
Athena SWAN Self-Assessment Panel Meeting

Minutes of the meeting of the Athena SWAN Self-Assessment Panel held at 12noon on Thursday 12 May 2016, SW00, William Gates Building

Present: Peter Robinson (Chair) (PR) Caroline Stewart (CS)
 Claire Chapman (Secretary) (CC) Simone Teufel (ST)
 Mateja Jamnik (MJ) Diana Vasile (DV)
 Richard Mortier (RM) Noa Zilberman (NZ)
 Bogdan Roman (BR)

1. Apologies

Ian Leslie
Pushkar Mishra

2. Minutes of meeting held on 7 January 2016

The minutes of the last meeting were approved.

3. Membership

No changes to membership.

4. Report on actions from last meeting

i. Oxbridge Student Conferences, number of women speakers represented

One female graduate student had been recruited to speak at the Surrey Conference, but unfortunately needed to withdraw.

ST said she had found it an enjoyable experience and will try to participate next year. She will also try to attract interest from the female Post-Docs in the NLIP group.

BR reminded us that the talk is on course content only, there is a separate Admissions Talk. Rob Harle and BR can brief volunteers.

Action: Simone Teufel

ii. Student Survey Further Analysis

NZ asked if there will be another student survey. CC said it is recommended by the Charter for surveys triennially so the next survey should occur in April 2018. It was agreed we should not overload students with surveys, particularly as we are keen to get a high level of responses to the (NSS)

National Student Survey and individual lecture surveys. It was suggested it may be useful to target the next cohort following the changes to the Tripos.

It was announced that the National Student Survey (NSS) response rate for Part II students was approximately 70%. NZ said that students are more likely to complete surveys if they see some action taken as a result from their feedback.

RM said the University of Nottingham uses various methods to encourage students to participate in surveys; the backscreen of each computer terminal displays a message asking students to complete the survey and each lecturer includes details of the survey at the end of each lecture.

BR reported on application statistics. The 75% Computer Science option had the lowest ratio of applications of female to male. He said he will report on admissions statistics at the next meeting.

Action: Bogdan Roman

iii. In House Understanding Unconscious or Implicit Bias Training Session

The Understanding Unconscious or Implicit Bias Training Sessions offered by Femi Otitouju (Challenge Consultancy) for the University received very positive feedback. It was agreed we should use her for an in-house session tailored to Lab participants. Key attendees should be Director of Studies and members of staff who are involved in interviewing and supervising. It was agreed we should aim to run the session before College Admissions in December. The date of the first Structured Wednesday Meeting in October was suggested.

Action: Caroline Stewart

iv. Minute Madness Session

MJ reported that 40 people have signed up for the session on 25 May. It was agreed we should record the session as we might be able to use parts of it in a CL promotion video. MJ will contact each speaker to see if anyone has any objections to being filmed. If any objections are received we will not use their presentation.

Action: Mateja Jamnik

v. Focus Groups

Dinah Pounds organised a student focus group in May. She will send her findings to Caroline.

Action: Dinah Pounds

vi. To increase recruitment of academic women staff

One female was interviewed for the UL/USL position in Programming Languages and Semantics, but was not offered the position.

The Appointments panel for the other UL/USL position had not shortlisted any females. PR reported that the panel gave it thorough consideration but the consensus was that it would be unfair to interview candidates that were not appointable in order to meet the targets.

MJ reported that the Judge Institute for Management Studies had hired a head hunter who had helped to increase the pool of female applicants for an academic position. Various ways of increasing our pool of female applicants were discussed. It was agreed that the Chair of each UTO Appointments Panel should ask each panel member to confirm that they have solicited applications from women.

Action: Caroline Stewart/Peter Robinson

vii. To obtain gender statistics of applications for UTO positions

It was noted that the gender balance for UTO positions has improved from 2013. Some research areas clearly attract more female applicants than others, for example, the Graphics and Interaction post had 37.5% more female applicants than the Programming Languages and Semantics post.

viii. To develop the promotion and appraisal processes

Lab specific information on the Procedure for Appointment or Promotion to Senior Research Associate has been provided on the Personnel webpages.

An appraisal system for Post-Docs to have a biannual appraisal is in place. It has been made clear that appraisees can request a change of appraiser without question. It was agreed that all appraisers should be asked to attend the Understanding Unconscious or Implicit Bias Training.

It was suggested that it would be helpful to provide an appraisers briefing document on the website. It was stated that there is a link to the University Career Management Processes: Guidance for Contract Research Staff and one for Academic Staff. CS agreed to re-circulate this information to appraisers.

Action: Caroline Stewart

ix. To further develop the local maternity leave information on the Personnel Webpages

The Family Friendly Policies document was discussed. It was noted that all the policies are for staff apart from Child Care provision. It was suggested we should advertise the fact that the CL has no teaching on Saturdays and the Child Care Scheme is open on Bank Holidays during term time. There should also be a link to the University Play Scheme and West Cambridge Playgroup.

Action: Claire Chapman

x. Scheduling of Meetings

It has been agreed from next term onwards, we would trial a change in timing of the Wednesday Staff Meeting to 14:15 and the Wednesday Seminar to 16:15. It is hoped that a seminar later in the day will attract attendees from industry. women@CL try to tag a session after the seminars with female speakers but they can change and do this before the seminar. It was agreed we should trial the new timings for a year. CS agreed to let David Greaves (seminar organiser) and Wednesday members know the new times.

Action: Caroline Stewart

xi. University Athena SWAN Working Group

MJ attended the founding meeting on behalf of the panel. The main emphasis was networking with other Athena SWAN contacts, keeping in touch and promoting the University Athena SWAN events.

5. How to improve the Lab's Outreach Activities

BR gave the following suggestions:

1) To invite primary school children to the Lab for an afternoon of coding with current undergraduates. BR has already recruited undergraduate volunteers to help out with school visits and most other CL outreach activities

2) To invite undergraduates to attend the Oxbridge Conferences to speak to potential students

Concern was raised about the difficulty in finding senior academics willing to host primary school children and CRB checks may be required. From past experience at Homerton College, BR said that CRB checks are avoided so long as a teacher is present at all times.

ST reported Oxford University's website says they introduce young females to Computer Science two years earlier. She asked the Outreach Committee to investigate.

Action: Bogdan Roman & Jan Samols

6. Gender breakdown for RA/SRA positions from 1 January 2016

CC had produced charts showing the gender breakdown of applications to contract research positions. It was felt it would be helpful to include an extra column showing the gender of the person appointed, and also to collate the data by research group once more results have been obtained.

Action: Claire Chapman

7. Any other business

i. Travel funding statistics for graduate student applications

NZ asked for information on the ratio of female:male graduate students applying for Departmental Travel Funds (number of applications, rather than the cost). This matter was raised at the women@CL AGM as they felt it would be useful to discover if fewer women are applying for travel reimbursement than men. PR said he should be able to access these statistics.

Action: Peter Robinson

8. Date of next meeting

To be scheduled for Michaelmas 2016 after the Unconscious Bias Training session has taken place. Longer time for the meeting might be needed as we should begin to discuss the Silver Application Action Plan. CC will circulate a Doodle Poll nearer the time.

Action: Claire Chapman