

Minutes of the Equality, Diversity and Inclusion Committee meeting

1st November 2017 13.00-15.00, Fogg Seminar room 1.02

1. Attendance and Apologies for absence

Attendance:

Angelika Stollewerk (AS)
Richard Pickersgill (RWP)
Apsana Begum (AB)
Peter Heathcote (PHe)
Janelle Jones (JJ)
Stuart Cadby (SC)
Fiona Marsh (FM)
Marina Resmini (MR)

Catherine Murray - notes (CM)

Apologies:

Helen Fitton (HF)
Maxie Roessler (MR)
Sandra Brown (SB)
Georgia Tsagkogeorga (GT)
Christian Nielson (CN)
Chris Duffy (CD)
Philip Howard (PHo)
Fahmida Jamal (FJ)
Kimberley Warren (KW)

2. Minutes of the previous meeting

There were no formal minutes but there is a recording of the meeting.

3. Matters arising and actions from the previous meeting

Finding a replacement work group lead for the student part of Athena Swan

As Beth Clare has now left the Committee we don't have anyone to lead the UG Student Recruitment & Career Support Working Group. As Helen is also leaving we will need a replacement for the SBCS culture working group. There is also no replacement for the Postgraduate Student Recruitment & Career Support Working Group.

The replacement needs to be willing to look at the data and write narrative, be responsible for the communications of Athena Swan to students, organise and deliver Athena Swan talks in induction week and look after the Athena Swan UG Society.

ACTION: RWP to identify a suitable working group lead for the student part of Athena Swan (this could be two people – one to look after undergraduates and one to look after postgraduates).

AS highlighted the need to collect data on UG student outreach. This is also something this person will be responsible for. RWP noted that a lot of outreach is being done by members of the Marketing and Communications Committee.

ACTION: RWP to follow up with Tippu Sheriff, Lesley Howell, Dave Hone and Steve Le Comber to get a summary of their outreach activities.

PHe had also been involved with/had knowledge of outreach activities, including with the Universities Schools Trust, the Wellcome Trust Authentic Biology Programme, and Drapers Academy.

PHe also informed the Committee that Anne Setright used to be in charge of widening participation within the college and she may have picked up on some interactions on outreach that may not have gone through the school, but may have involved school staff.

ACTIONS:

PHe to provide a summary of outreach activities to AB once she provides him with a clear steer on what information we need to gather.

PHe to follow up with Anne.

4. Report from working group leads (who were in attendance)

4.1 Governance and policies (AS)

The survey is complete. We had a good response (60-80 completed surveys approximately). JJ is now going to analyse the data. This was one of the requirements of the new application and will give us a comparison from the last survey. AS also informed the Committee that she has invited Professor Jane, University of York, to give a talk on Athena Swan as they achieved a gold award. The talk will take place on 23 November from 3-4pm. We are also trying to arrange coffee and refreshments.

ACTION: AS to send details of the Athena Swan talk to AB so that she can publicise the event.

4.2 Technical staff

Philip Howard, working group lead for the technicians, was not at the meeting to give an update but circulated a note in advance of the meeting to say the working group had met and were discussing having a survey that was more tailored for technical staff as part of the application.

The Committee discussed whether we should be organising a separate survey for professional and technical staff. It was agreed that there may be scope to look at the survey questions or create a different survey.

ACTIONS:

JJ to send AB the survey questions

AB and FM to meet to discuss the possibility of having a separate survey for professional services and to think about other questions that would be more useful/appropriate to include.

4.3 Academic staff recruitment, development and progression (RWP)

RWP had previously spoken about the upcoming promotion round at the SBSC School Committee Meeting, and had encouraged people to start thinking about promotions and to seek input from line managers, mentors and from him. He has also had conversations with his HoDs to ask them to encourage people who may be reluctant to put themselves forward. It was acknowledged it might be helpful for RWP to provide some additional written guidance to the HoDs, to encourage mentoring, particularly for those individuals who are reluctant to apply (especially as the system is self-application).

ACTION: RWP to provide written guidance to HoDs around the importance of mentoring during promotions.

