
Equality and Diversity Committee Meeting

10 a.m. on Thursday, 24 September 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 (AVSM)
Ms Joy Rook (JLR)
Ms Agnieszka Slowik (AS)
Mrs Caroline Stewart (CS)

1. Apologies for Absence

2. Minutes of the Last Meeting

The minutes of the meeting held on 29 May 2020 are attached.

3. Update on Pending Actions

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

ML had offered to obtain data on completion rates for the Understanding Unconscious/Implicit Bias online training course for PhD students and Post-Docs (with CS providing a list of the relevant names and CRS IDs). CS to report.

ii. Shared parental leave policy (SPL)

CB has asked Lise Gough to raise the issue of the SPL policy at the next Postgraduate Education Committee (PEC) meeting for possible further discussion at the Degree Committee. The next PEC meeting will take place in Michaelmas term.

iii. Academic titles—US equivalences

The Committee had discussed putting information about equivalent US academic titles on the website as an easy reference point for students and non-UK staff but this had been put on hold due to the University consultation on academic titles. Following the consultation, the Council and General Board recommended that the proposals set out in the Joint Report of the Council and the General Board on the titles and structure of academic offices (<https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6582/section5.shtml#heading2-12>) are adopted as the new titles and structure for academic offices, replacing the current structure of University Lecturer

(Grade 9), University Senior Lecturer (Grade 10), and Reader (Grade 11). The Council is submitting a Grace for the approval of the recommendations of this Report, with voting to take place in the Michaelmas Term.

iv. *Childcare resources*

AAC had agreed to raise the issue of a childcare facility on the West/North West Cambridge site at the next meeting of the Heads of Departments on the West Cambridge site. AAC to report.

v. *Silver Award Outcome and Feedback*

- a. ***Widening participation data:*** the Chair of the Research Staff Forum has requested 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 the UK postcode if applicable). CS to report.

vi. *Wider Diversity in the Department*

The Committee had discussed Unconscious Bias training for all PhD students and Postdocs, and ML had agreed to liaise with RMM about provision of the planned online version of the current face-to-face Unconscious Bias training. RMM/ML to report.

ML had agreed to consider what diversity actions other departments are taking, and to get back to the Committee about this. ML to report.

vii. *Committee Membership*

RMM had agreed to ask Tim Jones, Chair of the TMC, to join the Committee to replace Dinah Pounds, who wishes to step down. RMM/CS to report.

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 that the Committee could take forward. RMM had agreed to review and categorise the actions for the next meeting, and had invited thoughts from the Committee's new members, HH and AS, so that he could feed those in too. RMM to report.

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

- a. ***Collaboration with Directors of Studies:*** AAC and CS had agreed to look at RMM's draft email to the DoS Committee relating to data from the Athena Swan submission that suggested women undergraduates might underperform in CST, and what factors might influence this. RMM/AAC to report.
- b. ***Diversity of undergraduate intake:*** Following a discussion about matters that might be affecting gender and ethnic diversity of undergraduate intake, it had been agreed that a sub-group be set up to discuss the various issues raised. AAC to report.

x. *Best practice for circulation of information emails*

ML had agreed to look into guidance on best practice for future dissemination of information (in terms of frequency, length and format). ML to report.

xi. *University communications*

AAC had noted that it would be very helpful if departments received communications which could be forwarded on in the state in which they were received, and ML had agreed to feed this back to the University. ML to report.

4. Undergraduate Admissions Diversity Report for Faculty Board

At the Faculty Board meeting held on 30 June 2020, it was agreed that Faculty Board should receive a short annual report on undergraduate admissions from the E&D Committee, which should give a breakdown of applications/offers/acceptances by ethnicity and Polar 4 as well as gender. It was felt that having such a report would ensure the Equality and Diversity Committee obtained and discussed the data, before presenting it to Faculty Board.

Committee members to discuss and agree on preparation for the report.

