



**SBCS Athena SWAN self-assessment team  
6<sup>th</sup> October 2014 12:30-14:00, Fogg 3.15**

Present: Elizabeth Clare, Matthew Evans, Janelle Jones, Joanne Littlefair, Alan McElligott, Fiona Marsh, Giulia Mastroianni, Kelly Peaston, Angelika Stollewerk, James Sullivan, Georgia Tsagkogeorgia, Marcia Williams

**Part 1**

**1. Apologies for absence**

Rukasana Baijee, Sunita Devi-Paul, Richard Pickersgill, Maxie Roessler

**2. Minutes of the previous meeting – confirmed.**

**3. Matters arising and actions from the previous meeting**

**3.1 Athena SWAN newsletter**

**3.2 CV workshops**

At the previous meeting, it was agreed that SBCS would run CV workshop/career advice events for PDRAs. At the time the team was not aware that the College was also planning to run CV workshops. The first of these takes place on 22 October. GT is planning to attend this meeting.

KP was asked to find the email with information, which is partly copied here (sent by Zi Parker on 29/09/14)

Dr Janet De Wilde FIPEM, FInstP, PFHEA  
Head of Researcher Development, CAPD

**CV SURGERY WORKSHOPS**

22.10.14, 14:30-16:30, room GO Jones LGI, **Mile End Campus: Rachel Tobbell, Prof Julia Shelton and Prof Cathy McIlwaine**

23.10.14, 10.00-12:00, room Large Cloud, Blizzard Institute, **Whitechapel Campus: Rachel Tobbell and Prof Aine McKnight**

23.10.14, 14:00-16:00, room Large endocrinology room, 1st floor, John Vane Science Centre, **Charterhouse Campus: Rachel Tobbell and Prof Sussan Nourshargh**

*These practical, interactive workshops will explore good practice in writing and maintaining a CV, with particular reference to:*

- *What your CV says about you*
- *The things to consider when preparing your CV for a promotion round or job application*

- *The language you could or should be using to describe your achievements and talents*  
*There will be an opportunity to hear from and interact with a senior female academic who will be sharing her CV,*  
*talking about her experience of applying for promotion and offering some advice and tips.*

**3.3** There was also an update on recruitment training: GT and Monika Struebig have now attended the recruitment training course and are now eligible to sit on interview panels. GT reported that the training was useful.

## **Part 2**

### **1. Implementation of action plan**

AS reported that in order to facilitate the implementation of the action plan, she has identified staff members to be responsible for particular areas.

The truncated version of the action plan would be posted onto the website.

It was agreed to invite Laura Shephard to join the committee.

Data would be analysed once per year.

There was a discussion about including information about Athena SWAN activities at induction meetings for students. ACTION: AS to discuss with Tony Michael.

It was also mentioned that there are careers discussions embedded in some teaching modules (e.g. Research Methods II) and this is an opportunity to introduce the Athena SWAN messages.

MW commented that it is important to focus on the positives, rather than always to talk about the challenges faced by women in science.

It was noted that there are some members of staff who are still unaware of the policy of having female staff on recruitment panels. AS agreed to remind staff about this at the next school meeting. The question was asked whether we keep a record of panel members.

AS went through the action plan actions, which have been allocated to individual staff and the following points were noted:

Mentoring: this needs to be more visible via the website. It was suggested that there should be a mentoring advice sheet on the website. MW could provide an example of a feedback form as used with the B-Mentor scheme. It was also suggested that a group meeting would be useful for participants in the scheme. MW has useful information including a working agreement that aligns expectations for participants.

Gender balance on committees: ME's view is to aim for better balance. Representation is based on balance of population.

Advisory panel: this has been in the pipeline for some time. The idea is to form a group of external people to advise SBCS in particular areas as needed. This is not just Athena SWAN related.

It was agreed that JJ and KP would liaise to organise post-seminar meetings for students with seminar speakers. JL would advertise talks via the WiSE network.

**1.1 Work/Life balance:** MW reported that the regulations regarding parental leave are changing. HR is working on a new policy which would be sent out for consultation. SBCS Athena SWAN members would like the opportunity to have input into the policy now, rather than at a later stage. ACTION: MW to discuss with Alistair Kelly (HR).

Timing of meetings: A reminder is needed about setting meetings during core hours 10am-4pm. MW advised that in working towards a culture shift, gentle nudges towards the best practice are useful.

**1.2 Seminars:** There is a WiSE seminar on 20<sup>th</sup> October 'Lost in Translation' which is a lunch time event.

AGMc wanted to raise the issue of gender balance in the current seminar series. In the current Chemistry/Biochemistry/CMB series only two out of 11 speakers are female. The balance is better in the Organismal Biology/Psychology series.

ACTION: ME to write an email to staff about this and mention the positives.

2. **Any other business** - none
3. **Date of the next meeting** – aiming for mid-November.

Dr Angelika Stollewerk  
Chair SBCS Athena SWAN self-assessment team