Athena Committee

Thursday 25th November 2014
14:00 - 16:00
SALC 7, Level 5, Sherfield Building
South Kensington Campus

Minutes

Present:

Professor Dot Griffiths  Chair, Provost's Envoy for Gender Equality
Mr Rob Bell  Athena SWAN Coordinator
Dr Dorothy Buck  Mathematics
Professor Nigel Graham  Civil Engineering
Professor Sian Harding  NHLI
Dr Patricia Hunt  Chemistry
Ms Lenne Lillepuu  Life Sciences
Ms Karen Makuch  CEP, FoNS Ambassador
Dr Aimee Morgans  Aeronautics
Professor Ann Muggeridge  ESE, FoE Ambassador
Dr Panos Parpas  Computing
Professor Lesley Regan  Surgery & Cancer
Dr Steven Riley  Public Health
Dr Jane Saffell  Medicine
Dr Victoria Salem  Faculty of Medicine Athena Coordinator
Ms Zoe Townsend  Chemical Engineering
Professor Dimitri Vvedensky  Physics
Professor Eric Yeatman  Electrical Engineering

Apologies:

Professor Alex Blakemore  Medicine
Dr Claudio Clopath  Bioengineering
Dr Liz Elvidge  Postdoc Development Centre
Ms Barbara Hehir  ICS & CSC

Agenda Item

1.  Welcome, Introductions, and Apologies

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

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

Data (re minute 2.2)
Mr Bell has worked with departments intending to apply in November on recruitment data. Inconsistent processes across College means that often data needs to be gathered locally for applications. The iRecruitment system should be used, but central HR are aware of its shortcomings and there is a project to find a replacement.

College Action Plan (re minute 2.6)
Mr Bell circulated the latest version of the College Action Plan with the minutes of the last meeting. It was proposed to make circulation of the latest version of the Action Plan with the minutes a standing action.

College Childcare Provision Budget Transparency (re minute 2.8)
The Chair reported that this was ongoing.

Encouraging female applicants (re minute 3.2)
The Chair reminded the Committee again of the importance of actions to encourage female applicants.

PhD Maternity Provision (re minutes 4.2)
The Chair to raise this at the next AGSC meeting.

Julia Higgins Award Nominations (re minute 4.7)
The Chair reminded the Committee of the deadline (28 November) and asked members to encourage nominations in their departments.

Athena Lecture 2015 (re minutes 4.9)
The date for the next Lecture is still to be confirmed but the speaker will be Professor Dame Ann Dowling, University of Cambridge.

Engineering departments and Athena SWAN (re minute 5.10)
Mr Bell is working with Bioengineering, Civil Engineering, and Mechanical Engineering on Athena applications

Athena Workshop (re minute 6.1)
Mr Bell to circulate materials from previous workshop and organise one in the beginning of the new calendar year.

Timing of meetings and seminars (re minute 7.6)
Chair to raise this at the next AGSC meeting.

Equal pay and remuneration (re minute 8.2)
Chair to raise this at the next AGSC meeting.

Returner's scheme (re minute 9.1)
Dr Elvidge was unable to attend but will report at the next meeting.

Unconscious bias training (re minute 9.2)
The Chair reported that Kim Everitt in HR is leading on unconscious bias training at the College level, and departments should contact her about the provision of such training.

The Chair will ask for a schedule of training across the College.
3. **Women of Imperial Week**

3.1 The Chair gave an overview of plans for women of Imperial week. The week will run 9th – 13th March, following International Women’s Day on 8th March. The week will be a celebration of all women in the College.

A planned **photo exhibition** will showcase successful women as well as those at the start of their careers. This will be displayed in the College Main Entrance, with copies at other campuses. The Chair may contact departments for help with selecting women for photos.

In collaboration with the Student Union, **short films** will be produced with students talking about teachers who inspired them to study STEMM subjects.

3.2 The Chair requested that departments in the Faculty of Medicine confirm which **Centenary Memorial Prizes** are still in place and report this to the Chair.

3.3 Dr Saffell asked that the Week take into account teaching and other aspects of academic life, as well as research. The Chair acknowledged this is important, as is including non-academic women. Dr Hunt suggested that existing awards voted for by students, which focus on teaching and student interaction, should be included somehow.

3.4 Dr Hunt reported that Chemistry have discussed ‘What has Athena SWAN done for you?’ type videos. Dr Riley suggested that such videos could be in the 6-second video trend popular at the moment.

*Post meeting note from Dr Riley: “This is the site that seems to be getting a lot of traction with teenagers these days: [https://vine.co/](https://vine.co/)”*

3.5 Dr Buck suggested that women winning departmental awards should be highlighted as well.

3.6 The Chair welcomes any further ideas for the Week. The Chair also noted that comms and external publicity will need to be considered.

4. **Athena SWAN Expansion**

4.1 Mr Bell explained that the **ECU are consulting on the expansion of Athena SWAN**. Following the gender equality charter mark trial, the ECU are proposing to expand Athena SWAN to include arts, humanities, social science, business and law departments, as well as professional support staff, trans staff, and zero-hour contracts.

4.2 The ECU are inviting responses to the proposals through an online survey, with a deadline of 8th December. More details can be found online: [http://www.ecu.ac.uk/equality-charter-marks/charter-marks–explained/athena-swan-and-gender-charter-mark/](http://www.ecu.ac.uk/equality-charter-marks/charter-marks–explained/athena-swan-and-gender-charter-mark/)
5. **Ambassadors Reports**

5.1 Professor Muggeridge reported that the next *Women in Engineering Forum* will be on 11th December, with 3 female academics speaking on ‘So now you are a professor, what next?’

