Athena SWAN SAT Meeting

Meeting 4

Minutes of the Meeting held on 22nd August 2013

Present: Steve Rothberg, Abida Akram, Adam Crawford, Katryna Kalawsky, Carys Siemieniuch, Camilla Gilmore, Tom Orrill, Kelly Morrison (covering Dr Mark Everitt).

Apologies: Sophie Crouchman, Jo Arno, Kathryn North (maternity leave), Liz Quimby-Fountain, Andrew Dainty, Mary Nevill, John Morris, Marta Mazzocco, Sarah Bernard, Serpil Acar.

1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the SAT meeting, especially Tom Orrill and Kelly Morrison it was their first meeting. The group introduced themselves.

2. Minutes of 5th June 2013 Meeting: Actions Review

   Student data: Steve has spoken with Sophie about whether student stats should be broken down by part time / full time. He will ensure that this is done with Tom.

   Every Researcher Counts: Meetings have occurred in June, July and in August with Teaching Centre and Graduate School on the free materials and support available through Vitae as well as discussions on monitoring and evaluation. Monitoring is easy to do on the LEARN system that Graduate School will use from September onwards. Evaluation will be considered for one or two key events only/ – this is progressing, meeting arranged for June by Abida and Katryna for Teaching Centre, Research Office and Graduate School. Teaching Centre will use new i-Trent system on my.HR Learning Events and will give Liz access to download a monitoring report and evaluation from feedback forms. Katryna feeding back and taking the lead for the Research Office.

   Action: Abida to speak to Rich Goodman re: LEARN Reports. Teaching Centre to ensure access for Liz.
Annual data reports to Schools: Steve spoken with Kokila Mistry re an on-going annual report to schools. Steve & Abida have discussed with ALT & HRC in June 2013.

Action: HR & Planning to provide reports to Schools by end of Dec 2013 at latest. Abida to check HR can do this or whether it will be Liz?

Items still requiring action:-

WISE membership: Whilst CBE & Maths happy to pay £850 + VAT for whole institution’s membership, we need to check if other Schools want to contribute.

Action: Abida to check that email has been sent to all seven schools with information on WISE membership stating the list of benefits and cost if shared across schools. Either resend or send new email.

Mentoring scheme: Katryna & Eve Uhlig in Careers provided the costs. HR funding the scheme for one year for 2013/14. Steve meeting with others to discuss future years funding for the scheme.

Action: Steve.

LMS (London Mathematical Society): Url had not been received by members for the benchmarking document.

Action: Camilla to chase up and to forward the group the url for this document.

Maternity:

Action: Liz to report back on whether we currently conduct returner interviews.

Publicity & Promotion:

Action: Look at Promoting Athena on next Open Day in July (all). Did not happen.

Action: Mary to send flyers used at last Open Day to SAT members. This was not done.

Action: Abida to chase Hannah Baldwin yet again about the press release on the awards.

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. Liz to action asap.

Female membership on appointment panels.

Abida has liaised with HR Director, Recruitment team and trainers on this and the guidance has been changed on the appointment panel as well the R&S training handbook.

Action: Abida to provide evidence/meet with Steve on this matter (Sept 2013).
3. **ALT Report Feedback:** ALT paper in July was well received. ALT accepted in June & July that the Bronze submission was a priority. Awareness has been raised about Athena SWAN at ALT (and HRC). Paper presented in July presents four specific things that Schools can support on, such as consultation on the submission (this has been sent out to all deans and operational managers). Schools to buy in locally and support through existing mechanisms. Schools to say how they will support/encourage female staff to take up the opportunities provided e.g. RR, SSR, committee membership. For example, SSEHS made it a consideration at PDRs for Reviewers to have discussions around rewards and promotions.

Schools to look at local mechanism to record in some way Maternity / flexible working / career breaks as there is very little data on flexible working and career breaks at an institutional level. Schools to look at the annual gender data that will be provided to them by end of Dec 2013. Schools could look at the UCAS info on gender as Loughborough in Mechanical Engineering comes in lowest at 5.4% female students. Planning can provide gender info as LUSI holds gender information drawn through UCAS.

**Action:** SAT members to discuss report and the points with their Deans and their SAT teams. SAT members to also feedback on levels of discussions at Oct meeting.

**Action:** Dept. Champions and Deans to discuss and request from Jennifer Nutkins, data on representation for local committees and steering groups so that statements can be made when vacancies to encourage under-represented groups to apply such as women (as she does for Council & Senate etc.).

**Action:** Katryna & Eve to publicise the Research Staff mentoring Scheme in Sept/Oct for 2013/14 to SAT and not just to research staff and the usual groups so that champions can draw it to the attention of Deans and academic staff etc.

