



Athena SWAN Self-Assessment Panel Meeting

Thursday 7 January 2016, 10:00am, SW00, William Gates Building

Minutes of the meeting of the Athena SWAN Self-Assessment Panel held at 10:00am on Thursday 7 January 2016 in Room SW00, William Gates Building.

Present: Peter Robinson (Chair)
Claire Chapman (Secretary)
Mateja Jamnik
Richard Mortier
Caroline Stewart

1. Apologies

Vivian Gruar
Ian Leslie
Pushkar Mishra
Bogdan Roman
Simone Teufel
Diana Vasile
Noa Zilberman

2. Welcome to Student Members

3. Report on actions from last meeting

- i. Coding Summer School report
Addendum: *The Head of Widening Participation, Tom Levinson has agreed to be involved, including helping with funding. He will attend the next Outreach Meeting. His help is conditional to having a strong dedicated number of places open to non-privileged students.*
- ii. Oxbridge Student Conferences, 14 – 23 March 2016
No volunteers have come forward at present. ST will be asked to approach women@CL.

Action: ST

- iii. Student Survey further analysis
A reminder will be sent to VG.

Action: CC

- iv. Wednesday Seminar speakers
The Department and women@CL have put a system in place to collect names and put forward a list of suggestions of high profile female speakers for the Wednesday Seminars. The Wednesday Seminar organiser will specifically elicit from the women@CL list of speakers. A Q & A session after the seminar will also be arranged by women@CL depending on each speaker's agreement.
- v. Unconscious Bias
Dinah Pounds will cover the topic of unconscious bias in the Supervision Workshop on Wednesday 20 January 2016.

Feedback from staff who attended an Unconscious Bias session at the Clinical School on 1 December 2015 has been positive.

It was agreed that the panel with HoD support should make it compulsory for all staff who are involved with recruitment to attend unconscious bias training. Ideally Directors of Studies and any others who undertake admissions interviews on behalf of Directors of Studies should also attend the session. Supervisors should also be encouraged to have an understanding of unconscious bias.

**Action: CS to arrange an in-house session.
CS to gain HoD approval that the session is made compulsory.**

- vi. Minute Madness Session
Once the date of the Wheeler Lecture is fixed then MJ will begin to seek people to take part.

Action: CS to fix date of Wheeler Lecture

- vii. Focus Groups
CS will consider if any focus groups need to be set up.

Action: CS

- viii. Staff Survey - free text comments
Due to the anonymous nature of the individual free text comments and the potential of breach of confidentiality, the HoD has not agreed to disclose the information to any other party.
- ix. Bronze Award Ceremony
The Department of Plant Sciences did not attend the award ceremony and so could not collect the Certificate on the Lab's behalf. Therefore, it has been requested that the certificate be posted to the Faculty.

- x. Graduate destinations for Part II Students 2014-15
2/6 female and 37/70 male students' graduate destinations have been recorded. Due to the low number of female response, it was felt the data wasn't sufficient to analyse.
- xi. Silver Award – New Developments Course
CC and CS attended the New Developments Course on 12 November 2015. Changes to the Athena SWAN process were discussed and a summary given. The main change is that future submissions will now include Professional and Support Staff.

4. Feedback from the Athena SWAN Charter for our Bronze Award

The Feedback and suggested improvements by the Charter were discussed.

It was agreed that the main areas to develop and take forward are:

1) To increase recruitment of academic women staff

- **Target:** All future UTO positions to have at least 20% female applicants.
- The Chair and members of each Appointments Panel should actively encourage female applicants to apply.
- If the target is still not met by the closing date, the deadline will be extended for a further month to encourage females to apply.
- To include in the text of job advertisements that the Faculty encourages applications from females
- To include an introduction to Cambridge in the interview process

Action: CS to set process in motion

Action: CC to obtain gender statistics of applications for previous UTO positions

2) To develop the promotion and appraisal processes

- To ensure that each appraisal covers the promotion process and that each PI/Line Manager, where appropriate, will encourage people to apply
- To ensure that appraisal is carried out every 2 years
- To communicate to all staff that if an appraisee is not happy with their appraiser then they can request an alternative
- All appraisers should attend Unconscious Bias Training

Action: CS to set processes in motion

3) To further develop the local maternity leave information on the Faculty Personnel web pages

Action: CC

4) Scheduling of Meetings

In order to be more flexible to people with part-time contracts, it was suggested swapping the timing of the Wednesday Staff Meeting and Wednesday Seminar to:

Wednesday Staff Meeting: 2:00pm or 2:15pm

Wednesday Seminar: 4:15pm

The later time of the Wednesday Seminar should also be more convenient for external visitors.

Action: PR to take the proposal to the Wednesday Meeting

5. Changes in the Athena SWAN process from May 2015

The document 'Executive summary of the changes in the Athena SWAN process from May 2015' was noted.

6. Action Plan Progress

The Action Plan Progress, January 2016 document was discussed.

7. Minutes of meeting held on 4 November 2015

The minutes of the meeting held on 4 November were agreed.

8. University Athena SWAN Working Group

It has been requested that an academic member of the panel attend the inaugural University Athena SWAN Working Group at 9:00am on Wednesday 3 February 2016 in the Old Schools, Syndicate Rooms. MJ agreed to attend.

Action: MJ

9. Date of next meeting

It was agreed that meetings should be held quarterly with ad-hoc working groups reporting to the panel.

To be scheduled for April/May 2016.