



Minutes of the meeting of Athena SWAN Self-Assessment Panel held at 1.00pm on Thursday 29 January 2015 in Room GC22, William Gates Building.

Present: Ann Copestake (Chair)
Claire Chapman
Mike Gordon
Jonathan Hayman
Vivien Hodges
Mateja Jamnik
Ian Leslie
Caroline Stewart

1. Apologies

Yoli Shavrit
Simone Teufel
Bogdan Roman

2. Matters arising from last meeting

There were no matters arising.

3. Draft Action Plan Presentation/Structured Meeting on 4 February 2015

AC explained her plans for presenting to the Structured Wednesday Meeting on 4 February 2015. The aim is to cover action points from the last submission but show them in a more coherent way and link them together into relevant groupings. The re-submitted action plan will be revised around this. There will be short term plans put in place, with measurable deliverables.

AC presented the Draft Action Plan and this was discussed in detail.

The following action points were highlighted:-

- Staff benchmarking data from HESA, Imperial and Oxford will be sought and comparisons made.

Action: VH

- The department's involvement in Raspberry Pi, and other departmental outreach activities, should be made more visible on the departmental website.
- Equality and Diversity training should be widely encouraged in the Department.

- Attempts should be made to encourage more female applicants to apply for Lectureships and Fellowships. Research Fellow appointments should also be prioritised to include people who increase diversity.
- The Department has agreed it will cover all EPSRC employees' salary if the employee goes on maternity leave. Funding councils usually extend grants, but getting this done can often be time consuming and unsettling for employees. This policy would provide a safety shield to employees who take maternity leave.
- The Athena SWAN's feedback comments from last year's submission will be addressed in the HoD's letter.

4. Student Survey Results and Vouchers

The student survey deadline has been extended to 2 February 2015 to encourage increased participation. CS will send a reminder to the MPhil, Part III and PhD students. Once the survey has closed, the results will be sent to VH to analyse. Three participants will be awarded a £25.00 Sainsbury's voucher.

Action: CC and CS

5. Outreach and Publicising Events

MJ attended the Outreach Committee Meeting and reported that Jan Samols has agreed to be in charge of publicising outreach activities that staff have been involved in. An Outreach activities webpage will be created where details and presentations will be posted. HoD approval has been sought.

6. Staff Survey

MJ reported that together with Jo Farmer-Eynon she had attended the Staff Survey Working Group. They had assessed the proposed questions which all looked reasonable and were in line with the aims of Athena SWAN. The survey will be run in conjunction with the Departments of Engineering and Chemical Engineering and Biotechnology. ORC International have been commissioned to run the survey and will analyse the data. We won't have the results in time for the re-submission in April, but will be reported as 'on-going'.

ORC suggest we aim for a response rate of at least 55%, but other departments have achieved 70-75%. There will be a staff meeting on Monday 9 February at 2.00pm in LT2 where further details of the survey will be given.

7. Date of next Meeting

To be arranged for week commencing 23 February 2015.