College Athena Committee

Tuesday 25th September 2018
1100 - 1230
Board Room, Level 4, Faculty Building
South Kensington Campus

Minutes

Present:

Professor Stephen Curry (SC) Chair, Assistant Provost (EDI) & Life Sciences
Mr Rob Bell (RB) EDIC
Ms Sharon Citrone (ShC) MRC LMS / ICS
Professor Tom Coates (TC) Mathematics
Dr Liz Elvidge (LE) Postdoc and Fellows Development Centre
Dr Valeria Garbin (VG) Chemical Engineering
Professor Sue Gibson (SG) Chemistry
Ms Sapna Halder (SH) Public Health
Mr Nick Kapoutsiz (NK) LDC
Dr Cleo Kontoravdi (CK) Chemical Engineering
Dr Nick Linton (NL) Bioengineering
Professor Julie McCann (JMcC) Computing
Professor Aimee Morgans (AM) Faculty of Engineering
Professor Catherine O’Sullivan (CO) Civil Engineering
Mr Christopher Peters (CP) Surgery & Cancer
Ms Zahra Sharif Khodaei (ZSK) Aeronautics
Ms Sneha Saunders (SS) Chemical Engineering
Professor Pietro Spanu (PS) Life Sciences
Mr Fei Teng (FT) Electrical and Electronic Engineering
Mrs Jacalyn Murphy (JM) EA (EDI)

Apologies:

Professor Mark Burgman Centre for Environmental Policy
Dr Hector Keun Surgery & Cancer
Professor Anna Korre Earth, Science & Engineering
Professor Clare Lloyd Faculty of Medicine
Dr Edgar Meyer Business School
Professor Sara Rankin NHLH
Ms Fiona Richmond LDC
Dr Victoria Salem Medicine
Mr Vahid Shahrezaei Mathematics and Faculty of Natural Sciences
Dr Maria Ribera Vicent Aeronautics
Professor Dimitri Vvedensky Physics
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<th>Agenda Item</th>
<th>Action</th>
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<td>1. Introductions and Apologies</td>
<td>SC welcomed all to the meeting, members introduced themselves and apologies were read.</td>
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<td>2. Minute of last meeting</td>
<td>The minutes from the last meeting held on 8\textsuperscript{th} May 2018 were approved.</td>
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<td>2.1 Matters arising from last meeting</td>
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<td>2.2 Shortlisting from L’Oreal Fellowship (4.12)</td>
<td>LE commented the 3 shortlisted were very strong candidates and although unfortunately they did not win, this is a fantastic achievement.</td>
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<td>2.3 Update from Strategic Planning re data (2.4)</td>
<td>Action on widening participation has been included in the EDI Strategy. The under-representation of students from certain groups (e.g. BAME, low socio-economic backgrounds) will be addressed in the first instance through a pilot scheme in some departments. In the pilot, students with good academic credentials who meet at least two of the WP criteria (e.g. free school meals, first in family in HE) will be guaranteed a standard offer.</td>
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<td>2.4 Update on sexual harassment working group (2.6)</td>
<td>A report has now been received from SOLACE who had talked to many people in the College. SOLACE has also produced draft policies on dealing with harassment and on personal relationships. Hannah Bannister, Director of Student Services, is leading and will share the report with the working group, which will ultimately produce specific proposals for approval by Provost’s Board. The College website lists membership of the working group:</td>
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<td>2.5</td>
<td><strong>Nursery solution for the Hammersmith/White City Campus (3)</strong></td>
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<td>The new Faculty Dean of Medicine has taken up this issue. SC had a first meeting with Pro. Ian Walmsley, the new Provost and raised the issue of White City. The Provost expressed his commitment to gender equality and the ongoing EDI work.</td>
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| 2.6 | Congratulations to Civil Engineering on the success of their appeal who were awarded a bronze. CO has shared the feedback with RB/JM and is happy to share with any Committee member. |

| 2.7 | SC commented the whole Athena SWAN scheme is now under review, which will involve a consultation with participating universities. The details of this consultation will be shared as soon as they are available. It was noted that there is appetite in the sector for radical reform to make the scheme less burdensome and more effective. |

