**ESE Athena SWAN committee meeting**

23th April 2021

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

**Minutes**

*Present*: Nicole Barnes (NB), Rob Bell (RB), Gareth Collins (GC), Teigan Collins (TC), Katharina Kreissig (KK), Sam Krevor (SK), Valentin Laurent (VL), Victoria Murphy (VM), Adriana Paluszny (AP), David Pedreros Bastidas (DPB), Katie Rycraft (KR), Sneha Saunders (SS), Rebecca Smith (RS), Laurene Ville (LV), Emma Watson (EW),

*Apologies:* Rebecca Bell (maternity leave),

Victoria Fernandez (VF), Alex Lipp (AL),

|  |  |  |
| --- | --- | --- |
|  | **Agenda Item** | **Action** |
| **1.** | **Acceptance of minutes from the meeting on 12th February and matters arising.** |  |
|  | The minutes of the last meeting held on 12 February 2021 were agreed as correct. The following matter were arising: |  |
| 1.1. | Provide results from wellbeing survey from May and September 2020 for ESE; data not yet discussed by management committee; in general, fewer people participated and the wellbeing declined which is in line with results from other departments; data also revealed concerns around commuting to/from work which SS confirmed corroborated their dataset | EW |
| 1.2. | The advertising campaign for women for MEF MSc courses via LinkedIn was successful and doubled the number of female applicants. It is planned to be used again in the Faculty of Engineering marketing campaigns. Action VM to send statistics into the chat or into the teams channel.  | VM |
| **2.** | **Chair’s report** |  |
|  | Notes from the College Athena SWAN meeting on 23 February 2021 were distributed via email as PAPER 2. EW reported that she has been accepted as reviewer for the next three years by Advance HE. EW reported high attendance rate for the ESE EDI and values training courses so far. |  |
|  | KK attended the town hall meeting on the 29th March 2021 about Imperial’s Race Equality Charter led by Stephen Curry. There were over 90 participants. Already implemented actions emerging from the assessment include that the council gets a EDI champion, set up of a report and support tool, as well as trials and experiments run by College HR to change recruitment to anonymous applications. (see point 9 AOB – minutes 12/02/2021) |  |
| **3.** | **Update from Rebecca on the Civil Engineering EDDC** |  |
|  | Athena SWAN SAT became EDI committee, and it is a big group. There is a tutor specifically for women. They are working on a leaflet for parents which collates information of all the Colleges support. They are preparing for Women in Engineering Day.  |  |
| **4.** | **Update from Sneha on the Chemical Engineering EDCC** |  |
|  | No update, meetings have been postponed. Chemical Engineering is going to postpone the renewal of the silver award for one year. SS will soon go on maternity leave and her cover will join us. Action – provide email address so that the new person can be invited.  | SS |
| **5.** | **Updates on the application** |  |
| 5.1. | Application needs little changes in text as soon as management committee (MC) agreed on critical actions; in addition to gender split in the data from the staff survey; specific emails will be sent out for verification or input | KK/EW |
| 5.2. |  Action plan: 63 actions distributed over the 4 sections; 13 changes in actions were considered critical after receiving them from the MC on 27th November 2020; SK, GC and KK are working with the MC regularly to find an agreement, work nearing completion | KK/SK/GC |
| **6.** | **Update on the Art group** |  |
|  | Panel discussion “Where art and cultural heritage meet science”, 29/04/21 at 16:00 lead by Prof. Sian Harding (leader of Imperial Artworks Group) with e.g. Mary Ryan (Materials), Anne Barrett (Archivist) |  |
| **7.** | **Action plan- how to implement/discussion about the best approaches** |  |
|  | Advice from Rob Bell:* 1. Action plans are living documents; they are expected to change, just need to track changes and justify in renewals as long as the rationale behind the original action gets attention and a different action
	2. Successful implementation depends on delegation and disperse responsibility among the SAT; Note SAT owners are not responsible for implementing the action but overseeing their implementation. Also note that actions need to not be lost when there is changeover on the committee.
	3. Systems for tracking are important: There are advanced project management tools, but keep in mind practical considerations. Most know how to use excel; use direct updating from SAT members; avoid using meeting time to receive updates to action plan implementation.
	4. Practicality should be a foremost concern – the document is large and unwieldy. Consider breaking up into multiple years, do some actions one year, some the next, etc. Build in a formal review of your process about 1 year in. Keep stakeholders (wider ESE community) in the loop both when actions are and are not implemented “you said – we did” which raises awareness and values the work of Athena SWAN.
 |  |
| **8.** | **Updates on EDI topics from members of the SAT** |  |
| 8.1. | ****Women in Engineering (23rd June)** what to do?**In the idea’s box on Teams are: 1) refresh features of Women in Engineering in the Department and 2) Quiz about women in Engineering or STEM to raise awareness. AP suggested a schools outreach event and a team of volunteers included: Laurene Ville, Teigan Collins, Nicole Barnes, Victoria Murphy | AP + |
| **9.** | **AOB** |  |
|  | Nothing discussed |  |
| **10.** | **Future meetings** |  |
|  | The next meeting will be on Friday 11th June 12:30-13:30. |  |