

**Athena Swan Charter SAT
Minutes of meeting held on
2nd February at 14:00 in Room 2.22.33**



School of Geography

Present: Alison Blunt (Chair), Frances Darlington-Pollock, Lucy Diggins (minutes), Anna Dulic-Sills, Kate Heppell, Ashok Kumar, Andrew Loveland, Cathy McIlwaine, Kreepa Mehta, Chipu Meke, Suzanne Solley

1. Welcome and apologies for absence

Al James, Adam Packer, Ayesha Sabri, Olivia Sheringham absent

Welcome to FDP as new member

2. Reviewing application sections

There are some weaknesses with the data provided centrally that may affect the level of award applied for. A College-wide silver application is being put in in November. ADS clarified that Bronze Awards are about pledging to deliver gender-equality based actions and Silver Awards are about the impact of actions devised in previous, bronze awards, and a result of what has been put into practice. ADS will attempt to manually gather data that cannot be gained centrally. **ACTION ADS.** ADS requested that we encourage colleagues to complete the staff culture survey and reply to any requests for information. **ACTION ALL.** ADS reminded the SAT that this application is about equality between men *and* women.

a) Women's careers

ADS does not believe there is a complete data set based upon initial analysis and that more people have undergone interview training as there are 11 more listed on her records. AL asked if any data verification is done by Athena SWAN and ADS advised there is no auditing as the ECU does not have resources to put in place auditing processes. ADS noted that there are gaps in the PhD training records and that these will likely have to be manually plugged with local data, and that there could be an action point for the action plan about PhD students engaging in training. **ACTION ADS.** CMc suggested that any initiatives regarding student engagement should apply across the board.

b) PhD recruitment

ADS noted that PhD recruitment is a complex process with many points where unconscious gender bias is present, and the School's PhD advert has been amended since the December SAT meeting. ADS said that all staff involved in PhD recruitment are to undergo Equality and Diversity training, and CMc furthered this by saying all staff should undergo the training as part of Professional Development. KH pointed out that all

references about the PhD recruitment process should refer to the experiences of both genders in interviews. AB asked if there is a difference in recruitment based on whether the titles of projects are already set out or if the studentship is open. CMc suggested considering how part-time PhDs may be more appealing to those with caring responsibilities. AL suggested we should possibly consider Masters recruitment as well.

c) Part-time study

ADS noted that there are no part-time undergraduate students at present, which is thought to be due to current funding set up. AB asked about availability of part-time undergraduate courses, and CMc informed the meeting that the part-time undergraduate studies are usually arranged ad hoc. SS asked if it was possible for students to switch from full-time to part-time if circumstances change. AB suggested that we need to find out if the College has a policy on part-time students – CMc to look into this. **ACTION CMc**. CMc added that QMUL is considering twilight teaching so teaching to cater for part-time students should be considered as well.

d) Action plan format

The SAT was presented with an amended action plan format which is more specific and streamlined with easy to identify action points. It was agreed that the new format should be adopted.

3. External reviewer

ADS advised the SAT that Vikki Layton could be approached as the external reviewer for the application, who has previous experience with Athena SWAN applications. This was agreed by the SAT.

4. Photo competition

ADS asked whether SAT wanted to include an equality and diversity category to the School's photo competition. It was decided that due to the photo competition taking place as a part of UG Equality and Diversity week, it would be more appropriate to include such category in the UG competition. CMc will liaise with AP regarding this. **ACTION CMc**.

5. Updates on action points

ADS advised that staff members identified as our case studies have agreed to be included in the application.

Posters about equality and diversity have been created with the help of EO – these are for internal consumption so will be displayed on the School of Geography noticeboards. ADS asked for any changes that may be needed. CMc suggested that ratios could be used instead of percentages, or pie charts as suggested by AB. AL will amend the poster and send to the SAT by email for approval. **ACTION AL, All**.

ADS will continue to chase any data we are waiting for and this will be looked at by the SAT in March. **ACTION ADS**.

KM will gather the staff culture survey results for the next meeting. **ACTION KM**.

6. AOB

ADS said that the application needs to be submitted on the last day of April.

7. Date of next meeting

Thursday 10th March 2016. Stephanie Wyse from RGS visiting the School at 10am.

Full SAT meeting time TBC

ACTIONS:

Item	Action	Owner
2	Manually gather data needed for application that cannot be gained from central sources	ADS
2	Encourage colleagues to complete staff survey and reply to requests for information	All
2a	Manually gather data on PhD student training	ADS, AS
2c	Find out if QMUL has a policy on part-time undergraduate studies	CMc
4	Speak to Adam about undergraduate photo competition	CMc
5	Amend poster and send to SAT for approval	AL, All
5	Chase remaining data	ADS
5	Gather staff culture survey results	KM