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<th>2.8</th>
<th><strong>Athena SWAN Terms of Reference</strong></th>
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<td>SC had circulated the Athena SWAN Terms of Reference to Committee members in advance for updating and asked for comments. “Tier 1 Strategy Group” will be replaced by the EDI Strategy Group. Point 9 will be removed. AM commented point 5 and 3 should be combined. For point one CP suggested “To create an environment where everyone can thrive”. SC will also add “To initiate or promote College wide activities”. SC will redraft along these lines and will circulate for approval between this meeting and the next. In the meantime he welcomes any further comments by email.</td>
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<th>3.</th>
<th><strong>Chair’s Report</strong></th>
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<td>The title of the EDI strategy has been changed slightly to “Inclusive Excellence”. The document has been formatted professionally and a summary booklet will also be produced. There will be some work in launching it with communications through the staff briefing and college website. SC has informally presented the strategy and has also offered</td>
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to go to the campuses to present it. If there are any ideas from members
to improve the paper SC would welcome these.

SC was invited to an event by Women in STEM at IC group and there
was an unfortunate clash between this and an Athena Swan event.
EDIC will be tasked with ensuring that anyone planning an EDI-related
event communicates the details, so that their diary of events can be kept
up to date and used as a planning resource.

LE asked about the timescales to highlight the energy and purpose
behind the strategy document. SC has an action plan in the appendix,
some have deadlines, many actions are ongoing. In the latter case, the
action plan commits the College to demonstrate regular progress. SC is
happy to add or adjust deadline dates.

| 3.1 | A lecture is being held on 11th October 2018 by Chi Onwaura, MP and Shadow Minster, on “Diversity in STEM” which is timed to coincide with the REC. There are already over 150 people signed up. Chi is a prominent person in the engineering field who will generate a lot of interest. If others know of prominent speakers please let SC know. |

| 4. | **Workload allocation models discussion - paper circulated** |

With thanks to Nilay Shah, Chemical Engineering, SC attended a
workshop looking at workloads. Many departments already have
workload allocation models, including Chemistry. The paper circulated is
already 10 years old and Sara Rankin also raised the issue of Athena
Swan allocation which seem to vary (as does compensation or credit
offered for AS related work). CP commented one of his colleagues was
given 2 PhDs and both Hector and himself have been given PhDs. CK
commented she started to receive an honorarium about 3 years ago. TC
also observed that the Maths dept has a workload model.

CP commented that he needed academic support of one session per
week for the Athena Swan work.

CO commented further discussions are needed on the advantages and
disadvantages of workload allocation models. SC asked for ideas about
having a workshop and different modes of implementation. If there is
interest we could consider organising a half day workshop to raise and
discuss issues in detail. AM noted her department had one and stopped
using it about 10 years ago as people were working the system to the
disadvantage of people with smaller research groups. SC commented
the reason he wanted it in Life Sciences was because people would
back away from teaching. CK has one for teaching and although it could
be quite contentious to introduce one for research and for admin, it
would be a worthwhile exercise; some people volunteer for admin eg for
promotion and there is a need for transparency.

PS commented on the issue of transparency it should start off with a
semi-transparent model which can then become transparent in time. NK
suggested inviting the people who wrote the report to talk at the
workshop. The conclusion from this discussion is there is general support of a workshop which may also discover departments that have a model which works well.

