**Minutes of the SBCS Equality, Diversity and Inclusion Committee Meeting**

**10 September 2020, 11.00-13.00, Microsoft Teams**

1. **Attendance and Apologies for absence**

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| *Attendance:* | *Apologies:* |
| Anna Pachol - Co-Chair (AP)Richard Pickersgill – Co-Chair (RWP)Daisy Crowfoot (DC)Giulia De Falco (GDF)Angelika Stollewerk (AS)Janelle Jones (JJ)Henry Oamen (HO)Ellie Marshall (EM)Susanne Steck (SS)Petra Ungerer (PU)Elisabetta Versace (EV)Frances Healy (FH)Christina Kousseff (CA)Sian Cooper (SC)Nathan Emery (NE)Isabel Palacios (IP)Catherine Murray - *notes* (CM) | Christian Nielsen (CN)Marina Resmini (MR) |

In attendance: Shaheda Batha

1. **Changes in Committee Membership**
	* AP welcomed Sian Cooper as new technical working group lead and Nathan Emery as the new work life balance working group lead. Isa Palacios has also joined the Committee as a member of the new intersectionality working group.
	* Dunja, Christophe and Peter are all leaving or are have already left the Committee. AP thanked them for their contributions.
2. **Changes within the Committee**
	* GDF has agreed to be the new working group lead for culture. JJ has agreed to lead the new intersectionality working group, working with IP.
3. **Minutes of the previous meeting**
	* The minutes of the previous meeting were approved.
4. **Update on actions from the last meeting**
	* Ask academics to expand the reading list and embed broader references in their teaching – UPDATE: Guidelines are being developed by DC, which will be implemented across the Faculty. AP shared a document (SBCS\_diverse\_teaching) with the Committee and asked members to populate with good examples of women and BAME researchers. AP has not had many responses so far. AP asked whether we should share the examples we have so far with the School, or just wait for the guidelines. Committee felt we should share what we have and wait for guidelines. JJ suggested letting people know they can add other types of media, for example Ted Talks, if they are struggling to find references.

**ACTION: AP to draft an email to staff asking them to think about whether they could include more diverse resources while finalising their courses for Semester A. Circulate draft email to EDIC for comment before sending**

* + Run a focus group/townhall for UG and MSc students to hear their thoughts. UPDATE: To be organised by UG WG, EV to see if this is possible in the summer. JJ can help.
	+ Check if Power BI student dashboard includes the destinations for UG/PG students. UPDATE: EV asked to postpone action until October. FH thinks there is a destination of leavers in the dashboard but will investigate by the next meeting. **New action**: FH to investigate if dashboard includes destination of leavers
	+ Review the data on BAME representation for UG and PG and on the destinations of students after completing UG degree. UPDATE: FH thinks data has been updated for 18/19 and the Committee could look at it I the Jan/Feb meeting. FH noted it just shows BAME / white. It might be work speaking to Sam Astley to see if we can get these data. EV asked about the possibility for a budget to carry out a survey to help us better understand how to get more female students to chemistry and malr students to psychology (approx. £1000). **New action**: RWP asked EV to make a short care for this: what aim is, who they would survey, what money will be used for (e.g. vouchers etc)
	+ Set up new ‘intersectionality’ WG. UPDATE: WG will focus on how different combinations of protected characteristics can influence people’s opportunities and outcomes (amongst staff and students). WG can also start looking at different kinds of categories as well, such as race, sexual orientation and social class. WG will use data to identify challenges and solutions. All WGs will be actively contributing to this working group.
	+ a) Collate list of fellowships accessible for BAME scientists/PhD students. b) Ask staff to spread the news about these fellowships through their networks. UPDATE: Action underway, there is a page on the SBCS website collecting these.
	+ DC to share the reading list she shared with the S&E EDI Committee so that it can be shared within the School. UPDATE: Action complete.
	+ Follow up with SB to see if she would like to join the EDIC. UPDATE: SB to contact AP after the meeting.
	+ Analyse Committee data. UPDATE: tried to follow up but information was out of date. **New action**: Sarah Heskett/CM to keep a record going forward.
	+ Revise your current actions and start thinking about the possible changes/updates to the Action Plan (All). UPDATE: complete. Any further comments should be added by end of September. Action plan will be finalised by the end of the year.
	+ Discuss how to influence promotion guidelines at the Faculty EDI meeting. UPDATE: Action closed. HR are setting up new academic promotion review panel which will start work in October.
1. **News**
	* The School received AS feedback, which was very good. There were a few suggestions for improvements which the Committee will review and address.
	* RWP drafted a letter to Advance HE to request an extension. The School was awarded an extension until November 2024. RWP thanked everyone for their contribution to the current application.
	* AP has forwarded the minutes from the June and July Faculty EDI Committee (minutes from the September meeting will be forwarded when available). The June meeting mainly focused on Black Lives Matter. A new race equality action group being created and call for volunteers has gone out. There are 20 actions which will be shared and the School will be asked to choose which ones they want to participate in. The July meeting covered black history month, teaching hours, and promotions. The September meeting covered the trans inclusion statement, staff disability network, and bi visibility day. AP has shared the recent information across the School.
	* The GESAT Committee is being restructured and they are looking for new members – either as a faculty rep or a member of a specific working group. They are particularly encouraging nominations from academics at any stage of their career, BAME staff and staff with experience of working part-time or who have atypical working patterns.

