

ESE Athena SWAN committee meeting

18th January 2022

13:00-14:00 using Microsoft Teams

Minutes

Present: Rebecca Bell (RB), Gareth Collins (GC), Katharina Kreissig (KK), Valentin Laurent (VL), Jo Morgan (JM), Victoria Murphy (VM), Adriana Paluszny (AP), Katie Rycraft (KR), Rebecca Smith (RS), Sophia Quazi (SQ), Laurene Ville (LV), Emma Watson (EW),

Apologies: Bhavna Patel (BP), David Pedreros Bastidas (DPB)

Teigan Collins (TC), Victoria Fernandez (VF), Alex Lipp (AL)

	Apologies, Welcome, Introduction	
	Apologies were received from BP and DPB.	
	Agenda Item	Action
1.	Acceptance of minutes from the meeting on 12 November and matters arising.	
	The following matter were arising:	
6.	Proposal to the FoE to spend money on artwork - update from EW: discussed under AOB	
2.	Chair's report	
2.1.	KK attended one of the History group discussions (06/12/2021); small group of only 6 people including 2 with a humanities background who had very different views and approaches in a lively discussion. The humanities were moved to Kings College leaving Imperial College STEM focussed and hence the social/historical perspective is lacking. Consensus in 'that coming to terms with history can't be done by erasing it'. There is an online forum on Wednesday 26 th January 12:30-13:45 facilitated by the consuls for everyone who hasn't yet added their views which clashes with our own ESE EDIC meeting.	
2.2.	SQ and KK attended a FoE network meeting (07/12/2021) where it was agreed to have a question bank within the faculty to help with any surveys. A draft of a flowchart of support line (bullying/harassment) has been gone to the provost board. Jackie Bell (Computing) has submitted a proposal to increase student retention from minority backgrounds. The call came from the Royal Academy of Engineering Diversity Impact Programme and all 10 Engineering Departments are included.	
2.3.	SQ and KK attended the Faculty EDI meeting (17/12/2021).	
2.4.	KK asked whether the team thinks it a good idea to move those updates to the ESE EDIC meetings or via email/website posts to save time for discussions which has been agreed. In addition, bring important discussion points forward to have enough time.	KK
3.	Update from EDIC committee ESE	
	JM kept it short as most people attended the meeting (08/12/2021) and a summary was given at the recent staff meeting (13/01/2022). Major points of concern are bullying and harassment.	

4.	Update from Bhavna on the Chemical Engineering EDCC	
	BP was unable to attend but has emailed the following update: <ul style="list-style-type: none"> - Revamping the EDCC committee, with new PG/MSc/UG reps - Arranging Active Bystander courses for all UG and PG students - Encouraging all staff to complete the 6 essential course (My Essentials) – with the aim to get 100% compliance - Postdoc questionnaire expected to be sent all PDRA's by end of week 	
5.	Update from Rebecca on the Civil Engineering EDIC	
	No new update	
6.	Updates on the Culture surveys (now part of any new Athena Swan application)	
	The survey to staff and PhD students is ready to be send to the HoD for approval. SQ thanked everyone for their input particularly VM. EW added that thinks this year is the College Staff Survey due again.	SQ
	The survey for students still needs some work. The timing is difficult as beginning of term would exclude first year students. The NNS survey runs between January and end of April. SQ though about sending it after Easter. RS reminded us about the exam period. VL suggested after exams as a good time. LV agreed that the best time to send it would be at the end of the exam period, so students know that this would be coming after.	SQ/RB
7.	SAT yearly report	
	KK thanked Sam Krevor, RS, SQ, RB and VM for their comments. JM raised concerns about the validity of a statement regarding scholarships. SQ/RB liked to include the outcomes of the NERC EDI grant. Matt Genge's virtual fieldtrip one got funded. RB has emailed Ian Bastow about his attempt. Otherwise, ready to be send to HoD for approval. Intentions are to email the report with the questionnaire link and link to the application to staff and PhDs.	KK/RB
8.	Discussion focus for future meetings - distribute	
	It has been agreed to use the 15 March meeting to look at the newest figures from the UG Team. RS agreed that this would be the best time. RB added to select a subgroup to analyse the staff culture survey during that meeting. The meeting on the 10 th March would be good to talk about staff (KR) and culture (show data from the survey – subgroup members). The meeting on 19 th July should be used to talk about PG and PhDs. EW agreed as scholarships should have been taken by that date and data should be available.	RS/VL KR/? EW/?
	KK to send email reminders two weeks before.	KK
9.	Updates on the action plan	
	EW raised concerns that the actions around parental leave will be difficult to implement, as they bypass the Department and go directly to the HR hub. The reason behind them were to make support more consistent as line manager have different levels of expertise. The Department only gets informed if the line manager tells KR or EW. RB/KK suggested a focus on poster or a leaflet as Chemical Engineering has done to raise awareness and collate links to the information. SQ proposed a lunchtime drop-in session. The specifics need to be given by HR as they are complex. VM will include a reminder about parental/maternity leave in the next (quarterly) reminder. RS raised awareness that in the field work action tracker gender is only binary. EW will have an Athena standardisation training session on Friday and	All VM RS/EW

	will enquire. Action RS to get back to EW with the specifics of the question. JM added that students complained about binary gender questions or assumptions and RB thinks we should become consistent and formulate template questions for ESE.	
10.	International Day of Women and Girls in Science and IWD- - Ideas?	
	<p>Lively discussion and several very good ideas were voiced. EW cautioned that the 11 February leaves us with very little time.</p> <p>One idea was about delegating the task to our students and young researchers and provide funds so they can go home and give an outreach event at their local school. Material can be re-used for future events. VM will draft and circulate an email to UG/PG/PhDs and postdocs to solicit grant applications to deliver outreach with £x funding, to support International Day of Women and Girls in Science. She will send it to Athena SAT this week to circulate to dept on Friday/Monday.</p> <p>VM also agreed to write some information on social media, and the ESE update close to the events to raise awareness.</p> <p>SQ suggested to get in contact with schools and let them come up with role models in form of poster competitions or power points and award them with stickers/gift vouchers. AP reasoned that it should have a fixed frame. She suggested inviting teachers and motivate them which in turn motivates children. VLS idea to contact all new female students via email has been rejected due to GDPR constraints.</p> <p>Agreed to work on it via email and chat and make use of the idea's box spreadsheet on Teams.</p>	<p>VM</p> <p>ALL</p>
11.	AOB - finance	
	<p>EW updated on the submitted proposal to FoE to spend unused money on artwork superhero cards (The Remarkablz - https://www.themarkablz.com/page2740949.html) and commissioning a bust from the Royal Society of Sculptors. Unfortunately, the money is not available anymore for this financial year (August until July). However, new budgets are created now for the next financial year. We should get approval from the ESE EDIC and HoD, the college needs to agree as the department does not own the building and the artwork group is established. Action KK/RB to get quote and prepare a proposal.</p>	KK/RB
12.	Next meetings	
	<p>15 March – UG data/ creation of a subgroup to analyse staff culture survey</p> <p>10 May – discussion about staff and culture</p> <p>19 July – look at PG/PhD data</p>	