



**SBCS Athena SWAN self-assessment team**  
**Notes of meeting held**  
**15<sup>th</sup> May 2017, 12:30-14:00, Fogg 3.15**

**Present:**

Angelika Stollewerk [AS], Stuart Cadby [SC], Georgia Tsagkogeorga [GT], Apsana Begum [AB], Richard Pickersgill [RWP], Alan McElligott [AM], Janelle Jones [JJ], Pierrick Clement [PC], Beth Clare [BC], Fahmida Jamal [FJ], Sandra Brown [SB], Maxi Roessler [MR]

**Notes:** Sarah Heskett [SH]

**Action summary**

2.1	Add Christian Nielson to the Athena SWAN mailing list	SH
2.2	AM to meet with Christian Neilson to discuss the role of Director of Postdoctoral Studies	AM
3.1	Find out if additional data for 2017 can be used in the new application	AB
3.2	Circulate applications that have been successful under the post-May 2015 criteria	AB
3.3	Contact Paul Walton from York to ask if he would be willing to act as an external reviewer	RWP
4.1	Athena SWAN email to be sent to the School, outlining the working groups and asking for people to contact working group chairs if they feel they can contribute to a particular group	AS
4.2	Working group chairs and AB to meet	SH
4.3	Populate the working group document with useful contacts from the Faculty who can also support the various groups.	AB
5.1	Email AS with suggestions of suitable individuals to take on the role of co-chair	SAT
5.2	SB to send link to the intersectionality section on the Athena SWAN website to the committee.	SB
5.3	Name of the committee to be update on the web to 'The Equality, Diversity and Inclusion Committee' and AS to AS write an accompanying narrative and send to HF.	AS & HF

**1. Apologies:**

Fiona Marsh [FM], Helen Fitton [HF]

**2. Matters arising and actions form the previous meeting**

- Forward list of planned events and activities to the Athena SWAN committee so that the committee can help with publicising – DONE
- Add list of events and a link to the Athena SWAN UG society page to the web – ONGOING HF
- Draw up a table detailing who is responsible for various parts of the Action Plan and collecting the relevant data – DONE
- Write narrative presenting a compelling argument for why the Silver award should be renewed, to accompany the Action Plan on the web – No longer applicable

- Contact Sandra Brown to arrange presentation – DONE
- RWP to send AM names of individuals who volunteered for the Director of Postdoc Studies role – DONE. Christian Nielson has agreed to take on the role. AM will be meeting with him soon to discuss the role. SH will add Christian to the mailing list. **[ACTION: SH]**
- AM to contact the individuals and provide them with role descriptions – AM will meet with Christian in the next few weeks. **[ACTION: AM]**

### **3. Discussion of Silver renewal application feedback and Submission of post May 2015 Silver application**

SAT members expressed their disappointment at being unsuccessful in achieving Silver renewal in the April 2017 submission. However, the SAT are pleased to have had their Silver award extended until April 2018 and will be working hard over the coming year to ensure that the next application is successful and Silver status is maintained in SBCS.

AS shared her thoughts on ECU feedback received for the Silver renewal. While AS fully agreed with the comments on the data and the lack of detailed analysis, she felt that other aspects of the feedback could be challenged. For example, that the application did not show the impact of actions and that the action plan was not SMART (Specific, Measurable, Attainable, Relevant and Timely). Other's SAT members were of the opinion that the application ultimately fell down because of the missing data as feedback indicated that, without 5 years' worth of complete data the application would not meet the requirements no matter how well it was written.

AB explained that the ECU have confirmed that a new application must now be submitted under the post-May 2015 criteria. The new criteria is more comprehensive and requires some consideration of intersectionality and analysis of professional and support staff. Due to the level of work required, AB and SB advised the SAT to wait and apply in April 2018 rather than November 2017.

Measures are being taken to ensure that this time around we are able to provide a complete set of data. For example, Bryony Frost is liaising with FM to find capacity in Sunita Devi-Paul's workload to enable her to go back and manually find the recruitment data that was missing in the Silver renewal application.

