



Equality and Diversity Committee Meeting

2 p.m. on Friday, 29 May 2020
Meeting to be held remotely, via Teams Chat

Agenda

Committee Members:

Dr Richard Mortier (Chair) (RMM)
Ms Celia Burns (Secretary) (CB)
Prof Ann Copestake (AAC)
Dr Heidi Howard (HH)
Dr Miriam Lynn (ML)
Dr Anil Madhavapeddy
Dinah Pounds (DP)
Ms Joy Rook (JLR)
Ms Agnieszka Slowik (AS)
Mrs Caroline Stewart (CS)
Ms Diana Vasile (DV)

1. Apologies for Absence

2. Minutes of the Last Meeting

The minutes of the meeting held on 27 February 2020 are attached.

3. Committee Membership

The Committee welcomes two new members: Heidi Howard, Postdoc representative, and Agnieszka Slowik, PhD representative.

4. Update on Pending Actions

i. Unconscious/Implicit Bias online training for PhD students and Post-Docs who supervise

CS was going to approach UIS to request burst reports to show completion rates for the Understanding Unconscious/Implicit Bias online training course. CS to report.

ii. Shared parental leave policy (SPL)

CB was going to ask Lise Gough to raise the issue of SPL policy at the next Postgraduate Education Committee meeting, for possible further discussion at Degree Committee. CB to report.

iii. Academic titles—US equivalences

This action, to put information about equivalent US academic titles on the website as an easy reference point for students and non-UK staff, is on hold due to the ongoing University consultation on academic titles.

iv. Childcare resources

AAC had raised the issue of a childcare facility on the West/North West Cambridge site at a West and North West Cambridge meeting and had been referred to the Childcare Office. AAC was going to follow up with AVSM (who she thought might

have already contacted the Childcare Office) and raise the issue again at the next West and North West Cambridge meeting if necessary. AAC to report.

v. *Silver Award Outcome and Feedback*

- a. *Widening participation data:* We have asked the Chair of the Research Staff Forum to request data from the Office of Postdoctoral Affairs (OPdA) relating to research staff' members' country of origin and the country in which they lived prior to taking the Computer Lab role (and, if it was the UK, the UK postcode). CS to report.

vi. *Wider Diversity in the Department*

RMM was going to contact Miriam Lynn, University E&D, to enquire about diversity actions that other departments are taking, and the possibility of arranging a live Unconscious Bias training for PhD students and Post-docs.

vii. *Committee Membership*

CB was going to contact the Graduate Students Forum and the Research Staff Forum with a view to finding PhD and Post-Doc representatives for the committee. This action is complete (see item 3 above).

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

Committee members had proposed and discussed actions from the Silver Award application which the Committee could take forward. RMM agreed to review and categorise the actions following the meeting. RMM to report.

ix. *Lack of confidence in programming as a potential factor for underperformance*

RMM had agreed to look at the pre-arrival course data to identify where students struggle, and to contact the Directors of Studies Committee to share the observations from the data and offer Department support. RMM to report.

5. *Equality and Diversity Information Report, 2018-19*

To discuss (2020-05-05).

6. *Any Other Business*

7. *Date of next meeting*



Equality and Diversity Committee Meeting
2 p.m. on Thursday, 27 February 2020
Room GC22, William Gates Building

Minutes

Present:

Richard Mortier (Chair) (RMM)
Celia Burns (Secretary) (CB)
Ann Copestake (AAC)
Dinah Pounds (DP)
Joy Rook (JLR)
Caroline Stewart (CS)
Diana Vasile (DV)

1. Apologies for Absence

Apologies were received from Anil Madhavapeddy (AVSM).

2. Minutes of the Last Meeting

The minutes of the meeting held on 3 October 2019 were approved.

3. Update on Pending Actions

i. Unconscious/Implicit Bias online training for PhD students and Post-Docs who supervise

CS to approach UIS to request burst reports to show completion rates for the Understanding Unconscious/Implicit Bias online training course.

CS to report at the next meeting.

Action: CS

ii. Shared parental leave policy (SPL)—circulating information to industry members

CS and CB to create a leaflet for industrial supporters at the Recruitment Fair.

A leaflet was provided to industrial supporters at the Recruitment Fair. DV questioned whether the SPL policy could be offered to PhD students. It was agreed that we could ask Lise Gough to raise the issue at the next Postgraduate Education Committee meeting, for possible further discussion at Degree Committee.

Action: CB

iii. Academic titles—US equivalences

Put information about equivalent US academic titles on the website so that it is an easy reference point for students and non-UK staff.

This action is on hold due to the ongoing University consultation on academic titles.

iv. Childcare resources

AAC to raise the issue of a childcare facility on the West/North West Cambridge site at a forthcoming West and North West Cambridge meeting.

AAC reported that she had raised the issue and had been referred to the Childcare Office. AAC to follow up with AVSM (who she thought may have already contacted

the Childcare Office) and raise the issue again at the next West and North West Cambridge meeting if necessary.

v. Committee membership

RMM to contact DV to ask if she would like to continue her membership.

