

Athena SWAN SAT and Equality and Diversity meeting

22 June 2017, Level 2 meeting room

MINUTES

Present

Helen Galley, Stefania Spano, Lynda Erskine, Neil Vargesson, Iain Gibson, Sue Barr, Dawn Thompson, Bernadette Connolly, Julie Brooks, Natasha Walker, Bogdan Didov.
(Several people unable to attend due to PG symposium).

Welcome

HG welcomed everyone and apologised for the clash with the PG symposium. Bogdan was introduced as a possible new UG student member.

1. Brief summary of previous extraordinary meetings

HG gave a very brief overview of the last two meetings, the first to discuss the appeal letter and the second to discuss reapplication.

2. Membership –appointment of ‘membership’ team

Stefania agreed to review the membership urgently to ensure we had the requisite balance of staff grades, gender and role. In her absence, Ann was volunteered to work with Stefania to target individuals. It was noted that the SAT could be a subsection of the E&D group. **SS/AR**

3. Going forwards with resubmission

a. Meeting schedule proposal

Invites had been sent out for 2h monthly meetings up to and including October.

b. Data analysis

HG reported that excel sheets of data had been provided by Rhiannon and that volunteers were needed to analyse the data from 2015-16 and provide this in the same format as the tables and figures in the previous application so they can be updated. HG will email the excel sheets to the relevant person. **HG**

Recruitment- Dawn volunteered to do this and also said she would liaise with R and I to get updated information on the traffic light scheme. **DT**

PG data – Iain Gibson volunteered to deal with this. **IG**

UG data – it was hoped that John Barrow could deal with this. **JB?**

Promotions – update Iain McEwan volunteered. **IMcE**

Maternity – update Fiona Murray volunteered. **FM**

Leavers – volunteer(s) required **All**

c. *Staff survey*

Peter to lead and Lynda and Neil volunteered to work with Peter. Survey questions will be revised to get the answers needed. There was some discussion about ensuring post docs know about AS. Bernadette volunteered to liaise with Wendy to organise an event aimed at post docs specifically about annual review and to include AS. **PMcC/ LE /NV/ BC**

d. *Rewrite application*

Helen to draft. Julie is away for 7 weeks as of next week and so she will be able to review in detail on her return. One other volunteer needed to also review prior to sending round to everyone. **HG /JB /all**

e. *Postgraduate student survey*

Lead required plus two others

4. Continuing to deal with ongoing Equality and Diversity matters

a. *Working hours*

Brainstorming session – HG reported that Lindsey, the IMS directorate, herself and Peter would be meeting mid July to thrash out what was possible to address the long working hours culture. Lindsey will also speak to Naveed and the HoS prior to this meeting. HG will report to the next AS/E&D meeting on July 19th. **LH /HG**

b. *Well being*

Picnic event – 11th July in the Suttie Centre gardens. Invites had been sent, but not received by post docs. HG to ask Wendy to check. Paul had agreed that the IMS would pay for strawberries. Natasha along with the other students, Tatiana, Bogdan and Alexandra would create posters (including mention of AS) and take over complete organisation of this event. **NW /BD/TD/AA**

It was also noted that there is a School BBQ in the Rowett Gardens at 1.30 on July 14th.

c. *Esslemont group*

Web pages no longer mention women and so a competition will be launched for a new name, to be decided at the picnic. Stefania to send out email about this. There would need to be a new logo once the name was sorted. **SS /AR**

Patience Schell will be coming on 4 Sept (level 7, 12 noon) but had not yet provided a title. HG requested that an invite to this be sent to the AS/E&D group as soon as possible, even without a title. **SS**

Margaret Ross has been asked to come and talk and had suggested some dates in Sept. She also said she would try and come to the picnic

5. Any other business

HG reported that a new exit interview survey had been created and comments were requested- by the following day. HG to send link and members to provide feedback. **HG / all**

6. Next meeting

July 19th 10:30-12:30, level 5 conference room, IMS.