5. Any Other Business

6. Date of next meeting



Equality and Diversity Committee Meeting

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

Minutes

Present:

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 (AVSM)
Ms Agnieszka Slowik (AS)
Mrs Caroline Stewart (CS)

1. Apologies for Absence

Apologies were received from Dinah Pounds, Joy Rook and Diana Vasile.

2. Minutes of the Last Meeting

The minutes of the meeting held on 27 February 2020 were approved.

3. Committee Membership

The Committee welcomed 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

CS had not had an opportunity to approach UIS to request burst reports to show completion rates for the Understanding Unconscious/Implicit Bias online training course. However, ML, noting that this is a University E&D training, offered to obtain the data (and asked CS to send her a list of the relevant names and CRS IDs).

Action: CS and ML

ii. Shared parental leave policy (SPL)

CB was going to ask Lise Gough to raise the issue of the SPL policy at the next Postgraduate Education Committee (PEC) meeting for possible further discussion at Degree Committee. CB reported that she had only recently made this request to Lise and the next PEC meeting would probably not be until the Michaelmas term and so she expected it to be picked up then.

Action: CB

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. Subject to approval by General Board (meeting on Wednesday, 3 June), the consultation will go to Regent House for a vote.

iv. Childcare resources

AAC noted that the issue of a childcare facility on the West/North West Cambridge site should be a West Cambridge site initiative rather than being raised by a single department. Heads of Departments on the West Cambridge site have started meeting on a regular basis, so she will raise this issue at their next meeting.

Action: AAC

AAC also noted that when the University childcare reopens next week, they will try to do a summer play scheme at Eddington. Due to social distancing measures, additional space will be required and any premises will have to be Ofsted-approved, which makes the issue complicated.

v. Silver Award Outcome and Feedback

- a. **Widening participation data:** CS reported that we are waiting for a response from the Chair of the Research Staff Forum, who has requested data from the Office of Postdoctoral Affairs (OPdA). The OPdA had asked for our data request to be more specific, and we have subsequently requested data relating to research staff members' country of origin and the country in which they lived prior to taking the Computer Lab role (and the UK postcode if applicable). CS reported that she expects that the OPdA cannot access the data, but we will give them a bit more time.

Action: CS

vi. Wider Diversity in the Department

The Committee discussed Unconscious Bias training for all PhD students and Postdocs (not just for those who supervise, for whom unconscious bias is already covered in the Supervisor Workshops). ML noted that there are plans for an online version of the current face-to-face training, though it will probably not be available until Michaelmas term. ML agreed to liaise with RMM about provision of the online course once it is available.

Action: ML

ML agreed to consider what diversity actions other departments are taking, and would get back to the Committee about this.

Action: ML

vii. Committee Membership

- a. **PhD and Postdoc Representatives:** Agnieszka Slowik and Heidi Howard have joined the Committee as the PhD and Post-Doc representatives respectively, and Diana Vasile has stepped down from her role as PhD representative.

- b. **New member to replace Dinah Pounds:** CS noted that Dinah Pounds would like to step down from the Committee and had suggested that one of her Student Admin colleagues, Tara Leggett or Helen Neal, could replace her. The Committee discussed the current gender balance of the Committee (10 women, 2 men), noting that the Athena Swan feedback had also raised this issue. The Committee noted the gender disparity amongst professional services staff in general, and agreed that RMM would ask Tim Jones, Chair of the TMC, to join the Committee to replace Dinah.

Action: RMM

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 that the Committee could take forward. RMM reported that he would review and categorise the actions for the next meeting. In the meantime, he asked the Committee's new members, HH and AS, to let RM have their thoughts on the actions so that he could feed those in too.

Action: HH, RMM and AS

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

- a. **Collaboration with Directors of Studies:** RMM reported that he had spoken to Rob Harle with regard to using the pre-arrival course data to identify where students struggle but Rob's feeling was that the data would not reveal anything useful due to numerous confounding factors. Rob suggested raising the matter with the Directors of Studies Committee to get their views on the data from the Athena Swan submission that suggested women undergraduates might underperform in CST, and what factors might influence this. RMM had drafted an email to the DoS Committee, and AAC and CS agreed to look at it before RMM sends it. AVSM asked to be copied in on the email.

