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## Equality and Diversity Committee Meeting

11.30 a.m., Tuesday, 24 November 2020  
Meeting held via videoconference

### Minutes

#### Present:

Dr Richard Mortier (Chair) (RMM)  
Ms Celia Burns (Secretary) (CB)  
Prof Ann Copestake (AAC)  
Dr Heidi Howard (HH)  
Ms Joy Rook (JLR)  
Mrs Caroline Stewart (CS)

#### 1. Apologies for Absence

Apologies were received from Dr Anil Madhavapeddy (AVSM).

#### 2. Minutes of the Last Meeting

The minutes of the meeting held on 24 September 2020 were approved.

#### 3. Update on Pending Actions

##### *i. Unconscious/Implicit Bias online training for PhD students and Post-Docs*

CS will request a burst report showing completion rates for the training course for PhD students and Post-Docs, as is already produced for staff. JLR will ask Lise Gough to add this training requirement to the induction process for new PhD students if they intend to have any contact with undergraduate or Masters students. AAC asked for this training completion data to be reported annually.

**Action: CS and JLR**

##### *ii. Silver Award Outcome and Feedback*

(a) **Widening participation data:** AAC reported that she hopes to obtain student and staff data from the University in February 2021 and annually thereafter.

(b) **Faculty Board request:** Faculty Board has requested a short annual report on undergraduate admissions. Once the student data mentioned in 3. ii. (a) has been received, the Committee will consider it along with the staff data. This will also feed into the Race Equality Charter process.

**iii. Wider Diversity in the Department**

- (a) **Unconscious/Implicit Bias training:** ML had agreed to liaise with RMM about provision of the planned online version of the current face-to-face training. It was noted that there is in fact an online version of this training currently available.
- (b) **Other departments' diversity actions:** ML was not at this meeting to report on other departments' actions. RMM said he would follow this up with ML.

**Action: RMM**

**iv. Committee Membership**

- (a) **New member to replace Dinah Pounds:** the current Chair of the TMC, Tim Jones, has agreed to join the Committee but his term as Chair ends at the end of Lent term. AAC agreed to talk to Rob Harle, who will take over as Chair of the TMC, about membership of this Committee as an ex-officio duty of the Director of UG Education.

**Action: AAC**

- (b) **Replacement member and Chair:** RMM will be on sabbatical leave during the Lent and Easter 2021 terms. AAC and RMM agreed to discuss his replacement offline.

**Action: AAC and RMM**

**v. Actions from the Silver Award application for the Committee to take forward**

- (a) **Develop women@CL:** AVSM was going to take this action forward, including contacting DoSs and asking the organisers to disseminate more details to people about the group's events. AVSM had sent his apologies for this meeting and will report at the next meeting.

- (b) **Visibility of women in the department:**

*Articles celebrating senior women:* AAC reported that Rachel Gardner is tagging any news items about women on the news feed to feed into a Women@CL news page (<https://www.cst.cam.ac.uk/women/news>).

*Female seminar speakers:* CB reported that women@CL have sent out a call for suggestions for female speakers for Wednesday seminars.

*Gender balance across lectured hours following the UG course restructuring:* RMM had looked at the teaching pages for Parts IA, IB and II for this year, and had produced a spreadsheet showing the gender balance of lecturer-hours. A brief summary is as follows:

Part IA	130 hrs male	50 hrs female
Part IB	250 hrs, male	16 hrs, female
Part II	218 hrs, male	6 hrs, female
UoAs	150 hrs, male	50 hrs, female

It was noted that the gender balance for Part IA and the Units of Assessment was good since the proportion of women lecturers was higher than the proportion of full-time women UTOs; however, the proportion of women lecturers for Part IB and Part II was low. Other points noted were the effect on the gender balance of women taking sabbatical leave, and not wanting to end up with women doing a disproportionate amount of teaching.

It was agreed that the gender balance across lectured hours would continue to be reviewed with any revisions to the Tripos.

**Action: Chair of TMC/Dinah Pounds**

- (c) ***External profile of the Department includes recognition of its initiatives to support women:*** AAC reported that she had spoken to Quentin Stafford-Fraser and Helen Francis about the low number of female engineers at the Recruitment Fairs and tech talks. There had not been time to address this issue before the latest Recruitment Fair, but Quentin and Helen will bear this in mind for future events.
- (d) ***Improved monitoring of student admissions and performance in terms of gender balance:*** CB reported that Dinah Pounds has confirmed she will collect performance data on ticks, drop-outs and intermittences at the start of each Lent and Easter term and at the end of Easter term, and provide termly data at each of these points.

**Action: Dinah Pounds**

- (e) ***Restructuring of the undergraduate course:*** AAC reported that Rachel Gardner, Digital Communications Manager, has agreed to do a story on the course restructure.

- (f) ***Improve awareness of career development and job opportunities:***  
*Allocation of a DECAF for female candidates:* AVSM was going to follow up with AAC about the possibility of allocating one of the DECAF positions for female candidates only. AAC reported that nothing needs to be done as three of the four recent Schmidt Accelerate positions had been awarded to women.

*Dissemination of information about job opportunities for PhD students and postdocs:* HH reported that she had raised this issue with the Research Staff Forum, whose main suggestion was for a webpage pointing to relevant opportunities, including JRF opportunities for students nearing the end of their PhD. Another issue raised was the confusion about who the various mailing lists correspond to. It was reported that [lab-sras-fellows@cl.cam.ac.uk](mailto:lab-sras-fellows@cl.cam.ac.uk) should be used to include fellows.

The status of JRFs was briefly discussed, including the need to make sure they all have official hosts to look after them and are recognised as part of research groups, and that consideration is given to their career trajectory. The suggestion for a group to help people apply for JRFs was raised and AAC said she would bring this up with Helen Francis.

**Action: AAC**

**4. Any Other Business**

AAC and CS thanked RMM for having served as Chair of the Committee.

**5. Date of next meeting**

The date of the next meeting will be decided by Doodle poll.

**Action: CB**