



Equality and Diversity Committee Meeting

Minutes of the meeting of the Equality and Diversity Committee Meeting held at 11:00 on Friday 3 February 2017, SW00, William Gates Building

Welcome to new members: Diana Popescu and Andrew Moore.

Present: Peter Robinson (Chair) (PR)
Claire Chapman (Secretary) (CC)
Miriam Lynn (ML)
Richard Mortier (RM)
Diana Popescu (DP)
Bogdan Roman (BR)
Caroline Stewart (CS)
Noa Zilberman (NZ)

1. Apologies for absence

Mateja Jamnik
Ian Leslie
Andrew Moore

2. Minutes of meeting held on 4 November 2016

The minutes of the last meeting were approved.

3. Report on actions from last meeting

i. Oxbridge student conferences

Despite requests for volunteers, two speakers still need to be recruited for the Oxbridge Conferences in March (Birmingham and Swansea). BR said that it might be helpful to ask PIs to directly ask their PhD students to participate. Requests have already been sent to women@CL but NZ agreed to send a further request.

Addendum: All speakers have now been found with one person presenting at 3 conferences.

ii. Gender admission student statistics for entry in 2017-18

Undergraduate student offer data for 2017-18 (*excluding mature student applications - deadline is March*) was discussed.

It was noted that the number of female offers (38) has almost doubled from previous years (21). Although positive, a cautionary view should be taken as this may show bias towards female candidates. This could be a cause for concern, as in the past, there has been a tendency for females to underperform compared to males.

It was questioned if the performance of female undergraduates is monitored and if so, what measures are put in place to address this? PR said that cohort tracking in female undergraduates is not currently monitored and it would be interesting to address. Colleges should track PhD students.

It was noted that occasionally female IB project students find they are appointed to the secretary role in the group. PR said that the project leaders are aware of this and this issue has been resolved.

RM said it would be interesting to look at the results of all female Part II projects and their exam marks. NZ said it may also be beneficial to collect gender data on the uptake of Part II projects across the groups. CC will discuss with Dinah Pounds.

Action: CC

iii. In house understanding unconscious bias or implicit bias training session

ML said that E&D are currently working with HR Division to offer bespoke sessions tailored to Departments' needs. ML will circulate the details when confirmed. The panel agreed this would be of more value than a repeat of the October session.

An on-line Understanding Unconscious/Implicit Bias training course is now on Moodle and completion data will be collected. It was agreed this training should be made mandatory for all those involved in recruitment and all supervisors of undergraduates. Graduate Students should also be offered the training and if needed, funds can be used from the Transferable Skills budget.

CC will ensure that all supervisors are made aware of the training and CS will circulate the course link to all staff.

Action: CS, CC & ML

iv. Minute Madness Session – consent of volunteers sought to use recording for a CL promotion video (MJ) - *Due to MJ's absence, an update will be given at the next meeting.*

v. To increase recruitment of academic women staff

CS said that the male to female ratio for shortlisted candidates for the three current UTO vacancies are: 4:1, 5:1 and 3:1.

The advertising source graphs were discussed. The statistics show that few females were solicited through word of mouth; a cause of concern after the recently introduced policy of each Chair actively soliciting female applicants. However, the validity of the data was questioned, as it may be that candidates heard about the vacancy through several means and selected a different option.

vi. To develop the promotion and appraisal process

CC reported that the post-doc appraisal uptake has been good. Approximately 75% of male and female appraisals have been held in 2016. It was agreed it would be beneficial to obtain feedback on how useful people found the process. CC will gather feedback.

ML said that PPD currently offers Staff Review and Development courses for

reviewers and reviewees. Details of each course will be circulated to staff, which may increase uptake.

Action: CS & CC

vii. How to improve the Lab's Outreach Activities

Recent outreach activities are now listed in date order on the web and past events have been removed. The purpose of advertising past outreach activities was questioned. Is it a government requirement? The committee felt that advertising forthcoming events may be of more use.

Action: Outreach Committee

viii. Arranging a Women in Computer Science Day for females 14-16 years old in collaboration with a college

BR said at least two undergraduates are keen to be involved. It was suggested to hold the day on a Saturday, but concerns were raised that academic staff and other students to support the event may be hard to find. It is essential that provision for payment be made. PR agreed the Lab can support and fund this. The Outreach Committee will discuss this further.

A coding summer school for girls will not be held this year, instead a Sutton Trust Summer School will be held in August. Next year there will be more flexibility to run the Lab's own summer school.

Action: BR

ix. Dignity@Work and Dignity@Study

Details of each policy are now advertised on the screens in the atrium and on notice boards around the Lab. It was agreed they have a good impact.

x. Silver and Gold Award Criteria

The Silver Award Application from the Department of Chemistry was discussed (*item moved to number 8*)

xi. More Women in Informatics Research and Education

Due to the shortage of female UTOs in the Lab, the target ratio of 2:4 females to males on each Appointment Committee has not been met. The ratio of 1:5 has currently been retained. This issue of not to overburden female UTOs should be mentioned in the application.

4. Student survey 2017

Comments from the 2015 survey will be analysed to see if additional questions should be added. NZ agreed to review the comments and approve the finished questions. It was agreed we should circulate the survey to students before the end of Lent Term.

Action: NZ & CC

5. In-house recruitment workshop for all staff involved in recruitment

ML offered to run a workshop in the Lab and is in discussion with HR Division about this. It was agreed the workshop should target PIs and could take the form of a structured Wednesday meeting in the Easter Term, with a maximum duration of one hour. NZ felt the workshop should cover how to target advertisements to women.

