Minutes of the Meeting held on Thursday 7th February 2013

Membership:
Professor Steve Rothberg (Chair): Pro-Vice Chancellor for Enterprise & University Athena SWAN Champion
Abida Akram: Staff Development Adviser (Equality & Diversity) & University Bronze Award Co-ordinator
Dr Adam Crawford: Operations Manager & Co-ordinator for Civil & Building Engineering School
Dr Camilla Gilmore: Senior Research Fellow, Maths Education Centre & Co-ordinator for Maths Education Centre Silver Award.
Dr Eugénie Hunsicker: Lecturer in Mathematics, Mathematical Sciences
Dr Irene Biza: Lecturer, Maths Education Centre
Dr John Morris: Research Fellow, Institute of Youth Sports Trust
Dr Kathryn North: Research Staff and Student Development Officer & Athena Swan Project co-ordinator for Silver Submission for SSEHS
Dr Katryna Kalawsky: Project worker for Silver Submission for SSEHS
Liz Quimby-Fountain: Admin Assistant to Abida Akram & Provider of HR Data.
Dr Marta Mazzocco: Reader, Mathematical Science & Co-ordinator for Maths Department Silver Award.
Dr Mary Nevill: Director of the Institute of Youth Sport & Co-ordinator for SSEHS Silver Award.
Melissa Miles: HR: Workforce Information Team (WIT) Intern & Job Shadowing
Rosemary Lander: PA to Dean, School of Electronic, Electrical & Systems Engineering
Sarah Barnard: Research Associate, Civil & Building Engineering SAT & Co-ordinator for Department Silver Award.
Professor Serpil Acar: Professor of Design for Injury Prevention, Loughborough Design School & Co-ordinator for School’s Silver Award
Dr Sophie Crouchman: Senior Planning Officer (Provider of Student data)

Present: Steve Rothberg, Abida Akram, Liz Quimby-Fountain, Sophia Crouchman, Camilla Gilmore, Marta Mazzocco, Melissa Miles, Kathryn North & Sarah Bernard.

Apologies: Rosemarie Lander, Katryna Kalawsky, Mary Nevill, Adam Crawford, Serpil Acar, John Morris
1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the first bi-monthly SAT meeting.

   The group introduced themselves and briefly outlined their background and involvement in Athena Swan:

   Kathryn North: Supported SSEHS with their Athena Silver submission Nov 2012 and provided advice on the Bronze submission Nov 2012. (Kathryn confirmed that Katryna Kalawsky’s Athena project co-ordinator’s role ends March 2013.)

   Sophie Crouchman: Sophie has very recently taken over from Tom Wale (Planning Office Manager) and will be the contact for the student data.

   Sarah Barnard: is a Research Associate within Civil, Building & Engineering. Sarah, with the support of Adam Crawford and Andrew Dainty shall look at the Silver submission for their school in April 2014.

   Marta Mazzocco: is a Reader in Mathematical Sciences. Marta will be the lead in their department’s Silver submission. (May combine data with the Maths Education Centre.)

   Camilla Gilmore: a research fellow in the Maths Education Centre. Confirmed that her department is keen to make a Silver submission in April 2014 (probably in conjunction with Mathematical Sciences).

   Melissa Miles: Workforce Information Team intern in HR. Attending these meetings as a part of her development.

   Liz Quimby-Fountain: worked on the staff data for the Bronze submission and SSEHS Silver submission 2013. Will continue to provide staff data to schools for their Athena submissions.

   Abida Akram: supported the Bronze submission and SSEHS Silver submission 2013. Will continue to support further school submissions and facilitate the University wide SAT meetings.

   **Action:** Liz Quimby-Fountain to provide access to Athena SWAN Workspace folder to all new members on the SAT so that they can access the Bronze & Silver submissions (Nov 2012).

2. RCUK Letter & E&D Commitment
   The group discussed the Research Council’s letter & statement. The National Institute for Health Research (NIHR) issued a statement advising that all medical schools applying for funding should have at least an Athena silver award, in order for them to get funding. Other Research councils are also considering whether or not to implement this too.
Steve confirmed that Athena only covers STEM schools / departments.

Project Juno is a similar initiative, in gender and physics.

Marta from Mathematical Sciences confirmed that here department had applied for London Mathematical Society’s (LMS) Good Practice Scheme Award (based on the 5 Athena principles), however not had a response as yet.

**Action:** Marta to establish what is happening with the LMS application.

Heidi data / benchmarking data. Sophie Crouchman confirmed that HEIDI data is currently used by the planning office.

**Action:** Sophie to look at existing data and update the group.

‘Every Researcher counts’

**Action:** Kathryn North to look at this and update the group.

3. **Guardian article on Professors**
   The group noted the article but focus needs to be on gender for Athena SWAN not race.

4. **Support to Schools on Silver**
   The group discussed the provision of data for the submission. A template document has been created by Katryna which outlines the staff and student data needed by a School wishing to submit a silver application (with some slight amendments depending on the School and subject area).

   Liz Quimby-Fountain confirmed that she will be the contact for those looking for staff data and Sophie Crouchman the contact for student data.

   Sophie Crouchman is in the process of looking at the student data and will liaise with Kathryn North and Katryna Kalawsky to confirm availability.

   Schools to request data from Liz & Sophie and allow them a few months notice for data to be provided. Schools can look at data and request update nearer the time of the submission. Data needs to be analysed and action taken ahead of silver submissions rather than submission immediately following initial data analysis. Also a good idea once submission in to review data annually so that actions on 3 year action plan for Schools can be progressed.

   Steve Rothberg confirmed the need for mechanisms to be put in place for the ongoing provision of data to schools. It was suggested that schools are automatically sent staff and student data on an annual basis. HR are looking into sending data on an annual or quarterly basis from the WIT.
Action: Abida Akram to speak with Rob Allan (HR Director) regarding funds for an intern to work solely on the upcoming Athena bids as well as checking if the WIT team will provide data on an annual or quarterly basis to Schools.

5. Silver Submissions Update:
   Design School: Design School will submit its Silver award application in Nov 2013 (although the preparations except the (essential) impact are geared for April 2013).

   It was noted that Katryna Kalawsky’s Athena Project support role will end March 2013 and will not be available to other School’s for support.

   Maths Dept. & MEC: will potentially look at a submission April 2014. Recommended that they consider a joint application as numbers of academics within the two departments are low.

   Civil & Building Engineering: currently considering a submission in April 2014.

6. New 3 Year Action Plan
   A web page dedicated to Athena SWAN will be created after the new HR website goes live in around 2/3 months. After that the Athena SWAN website can be developed, agreed by the SAT and then can go live, both internally and externally.

   Abida Akram and Steve Rothberg to review the actions and provide a debrief to ALT. Also to discuss career breaks further.

   Pay Audit – Steve Rothberg confirmed that this was an action from the University’s Bronze Athena bid in 2009 and has still not taken place. Recommendation is for a pay audit to look at professorial salaries by gender, then later at other academic staff.

   Action: Liz Quimby- Fountain to organise a meeting between Steve & Abida to review Actions in the Action Plan.

   Action: Abida Akram to raise Equal Pay Review for Professors in the first instance (due to resource issues) with Rob Allan.

7. Sharing of Best Practice Examples
   None

8. Frequency of Meetings
   The group agreed to meet bi-monthly. Next meeting to be arranged in April.