

University of Aberdeen Business School
Athena SWAN Committee

Draft Minutes of the Meeting held on 14 July 2020, 2pm on Microsoft Teams

Present: Pam Cumming (Clerk), Cheryl Dowie, Shamima Haque, Sola Kasim, Nathalie Kemp, Ashley Lim, Rhiannon Thompson and Mark Whittington (Chair)

Apologies: Angela Black, Nan Liu and Martin Meyer

| | | <i>Actions</i> |
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| 1. | <p>Minutes of Previous Meeting and Matters Arising.</p> <p>NK was welcomed to her first meeting since returning from maternity leave.</p> <p><i>Universal Design for Learning: Accessibility, Inclusivity and Diversity'</i> PC went on the webinar and circulated notes and details of dates of next session to the group. (4 August, 25 August course booking)</p> <p><i>List of names for Jennifer Duthie</i> Only names have been received from NL. MW and CD met with JD separately and have agreed to contribute with Shamima and Jing. 3 sessions, students, staff and good practice lessons. Action: MW/CD chat and give names to Jennifer.</p> <p>MM does not have Bhatti's report, PC has asked Maria Cascio to check it out. Pam has received a couple of suggestions of reading/links to help educate others perhaps as part of Black October. Staff to feel free to add to this document on Teams.</p> <p>Nobody was in touch re suggested events.</p> | <p>MW/CD to provide names to JD/PC</p> |
| 2. | <p>Business School E&D/AS Structure</p> <p>There was discussion relating to the School Committee structure with regards to Athena SWAN (Gender) and Race Diversity. Some schools have combined committees, expanding into Equality Diversity and Inclusion. With the deadline for ASWAN that is our initial focus. It is important to know what is going on at Uni Management level and that they know what is going on at School level too. There was concern raised about impact of changing the name however RT confirmed this won't have any impact. Our current task is adding year 5 to a plan. The name change/remit won't have impact on the awards you have or are going in for. The change in name is a positive way forward. It was agreed if no impact, happy to change. Action: MW and CD to chat with MM once back hols. PC to arrange that meeting.</p> | <p>Action: MW and CD to chat with MM once back hols. PC to arrange that meeting</p> |
| 3. | <p>Formation of Sub Committees</p> <ul style="list-style-type: none"> Promoting Gender Equality - Pam and Mark | <p>PC to create a list for MW/CD to approve before checking with</p> |

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| | <ul style="list-style-type: none"> • Student Recruitment, Attainment and Progression - Jaye and Jeanette/Clare and Mark. • Staff Recruitment and Induction Sola, Mark and (HR rep – Marion Elliott-Jones) • Staff Career Progression - Paulina, Angela and Cheryl • Research Shamima and Cheryl and Nick • Flexible Working Ashley, Nan and Nathalie • Communication and Governance Cheryl, Mark and Lucy | <p><i>FR and line managers. Those highlighted in red will indicate which person from each group will arrange the meetings.</i></p> |
| 4. | <p>E&D Events PC to send email to AB.</p> | <p>PC to contact AB to see if she has any further thoughts about events for the next meeting.</p> |
| 5. | <p>Newsletter Aiming to have a newsletter soon into the new academic year. Topics will be discussed mid August. Ideas to be sent to PC. NK indicated she is happy to help.</p> | <p>Group to send ideas to PC.</p> |
| 6 | <p>Survey/Focus Groups Sub committees to think about areas we can get people's views. Gender equality group.</p> | |
| 7 | <p>Schools The group hopes to publicise Athena SWAN with it's booklets/talks wherever it can. PC happy to publicise round schools. It's unclear what's happening Open Day wise.</p> | <p>PC to speak to Clare about Open Day. SH try and locate electronic version of brochure.</p> |
| 8 | <p>AOCB SK reminded the group that race should not be defined by skin colour, there are other aspects eg nationality and ethnic origin He made a suggestion of having regular get togethers of different continents whereby other groups can also visit. Another suggestion is having international events, showcasing different cultures, clothes, dance, music, food, beliefs etc. There is also a system bit like speed networking where you can speak to someone of a different culture, where you can be educated, share experiences etc.</p> | <p>SK will produce a page for discussion at the next meeting.</p> <p>JC/MC to be invited to a meeting in the future.</p> |
| 9 | <p>Date of Next Meeting: 28 July 2020, 1030am</p> | |

