Athena Committee

Monday 13th July 2015
10:00-12:00
SALC 1, Level 5, Sherfield Building
South Kensington Campus

Minutes

Present:

- Professor Dot Griffiths
- Dr Ian Bastow
- Mr Rob Bell
- Professor Alex Blakemore
- Ms Lucy Chivers
- Dr Claudia Clopath
- Dr Liz Elvidge
- Professor Sian Harding
- Ms Barbara Hehir
- Ms Lenne Lillepuu
- Ms Ines Meza Mitcher
- Professor Ann Muggeridge
- Dr Erika Rosivatz
- Professor Mary Ryan
- Dr Jane Saffell
- Dr Victoria Salem
- Ms Zoe Townsend
- Dr Ioanna Tzoulaki
- Dr Julie Varley
- Professor Dimitri Vvedensky

Chair, Provost’s Envoy for Gender Equality
ESE
Athena SWAN Coordinator
Medicine
Civil Engineering
Bioengineering
Postdoc Development Centre
NHLI
ICS & CSC
Life Sciences
Business School
ESE, FoE Ambassador
Chemistry
Materials
Medicine
FoM Athena Coordinator
Chemical Engineering
Public Health
Mechanical Engineering
Physics

Apologies:

- Ms Karen Makuch
- Dr Aimee Morgans
- Dr Panos Parpas
- Professor Eric Yeatman

CEP, FoNS Ambassador
Aeronautics
Computing
Electrical Engineering

Agenda Item

1. Welcome, Introductions, and Apologies

1.1 The Chair welcomed everyone to the meeting, and all members present introduced themselves.
2. **Minutes of the Last Meeting (1 July 2014) and Matters Arising**

2.1 The minutes were accepted as an accurate record of the last meeting.

2.2 Mr Bell will circulate the latest version of the **College Action Plan** with the minutes *(re minute 2.3)*

2.3 The Chair will continue to report on **College childcare budget** to provide transparency *(re minute 2.4)*  

2.4 **PhD maternity provision** was raised at the AGSC, which is requesting more data on the issue *(re minute 2.6)*  

2.5 Mr Bell to organise **workshops** on Athena SWAN expansion changes over the summer *(re minute 2.10)*  

2.6 The Athena Lecture this year was held during the day, and this will be repeated in future. Other events organised for Athena and gender related issues will also be held in **core hours** (10:00-14:00). Discussion over whether the College could enforce other events, e.g. inaugural lectures, to be held in core hours. The Chair to raise idea of College statement on core hours, and possibility of childcare provision for events *(re minute 2.11)*

2.7 Dr Elvidge to circulate information on **Daphne Jackson Fellowship** following the meeting *(re minute 2.13)*

2.8 The Chair will follow up with HR on **unconscious bias training schedule** *(re minute 2.14)*

2.9 Information on **Centenary Memorial Prizes** was gathered, the Chair to confirm if anything is still outstanding *(re minute 3.2)*

2.10 **Questions and issues with data** to be emailed to Mr Bell, who will then invite relevant representation from HR or Registry to attend next meeting *(re minute 6.8)*

2.11 Ms Townsend to send to Chair gender data on applications to the new William Wakeham award

3. **Athena SWAN Expansion**

3.1 Mr Bell talked the Committee through the recent changes. He has produced a two page summary on the new forms and criteria.

*Post-meeting note: Mr Bell has updated the College Athena SharePoint with the new, post-May 2015 Athena documents and his summary: [https://share.imperial.ac.uk/services/HR/ImperialAthena/default.aspx](https://share.imperial.ac.uk/services/HR/ImperialAthena/default.aspx)*

3.2 The inclusion of support for **research grant applications** in the new Athena forms was raised an important issue - eligible women should be encouraged to apply and to consider success rates and support available.
3.3 The Chair is also chairing a **College taskforce on research funding applications and diversity**. This has been prompted by data from the BBSRC. Investigation is needed into issues within the College, but consideration of research councils’ processes and unconscious biases is also important. The data so far shows variation by department. Faculty Research Committees have been asked to examine data and report back by September.

The taskforce is looking at internal practice, e.g. College JRFs. Dr Elvidge highlighted that this year they repeated a women-only briefing for the JRF scheme.

Chair to ensure that the taskforce communicates with Athena-leads. The point was raised that many academics will have valuable experience of research council committees that should be used. **Chair**

The issue of authorship was also raised, with male PIs’ names being put on research grant applications written by women. Taskforce is investigating co-authorship where information is available.

The gender differences in the language of research grant applications was raised as an issue departments need to be aware of. Dr Elvidge to draft a checklist / briefing note that can be sent to departments. **Dr Elvidge**

3.4 The importance of including **support staff** as part of the new Athena SWAN forms was raised and discussed. Support staff will have different needs than academic and research staff. It was suggested that the Committee discuss how this can be done effectively in the future. Some departments already have experience of this, for example including support staff representatives on their SATs (Physics) and running support staff surveys (Medicine).

4. **College Silver 2016 Application**

4.1 The Chair and Mr Bell reported on the progress so far on the College Silver application, due in April 2016.

4.2 A new College SAT has been recruited, though a few more members may still be added to ensure a balance across the Faculties, of gender, and of academic, research, and support staff. Comms have designated Elizabeth Nixon to support the SAT and application.