CB to contact HG to ask if she would like to continue her membership.

This item was addressed under item 5 below.

vi. Silver Award Outcome and Feedback

Committee members were asked to look at the Athena SWAN Silver action plan and each propose four or five actions they felt the Committee should take forward. The circulated action points would be reviewed, and an action list created.

This item was addressed under item 6, below.

It was suggested that the Office of Post-Doctoral Affairs (OPdA) could be contacted to request POLAR information, and that the Chair of the Research Staff Forum might be able to help with this matter.

It was reported that the Chair of the Research Staff Forum had contacted the OPdA to request diversity data relating to the Department's research staff.

vii. Athena SWAN Silver Award application—presence on website

CB to remove the cover page and the personal case studies from the application posted on the website.

This action is complete.

4. Wider Diversity in the Department

RM reported that Laura James, Industrial Collaboration Coordinator, had requested information for the E&D section of the REF environment statement, to include information about any E&D issues other than gender currently being addressed, and suggestions for actions that could be taken to encourage wider diversity in the Department. RMM had referred Laura to several action items from the Athena SWAN silver award application, and asked Committee members to consider other actions the Department could focus on to provide a more supportive environment. It was noted that the environment statement applies to staff rather than students.

Suggestions were to (i) make the Unconscious Bias training available to PhD students and Post-docs; (ii) ensure that people are doing the training; and (iii) arrange for University E&D to facilitate a live, interactive session of the training. The Committee also noted the recently created LGBT group as a resource.

RMM agreed to contact Miriam Lynn, University E&D, to enquire about actions that other departments are taking, and the possibility of arranging a live Unconscious Bias training (as mentioned above) for PhD students and Post-docs.

Action: RMM

The Committee agreed to consider this issue further along with item 6 of the agenda.

5. Committee Membership

Hatice Gunes has already stepped down and Diana Vasile will be stepping down from the Committee once a replacement is found. It was agreed that it would be useful to have both a PhD representative and a Post-Doc representative on the committee and to approach the Graduate Students Forum and the Research Staff Forum for suggestions. CB agreed to contact both committees about representatives.

Action: CB

The committee was reminded that feedback from the Athena SWAN Silver Award application had recommended that we balance the membership of the committee to include more men, and so this should be taken into account when seeking new members.

6. Athena SWAN Silver Award application—actions to take forward

At the last meeting, Committee members agreed to each propose four or five actions from the Silver Award application that the Committee could take forward. The Committee discussed these items in connection with item 4 above (relating to actions that could be included in the environment statement of the REF).

Actions suggested by Committee members included the following, which RMM agreed to review and categorise following the meeting:

Item	Description	Proposed by
1.1	Integrate Athena SWAN self-assessment into Departmental activities.	RMM
1.2	Further develop women@CL	JR, DP, DV
2.2	Improve visibility of women within the Department	JR, DP, DV
2.3	Include in the external profile of the Department recognition of its initiatives to support women	CS, RMM
3.1	Increase student consultation	RMM
3.3	Improve monitoring of student admissions and performance	CS, RMM
3.5	Regularly review staff recruitment and promotion data	RMM
4.1	Increase E&E training completion rate across all staff groups	CS
4.3	Extend and maintain Unconscious Bias training	RMM, DV
5.1	Improve undergraduate admissions support in conjunction with Colleges	RMM
5.2	Improve performance of female undergraduates	DV
5.8	Have effective workload distribution for established academic staff	CS, JR
6.1	Increase numbers of female undergraduates	JR
6.3	Restructure undergraduate course (to apply international best practice and attract more women through a broader curriculum)	CS, RMM
6.4	Increase numbers of female students on taught postgraduate courses	JR

Action: RMM

The Committee discussed action 5.2, 'Increase performance of female undergraduates,' noting there could be an uneven distribution of ability across Colleges. Ideas for increasing performance of female undergraduates included identifying (i) funding to be able to offer more internships (which reinforces undergraduate education and provides the opportunity to learn about research); and (ii) having female and BAME lecturers (which research suggests inspires and improves undergraduate performance).

The Committee also discussed the numbers management process, noting (i) the Clinical School's method of Colleges grouping together between interviews and pooling in order to calibrate applications; and (ii) the possibility of involving UTOs who are not attached to a College. Other suggestions for increasing performance of female undergraduates were to encourage female and BAME students to do supervisions and consider involving women from within the RING and the Supporters Club in supervisions.

Lack of confidence in programming was highlighted as a potential factor for underperformance. The Department cannot offer extra programming activities to females only but it could consider offering support to particular Colleges. In this regard, RMM agreed to look at the pre-arrival course data to identify where students struggle, and to contact the Directors of Studies Committee to share the observations from the data and offer Department support.

7. PhD Applications—Offers by Gender

This item will be addressed at the next meeting.

8. Equality and Diversity Information Report, 2018-19

The committee received the latest report for information. The report will be discussed at the next meeting.

6. Any Other Business

There was no other business.

7. Date of next meeting

It was agreed that the next meeting would be arranged by Doodle poll and would be held early in the Easter Term (late April/early May).

Action: CB