Staff surveys were left out of the Silver renewal but will need to be included in the new application. AS asked AB to find out if additional data for 2017 can be used in the new application. **[ACTION: AB]** This might allow us to show that staff morale has improved since previous surveys. BC raised the issue of the survey not being anonymous due to demographic information making it possible to identify individuals. However, if the new application requires us to address intersectionality, demographic information will be necessary. It was agreed that a staff survey should be circulated at the next School meeting.

It was agreed that the data, graphs and tables should be ready for a summer meeting so that we can see if the data fits with the application and/or if actions need changing accordingly. The SAT will aim to have a draft to the Faculty Executive by November 2017.

AB was asked to circulate applications that have been successful under the post-May 2015 criteria to allow the SAT to see the data that is required for a successful Silver or Gold application and also allow for a comparison of action plans under the old and new criteria. **[ACTION: AB]**

AB suggested identifying an external reviewer who sits on another SAT or on an ECU panel to read and offer feedback on the new application. RWP suggested Paul Walton from York as a possibility and offered to contact him. **[ACTION: RWP]**

SB informed that she is currently working on building up a bank of suitable reviewers.

It was agreed that another meeting should be arranged at the end of June/beginning of July – after marking but before the summer break. **[ACTION: SH]**

#### **4. Focus Groups and new members (working groups)**

AS ran through a document which had been circulated prior to the meeting. The document identifies various SAT members to chair working groups aimed at addressing different sections of the action plan. The chair of each group will be responsible for recruiting individuals from within or outside the SAT who can contribute to the delivery of the various actions.

Going forward, gender balance on the SAT needs to be addressed. AS would also like to recruit a Nanchang, and CMB representative and a co-chair. AM will ask Christian Nielson to join when he meets to discuss the Director of Postdoctoral Studies role. Rotation of committee membership was discussed and it was established that membership should not remain static. However, it was agreed that it would be desirable to keep the current make-up of the SAT (plus the new members needed to correct the gender balance) until the submission in April 2018.

There was a discussion over how working group chairs should go about recruiting others to their group. JJ suggested that an Athena SWAN email be sent to the School explain the situation, outlining the working groups and asking for people to can contribute to a particular group. **[ACTION: AS]**

It was agreed that working group chairs and AB should meet to discuss the responsibilities and the best way to go about setting up the groups. **[ACTION: Working group chairs and AB]** AB will be available to provide support and was asked to populate the working group document with useful contacts from the Faculty who can also support the various groups. **[ACTION: AB]**

#### **5. Renaming of the committee**

SB reported that a number of SATs within the College are changing to Equality and Diversity committees and subsuming gender equality within a committee that addresses intersectionality more widely. SB advised that if the SAT decides to broaden out into an E&D committee, it would likely need to be expanded as it will be covering a much wider range of issues. Ideally a co-chair will also be needed. SB explained that the ECU like to see activity spread out within a SAT. EECS have recently appointed a co-chair and this is working well. AS asked for volunteers and for the SAT to email her with suggestions of suitable individuals to take on the role of co-chair. **[ACTION: SAT]**

There is an intersectionality section on the Athena SWAN website which explains how to word the assessment of intersectionality and SB offered to send the link to the committee. **[ACTION: SB]**

Data on gender and ethnicity is collected centrally and will be provided. However, the committee could also look locally at other protected characteristic and explore these too in the application. While Social class is not a protected characteristic it is something to consider in line with widening participations. Much of the activity SBCS staff are engaged with could be discussed in relation to this. For example the Nettlecombe field course.

AB suggested having a different intersectionality item on the agenda for discussion at each meeting.

It was agreed that the current Athena SWAN Committee be renamed the Equality, Diversity and Inclusion Committee. Athena SWAN will play a large part but intersectionality in general will fall under the committees remit. The website will need updating to reflect the change. AS agreed to write an accompanying narrative to send it to HF for the website. **[ACTION: AS & HF]**

#### **6. Any other business**

There is a recruitment review taking place at Faculty level. The report is currently with the Faculty Executive but will be disseminated to SATs in due course. There will be some recommendations to consider.

#### **7. Date of next meeting**

TBC. SH to send doodle poll **[ACTION: SH]**