Academic Gender Strategy Committee (AGSC)
Notes of the Second Meeting - Friday 28 February 2014

Present

Professor James Stirling Chair (JS)
Professor Maggie Dallman Dean of the Faculty of Natural Sciences (MD)
Professor Dot Griffiths Provost’s Envoy – Gender Equality (DG)
Ms Kim Everitt Deputy Director HR (KE)
Professor Jenny Higham Vice Dean of the Faculty of Medicine (JH)
Professor Stephen Richardson Associate Provost (Institutional Affairs) (SR)

Apologies

Professor Anandalingam, Professor Kelleher, Professor Magee, Ms Smith

Item 1 – Welcome and Minutes of 29 November 2013

1.1 Professor Stirling, and those present, welcomed the appointment of Professor Griffiths as Provost’s Envoy – Gender Equality. Her expertise would be invaluable and the appointment is a further example of the College’s commitment to the topic.
1.2 The minutes of 29 November 2013 were agreed as a correct record.
1.3 It was agreed that, if an AGSC member was not able to attend a particular meeting then an alternative, appropriate person should attend instead so as to ensure participation and representation. The expectation, however, was that members would normally attend.

ACTION – ALL

Matters Arising

1.4 In the matters arising which were not on the agenda, it was reported that:

   Minute 3.15 Kim Everitt said that she had met with Dr Korre and had prepared a short paper outlining 4 possible ideas for action which she had provided to Professor Griffiths;

   Minute 5.6 Recruitment material – the pledge was to be inserted into employment contracts for new female academic staff; it was also to be featured on the recruitment pages; quotes were being sought for postcards; ACTION – HS/KE

   Minute 5.8 A webpage had been set up for both the AGSC and the Athena Committee. This led to an agreement that it was essential that gender equality should feature prominently on the College’s new web pages. It was agreed that the Chair would raise this with Communications and that Professors Griffiths and Richardson would take this forward. ACTION – JS/DG/SR
Item 2 – Athena SWAN Departmental Submissions Update

2.1 Professor Griffiths gave the latest position:

**Results awaited on November 2013 applications**: Computing – Silver; Materials – Gold; Public Health - Silver renewal

**Applications to be made in April 2014**: Surgery and Cancer – Bronze; Chem Eng – Silver renewal; NHLI – Silver renewal

**Applications to be made in November 2014**: Life Sciences – Bronze renewal; Medicine – Silver; Aeronautics – Bronze; Bioengineering – Bronze

**Application to be made in April 2015**: Civil Eng

2.2 CSC - Professor Higham said that she and Professor Kelleher would meet with Professor Fisher to explain the importance of making an application. **ACTION – JH/DK**

2.3 Professor Stirling reported that he had written to the Heads of the Departments of both Electrical Eng. and Mechanical Eng. about Athena SWAN following his visits. It was agreed that Professors Griffiths and Richardson would arrange to meet with both Heads, together with a couple of people who were positive supporters of Athena SWAN, to discuss a possible application timetable. **ACTION DG/SR**

Item 3 – Athena Institutional Action Plan (Paper 1)

3.1 Professor Griffiths indicated that we were on track for Silver renewal but a step change would be needed if we were to apply successfully for Athena Institutional Gold. Referring to the Action Plan, she highlighted that outstanding actions included: Section 4 – targeting potential female students via outreach activity and analysis of degree attainment data; Section 5 – unconscious bias training (more detail below); Section 6 – ensure Departments are utilising the Post doc Development Centre.

3.2 During discussion, the following actions were agreed:

a. the requirement for significant roll out of unconscious bias training, including attendance by members of the Provost’s Board, Consuls and Heads of Department. The latter would be tasked with agreeing how best to roll it out within their departments. Alongside the ‘consultancy’ approach, a series of courses would be offered on the open programme. Currently, it is College policy that recruiters must be trained before being involved in a recruitment exercise, and to this would be added the requirement that the chairs of panels, as a minimum, would have received training in unconscious bias. It was suggested that we might wish to consider issuing a certificate of attendance and to add a question to the academic promotions paperwork about past attendance at unconscious bias training, amongst other topics; **ACTION – KE**
b. the need to optimise any opportunity to influence Research Councils to invest in Athena SWAN, including to ensure that the Vice Provost (Research) put the topic on the agenda when senior staff came to visit the College;  

**ACTION – JS/Deans**

c. to ask past holders of Elsie Widdowson Fellowships for an ‘impact statement’ on the positive effects of being awarded the Fellowship;  

**ACTION - HS**

d. to continue to invite female academics to have exit interviews;  

**ACTION – HS/KE**

e. to talk to senior women to get their views on the barriers experienced or positive examples that could be shared further; to consider the proposals arising from KE’s meeting with Dr Korre which might help to increase visibility;  

**ACTION - DG**

f. to discuss the issue of gender equality with the incoming President;  

**ACTION – JS**

g. to continue to implement the recommendations of the Academic Diversity Task Force.  

**ACTION – HS/KE**

**Item 4 - Women in Scientific Careers (Paper 2)**

4.1 It was agreed that the Secretary’s summary was extremely pertinent. Professor Griffiths said that, if there was anything of note that had been highlighted in the report, she would add it to our Action Plan.  

**ACTION - DG**

4.2 The Chair recommended that, in future, where the College had responded to inquiries/surveys etc. such as this, we should publicise our involvement on our webpages.  

**ACTION - HS**

**Item 5 – Letter to THE from Cambridge Academics of 20 February 2014 (Paper 3)**

5.1 It was agreed that a draft contribution from the College should be prepared in response to the letter’s request that a debate on gender progression should be held.  

**ACTION – DG/SR**

**Item 6 – Review of REF Final Data (Paper 4)**

6.1 It was agreed that there was little difference in the gender balance of those submitted to REF but that further data would be sought.  

**ACTION - KE**

**Item 7 – BP-ICAM End of Year Report (Paper 5)**

7.1 It was agreed that the data which outlined the gender statistics in this Report (Table 5) were very positive for the College compared with others involved in the project. Table 6, however, did reflect the common pattern whereby female involvement was concentrated at the student and support staff level rather than in the academic grades. The AGSC was interested to learn the range of roles in the female representation from Imperial.  

**ACTION - HS**
Item 8 – Business Partners’ Dinner

8.1 The Chair reported on a very successful event held on Wednesday 26 February 2014, coordinated by Corporate Partnerships, which focused on equality and diversity. Professor Debra Humphris and Professor Ann Muggeridge had spoken for the College. He said that it had been useful and thought provoking, and that there could be lessons to learn from the experiences of those in the private sector. The event had been filmed and we should ask Eleanor Harding of Corporate Partnerships to see it with a view to putting it on the website if appropriate.

ACTION HS

Item 9 – Envoy’s Plans

9.1 In addition to the actions already noted above, Professor Griffiths said that she would:

a. provide a report to the next meeting on the corporate environment and whether we might undertake, or build upon, actions that companies/industry may have taken to address gender equality;
b. consider whether we should have a formal celebration of International Women’s Day in 2015 and beyond, or some other such event;
c. to provide a yearly report from the AGSC on what had been achieved in the past year.

ACTION – DG

Item 10 – Other Matters

10.1 The dates for the Athena Lecture (12 June 18.00) and the Julia Higgins Portrait Unveiling (16 June 18.00) were noted.

10.2 It was agreed that the AGSC should have a slot at the HoDs’ meeting which is to be held on 9 June 2014.

ACTION – KE/HS

There was no Any Other Business and it was noted that the next meeting was to be held on 5 June 2014, at 14.00, Boardroom, Faculty Building.