Action: AAC, RMM and CS

- b. **Diversity of undergraduate intake:** the Committee discussed matters that might be affecting the gender and ethnic diversity of undergraduate intake. It was agreed that, though the various issues discussed overlapped the Committee's E&D remit, they were complicated and involved a broader set of stakeholders including, e.g., the Colleges. It was agreed that a sub-group be set up to begin to discuss these issues, to include AAC and AVSM.

Action: AAC and AVSM

5. Equality and Diversity Information Report, 2018-19

i. *Update from the Equality and Diversity Consultant*

The Committee received the Equality and Diversity Information Report. ML reported on the University Dashboard, which had not yet been shared widely, and which showed information on gender and ethnicity relating to pay gap and progression. The University E&D team has been asked to look at both the ethnicity and the gender attainment gaps. Additionally, the team has been doing some work on racial

equality: just as the proportion of women falls in terms of progression, there is a similar drop in terms of ethnicity, and the team has been looking at this.

University E&D published the gender pay gap in March and has been asked by the Pro-VC for Institutional and International Relations to publish the ethnicity pay gap as well. The figure is not broken down into ethnicities and so does not tell the whole story where there are differences across the board. ML noted that it would be interesting to look at a breakdown of the Dashboard in terms of how CST compares within the School of Technology.

The University E&D team has also been asked to include ethnicity information within the pyramid of power info-graph, which relates to the senior leadership and administration of the University and already shows the gender breakdown.

ML also mentioned a new race awareness training, which will take place on 9 June, which is looking specifically at being a white ally and is available to the entire University.

6. Any Other Business

i. Diversity networks and wellbeing

ML reported that the University E&D team have been doing a lot of network activity for under-represented groups of staff, such as LGBT+, BAME, and parents and carers (SPACE), to provide more virtual support to these groups. ML also highlighted the recent Mental Health Week, from which some of the online resources were still available; and the Festival of Wellbeing, which would be taking place for a week from 22 June and would include a talk by Petra Boynton aimed at wellbeing for early career researchers. Termly Wellbeing Advocate Meetings are taking place, addressing ways to get this kind of information across, and ML encouraged CST's Wellbeing Advocates to attend the meetings.

Not as much counselling is available to students and staff now that it has gone virtual; however, the University has signed up to two online platforms, Big White Wall and Qwell. ML reported that University-wide statistics show that these two resources are already being used. Since Big White Wall was launched, there have been 324 registrations, 29% of which were staff members; and in its first week, registrations for Qwell, a service set up for Cambridgeshire and Peterborough, were predominantly from Cambridge University staff (though the reason for this might be that the University heavily promoted this service).

ii. Best practice for circulation of information emails

AAC confirmed that information on the above-mentioned resources had been circulated to CST staff and students, and noted that it would be useful to have some guidance on best practice for future dissemination of information (in terms of frequency, length and format). The concern is that if we bombard people with emails, they are not read. ML suggested that shorter emails with links to further information are probably best, and agreed to look into this.

Action: ML

iii. University communications

AAC also noted that it would be very helpful if departments received communications which could be forwarded on in the state in which they were received (for example, without first having to delete sections that might be confidential to certain staff groups or reformulate them in some other way). ML agreed to feed this back to the University.

Action: ML

iv. Update on women@CL

AVSM reported that the cancellation of the Oxbridge Women in Computer Science Conference the day before it was due to take place (12 March 2020), had created a huge hole in the finances. women@CL was working hard to secure a donation from ARM in order to give the group more financial flexibility and allow it to continue to be a positive social group while working remotely.

7. Date of next meeting

It was agreed that the next meeting would take place during the week commencing 21 September 2020 (CB to circulate a Doodle poll nearer the time).

Action: CB