



Minutes of the meeting of Athena SWAN Self-Assessment Panel held at 10.30am on Tuesday 6 January 2015 in Room SW00, William Gates Building.

Present: Ann Copestake (Chair)
Mike Gordon
Jonathan Hayman
Mateja Jamnik
Ian Leslie
Yoli Shavit
Bogdan Roman
Caroline Stewart
Claire Chapman

1. Absent

Simone Teufel
Vivien Hodges

2. Matters arising from the Minutes of the last meeting

Mike Gordon, Ian Leslie and Bogdan Roman were welcomed as new members of the panel.

The Computer Laboratory will join in with the Department of Engineering's staff survey. Chemical Engineering and Biotechnology have also said that they will be joining Engineering's survey. We will have the option to add optional questions if need be (at a cost of £300 per question). The survey will be circulated to the panel prior to the working group meeting on 15 January for their suggestions. Jo Farmer-Eynon will attend and it was suggested that it might also be useful for an academic member of staff from the panel to be part of the project. MJ agreed to see if she can attend. CS agreed to send her the information.

Action: CS

The results from the survey will probably not be analysed before the submission in April but we can state that this is on-going. We should encourage individuals to complete the survey and a healthy competition for completion rates should be set in place e.g. Engineering have 46% completion rate etc... Jo Farmer-Eynon will develop this.

3. Outreach and Publicising Events

A repository of events is needed. The Department is involved in different activities and an archive to deposit resources is needed. Often, the events are repeated and it would be helpful to see who has presented the same topic before.

It was considered if women@CL should sponsor a prize for the Part II projects. It was decided that this would be seen to be excluding male students which is not the ethos the group wants to represent. However, something like a prize awarded

to the person in the Department who gets most involved with Open Days/Outreach and increasing the number of female applicants might be of more value.

It would be good if the Oxbridge Conferences could have more female presenters. Currently Rob Harle and BR are the only current presenters from the Department. It was decided that potential speakers could be Postdoc level or above. BR will be able to brief any volunteers. MJ agreed to send a women@CL PowerPoint slide to BR to add to the presentation.

Action: MJ

More females should be sought to give presentations at the open days in July. Part IB and Part II female students could present their projects and also female PhD's and Post Docs could give presentations. women@CL will be asked to inform their members of the Open Day dates and encourage volunteers. Last year's Open Day attracted 30% of females. YS agreed women@CL should liaise with the Outreach Committee to help recruit volunteers for open day.

The dates of this year's Open Days will be put in the Action Plan. As the Open Days fall outside term time, BR suggested we should offer to arrange accommodation for any returning students who volunteer to take part.

Action: ST and YS

4. Student Survey

Version 5 of the Student Survey was circulated to all students in the Department at the beginning of the Lent Term. A completion deadline of two weeks has been given.

At the DoS meeting on 8 January DoSs were asked to encourage students to participate.

5. Draft Action Plan and Structured Wednesday Meeting (4th Feb)

Feedback from the last submission will be circulated to members of the panel that had not seen it. It was agreed that a Draft Action Plan will be ready for discussion at the next meeting.

An Athena SWAN Committee web page will be created and last year's submission and feedback will be posted on-line with restricted local access.

Action: CS, AC, CC

6. Any Other Business

The Tripos results should be filtered by gender so that statistics can be derived for the performance of both males and females.

Addendum: This data is already available in the Examiners' reports for Part's IB and II.

7. Date of next meeting

The next meeting will be arranged week commencing 26 January 2015.