

School of Chemistry Athena Swan Self - Assessment Team and Working Group (SATWG)

Meeting held 18th July 2011

Present:

Prof John R Helliwell (Chair)

Dr David Berresford

Dr Cinzia Casiraghi

Dr Susannah Coote (Chair of the School of Chemistry PostDocs Forum)

Ms Sue Field;

Mrs Christine Taylor

Apologies from: Dr Claire Eyers; Prof Sabine Flitsch; Dr Sarah L Heath; Dr Aline Miller (CEAS).

.

1. The Minutes of the 7th meeting had been previously circulated; one correction was received.
2. The Meeting was agreed to be solely concerned to review Athena Swan Panel actions.

The following actions were reviewed;-

(i) JRH reported that he had spoken with Dr Frank Mair re the design of the Outreach participants' questionnaire, and who had previously agreed that as long as a sponsor did not object, adding a gender tick box would be fine, and confirmed that this was being revised this week. The SATWG requested that the actual content of the questionnaire could perhaps be usefully reviewed. **Action JRH to contact Dr Mair to obtain a copy asap.**

(ii) Dr Katayune Presland has now been appointed by the School as an RSC Outreach Fellow to go into Schools; the SATWG felt that the School's new Teaching Fellow should meet with JRH for a briefing/info exchange. **Action JRH to contact Dr Presland.**

(iii) Re UCAS and female participation at interviews the SATWG felt that the Head of School could meet with Dr Gorry, Admissions Officer to progress the SATWG suggestions. DB also suggested that the UCAS 30 minutes Intro Talk could be given by a female member of staff as a way as widely as possible to clearly demonstrate Females are on our academic staff. DB further elaborated that the same idea could be applied to PhD applicants visit / School postgraduate research showcase events.

(iv) A pilot scheme for the mentoring of 4th year undergraduates interested in research by Postdocs will be assessed as to feasibility by the PostDocs Forum. **Action: SC; also SF to contact STDU as to training provision for mentors.**

(v) Completing PhDs need to be consulted as to their career intentions and from this any gender bias can be identified. **Action: JRH to contact Dr Robin Pritchard and Karen Charters.**

(vi) As point (v) any leaving staff need an 'exit questionnaire. **Action: SF.**

(vii) DB mentioned that the School's and EPS's 'success at interview' gender data was interesting as to trends. **Action DB to circulate a short report for SATWG consideration at Meeting 9.**

(viii) Equality and Diversity Training web-accessible Module to be advertised to all School staff. **Action SF to contact the School's Head of Admin (Nicky Snook).**

(viii) The SATWG wished to encourage the School to make sure that all female interviewees could meet a female member of academic staff. **Action SF to contact Head of School at shortlisting stage.**

(ix) SF reported that the annual Promotions Master Class, preparing staff who are interested in applying for promotion, would be advertised as usual in the autumn. Female and ethnic minorities staff are especially encouraged to attend the Master Class.

(x) DB reported that the School Visiting Speakers' programme has been deliberately improved to have a better gender balance for 2011-2012. The SATWG discussion led to the idea of a lunch for PostDocs to meet the Visiting Speaker of the day, and which is believed to be of especial value to female PostDocs.

(xi) The SATWG suggested that JRH meet with the Head of School for an **overview discussion** of progress in effecting School of Chemistry culture change that is underway. **Action JRH**

3. *Date of Next Meeting* to be confirmed but expected to be mid-September 2011; JRH to circulate by email date options.