



**Minutes of the meeting of the Equality and Diversity Committee Meeting held at
14:00 on Wednesday 4 July 2018, SW00, William Gates Building**

Present: Claire Chapman (Secretary) (CLC)
Ann Copestake (AAC)
Hatice Gunes (HG)
Richard Mortier (RMM)
Dinah Pounds (DP)
Joy Rook (JLR)
Caroline Stewart (CS)

1. Apologies for absence

Andres Arcia-Moret (AAM)
Miriam Lynn (ML)
Anil Madhavapeddy (AVSM)
Diana Vasile (DV)

2. Minutes of the last meeting

The minutes from the meeting held on 25 May 2018 were approved.

3. Report on actions from previous meeting

i. women@CL Subgroup

On behalf of AVSM, CLC reported that the women@CL AGM will take place next week.

Action: AVSM

ii. M.Phil/Part III student focus groups

JLR gave the following summary:-

The focus group consisted of 9 students – 5 female and 4 male. All the students completed the MPhil in Advanced Computer Science either this year or in a previous year.

The meeting was very constructive with the students giving positive feedback. Individual suggestions for teaching will be taken to the Graduate Education Committee for consideration. Suggestions for the women@CL initiative will be forward to their committee.

All the students liked that fact that the course contained both taught and research elements and felt that there was a good split between project and course work. They also welcomed the different teaching styles and the change from the standard lecture style modules. Being allowed to audit modules was also appreciated.

The students thought that there was a large discrepancy between different courses with respect to workload, grading, and difficulty. Feedback on assignments was often too slow and sometimes very sparse. Students whose undergraduate degree was from a different institution felt disadvantaged in some modules as they seemed to be a continuation from an undergraduate module.

The female students had no concerns about feeling uncomfortable studying here and felt well supported. They all thought that the lecturers did an excellent job of teaching in a "gender-blind" fashion. They did feel that due to the large number of modules and small number of females it meant that it was challenging to meet the other women on the course naturally. **Suggestion:** Perhaps a small social event for the Part III/MPhil women early in the year would be nice.

All the females feel that women@CL is a great initiative that enhances the visibility of women in the CL and allows the chance for women at different stages of their academic careers to interact. However, female Masters students are used to being a minority and felt that they do not need much support. The male students reported that they did not attend these events as they were unsure whether they should and whether they would be made to feel welcome. The male students also thought that the initiative was unfair. External companies often take the female students out for dinner and as a result were potentially given preference to job opportunities.

There was a discussion on how we can increase the numbers of female students. To apply for the course, applicants will have taken an undergraduate course in a related discipline. Ideally we need to attract more female students to the undergraduate course. We already have a higher ratio of female students than the undergraduate course.

The students all agreed that the course was useful in deciding if they wanted a career in research or to undertake a PhD. It helped them determine which area of research they were interested in. For the students going into employment, they reported that having a Masters from the University of Cambridge on their CV helped enormously when applying for jobs.

iii. Issue of patronising behaviour in some supervisions to be taken to the next DoS meeting (DP)

This item was discussed at the Director of Studies Forum at 10:00am on 04/07/18. DP reported that Directors of Studies will recommend that each Supervisor should be asked to complete the Unconscious Bias online Training Module and attend a Supervisor's training session before they can supervise.

Action: DP

iv. Feeding issue of Paternity Leave scheme into local industry's HR process and to include this in our Action Plan

RMM will incorporate this into the Action Plan.

Action: RMM

v. Issue of academic job titles to be taken to the School of Technology Meeting

CS will take this item for discussion to the next School Meeting.

Action: CS

- vi. **To include explanation of UK job titles and their US equivalent in the Graduate Student Induction Pack**
JLR will instigate this in the Induction Pack, which is handed out to new students in October and AAC will give an explanation in her Induction Talk in October.

Action: JLR and AAC

- vii. **Explanation of an appraisal in the notification of an appraisal message**
A sentence explaining that an appraisal is not any form of assessment, but to help with career progression is now included in each appraisal message.
- viii. **Research Staff Survey**
This is on hold until approval has been given from Dignity@Work and RMM.

Action: AAM
- ix. **Staff Benchmarking Data from E & D**
This has been received from E & D and the data is now included in the graphs in the draft application.
- x. **Amendment of Career Pipeline Graphs**
The graphs have been amended.
- xi. **Amendment of colours to represent Female and Male**
Dark colours now represent Females and light colours represent Male.
- xii. **Circulation of successful action plans**
ML has circulated a link to the panel of other Department's action plans.

4. Action Plan Draft

RMM circulated copies of the draft action plan.

An explanation of some of the 'Thoughts' was given by RMM.

1. Liaise through Director of Studies Forum to influence gender balance in admissions

Dr Andy Rice and Prof Cecilia Mascolo run an annual course on Undergraduate Admissions Training and they will be approached informally to discuss ways how this can be achieved.

Action: RMM

2. Workload monitoring and Committee planning for balance

3. Practice interviews, successful win (Hatice)

4. Highlight Family Friendly Policies

5. Communication of results of E&D in the Department

RMM suggested producing posters of actions which have been implemented as a result of feedback we have received from surveys e.g. 'you said you would like... and we have done this.....' The Committee felt this was a good suggestion to take forward.

Action: CLC

6.Maintain gender diversity in UTO hiring

7.Maintain improving balance in promotions

8.Support Staff

CLC said that her allocated handbook sections include Professional and Support Staff.

9.Support colleges in gender balance for admissions

As item 1, Dr Andy Rice and Prof Cecilia Mascolo will be approached.

Action: RMM

10.Improve gender balance in Postdoc/PhD hiring, particularly certain areas

11.Mentoring/appraisal programme as Department renews staffing

12.woman@CL events, Communications, Training

13.Include an explicit progress update as Engineering?

5. Date of next meeting

The weeks commencing 20/08 and 27/08 were suggested and CLC will circulate a doodle poll.