**ACTION: If you are interested in joining the GESAT get in touch with AP by close of play tomorrow**

* + IP has put together a group of about 15 people, across all positions in the School, with the idea of trying to get positions for black people and/or minorities. The group has had their first meeting and may develop sub groups. The group doesn’t have a name yet. The plan is to have another meeting in about a month’s time and then they will report back to the EDIC. Chat with Alumni office was arranged on 18th August to discuss possibilities on raising money for positions withing the School. The decision was taken to start drafting a document (letter to Alumni) and try and raise funds this way. Alumni Office agreed to help to proceed with this.

1. **Update on previous actions**
	* Take forward module evaluation pilot study in Semester B, including speaking to Stephanie Marshall – UPDATE: **New action**: RWP to discuss with Sheila Gupta and Philippa and feedback their response to the EDIC
	* Meet with psychology external examiner to have an informal chat about their comments – UPDATE: action removed as situation had already been handled by the Psychology department
	* Draft statement about contacting staff on maternity leave – UPDATE: delayed due to the pandemic and DA leaving. AP to discuss with NE to agree an appropriate deadline
	* Introduce DC to Zi Parker to discuss including something on EDI in PhD initial/refresher training course – UPDATE: COMPLETE
	* PDRA gender balance – closer look on the new recruitment policy and recruitment data for PDRAs – UPDATE: unable to complete because data isn’t available. To be carried forward.
	* Check whether the background of some of the photos can be manipulated - complete the photos arrangement across Fogg – UPDATE: **New action:** RWP to meet GDF to discuss how to take this forward
2. **Issues arising**
	* Induction material – AP has received comments and will take them forward to Ellie. **New action**: FH will try to adapt the Induction document to be suitable for PhD students.
	* Returning to campus/working from home for professional services and technical staff – related to feedback received from the School’s Athena Swan application. SS highlighted the fact that experience of working at QMUL for professional services and technical staff was not positive. More flexible working patterns have potential to improve experience. SS felt it was a good time to look at this again, due to the fact all staff have been working flexibly and prior to returning to campus. SC noted that situation is different for technicians as they have been working on campus throughout and need to be onsite, due to the nature of their jobs. The Committee discussed how it could help professional services staff retain an element of flexibility in the future, whilst considering the potential impact on the student experience. RWP noted it would be helpful to find out from professional services staff if they feel that they need to be on campus and at what frequency. SS noted there is currently a rota in place. RWP noted it would be helpful to share this – if the rota is working, there would be an argument to keep this in place. To revisit at a future meeting.

**ACTION:** SS to share the current rota with the Committee

1. **Update on Action Plan**
	* FH provided an update on actions relating to the PG WG. With regards to Action 2.3, new recruitment guidelines were implemented last September. FH is keeping a database of all applications and has added a column to record who was on the interview panel. In terms of monitoring compliance, nothing is final as recruitment is ongoing for people starting in 2020/21. Towards end of 2021, we will have a better picture. Action 2.4 was due to start in January 2021. FH noted that it was unrealistic for her to read every single panel report so will consider an alternative action.

**ACTION**: FH to propose a new specific action for Action 2.4 with updated start date

FH will need help with the PGR survey. JJ can help.

* + AP asked remaining WGs to have a look at actions and make any minor amendments to the Action Plan before the next meeting.
1. **Date of next meeting** – TBC (December)