



## **SBCS Athena SWAN self-assessment team Minutes of meeting held 4<sup>th</sup> March 15.00-16.00, Fogg 1.02**

Present: Sunita Devi Paul (SDP), Matthew Evans (ME), Andrew Hirst (AH), Janelle Jones (JJ), Alan McElligott (AGM), Fiona Marsh (FM), Kelly Peaston (KP), Richard Pickersgill (RWP), Maxie Roessler (MR), Caroline Spence (CS), Angelika Stollewerk (AS), Georgia Tsagkogeorga (GT), Marcia Williams (MW)

- 1. Apologies for absence** received from Beth Clare, Marina Resmini, Laura Shephard, Jim Sullivan
- 2. Minutes of the previous meeting** - approved
- 3. Matters arising and actions from the previous meeting** – no matters arising
- 4. Reports from SAT members:**

### **4.1 Marcia: AS College**

MW reported that she attends the Equality and Diversity Steering Group for the College, which is chaired by the Principal. This is the over-arching committee for equality and diversity which other groups feed into. Many members are Athena SWAN champions but this is separate from the College Athena SWAN committee.

The College level Athena SWAN committee last met in December 2014. Prof David Sadler has now taken the Chair after Jeremy Kilburn's departure. The College is putting together a Silver Application and will submit this for the April 2015 application round. SEMS is also making a silver application.

The WiSE team is doing a really good job and is very active. There is a *HeforShe* talk coming up. Information will be coming soon on QMUL's shared parental leave policy, which has been approved by QMSE, with a publicity campaign planned for the week commencing 23<sup>rd</sup> March.

### **4.2 Janelle: Equality and Diversity**

JJ is a member of the Equality and Diversity group. It is a new committee chaired by Rainbow Murray and includes representatives from Schools and departments in the College. There are three meetings per year focussing on particular equality and diversity issues, how they impact on careers, how to minimise the impact. Recommendations from this committee have been sent to the Principal for discussion within QMSE.

Colleagues on the Athena SWAN SAT can assist JJ by responding to emails and completing surveys when requested. These surveys/requests for information are applicable to all staff and PhD students.

#### 4.3 Sunita: recruitment data

Sunita reported that there were 16 appointments in the past 12 months in the following categories:

	Male	Female
Academic	2	3
Technical	2	1
Administrative	0	2
Postdoctoral	4	2

There are currently five live posts with eight more to be advertised.

Sunita confirmed that every interview panel has at least one female member. Two PDRAs have received training for interviews.

There was a discussion about data monitoring. The equal opportunities data is removed from the applications so within the School there is no record of which applicants are male or female. It is difficult to tell from names alone the sex of the candidates shortlisted therefore recently out of 39 applicants for an academic post, five were shortlisted but none were male.

There would need to be an agreed policy at College level to change how this is done, but this could possibly be driven by the College's Athena SWAN committee. It is generally thought by some of the SAT members that the current process is not biased as the best candidates are chosen regardless of sex. The data obtained from 2011 showed male bias in all grades and subsequent data shows movement towards a more positive position. AS suggested that the selection criteria might be male biased and should be re-examined.

This raises the question of unconscious biases. ME commented that Jeremy Kilburn encouraged all Heads of School to take the Harvard implicit association test. There was a discussion about whether Athena SWAN members should also take this test. The test uncovers unconscious biases so that they are identified and can be consciously accounted for. However, dealing with the responses of the test could require some careful discussion as staff become aware of their biases.

**ACTION:** Sunita and Fiona will organise an unconscious biases session. Athena SWAN members would be recommended to take the test. There could be a follow up session organised with Sam Holborn, Marcia Williams, David Nida.

#### **4.4 Fiona: student data (UG/PG/PGR)**

FM circulated student data prepared by the planning office. The data is based on the HESA return and is accurate up to July 2014. The data does not present any cause for concern. For the Athena SWAN applications HR commissions the data in one load. It is necessary to identify what the benchmark for the data should be.

#### **4.5 Kelly: mentoring and appraisal**

MW explained that Steffi Krause in SEMS is running a pilot for PDRAs in SEMS. It would be useful to compare systems.

KP and LS are due to meet to look at how to present mentoring information on the website. It will be essential to evaluate the usefulness of the scheme by circulating an evaluation form.

**ACTION:** MW to send the HR mentoring evaluation form to KP.

**ACTION:** KP and LS to meet to discuss the website.

KP commented that the new e-appraisal system is due to be rolled out across the College this year. There is no further information at present, but news is expected soon.

#### **4.6 Janelle: post-seminar meeting/lunch**

JJ explained that despite the best efforts of several people and willingness from the speakers the post-seminar meetings with PhD students were not a success. The students did not appreciate the 'forced' nature of the meetings and are perhaps not recognising them as professional development opportunities. The seminar and follow up meetings with Michelle Ryan worked well. It is not clear how this can be made to work better.

#### **4.7 Alan/Sunita/Georgia: events for early career researchers**

Many PDRAs participate in the WiSE events however it is not clear how PDRAs perceive Athena SWAN and whether they have an understanding of the action plan.

#### **4.8 Alan PhD students**

AGM reported that Caroline Spence has joined the team to replace Joanne Littlefair as the postgraduate student representative. From speaking to PhD students there is low awareness about Athena SWAN. AGM will include information about Athena SWAN at induction meetings for new students. It could also be made part of their training. **ACTION:** discuss further at next meeting.

There was a discussion about setting up events and meetings that run outside the hours of 10am and 4pm. Advice from HR is that this was introduced as an inclusive working environment but not a cast iron rule. It would be helpful if the reasons for introducing this as best practice were communicated to all staff members to help colleagues understand the reasons behind it.

There was no time to discuss these items so they would be carried forward to the next meeting:

- Andrew: Equality and diversity in the REF
- How can we improve communication of AS?
- Generation of survey to evaluate status quo
- Gender balance in seminars
- Seminars during core hours – again; long notice for events outside of core hours
- Any other business