4.4 Work-life balance

Maxi was unable to attend the meeting but AS noted that an update on this working group had already been given at the SBSC School Committee Meeting. AS also mentioned that she was disappointed that there were no options in the recent doodle poll that was sent out for the grant workshop within core hours. RWP said that there was the option for people to come later and leave earlier and acknowledged that this could be made clearer when training requests are sent out. It was also acknowledged that sometimes it is fine to go beyond core hours when you give people a lot of notice, like with the Programme away-day which was advertised some a long time before the event.

5. Data analysis (AB)

AB reported that she had productive conversations with Ailsa, the consultant who will be helping with the school's Athena Swan application. We have booked 5 days of Ailsa's

time so AB emphasised the importance of giving her a clear steer with regards to what we need her help with in order to maximise this time.

It was previously agreed that all the data for the application would be worked on by AB, FM and CD. As CD felt he did not have the skill set to complete the data plots, the Committee agreed that we should find someone else to help with this. As Ailsa is already helping us with our application, it was agreed that we would request an additional two days so that she can do the data plotting for us.

ACTION: AB to book Ailsa for an additional two days.

Ailsa has proposed a one day workshop that she will facilitate, where the Committee can analyse the data and come up with some actions together. The Committee agreed that in order to get the most value out of the workshop it was important to have another meeting to look at the data first and correct any errors. It was agreed that we would aim to have this meeting before Christmas, we can hold the workshop in early January.

ACTIONS:

AB to ask Ailsa when we think she can get the data back to us in a format that we can review so we can decide when to have the next meeting.

CM to set up the next meeting before Christmas.

AS mentioned that geography didn't get the silver award and it would be helpful for our application to review their feedback so we can learn from it. AB mentioned that she had a meeting with Anna the next day so would ask for any additional feedback.

ACTIONS:

AS to circulate the geography application and feedback.

AB to ask Anna if there is any additional feedback when she meets with her and forward it to Ailsa.

In terms of data collection, we currently have the staff data and the student data for 2016/17 will come at the beginning of next year. AB and FM met to discuss recruitment data and this is progressing well. We also have appraisal data, training data from the CIPD (who in the school has participated), and data on unconscious bias.

As discussed earlier in the meeting we are missing the school outreach data. AS mentioned that an email had gone out recently to ask people to update their information, but she didn't know how successful that had been. She also mentioned that we need to

revise the form where people capture their activity to add additional questions to make sure we are capturing all the information we need for our application.

ACTION: CM to ask Natacha Chappell for the outreach data. AB to provide clarity around what data we need.

There was a discussion around whether there was time to introduce new initiatives, but AS said that we need to be able to show the impact of our initiatives and that takes time. As we already have a number of good initiatives going now, it is hoped there will be some impact from these to include in our application. It was acknowledged that most of our activity has been aimed at academics and that maybe we need to look more at professional staff. We can incorporate that more in the narrative.

MR provided the Committee with some feedback from a focus group she had taken part in recently. It identified lack of support of institutions in terms of finance as the biggest barrier to diversity in the sense that institutions have to rely on their own internal courses, which means they are not providing valuable opportunities to go out and network. Lack of confidence was also felt to be a contributing factor, so there has to be active promotion.

This led to a discussion around what training opportunities are available for women in leadership at QMUL.

ACTION: AB to find out what training programmes/course are available for senior women at school or faculty level. If there aren't any, we can identify suitable programmes that we can suggest.

6. Any other business

Association of Heads of Psychology Departments meeting

JJ gave a brief update about the Association of Heads of Psychology Departments meeting, where someone from Queens, Belfast, attended to talk about Athena SWAN as they had just achieved a gold award. They highlighted two issues which need to be addressed in the application with regards to promotion data. The first was career stage publication across different disciplines, in the context of recognising the difference in citation rates depending on gender, and the second was about teaching evaluations and gender and recognising there are differences in these evaluations. Both these things play a factor in whether or not people get promoted so there needs to be some kind of response and they are looking for people to start engaging with this kind of information.

They also want applications to start engaging with the existing literature and key debates in the field- this was key as it shows that you are really engaging with it. They also recommended commentary on different things, so different initiatives, workshops, testimonials etc. as this really strengthens applications.

7. Next meeting –TBC

Action: CM to look at w/c 11th December for next EDI Committee (following confirmation from AB that we can get the data back from Ailsa in time)

Action: CM to look at w/c 8 Jan for the EDI workshop (following confirmation from AB that this works for Ailsa)