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Minutes of the meeting of the Athena SWAN Self-Assessment Panel held at 11.15am on Wednesday 4 November 2015 in Room SW00, William Gates Building.

**Present:** Peter Robinson (Chair)  
Claire Chapman (Secretary)  
Vivien Gruar  
Mateja Jamnik  
Ian Leslie  
Richard Mortier  
Bogdan Roman  
Yoli Shavit  
Caroline Stewart

PR gave congratulations to the Panel on the Bronze Award.

**1. Apologies**

Jonathan Hayman  
Simone Teufel

**2. Membership**

YS will be leaving the panel in January. The panel expressed their appreciation for all the work that she had done and in particular for helping drive the Student Survey. Suggestions were given for a new PhD student and a Post-doc representative. It was also suggested we should invite an undergraduate rep. It was agreed that Faculty Board Reps should be asked if they would be willing to serve on the Committee. CS agreed to approach the suggested individuals.

**Action: CS**

**3. Report on actions from last meeting**

**i) Summer School**

The Coding Summer School for Girls held in August was very successful and it is hoped that we will repeat it next year. It was encouraging to note that some of the attendees expressed an interest in applying to Cambridge and more generally it was felt that many would opt to continue with computer science at University. Feedback from the summer school will be sought and BR will ask Jan Samols to produce a report which can be circulated to the sponsors.

**Action: BR & Jan Samols**

**ii) Funding for Summer Schools**

BR suggested some companies which could be approached for sponsorship next year. Any additional help in obtaining sponsorship would be appreciated as it is hoped that full scholarships could be provided.

iii) **Oxbridge Student Conferences**

Last year ST gave a presentation at one of the conferences. An additional female representative is required next year. BR will send the dates to the women@CL committee for circulation.

**Addendum: They will take place on 14 March to 23 March 2016**

**Action: BR**

iv) **Student survey**

VG will provide further analysis and circulate to the Panel in December.

v) **CV and Career Clinic**

A CV and Careers talk presented by Susan Gatell from the Careers Service will be held in the Department on 4 November for MPhil/Part III students and on 5 November for undergraduates.

vi) **Wednesday Seminars**

Suggestions of senior women speakers to speak at the Wednesday Seminars are being compiled by ST and women@CL. It was agreed this should be shared with David Greaves (Wednesday Seminar Co-ordinator).

**Action: ST**

vii) **women@CL briefing**

A women@CL slide was included in the IA Introductory Lecture on 8 October.

viii) **Bias in supervisions**

An 'Understanding Implicit or Unconscious Bias' session presented by Professor Jennifer Saul, University of Sheffield will be held at the Clinical School on 1 December, 2.30-4.00pm. Two further sessions will be held in February at a central location. It was suggested that Dinah Pounds be nominated to attend the December session as she covers unconscious bias in the supervisor training session held in January.

**Consensus:** The 'Understanding Implicit or Unconscious Bias' session should initially be attended by a member of the Faculty and if found to be helpful, an in-house session can be provided which will be compulsory for new PhD students to attend. A possible speaker was identified: *Dr Juliet Foster, Department of Psychology.*

CS agreed to circulate details of the sessions in December and February to the Faculty.

**Action: CS & CC**

ix) **Athena SWAN web page**

Both Dignity at work and Dignity at study links have been added to the Athena SWAN website.

x) **women@CL talklets**

The successful Minute Madness session that was run in 2014 will be repeated prior to the Wheeler Lecture. A cross section of people will be invited to give a one minute presentation on their research and will include

PhD students, Post Docs and Staff. MJ agreed to coordinate this.

**Action: MJ**

**xi) Focus groups**

The Student Survey will be reviewed and if necessary, focus groups will be set up to address any issues.

**Action: CS**

**xii) Staff Survey**

The free text comments from the Staff Survey have been reviewed solely by the Head of Department. It was agreed that the Panel should request the Head of Department share the comments with VG, as an independent reviewer, for analysis. It was hoped that issues could be extracted from these comments to form discussion points for focus groups.

**Action: CS and VG**

**4. Bronze Award Ceremony (16 December, 10:00-15:30, University of Oxford)**

No panel members felt that they would be able to attend the award ceremony. If a representative from Plant Sciences is going in person, they may be asked to collect the award on our behalf.

**Action: CC**

**5. Graduate destinations for Part II Students 2014-15**

It was agreed we should ask Jan Samols if she can provide gender specific destination data for analysis at the next meeting.

**Action: CC**

**6. Action Plan Progress**

When the feedback from the Athena SWAN Charter has been received at the end of November, it will be evaluated and inputted into a new action plan progress chart.

**Action: CC**

**7. Silver Award**

The Athena SWAN Charter now includes the Arts, Humanities and Social Sciences as well as Science, Technology, Engineering, Mathematics and Medicine (STEMM) research and academia.

Key criteria to obtain a silver award include: monitoring previous events to see their impact e.g. increased female applications as a result of coding summer schools and increased staff and student satisfaction after addressing comments from surveys.

The bronze award will be valid until November 2018 and re-submission or progression to a silver award will have to be made within this timeframe. If the panel are to submit an application, it was agreed that April 2018 would be a good time to apply. The panel should now begin to address the types of evidence we

need to collect in preparation.

An Athena SWAN: New Development course organised by Equality and Diversity will be held on Thursday 12 November, 12:00 noon at the Pitt Building and representatives from the panel will attend.

**Action: CS and CC**

**8. Minutes of meeting held on Tuesday 24 February 2015**

The minutes were approved.

**9. Date of next meeting**

To be arranged in early January 2016.