Athena SWAN SAT Meeting

Meeting 3

Minutes of the Meeting held on 5th June 2013

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
**Dr Irene Biza:** Lecturer, Maths Education Centre
**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
Present: Steve Rothberg, Abida Akram, Liz Quimby-Fountain, Sarah Barnard, Katryna Kalawsky, Mary Nevill, John Morris, Andrew Dainty, Adam Crawford, Serpil Acar, Marta Mazzocco & Carys Siemieniuch

Apologies: Sophie Crouchman, Irene Biza, Jo Arno, Camilla Gilmore, Kathryn North (maternity leave).

1. Welcome & Introductions
   Steve Rothberg welcomed everyone to the SAT meeting, especially Professor Carys Siemieniuch as it was her first meeting. The group introduced themselves and briefly outlined their background and involvement in Athena Swan.

2. Minutes of 9 April 2013 Meeting: Actions Review
   Action: Steve to speak with Sophie about whether student stats should be broken down by part time / full time.
   Action: Every Researcher Counts – this is progressing, meeting arranged for June by Abida and Katryna for Teaching Centre, Research Office and Graduate School.
   Action: Steve to speak with Kokila Mistry re an on-going annual report to schools.
   Action: Steve and Abida: Athena to be discussed at HRC and ALT in June.

   WISE membership – CBE & Maths happy to pay £850 + VAT for whole institution’s membership.
   Action: Abida to email all seven schools with information on WISE membership stating the list of benefits and cost if shared across schools.

   Mentoring scheme – Katryna confirmed she has a meeting with Eve Uhlig in Careers at the end of month to discuss this. Funding ended, previously using surplus money from ESPRC.
   Action: Katryna to find out exact costs of the mentoring scheme.

   LMS (London Mathematical Society): Url had not been received by members for the benchmarking document.
   Action: Marta agreed to forward the group the url for this document.

3. Bronze University Award Renewal Feedback:
   Steve outlined some of the points from the feedback following the institutional Bronze submission:
   Staff consultation: use staff survey information more this time round.
   Data: need to break data down across 7 separate schools individually (not all together)
Supporting staff: weak on ways we encourage and supported staff to take up the opportunities provided e.g. RR, SSRR, committee membership.

Maternity / flexible working / career breaks – very little data on flexible working and career breaks. Consider a survey to gather info on flexible working / career breaks (hard to gather centrally as done informally within schools).

Maternity – confirmed we do capture data / look at return rates / - next step would be to ask for experiences. Should we conduct returner interviews routinely, not just a one off?

Action: Liz to find out if we currently conduct returner interviews.

Nottingham University: got silver award for the whole institution – it was noted their processes are set up to automatically capture data on an on-going basis.

(Presentation now in workspace folder)

- Recommend that the head of school / dean is named on the panel and attends at least one meeting.
- SSEHS SAT group consisted of - lecturers / senior lecturers / profs / research fellow / under grad / post grad / admin contribution / - good mix of male and female.
- Tables and figures important and is required.
- Advised that other institution’s previous submissions are looked at to see what successful submissions look like as well as unsuccessful submissions (See Athena SWAN website).
- Important to use same terms as Athena e.g. ‘leaky pipeline’
- Make sure your action plan is achievable as well as aspirational.
- Regular meetings with whole SAT and then interim meetings with core members (champions and co-champions)
- Requirement of Athena that there is an allocation of workload for the person dealing with the bid.
- Enthusiasm important!
- Followed the guidance to the letter as to what was needed in each section.
- Included grades when looking at applications / offers / acceptances (as more offers made to female as had better predicted grades). So where anomalies are identified need to investigate.
- Looked at other academic staff nationally in similar schools and made comparisons to LU

Feedback silver:
Mary outlined some of the considerations that would need to be looked at for any school’s silver submission:
• Important that the Head of School writes the letter of recommendation that goes with the submission.
• Focus groups looking at Research staff. Recommend focus groups set up early on, so can look at results and implement changes.
• **Surveys** – carried out several surveys with staff and students, all are available from SSEHS. Be prepared for all sorts of responses to your survey, may not be gender related. Must act on these and raise in relevant areas. Also used staff survey.
• SSEHS looked at **promotion to SL** and recommended submissions for this are made part of PRP (i.e. not voluntary).

5. **Alt presentation:** 24 June 2013. Need to add ‘Consequences’ and ‘What Next’ slides.
   **Action:** Abida & Steve

6. **Silver submissions update:** Due to lack of time, these will be picked up at the next meeting in more depth.
   i. Design School: waiting for student data from Planning.
   ii Science School: Maths, Athena is a standing item on the SMT agenda now.
   iii. CBE: Welfare & Communication Committee has been set up. This also looks at gender issues and Athena. Both Andy and Adam sit on the Committee as well as on SMT.
   iv EESE: Just starting on this journey.

7. **Recruitment & Appointment Panel**
   **Female membership on appointment panels.**
   Existing guidance states: “Try to avoid an all-white or a single-sex panel wherever possible. However, do not make use of people in a token capacity, use their skills and experiences as selectors efficiently”. Is this enforced or monitored? Other universities make stronger statements than we do on gender balance on interview panels.

   **Action:** Abida is currently liaising with HR Director / Recruitment team / trainers. Steve to raise Athena requirement for stronger position on panel composition at HRC and ALT.

8. **3 year Action Plan (Bronze)**
   Deferred to next meeting

9. **Everyday Sexism Project**
   Deferred to next meeting
10. Sharing of Best Practice.

**Action:** Abida to send out flyer again for event at University of Nottingham WinSET debate on 3rd July 2013.

**Action:** Look at Promoting Athena on next Open Day in July (all)

**Action:** Mary to send flyers used at last Open Day to SAT members

Press Release is required, although the awards have been mentioned in VCs newsletter and news at lboro

**Action:** Abida to chase Hannah Baldwin about the press release.

**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.

**NEXT MEETING: 22nd August 2013, 10am – 11.30am, Rutland Building in Room 1.01**