4. **Bronze University Resubmission Action Plan based on feedback:**

**Athena SWAN Programme of events:** Steve requested everyone to think about holding an event in their School/dept. as well the University having one big annual event with a speaker such as someone from Belfast University (Gold) or role models from industry or a prestigious lecture from Alumni. Co-Champions to go back and discuss with their SATs or SMTs on what they would like to do. To also look at WISE events for students and perhaps get involved in those events too.

**Action:** All

**Media/Marketing:** Judy Wing (?) in marketing & communications had a register about 10 years ago of staff and their areas of expertise for speaking to the media when required. We need to find out if that has been updated or when it will be.

**Action:** Abida to speak to Judy or Hannah in M&C.
Staff Survey Action Plans: Jon Binner did provide these but said his role was finished and he would probably not be the lead for the next survey. The Steering group has not met since the survey took place in 2012.

**Action:** Abida to look at what evidence can be gleaned for use in the submission from all dept./School/professional services action plans and pass onto Steve.

**Item 17 actions on flexible working practices,** maternity and career breaks. Steve requested that he be made accountable and Rob Allan be made responsible.

**Action:** Abida to update action plan.

**Action:** Steve & Abida to meet in Sept to discuss Evaluation and possible survey on maternity and flexible working and returners as work for SD intern (E&D) to do (see actions for item 19 in the action plan. Abida to arrange.

**Action:** Abida/Liz to check on item 21 whether HR can provide dataset to in Dec to Schools and report back to the next meeting.

5. **Silver submissions update:** Due to lack of time, these will be picked up at the next meeting in more depth.

   i. **Design School:** Abida stated that Serpil had received student data and now wanted HR data updated again.

   **Action:** Abida/Liz to ask Serpil on progress in the Design School and to find out submission date.

   ii. **Science School: Maths & MEC,** Camilla stated that they are looking at maybe putting in a submission for the whole School, as they feel this may be more successful and they can spread good practice from Athena SWAN and Juno to other departments in the School. This will be discussed at a School away day in September. Submission date would be November 2014.

   **Physics Dept.** Kelly (covering for Mark) spoke about Physics award: Juno which is practically the same as Athena. They have supporter status at present but will be submitting for Practitioner status. Priority at present is the REF so no schedule for Juno.

   iii. **CBE:** Adam stated that they would not be using the survey from SSEHS but actually will be surveying themselves and 7 other European partners in line with a European project as the most effective ways of getting views and not engendering survey fatigue in staff. Welfare & Communication Committee has been set up. This also looks at gender issues and Athena and will be more sustainable. The Committee still needs a Chair. Due to priorities such as the Workload model and the REF and now the European project, they will start
working on the Athena SWAN submission slightly later so the Submission Date will be: November 2014.

iv **EESE:** Carys stated that she had spoken to the Athena SWAN officers in ECU for two hours and had decided the best thing to do was put in for a Bronze Submission initially and then depending on feedback put in for a Silver submission maybe 6 months or 1 year after that, however she still needs to discuss this with David. There is no SAT yet. In order to have a representative SAT she was advised to have representation from all job families and from students as well. Submission Date: Either April or November 2014.

Abida reminded all schools must confirm with Athena SWAN two months in advance of April & Nov each year if they wish to make submissions and to copy to Abida.

**Action:** All

6. **Equality & Diversity Training:** Abida requested that the SAT as well as the School/Dept. SATs check when they had undertaken either a Respecting Diversity face to face (3 hour) course or the online Diversity in the workplace (1 hour) course. As SATs are required to raise awareness on gender issues and advise on actions that can be taken in Depts./Schools it is imperative that they are up to date on the latest Equality legislation. If members have not undergone any equality training in the last three years then they need to prioritise this as new equality legislation came into force on 1st October 2010 and all the old Acts were revoked.

**Action:** Abida to email members with links to the relevant courses and by the October meeting members to come back to state what they have undertaken or will be undertaken as well as whether they have passed the email onto their SATs.

7. **Data:** Steve alerted everyone to the National benchmarking data in the workspace folder and will speak to Tom to see if the pipeline diagrams can be replicated (similar to Dr Sean McWhinnie).

**Action:** Steve to speak to Tom

**Action:** Abida to check if the HESA data has Research staff included.

8. **Sharing of best practice:** None

9. **A.O.B:** Steve fed back some good news which is that an Athena SWAN Project Officer post (fixed term until November 2014 and full time) is going through Operations Committee for approval.

**NEXT MEETING:** October 2013, Rutland Building (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.