



Athena SWAN Self-Assessment Panel Meeting

Minutes of the meeting of the Athena SWAN Self-Assessment Panel held at 12noon on Friday 4 November 2016, SW00, William Gates Building

Present: Peter Robinson (Chair) (PR)
Claire Chapman (Secretary) (CC)
Mateja Jamnik (MJ)
Ian Leslie (IL)
Richard Mortier (RM)
Caroline Stewart (CS)
Noa Zilberman (NZ)

1. Apologies

Bogdan Roman
Simone Teufel
Diana Vasile

It was noted that members Diana Vasile and Simone Teufel will soon be on leave. It was agreed to invite Diana Popescu, postgraduate representative and the Academic Chair from women@CL to sit on the committee.

Action: CS

2. Minutes of meeting held on 12 May 2016

The minutes of the last meeting were approved.

3. Report on actions from last meeting

i. Oxbridge Student Conferences

BR asked for female volunteers to speak at the student conferences and requested women@CL to provide a presentation slide. Volunteers don't need to have been undergraduate students here; just someone who is enthusiastic about the Laboratory. BR will send NZ further details and NZ agreed to relay this to women@CL.

Action: NZ and BR

ii. Admission Statistics

It was noted that the statistics will be provided at the next meeting.

- iii. In House Understanding Unconscious or Implicit Bias Training Session**
Feedback received has been mainly positive. It was agreed the session should be repeated annually. Members of Appointments Panels will be asked to attend a refresher session every 5 years and it will be compulsory for new panel members to attend. It was also agreed that a record of supervisors who attend future sessions will be kept and the relevant Directors of Studies will be informed. Supervisors should be told this will be our future practice.

Action: CC

It was suggested that we might consider running future sessions jointly with the Department of Physics in order to pool resources and share costs.

Action: CS

- iv. Minute Madness Session**

Consent for the recording to be used for a CL promotion video is still to be collected.

Action: MJ

- v. Student Focus Group Feedback**

The focus group meeting held in April had not revealed any gender issues from the 3 female students who attended. They reported they felt gender biases was not an issue at the Lab.

- vi. To increase recruitment of academic women staff**

Currently, three UTO vacancies are being advertised with a closing date of January 2017. Each Appointments Panel Chair has been asked to actively encourage females to apply. We will monitor if this individual approach reflects an increased rate of female applications. Statistics of how applicants heard about vacancies will be collated using data supplied from the Equality and Diversity Office.

Action: CC

The transfer of Dr Paula Buttery to University Senior Lecturer in the Natural Language and Information Processing group from the Faculty of Theoretical and Applied Linguistics was noted.

- vii. To develop the promotion and appraisal processes**

The Research Assistant and Associate appraisal scheme is now in operation. Details of the Academic appraisal scheme have been circulated to all academic staff and the uptake will be monitored.

Action: CS

- viii. To further develop the local maternity leave information on the Personnel Webpages**

Details of the Family Friendly policies in the Lab are published on the internal Personnel pages.

ix. Scheduling of Staff Meetings

Wednesday Staff Meetings are now taking place at the earlier start time of 14:15

x. How to improve the Lab's Outreach Activities

BR to discuss solutions at the next meeting. It was suggested we ask Lucija Dacic to consider the visual layout of the Outreach Activities webpage to see if improvements could be suggested. It was agreed that current and future outreach should be displayed prominently rather than in list format.

Action: CS

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

The breakdown of applications received for each post was discussed. It was noted that some positions are not attracting many applications. To increase the visibility of adverts, RM posts the Systems related adverts on EuroSys (European Job Offers in Systems) website, which he believes has seen an increased application rate.

xii. Travel funding statistics for graduate student applications

Following an earlier email, PR reiterated that 11 travel grants have been awarded up to June 2016 to 5 women (1 received 2 grants) and 5 men. It would appear that men may be under represented, but these are very small numbers so there is no immediate concern.

4. Discussion of whether to arrange a Women in Computer Science Day event for females 14-16 years old in collaboration with a college

It was agreed the preferred option would be to hold a day in conjunction with a College in order for applicants to experience both the College and Lab. This will be further explored at the next meeting.

5. Dignity@Work and Dignity@Study

NZ noted that some members of the CL are not familiar with these policies. It was agreed to permanently display a poster on the plasma screens and on notice boards around the Lab.

Action: CC

6. Silver Award Criteria (Department Award)

It was suggested it would be helpful to circulate applications from Departments who have been awarded a Silver and Gold award to give members of the Committee an idea of the sorts of things we should be aiming for. It was agreed that these should be circulated two weeks before the next meeting.

Action: CC

7. Planned Silver Submission Date

It was agreed the Department should aim to submit a Silver Application in April 2018.

8. More Women in Informatics Research and Education

PR had circulated a booklet giving ideas of how to increase the number of women into Computer Science. Suggestions from the booklet were considered.

It was agreed that the composition of each academic interview panel should be as balanced as possible. It was agreed that the gender ratio should not fall below 5:1 male to female. As Female UTOs are a minority in the Lab, it was agreed *not* to make it compulsory that they sit on all such panels but it was agreed that we should aim for at least two females on each panel in the future.

Action: CS

The suggestion of providing help with solving the 'two body problem' (finding a position for the applicant's partner) could pose difficulties. After discussion, it was agreed an alternative option of providing information on potential employment opportunities in the area should be provided.

Another proposal to fund childcare expenses for conference travel for mothers with young children was discussed but this may not be financially viable. The Committee noted the University's Returning Carers Scheme is already in place to support some of the suggestions but we should have further discussion on this topic and consider other ideas from the booklet at the next meeting.

9. Proposed change to panel name to Athena SWAN Equality and Diversity Committee

It was agreed to change the panel name to the Equality and Diversity Committee which should encompass any equality and diversity issues in the Lab. The Self-Assessment Panel will be part of this group and may also consist of sub-groups when the submission for the Silver Award is in progress

10. Date of next meeting

To be held early in Lent Term. A longer meeting time duration and a start time of 11:00/11.30 to 13:00 was agreed. IML suggested we might ask the Departmental Secretary of Physics to attend the meeting to share their experience in gaining the Gold Award.

Action: CS