Athena SWAN SAT Meeting

Meeting 13

Minutes of the Meeting held on 20th November 2014


Apologies: Camilla Gilmore, Marta Mazzocco, Mark Everitt, Tom Orrill, Caroline Kirk, Kathryn North, Abigail Bristow

1. Welcome & Introductions:
   Steve welcomed everyone to the group, especially new members Malcolm Newbitt (Athena Project Administrator, Wolfson) and Syeda Fatima (Athena Champion, Computer Science). It was noted that Sara Ronca (AACME) is on maternity leave and Valerie Pinfield has taken on the Athena role.

2. Minutes of 2nd September Meeting

   Facebook – this has now been set up & initially launched in Maths / MEC, it will be rolled out to the wider Athena SAT in due course.
   **Action:** Steve to follow up with Camilla / Marta.

   Linked in – still deciding whether to do this, wait for Facebook to be launched first.

   CV Bank – Serpil confirmed it is still being developed within the Design School.
   **Action:** Serpil to report back to SAT at next scheduled LDS review before talking to HR (Anne Lamb).

   Interview Panel – Sue Bruce confirmed exception reporting can be done (a manual process), however no automated reports via i-Trent at this stage.
   **Action:** Steve to follow up with Anne Lamb along with a number of issues re: HR and also requesting that when fellowships are set up HR could send out a letter to maternity/paternity returners.

   Funding for research staff mentoring scheme – confirmed that has been funded by Steve.
**FM / planning new buildings** – Make FM aware of breastfeeding/ expressing/ rest room when planning new buildings.

**Action:** Abida to continue to chase Graham Osborne.

**Citations & PRP** – collection of data suggested at LU.

**Action:** Camilla to follow this up and update the group next Spring 2015.

**Daphne Jackson Trust Fellowship** – Ongoing, SAT members to take back to schools and consider.

**Aurora** – Confirmed that several people have gone forward. (1 from SSEHS & 2 from AACME.)

**Action:** Abida to follow up with those who have expressed an interest.

### 3. Update on Action Plans

Design school will bring their action plan to the SAT in April annually.

### 4. Silver Submission Feedback

**Design School** – confirmed that they have received a bronze award, Athena feedback has been saved in the Athena Workspace.

Steve highlighted that Athena’s comment: **‘demonstrations of impact throughout the application were often not explicit, or not attributable’,** should be considered when submitting a silver application, and represented the difference between obtaining a bronze or a silver. Serpil suggested writing a letter to Athena contesting some of the feedback received. Steve felt that this would not be productive.

Serpil will discuss this issue with LDS SAT members at the next School SAT meeting.

**Maths/MEC** – confirmed that they will be submitting their Silver application in November 2014.

**Physics** – Katryna confirmed she has met with the Juno team and progress has been made on their application. Also a bespoke Unconscious Bias course has been arranged for March 2015 by Abida and Mark.

**CBE** – Sarah confirmed that they have been analysing the results of the Gendertime survey. Results have been broken down by academic and research and gender. Currently looking at these results and in the process of setting up focus groups and pilot interviews. In the process of setting up an event in conjunction with the Research Team on 29 January 2015 ‘Managing Academic
Careers’. Also arranging a WISE leadership day, in collaboration with other engineering schools.

**Action:** Sarah will put together a short presentation for the SAT with the headlines/overview from their survey.

**EESE** – Carys confirmed they will launch their survey soon. In terms of the application the draft is 2/3 there. Carys confirmed she will be handing over her Athena responsibilities to a colleague.

**Action:** Carys to let Liz know who the new champion will be.

**AACME** – Tom confirmed they are working on surveys, in the process of testing with a view to sending out after Christmas. Their School have created posters, ‘improving the student experience’, images very positive with very much the Athena agenda in mind. Valerie will be attending the ‘Women in STEM’ network event on 11 December 2014. Valerie is also participating in the Aurora programme.

**Surveys** – SAT confirmed they are using the standard BOS template for their surveys, however the group highlighted the amount of time taken to customise surveys each time.

5. **Fellowships for Research Staff**
   Sarah provided the group with an outline of the early career fellowships to be advertised soon. SAT discussed how ‘excellence’ is defined within these fellowships and how this may be discriminatory against women. Senior research fellowships are also proposed with a pilot in Electrical.

**Action:** Fehmidah and Sarah to put a paper together on ‘how to define excellence’. Look at a more inclusive process that does not put women off from applying. Consider child care costs and mentoring. Bring to next SAT.

6. **Planning data**
   Sophie provided the group with the planning data template and outlined the data sets that could be made available to schools.

7. **Events Programme**
   SAT voted for their top 3 speakers: Alice Roberts, Kate Bellingham, Dame Wendy Hall. SAT all agreed that they would like to invite Alice Roberts.

**Action:** Steve to make contact with Alice.

8. **Data from Counselling Service**
   Abida provided the group with statistics on this.

**Action:** Abida to speak to Steve about the level of data provided by Counselling.

9. **Athena SWAN Charter to include non-STEMM Schools**
SAT made aware of this

10. Sharing best Practice
   None
   Action: keep on agenda.

11. Date for next meetings
   Future meeting dates are confirmed as:
   
   14 Jan 2015, 10.00-11.30
   02 March 2015, 10.00-11.30
   28 May 2015, 10.00-11.30

12. AOB
   Working Parents Forum – Sophie Crouchman volunteered to set this up with Abida.
   Action: Sophie/Abida to update SAT at next meeting.

   Loughborough Women’s Network, STEMM event on 11th Dec 2014—confirmed that Valerie Pinfield has volunteered to speak about her career and be a panel member at the event. Abida requested other champions to volunteer.
   Action: Female champions to consider volunteering.