Minutes of the Meeting held on Thursday 9th April 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

**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 & Co-ordinator for Maths Education Centre Silver Award.

**Dr Eugénie Hunsicker:** Lecturer in Mathematics, Mathematical Sciences

**Dr Irene Biza:** Lecturer, Maths Education Centre

**Joanne Arno:** HR Adviser

**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.

**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)

Apologies: Rosemarie Lander, Mary Nevill, Sophie Crouchman, Irene Biza, Marta Mazzocco, Kathryn North (maternity leave).

1. Welcome & Introductions
Steve Rothberg welcomed everyone to the second SAT meeting. The group introduced themselves and briefly outlined their background and involvement in Athena Swan.

Steve welcomed the new members to the group:

Andrew Dainty – Athena champion for CBE
Sarah Mould (standing in for Jo Arno) – Human Resources

Action: Liz Quimby-Fountain to provide access for Andrew Dainty & Jo Arno to Athena SWAN Workspace folder.

2. Minutes of 7th Feb 2013 Meeting: Actions Review (Steve)
The minutes of the last meeting were approved as an accurate record.

Student Data template – confirmed we only need 3 years of student data for a submission. Figure for F% is sufficient, no need for M% too.

Stressed the usefulness of building up data over time, ready for future submissions.

Benchmark data – this is to be decided by individual school when considering their data.

Action – Steve Rothberg to speak with Sophie Crouchman and confirm whether data needs to be broken down by part time / full time or shown together.

Every Researcher Counts – Katryna suggested this could be used locally for schools as part of their action plans, or centrally. Steve confirmed that it ought to influence what we do centrally, e.g. on E&D training generally for researchers.

Action: Abida Akram and Katryna Kalawsky discuss further with Siobhain Juarez (SD Manager).

Intern – Confirmed by HR Director, no funding available.

Regular reports to Schools – This has been raised with the Workforce Information Team, who confirmed they need direction from Steve as to what is to be included here. Confirmed an annual report is the appropriate frequency.

Action: Steve to speak with Kokila Mistry (WIT) about an annual report.

Support – This group will support all submissions, sharing feedback on successful applications (and unsuccessful) with schools.
Schools could consider funding for another Athena Project Support role (ie Katryna’s previous role) by pooling resources. Schools to consider and raise with SMT, budget submission coming up.

**Equal Pay** – Abida confirmed AA & LQF will look at an equal pay review of Profs in the summer (2013) and report back to the group.

3. **WISE**

Looks at school age upwards, not just higher education, inspiring girls to take STEM subjects. Cost £850+ VAT for membership. Members can have 100 people attend conferences for free. Schools can support students to go to WISE conferences, could be used as a positive action for Athena action plan.

**Action** – Schools work out between themselves whether the benefits of becoming a member merit joining. Schools to share cost.

4. **Mentoring Scheme for Research Staff in 2014**

Abida confirmed that there is no funding for this. The group was concerned that this was a backward step.

**Action** – Katryna to look into and find out more information.

5. **Silver update**

i **Design School** – Planning to submit application November 2013. Will use university staff survey for further data. Meet every month collating good ideas and are starting to implement those. Generally increased awareness within the school. SAT news became part of schools monthly newsletter. Head of School agreed to send some students to WISE conferences. Supporting maternity leave returners. Formed a CV bank within the school, for those who come near the end of their RA employment or PhD studentship. The CV goes into the bank so everyone in the school can see who is available for upcoming projects.

ii **Maths Dept & MEC** – Confirmed intention to make a joint application, hope to submit April 2014. Have a team together with their first meeting this afternoon. Got all staff data. Considering surveys. Steve confirmed representation in team is important, must get a rep from SMT. Suggested look at SSEHS submission at their Athena Team.

**LMS** (London Mathematical Society) – Camilla confirmed that LMS have produced a benchmarking document for Maths, which can be used.

**Action:** Camilla to forward the group the url for this document.

6. **3 year bronze action plan- delivery**

Abida currently working on this and will provide an update report annually, beginning September 2013.
7. Sharing of Best Practice Examples
   None

8. AOB
   At the next meeting, John Morris (SSEHS) will talk about their application as we
   will know the outcome by then.

   Next meeting: 5th June 2013, 10.00 – 11.30, Rutland 1.13a.