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Minutes of the meeting of Athena SWAN Self-Assessment Panel held at 1.30pm on Tuesday 24 February 2015 in Room SW00, William Gates Building.

Present: Ann Copestake (Chair)  
Claire Chapman  
Vivien Hodges  
Mateja Jamnik  
Bogdan Roman  
Yoli Shavrit  
Caroline Stewart  
Simone Teufel

## 1. Apologies

Mike Gordon  
Jonathan Hayman  
Ian Leslie

## 2. Matters arising from last meeting

BR reported that two Summer Schools, run by Cambridge Coding Academy, will be held at the Department in July 2015, with a capacity of 40 students each week. They will be aimed at 16+ year olds with no prior knowledge of computer science. One week will be for females only, and the other will be open to all. Sophos have offered £4000 funding for the Summer Schools. **Addendum:** RealVNC will sponsor £1,000.

We will aim to ask current undergraduates for assistance before they apply for summer internships. Details of the Summer Schools will be sent to all state and private schools on 23 March 2015. Jan Samols will be asked to contact Cambridge Admissions Office for a breakdown of schools and those that have low Oxbridge admissions will be targeted individually.

**Action: Jan Samols & BR**

AC said she believes the University make funds available to support Outreach and suggested we should contact Cambridge Admissions Office to see if funds can be obtained. The Department may be able to provide further funds to support the Summer Schools and Outreach. CS will investigate.

**Action: Jan Samols & CS**

BR reported that one of the Oxbridge Conferences still requires a speaker. He will send a request to MJ for circulation to women@CL.

**Action: BR**

### **3. Provisional analysis of student survey results**

AC thanked all concerned for their work and analysis on the student survey. Particular thanks to VH for providing the breakdown of data. VH agreed to provide further analysis by separating the data by undergraduate and postgraduate. She will also produce staff bench-marking graphs to include in the submission.

**Action: VH**

MJ said the organisers of women@CL had already met to discuss feedback points which they can action. Overall the results of the survey were not unexpected; however it seems that female undergraduates may be experiencing more problems than female postgraduates.

#### **Specific Feedback Points from the Student Survey**

Workshops on presentation skills and CV clinics were requested. Workshops for postgraduates are currently available centrally and will be advertised. VH stated that the Careers Office would also be able to provide an in-house CV clinic for the Department.

**Action: CC**

It was suggested that the number of senior women presenting at Wednesday seminars should be increased. AC highlighted that Techtalks, organised by Jan Samols, should be taken into account when inviting speakers to ensure there is no cross over.

**Action: ST**

It was agreed further information regarding women@CL will be incorporated into the IA Introductory Lecture given by Robert Harle at the start of the Michaelmas Term. Updated slides should be sent to Dinah Pounds.

**Action: YS/ST**

The panel discussed the comments from female students about discrimination in supervisions. It was noted that this is the responsibility of Colleges as they are responsible for supervisions. The Department organises training sessions for Part II supervisors and can consider ways of addressing unconscious bias in those sessions. VH said that the Department of Psychology had recently included training on unconscious bias for their supervisors and it would be helpful to liaise with them to see if this can be incorporated into our training. BR stated that if students encounter any problems, they should report this to their DoS; this procedure should be covered at College induction meetings.

**Action: Dinah Pounds**

Links to the University policy on Dignity at work and Dignity at Study will be added to the Athena SWAN webpage.

**Action: CC**

It was suggested that it would be helpful for the Department to increase the publicity of research undertaken to make it more visible. women@CL has increased more

awareness by introducing monthly Talklet sessions, but this could be expanded. In the past, women@CL have run a 'Minute Madness' session where staff and students had a minute to talk about their current research and this had proved to be very popular. It was suggested this could be included prior to the Wheeler Lecture on 26 May 2015. It was agreed we should consult the HoD about this possibility.

**Action: ST**

The top 5 issues from the Survey and how the Department will address them, will be circulated to the students. It was suggested that focus groups could also be set up to address any other issues.

**Action: VH & CS**

#### **4. Submission and Action Plan update**

It was agreed we should aim to present the final submission and action plan to a mock panel at the end of March/beginning of April. This will allow feedback to be actioned and amendments to be made.

#### **5. AOB**

MJ reported that the Outreach Activities website is live. This will be advertised further on the visual screens.

MJ attended the Staff Survey meeting and raised the following points:-

- 1) The survey is Departmental based only and responses will not reflect College issues. This will be addressed in the FAQ's and suggest that comments regarding Colleges could be made separately at the end of the survey.

**Action: Jo Farmer-Eyon**

- 2) Staff benchmarking data. ORC will divide responses into groupings and produce action points starting with themes. In order help maintain confidentiality, responses from categories of staff that amount to fewer than 10 will be merged into an appropriate larger grouping.

- 3) The link to the Staff Survey will be tested this week before it is circulated to staff.

**Action: Jo Farmer-Eyon**

#### **6. Date of next meeting**

To be confirmed.