Action: ML & CS

- 6. Prof Tom Welton – Head of Department of Chemistry, Imperial College**
ML reported on an inspiring Equality and Diversity seminar given by Prof Welton at the Department of Genetics. The seminar reflected on the change of culture which had taken place at Imperial and tackled the question of ‘how we make the workplace the best possible place to work’.

The committee agreed a seminar on this topic for all Lab members would be useful. Julian Jacobs from the Department of Zoology was recommended as a good speaker to ask. It was agreed we should combine the session with a social tea.

Action: CS

- 7. To monitor attendance at women@CL sessions**

A scheme has been put in place to monitor attendance at each event. The purpose of this was questioned, as depending on the speaker the number of attendees, this alters dramatically. ML said that Athena SWAN is very much evidence based and they expect to see statistics as a means to measure impact.

ML gave an overview of the requirements for the Silver Award. The application should include an assessment of the impact of the actions identified in the Bronze Award application and supporting evidence should begin to be gathered now. The overall application should highlight a change of culture and practice in the Lab.

- 8. Silver Award – Department of Chemistry**

The document ‘Suggestions of good practice from the Department of Chemistry, Silver Award application’ was discussed (2017-02-08)

- 1. ASWP Meetings meet monthly**

Committee members preferred to retain termly meetings. It was felt more is achieved through delegating tasks to members/sub-groups and reporting back to the meetings.

- 2. Tracking the career development of all members of the Department**

Jan Samols tracks all alumni through ‘The Ring’ and the University Careers service tracks data for postdocs and students.

- 3. Career development and training for PDRAs**

ML said PPD hold a regular Leadership Essentials course for Academic Staff and the University Careers services offers Career Development help for Post Docs. Details of all courses will be advertised to Lab members and E&D can send attendance data.

Action: CS

- 4. Improve retention of female Natural Science students**

The suggestion to try and retain female Natural Sciences students who take Computer Science as an option was discussed. However, it was felt that often Natural Science students don’t have the high level of Mathematics needed to proceed to the Computer Science Tripos, and wasn’t seen as viable to take forward.

5. **Increasing presence through social networks**

DP said that women@CL has a facebook page to advertise forthcoming events.

CC said that Dinah Pounds and Graham Titmus are currently discussing the option of a twitter feed to broadcast messages to undergraduates. The issue of how to oversee the content was discussed and Graham Titmus and the University Media Office will be approached for guidance.

PR said that Colleges use social media frequently to engage with their students and the committee felt that it may be a useful way to advertise forthcoming outreach events.

Action: CC

6. **Embed mentoring and support schemes**

The mentoring scheme has been in operation for two years and a record take up has been reported. The scheme is now tailored so mentees can request the help and types of mentoring needed. New mentors are recruited on a rolling basis. The mentoring scheme will continue to be promoted and posters will be displayed on the screens in the atrium.

Action: CC

7. **Proportion of female demonstrators**

The Committee felt it would be worthwhile to measure the number of female CL demonstrators used in the last few years.

Action: CC

8. **The Graduate Open Day**

The gender data of attendees at the Open Day in November 2016 will be requested from the Graduate Office. The Committee felt it was worth noting that all of Chemistry's female PIs gave a presentation at their Open Day.

Action: CC & CS

9. **Industry Mentors**

It was felt that industrial mentors are not required as the Industrial Supporters Club hold industry techtalks throughout the year. It was agreed it would be helpful to measure the gender breakdown techtalk speakers. women@CL tries to organise coffee and cake and a Q&A session with the female speakers.

Action: CC

10. **Wording in Academic Advertisements**

The committee agreed that we should adopt the following text on all future job advertisements to encourage a more diverse pool of applicants.

'The University of Cambridge values diversity and is committed to equality of opportunity. The Department would particularly welcome applications from women, since women are, and have historically been, underrepresented on our academic staff'

Action: CS

11. **Mentoring support for academics**

CS said that we have only appointed 1 female academic who has recently had a mentor. She will request feedback.

Action: CS

12. **Mentoring scheme for PDRAs is widely advertised in the Department**
A poster is currently being prepared for the screens in the atrium.
Action: CC
13. **E&D training to include CL demonstrators**
The training link will be circulated to all CL demonstrators and in future made mandatory for them to complete.
Action: CC
14. **Group Expectations Documents**
The Committee felt that due to the nature of each research group in the Lab this document was not needed.
15. **Visiting Female Speakers (non-research Lecture)**
NZ said that female speakers who give an overview of the obstacles and challenges of work-life balance are already included in the yearly women@CL Oxbridge Conference. However, it was suggested that Rana el Kaliouby (former PhD student from the Rainbow Group) should be invited to give a one-off seminar. CC will contact the chair of women@CL with this suggestion.
Action: CC
16. **Workload model in which duties and responsibilities beyond research will be taken into account**
The Lab has resisted the prescribed University workload model and it is currently done on an informal basis to ensure a fair allocation of duties. This will continue to be monitored by PR.
17. **Maternity Leave Information**
The induction for new starters and Personnel web pages now include all the Family Friendly policies. ML said E&D now offers 'My Family Cares' which is a new initiative aimed at supporting carers in the University. CC said details of these sessions are posted on our Athena SWAN events page.
18. **Posters and leaflets promoting Athena SWAN produced for Open Days and used throughout the building afterwards**
The Committee agreed it would be beneficial to produce a leaflet to hand out at the Open Days in July.
Action: CC
19. **Date of next meeting**
To be held in Easter Term. A Doodle Poll will be circulated.

Our Bronze Action Plan will be annotated to include what actions have been put into place so far and to note the future developments that still need to take place.

Action: CC & CS