5.2 Ms Makuch reported that Dr Elvidge had held a *career event for postdocs* in July, focusing on gender and language.

5.3 Ms Makuch reported that the *Women’s Leadership in Entrepreneurial and STEMM Cultures* event in November had been successful. The event included external speakers as well as internal ones, including the President and the Provost.

6. **Update from Departments**

6.1 Ms Makuch reported that CEP’s self-assessment team is considering a name change to Equality Committee, and is intending to submit for a Bronze award in April 2015.

6.2 Dr Saffell reported Medicine intends to submit for Silver in the November round, but has discussed delaying until April 2015 to strengthen the application further.

   Medicine has seen activity and success, including its new mentoring scheme, an Academic Careers and Family Life event, and creation of an Early Careers Committee.

6.3 Dr Morgans reported that Aeronautics has already submitted its Bronze application for the November round.

6.4 Professor Harding reported that she is the new Athena-lead for NHLI.

   Activity is continuing following the successful renewing of their Silver award in the April 2014 round, concentration on postdocs and PRDPs – completion rates are high but NHLI are working to improve quality of PRDPs.

6.5 Dr Parpas reported that Computing has run a departmental survey to gather data, to provide further evidence of impact as requested in the feedback on the department’s last application.

   The department intends to apply for Silver in the April 2015 round.

6.6 Professor Yeatman reported that Electrical Engineering was at an early stage, and he is working with Alex Haighton, Department Operations Manager, to put together a committee.

6.7 Professor Muggeridge reported that ESE are due to renew their Silver in April 2015.

   ESE’s departmental away day in September included a training session on unconscious bias for all staff, facilitated by Dr Elvidge, Kani Kamara (Equality and Diversity Unit), and Su Nandy (HR).
ESE has run short internal surveys but are planning to run focus groups facilitated by Magdalena Bak-Maier. It was suggested that the College have more of a resource for these focus groups. The Chair will raise the matter with Steve Rathborn (LDC) and HR.

6.8 Dr Buck reported that **Mathematics** have recruited new members onto their AOC and are focused on new website content, using Chemistry as an example of good practice to follow.

Mathematics will be developing a comprehensive leavers database for RAs, with the project included in responsibilities for new Research Operations Manager.

The Committee discussed data, in particular that required for Athena SWAN applications. It was suggested that representatives from HR Systems, Registry, and Alumni teams could be invited to attend the Committee.

It was noted that the PDC has started to run a leavers survey this year, though uptake is low so far.

The Chair requested that departments send her recommendations of female postdocs who have left Imperial, for events next year focusing on postdocs and careers.

6.9 Dr Riley reported that in **Public Health** he and Dr Ioanna Tzoulaki are the new co-chairs taking over from Dr Sonia Saxena. The committee membership has also been refreshed, though this process has taken time due to a higher than expected interest, prompting questions about how to select a departmental committee? Mr Bell will send round the Athena guidelines on committee memberships, but the general need to be representative of the department (senior to junior levels) and experience of caring duties was highlighted.

The Public Health annual Athena Lecture will be held on Thursday 27th November and all are welcome to attend.

6.10 Professor Graham reported that **Civil Engineering** are forming their committee and are aiming to have their first meeting before Christmas.

6.11 Professor Vvedensky reported that **Physics** are intending to submit for Gold in April but are aiming to have a draft application by Christmas.

6.12 Ms Lillepuu reported that **Life Sciences** will apply for Silver in April 2015.

The department has surveyed staff and students year, and has implemented a number of actions including compulsory bullying and harassment training for PIs; postdoc networking feedback sessions; participation in a ScienceGrrl student mentoring event; and a family-friendly Christmas party is planned.

6.13 Dr Hunt reported that **Chemistry** is continuing with its Gold Action Plan.

6.14 Ms Townsend reported that **Chemical Engineering** successfully renewed their Silver in the April 2014 round.
The department has been focusing on postdocs in its Action Plan, including; increasing postdoc PRDP completion rate; an inaugural Postdoc Symposium this summer; appointing a Postdoc Champion; HoD meetings with postdocs twice a year; and the new William Wakeham Award for postdocs (1 female and 1 male winner). The Chair asked the department for data on the gender split of applications for the award.

Ms Townsend

Asked about PRDP completion rates and quality, Ms Townsend reported that as the Department Administration Manager she was primarily responsible. Postdocs have been given the form as well as their PIs. The form itself was developed with the PDC, and a question was included on the postdoc survey regarding PRDP usefulness.

6.15 Professor Regan reported that Surgery & Cancer had received a Bronze award in the April 2014 round, and is aiming to apply for Silver in November 2015.

The department has a deliberately large committee to be representative and to get buy-in across the different campuses, with a particular need to engage surgeons. The Surgical Research Forum is now in family-friendly hours. Work has started on unconscious bias training, PRDPs, and mentoring.

7. AOB

7.1 Ms Makuch raised the importance of the President’s five points at the Women’s Leadership in Entrepreneurial and STEMM Cultures event, and that these should not be forgotten. Ms Makuch will send them to Mr Bell to circulate. Ms Makuch

7.2 Professor Yeatman asked if there is a gender aspect to the current pension changes that needs to be considered. Professor Richard Craster is leading a taskforce on the changes, which is considering part-time working. The Chair will make contact. Chair