Athena SWAN SAT Meeting

Meeting 7

Minutes of the Meeting held on 3rd February 2014


Apologies: Camilla Gilmore, Marta Mazzocco, Andrew Dainty, Jane McCormack, Adam Crawford, Liz Hooper.

1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the meeting, especially Prof Abigail Bristow (CBE) & Tom Carslake (AACME) who are both new to the SAT.

2. Minutes of 9th Dec 2013 Meeting: Actions Review

   Publicity and promotion:
   Action: Abida to check whether SSEHS are using the silver logo on their web pages.
   Action: Steve still in discussion concerning the use of the bronze logo on LU front page.

   Female membership of appointment panels:
   There has been progress on this. We now have some data on interview panels for academic appointments in 2013 within STEM Schools. HR / Recruitment are putting measures in place to capture this data in the future. Confirmed there is a statement on HR website with guidance on gender balance within panels.

   ALT Report Feedback:- SAT members to feedback on the 4 points below:-

   - 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.
The group confirmed that Athena Swan had been discussed at their various SMT meetings.

CBE confirmed that their ‘Culture Survey’ will look at flexible working and is closely based on Athena Swan culture survey. Sarah Barnard provided the group with further background on the culture survey. It is being conducted within a 4 year European project, focussing on women’s careers in STEM academia. The survey shall be carried out at the beginning of the project and repeated at the end looking at any changes / improvements.

**Action:** Sarah Barnard to forward link to the culture survey when available.

The group agreed that it was a good idea, when considering putting in an application for silver, that a broad survey is carried out initially, then focus groups set up to discuss any issues arising from the survey.

**Maternity funding for Research staff:**

**Action:** Abida to confirm with HR how Schools fund fixed term Research staff whilst on maternity.

*Note: now confirmed that the maternity relief fund is available for all positions within the University including research staff on fixed term contracts.*

3. **First Athena SWAN Lecture: Debrief from 29th Jan 2014**

There were approx. 280 people registered to attend. Around 194 attended. Analysis to follow as to who attended, ie staff / student / resident / gender etc. Overall the lecture was a great success and Dr Maggie Aderin-Pocock was an excellent speaker. It was confirmed that the lecture had been captured and will be on the LU website shortly.

It was agreed that for future lectures / events more involvement of local schools would be encouraged.

The issue of timing of the lecture was raised. Taking childcare commitments into consideration, we might consider lunchtime for the next one.

Sarah Barnard suggested Professor Ellie Highwood (Reading University) for a future lecture. The SAT will consider the next speaker in due course.

The plan is to have a programme comprising an annual prestige lecture supplemented by each school putting on an event as part of preparations for their submission.

Abida confirmed that Mathematical Science and Maths Education Centre have a lecture planned, ‘Women in Maths’, on the 12th February 2014, which will primarily be aimed at students.

4. **Silver Submissions Update:**

**Design school** – Serpil confirmed that they are looking to make a submission in April 2014. The data has been analysed, discussed at SMT, focus groups created to look at any issues raised and measures put in place. Steve expressed concern that the SAT had not yet seen the submission.

**Action:** Serpil to send the draft submission to Steve by end of February for the group to discuss at the next meeting in March.
**Electrical Engineering** – Carys confirmed that they have started to consider their data and have decided that they will work towards a bronze award (November 2015) initially and then use feedback to work towards silver in future years. Athena was discussed at January’s SMT. No SAT currently set up. Carys plans to set up a feasibility team and then put in place processes and procedures in order to address any issues highlighted.

**School of Science** – It was confirmed that the School of Science would not be making a school submission at this time, but Mathematical Sciences and Maths Education Centre are working together towards a silver submission.

**Physics** – It was confirmed that Physics shall be working towards ‘Juno Champion’ they are currently registered as ‘Juno Supporter’. Mark confirmed that Juno Champion holders are ‘fast tracked’ to an Athena Award, as there is an agreement between the two. It was suggested that a useful event for Physics could be inviting someone from another institution who has the Juno award to speak about the process.

**Action:** Mark to confirm with the group the dates for Juno submission.

**CBE** – Abigail confirmed she was the Chair of their School Welfare and Communications committee. The committee has the broader brief of promoting a positive working culture, which will encompass the Athena agenda. It was suggested that as part of the submission, specific Athena meetings are highlighted to evidence activity. Sarah Barnard confirmed that they were currently looking at their data and raised a question about the inclusion of those on a TS grade. Steve confirmed that this group should be included. CBE are considering a submission in April 2015 at the earliest.

**SSEHS** – It was confirmed that Dr Fehmidah Munir has set up a Welfare group within SSEHS which will cover the Athena agenda.

**Action:** Katryna to contact Dr Fehmidah Munir to find out more about the Welfare group & to invite to the next SAT meeting in March.

**General matters**

**Action:** Katryna, Carys & Mark Everitt to meet to discuss survey tools.

**Action:** Fellowships for women – Sarah Barnard confirmed that a workshop is running in CBE end of April. Sarah Barnard to invite Carys.

Steve confirmed that for a submission in April 2014, data need to be the latest available i.e. up to at least 2012/2013 for students and at least 2013 for staff.

Steve confirmed that the schools had the support of Katryna Kalawsky (2.5 days per week) and Liz Quimby-Fountain 22.5 hours per week, both till end of May. An Athena project officer post will be re-advertised in May 2014. Tom explained that AACME were considering a role dedicated to their Athena submission. It was confirmed that any school with a Silver award will require an ongoing commitment of resource with regular meetings to fulfil action plan obligations.

It was noted that some SAT members were struggling to make meetings on Mon/Tues mornings. The group confirmed that they would be happy if future meetings were held over lunch.
It was noted that the Athena award application forms were due to be amended, but April 2014 submissions would be accepted in the existing format.

5. Feedback from Schools on Data (sent out in Dec 2013) & HRC Reports: schools data – SMT.

Data relating to gender was sent out to Deans & Ops Managers.

**Action:** Liz to forward STEM reports to SAT team members.

Steve confirmed that a draft of the Athena Bronze submission will go to HRC in February and will be circulated to SAT team.

**Action:** Katryna to obtain SAT team membership within schools.

6. Action Plan (Bronze) - Progress.

Abida confirmed that evidence from Hannah Baldwin concerning women from STEM in the media has been received.

Gender data on mentoring schemes – still chasing.

7. HEA STEM Workshop.

Abida shared this information with the schools.

8. E&D & Respecting Diversity Training & Unconscious Bias Training for the SAT & others

All encouraged to complete the online Diversity in the Workplace course. Unconscious Bias Training will be delivered by Abida to the SAT.

9. Sharing of best practice examples

Ongoing.

10. AOB

None.