4.3 A separate College renewal document library has been added to the College Athena SharePoint to share information.

4.4 The Provost wants every department to hold or have applied for an award by April 2016, when the College application is submitted.

4.5 Building on Women@Imperial week earlier this year, the Chair intends to run a series of workshops in autumn on gender issues, open to men and women, with a set of questions on what the **College** can do better. The President and Provost have committed to responding in spring term. The Chair is meeting with the new President of the Student Union to try and include students in the project.

4.6 Drafts of the College application will be circulated to the Committee.
5. **London and the East Athena SWAN Regional Network Update**

5.1 Mr Bell circulated the minutes from the March meeting at Birkbeck and his notes from the Cambridge meeting in July with the agenda.

5.2 At the Cambridge meeting it was proposed to set up a mechanism for members of the network to act as ‘critical friends’ and provide feedback on draft applications. It was also proposed to have a shared repository of Athena submissions, and their feedback if members are willing to share this too. Successful submissions should all be publicly available on websites, but this unfortunately is not always the case.

6. **Update from Departments**

6.1 Professor Vvedensky reported that Physics submitted for Gold in April 2015. As part of the process they received a lot of feedback on their draft application, some of which they have already taken action on, e.g. how they collect and monitor data.

6.2 Ms Chivers reported that Civil Engineering have got their SAT in place and intend to apply for Bronze in April 2016. Professor Nigel Graham is leading the application.

6.3 Dr Clopath reported that Bioengineering submitted for Bronze in April 2015.

6.4 Dr Tzoulaki reported that Public Health have recruited new members to their SAT and are implementing their Action Plan. At the moment they are focusing on a mentoring scheme and establishing a search committee for academic recruitment.

6.5 Dr Saffell reported that Medicine successfully submitted for Silver in November 2014, and she will circulate the feedback received.

Dr Saffell circulated paper copies of her proposal to develop the current Medicine AOC into an overarching Development & Opportunities Committee, with working groups reporting into the committee (SAT, Early Career Committee, Professional & Technical Staff Working Group, Academic Staff Working Group).

6.6 Ms Meza Mitcher reported that the Business School is putting together a SAT, with its first meeting set for August. They intend to apply for Bronze in April 2016.

6.7 Dr Varley reported that Mechanical Engineering is preparing to apply for Bronze in November 2015.

6.8 Professor Harding reported that NHLI have run five Q&A sessions with postdocs. Promotion to Level C came up as an issue, so they will be trying to mentor some postdocs towards this. The Family Life blog is now live: [http://www.imperial.ac.uk/blog/nhliblog](http://www.imperial.ac.uk/blog/nhliblog). NHLI have also invested in equipment to record videos and podcasts. NHLI will be running a popup shop again this year in Kings Mall shopping centre in Hammersmith. Provisional dates are 19th October to 1st November.

From feedback on their Athena renewal, NHLI are investigating workload models, and in particular how to capture information on
mentoring, outreach, citizenship activities within and outside the College. Department is planning to add questions to the PRDP form to gather this data. TOAST was raised as a potential source of information, and the Chair will look into if it can be useful for Athena.

Professor Harding also asked if further information was available on the proposed nursery on the new White City campus, which the Chair will report back on.

6.9 Ms Hehir reported that ICS & CSC have four working groups for their Action Plan, which meet every four weeks. A self-help careers document is being developed and they are about to launch new in-house mentors for postdocs. A new starter pack is also being developed. A formal budget has been agreed for postdoc and student events, and postdocs have developed a proposal for a one-day postdoc retreat for September.

Ms Hehir reported that ICS & CSC have four working groups for their Action Plan, which meet every four weeks. A self-help careers document is being developed and they are about to launch new in-house mentors for postdocs. A new starter pack is also being developed. A formal budget has been agreed for postdoc and student events, and postdocs have developed a proposal for a one-day postdoc retreat for September.

6.10 Ms Townsend reported that Chemical Engineering is currently focusing on induction improvements and students - the ChemEng Soc has been asked to create a Women's or Equality Officer.

6.11 Dr Bastow reported that ESE submitted their Silver renewal in April 2015. They used their departmental away day to respond to data and feedback. They are currently focusing on recruitment, reviewing the language of adverts. They also want to learn from their UG admission practices, e.g. gender balance of volunteers at open days. From their experience Dr Bastow and Professor Muggeridge would recommend having two Athena coordinators in a department to share the workload.

6.12 Dr Rosivatz reported that she is supporting Professor Sue Gibson who has taken over from Dr Tricia Hunt. Chemistry has reamed their AOC to Equality and Diversity Committee.

6.13 Ms Lillepuu reported that Life Sciences submitted for Silver in April 2015.

6.14 Professor Ryan reported that Materials have extended their SAT to include UG and PG, and have been collecting data on harassment and bullying. The department has introduced a new Code of Conduct that everyone must sign each year, and the academic away day had a session on departmental culture.

6.15 Professor Muggeridge reported that the Faculty of Engineering had held an assertiveness training workshop in March and held a lunch to celebrate National Women in Engineering Day.

7. **AOB**

7.1 The Chair reported that Dr Fabiola Gianotti has been invited to give next year’s Athena Lecture, but a date has not yet been set.