



Minutes of the meeting of Athena SWAN Self-Assessment Panel held at 11.00am on Monday 24 November 2014 in Room SW00, William Gates Building.

Present: Ann Copestake (Chair)
Jonathan Hayman
Vivien Hodges
Mateja Jamnik
Caroline Stewart
Claire Chapman

1. Absent

Ian Leslie
Yoli Shavit.
Simone Teufel
Bogdan Roman

2. Matters arising from the Minutes of the last meeting

None.

3. Points for Report

The resubmission deadline for the new application is Thursday 30th April 2015.
It was agreed to schedule a further three meetings before this date.

Action: CC

It was discussed that there should be further engagement within the wider community. It was proposed that the Department should try to participate in summer programmes and continue to participate in outreach events. At the Department's annual open days in July, women@CL should have a display and representatives from the group should be present. We should actively discuss recruiting strategies with other Computer Science Departments in other universities. It will be added to the Strategy Plan that the Appointments Committee will actively head-hunt female applications.

Action: Senior Members

Next year, there will be a change to the Tripos and it is hoped that this might encourage more undergraduate female applications. This should be noted in the Strategy Plan.

Action: CS

It was noted at the recent Computing outreach talks, eight female Computer Scientists gave presentations. It was agreed that these outreach activities should be used as an advertisement and a mechanism should be put in place for publicising these events. Events could also include Raspberry Pi, Codebreakers

and women@CL. The proposed watching and recording mechanism to be set up should be discussed at the next Outreach Committee.

Action: CS

The Student Survey has been compiled by Mateja and Yoli. We need to be careful of overload as the students are already requested to complete the National Student Survey and individual lecture surveys. Lise Gough and Dinah Pounds will be sent a copy of the Student Survey before it is circulated to avoid any repetition of questions.

The Department has agreed it will undertake the University wide Staff Survey. The proposed circulation date will be February 2015. The Staff Survey has already been successfully completed in two schools. Sarah Botcherby, School of Technology HR Business Manager, will be providing assistance. An external company will analyse and evaluate the reply statistics and benchmark the results.

It was agreed to add to the agenda of the SSCOF meeting 'How to get the best student participation according to circulation time'

Addendum: It was agreed at the meeting, that the survey should be sent out at the end of the Michaelmas Term and reminders sent out at the beginning of the Lent Term.

Action: CS

The Deputy Head, Mike Gordon should be asked to join the Athena SWAN panel. A further women@CL representative may be asked to join.

Action: CS

A draft action plan will be taken to a structured Wednesday Meeting and DoSs should be invited. A structured meeting is scheduled on 4 February 2015.

Action CS/AC

4. Date of the next meeting

CC to arrange the next meeting for early January 2015.