**ESE Athena SWAN committee meeting**

10th September 2021

12:30-13:30 online meeting using Microsoft Teams

**Minutes**

*Present*: Rebecca Bell (RB), Gareth Collins (GC), Katharina Kreissig (KK), Victoria Murphy (VM), David Pedreros Bastidas (DPB), Katie Rycraft (KR), Valentin Laurent (VL), Sophia Quazi (SQ)

*Apologies:* Teigan Collins (TC), Adriana Paluszny (AP), Bhavna Patel (BP), Emma Watson (EW),

Victoria Fernandez (VF), Sam Krevor (SK), Alex Lipp (AL), Rebecca Smith (RS), Laurene Ville (LV),

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|  | **Apologies, Welcome, Introduction** |  |
|  | Apologies were received from TC, AP, BP, EW.  Sophia Quazi was welcomed as new EDI coordinator shared 50:50 between ESE and Mech Eng. Everybody introduced themselves.  Tina van de Flierdt joined at the beginning to congratulate on receiving the Bronze award for the department and to thank the SAT for their efforts and work. |  |
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|  | **Agenda Item** | **Action** |
| **1.** | **Acceptance of minutes from the meeting on 11th June and matters arising.** |  |
|  | The following matter were arising: |  |
| 1.2. | Action VM to send statistics for the advertising campaign for women for MEF MSc courses via LinkedIn into the chat or into the teams channel. This action has been done. KK to update minutes. | DONE |
| 4. | Bhavna Patel has been set up as representative from Chemical Engineering and she is responding. KK to update minutes as action DONE. | DONE |
| 6. | Email reminder to SAT Team to keep the “ActionImplementation\_V1” up to date to be changed to ONGOING | KK |
| 8.1. | Feedback from the Women in Engineering Day should be added to the idea’s box so lessons can be learned for coming years. KK to write emails | DONE |
|  | The minutes of the last meeting held on 11th June 2021 were agreed as correct once updated with the above changes. |  |
| **2.** | **Chair’s report** |  |
|  | Notes from the College Athena Swan Committee meeting on 28th June 2021 were distributed via email as PAPER 2. KK shared the example given by Karen Tweddle how the Business School implemented their Action Plan, as they were in the same position we are in now 5 years ago.  RB liked that they publish an annual report to keep track and the Department engaged. |  |
| **3.** | **Update from Bhavna on the Chemical Engineering EDCC** |  |
|  | No update as Bhavna was not present. Talk series runs at a similar time. KK to discuss time shift under 11. | DONE |
| **4.** | **Updates on the Art Group** |  |
|  | EW found some funds from last year and remembered our discussion in 2019 and contacted RB, JM, KK. Last week a proposal was submitted to FoE spend the money on artwork superhero cards (The Remarkablz - <https://www.theremarkablz.com/page2740949.html>) and commissioning a bust from the Royal Society of Sculptors. It was agreed that it would set a great sign as a Department to have the busts of “old white men” mixed with something new and different. There is a chance that the FoE is not agreeing. |  |
| **5.** | **Update from EDIC committee ESE** |  |
|  | There have been many discussions about the future of the EDIC behind the scenes. JM has agreed to lead it, as has RB once she is back full time. There is also agreement that the Athena Swan SAT will become a part of it. KK reported that on the Teams chat of EDIC members have asked about its future and Mark Sephton responded telling them changes are in progress. JM asked for examples from other Departments and SQ has offered to find out from the College EDIC centre. KK reported that in Civil Engineering the EDIC is large and has subgroups, HoD is part but not leading it, meetings are once a term. JM agreed that the first meeting could be in November/early December and information should be sent out soon. VL mentioned that it would be good to ask members which part of EDI is of particular interest to them. | SQ |
| **6.** | **Discussion about how to go on SAT** |  |
|  | KK sees the goal of the Athena Swan SAT in   1. Complete the actions – the Implementation excel sheet seems to work 2. Collect and review data – finding key performance indicators (KIPs) and look at the data once or twice a year seems a good idea; VL suggested using subgroups as already requested in the application and action plan (e.g. students/PhD/staff/culture etc) 3. Identify problems and act on it – that would happen within those subgroups – probably then feeding back to the entire SAT, could happen on specific meeting dates 4. Start writing either renewal or go for silver in 2025   KK has agreed to remain chair of the SAT as she is a “doer” and would assist the EDIC chair, as we have committed to have co-chairs in our action plan | KK to instigate KPIs and subgroups |
| **7.** | **Transformed Athena Swan charter – how does it look like** |  |
|  | The info pack for departments and the renewal application form for departments have been distributed as PAPER 3 and 4.  The documents are more open and flexible. PTO staff is included. Focus changed from women to gender equality. Demonstration of progress (red-amber-green) coded action plan must be included in the application. Departmental culture survey mandatory either in full or embedding 7 “core” questions into existing surveys. The promise increased guidance and the panel has a new scoring (major and minor revision). KK cautioned that the open format if great to focus on priority areas, but equally important points (for the charter) might be forgotten. |  |
| **8.** | **Questionnaire ESE Athena Swan** |  |
| 8.1. | RB, JM and KK had worked on one for staff incorporating the requested culture survey questions, our previous survey and questions arising from the action plan where we wrote that survey data are measures of success. It was distributed as PAPER 5. GC remarked that the questions regarding the PRDP need changing as the format has changed. Targeting questions need to be included about this change “whether it is better and what is better”. In the career development section, Q29 fairness is difficult to answer and should be rephrased to “do you feel supported”. | DONE |
| 8.2. | Another questionnaire needs to be designed for students. Action KK to delegate that task to our student representatives. | DONE partly |
| **9.** | **Updates on EDI topics from members of the SAT** |  |
| 9.1. | ****Proposal to apply for the EDI grant from Environmental Science (AP)****JM updated that the department is submitting two applications as Ian Bastow also submitted one about seismic hazards. AP’s idea was to develop the virtual fieldtrip to make it a useful tool for wider participation. |  |
| 9.2. | Qualtrics survey as self-reporting tool for outreach events (VM)**VM has worked with VF and small changes still need to be made. The SAT will be required to help. VM will likely work with the data. Agreed to publish the link on the website/intranet but send email or newsletter reminders.** | DONE |
| **10.** | **AOB** |  |
|  | Nothing discussed |  |
| **11.** | **Next meetings** |  |
|  | Agreement to change timings to 13:00-14:00 and have multi-mode meetings in the future. Action KK to get room.  12/11/2021 – 14/01/2022 – 11/03/2022 – 13/05/2022 – 08/07/2022 | KK - DONE |