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<th>5.</th>
<th>College activities and Departmental report highlights</th>
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<td>5.1</td>
<td>Bioengineering hosted and organised the Biomed Eng18 conference at Imperial.</td>
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<td>5.2</td>
<td>SG commented the feedback at the Athena SWAN/Advance HE office was very helpful. One of the representatives from HE was able to tell them about the strengths of the application and numbers that the data should show.</td>
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<td>5.3</td>
<td>Chemical Engineering have introduced mind training for permanent staff to improve internal communications and collaboration. It had a very good uptake in all professional, technical and academic staff. The hope is to follow up on events like active bystander and unconscious bias training to be mindful of how they interact with each other. The hope is that if feedback is positive, then they will consider running a more comprehensive workshop, eg email ethics and flexible working and giving everyone an opportunity to contribute.</td>
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<td>5.4</td>
<td>Civil Engineering had an 85% survey response rate which is very high. HoDs were cc’d in emails and CO sent individual emails. There is now an administrator in place who knows people well in persuading them to respond, although it was a lot of work to encourage replies. Postdocs are the difficult ones to engage and CO is going to run focus groups with the postdocs to address these issues. CO raised the issue of gender balance of speakers who come in, women only account for between 9 and 10%. CO knows talking to people they would not be insulted when talking about gender balance, but colleagues are reluctant to suggest this.</td>
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<td>5.5</td>
<td>LMS have had activities around asking women to ask questions in seminars. ShC commented they had a free lunch and a raffle of £20 vouchers to encourage questions, which has had a positive impact on the types of questions asked. RB commented it is a confidence reason why women do not ask questions rather than men who will comment. It is important that whoever is chairing encourages questions from both sides, so first a woman and then a man to ask questions.</td>
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<td>5.6</td>
<td>Mechanical Engineering submitted for bronze in May. AM commented they are preparing bullying and harassment leaflets.</td>
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The department have had constructive events for academic staff which contributed to being used for CPD proposals. SC would like to see the CPD ones and then to create a model that departments can use. This can be coordinated with the work from the sexual harassment group.

5.7 CK asked about halls of residence in terms of their input to the sexual harassment working group. SC commented Hannah Bannister oversees as Director of Student Services, Jarlath O’Hara, Managing Director of the Student Union is a representative on the group. CK commented that 1st year students are in halls and previously there was a clear line of communication; students contacted College Tutors who had a good overview of what was happening. College Tutors are now no longer in place and there are now Faculty Senior Tutors. SC will follow this up.

ShC asked if the training is accessible and can we ask for people to be trained. SC commented the college has trained 6 sexual liaison officers.

5.8 CP advised there is an Athena SWAN lecture on 26 September on Equality, Diversity and Inclusion by Yasmin Alibhai-Brown at midday in the Alexander Fleming, details are on Eventbrite. Yasmin is a campaigner for womens’ rights and describes herself as left-wing feminist.

CP commented he had discussed at a Faculty meeting they are about to have a major reorganisation, and one department is disappearing that has applied for Athena silver, which has caused a lot of stress.

5.9 Julie McCann, Department of Computing, who has taken over from Mia Pantic, reported they held the Unconscious Bias training and had 2 sessions, 20 people per session. They have advertised for a teaching associate to help JMCC with this task and the HoD is donating up to 50k to build a website with a game to encourage women to understand the thought processes, to attract people and encourage them to participate.

5.10 ZSH commented Aeronautics submitted their bronze application in May and are waiting to hear back, they are currently preparing the action plan. MRV attended a workshop about inclusive teaching in engineering and is evaluating how this can be included. It is hoped to add this in the next session for inclusive teaching.

6. Any Other Business

6.1 CK asked about the HoDs citizen awards. SC will talk to his HoD and obtain the criteria used to send to CK.

6.2 RB asked if members attending the active bystander training feel that peoples’ behaviours have changed because of the training. ZSH, NL
and JMc commented briefly on their experiences. Su Nandy has set up a website:

http://www.imperial.ac.uk/engineering/staff/human-resources/active-bystander/

| 6.3 | LE has been commissioned to write “Don’t pour the tea” book and would like people to interview semi-informally. LE will interview members of the committee. |

| 7. Date of next meeting | The next meeting will be held in January 2019. A confirmed date will be circulated. |

| JM | |