – We will try to get a third of their time. They could look at a sample of offer of appointment forms to assess gender balance on shortlisting and interview panels. Action: AA to bring this to next meeting.
Programme of Events for Athena – action on hold. Everyone to consider. SR/AA to consider one big event for the University as a whole. Perhaps 2 / 3 schools per year consider prestigious speaker. Keep on agenda.

Staff survey action plans – AA reported back to SR with a summary of actions from these plans. 
Action: AA to send link to Staff Survey webpage and gender reports to group.

Flexible working – on going. Look at paternity too as part of Athena. 
Action: Paternity data to be analysed by intern too (AA/SR to consider).

Maternity – Do our arrangements work? 
Action: What is the flow of money from central to school funds associated with maternity pay. AA to clarify

Project Juno - Mark Everitt is the Champion for physics. Physics have registered as entry level of Juno, with a future plan to achieve ‘practitioner’. Mark confirmed that there is a link between Juno and Athena by which a Juno application can count towards an Athena application.

3. Science and engineering teaching at English universities will receive a £400 million boost – Press Release: Steve 
Connection made to gender issue in science and engineering. Not sure how this ties into Athena at present.

4. Planning Dept. – Athena SWAN Project Officer: 
Position has been approved and is now advertised. Fixed term till Nov 2014. This post will support the whole of the Athena Swan project, both institutional and school submissions.

5. Action plan
Tom confirmed that he will be looking at the student data ready for the December submission to 7 STEM Schools.

Website – Liz receiving training this week and webpage should be up by end of Oct.

Staff data – Kokila Mistry and team looking at providing schools with data for the December submission.

Design School: Confirmed submission date April 2014. Aiming to have it compete by November 2013. Will forward to Steve Rothberg for comments.
Maths – Confirmed submission date April 2014. Will be Maths Dept. /MEC, rather than whole School of Science.

Physics – Confirmed that the dept. is going for the Juno award, which is complementary to Athena.

CBE – Confirmed submission date April 2014.

Elec Eng – Think it will be bronze in Nov 2014. With the idea of following up with Silver in April 2015. By the end of the year will aim to have a SAT team in place.

Mechanical Engineering – recent meeting with Jane McCormack, Jane is speaking to the Dean in order to find a senior academic to lead the submission.

7. E&D Online Training or RD Training - SAT members
   Encouraged all to do it.
   Action: Liz to forward new link to SAT team for online training.

8. Sharing of Best Practice Examples
   Action: AA to create a folder within workspace.
   (Note for future events - Peter Clarkson, Kent University – possible speaker.)

9. AOB
   AA confirmed that she had presented to JNCC on Athena on 26th Sept, at the request of the HR Director. JNCC Chair had requested that we report back before April submission.

   NEXT MEETING: December (TBC)

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
Joanne Arno: HR Adviser
Dr John Morris: Research Fellow, Institute of Youth Sport Trust, Athena Co-champion for SSEHS School Silver award
Dr Kathryn North: Research Staff and Student Development Officer & Athena Co-champion for Silver Submission for SSEHS
Dr Katryna Kalawsky: Maternity cover for Dr Kathryn North and Co-champion for Silver Submission for SSEHS
Liz Quimby-Fountain: Admin Assistant to Abida Akram & Provider of HR Data.
Dr Marta Mazzocco: Reader, Mathematical Science & Athena Champion for Maths Department Silver Award.
Dr Mary Nevill: Director of the Institute of Youth Sport & Athena Champion for SSEHS 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.