

**ATHENA SWAN MEETING
MINUTES FOR
TUESDAY, 21 APRIL 2015, 10 AM
ROOM 1.076**

In Attendance:	Mike Anderson (Chair) (MA)	Professor of Materials Chemistry
	Melissa Denecke (MD)	Co-Director of the Dalton Nuclear Institute
	Igor Larossa (IL)	Chair in Organic Chemistry
	Rachael Barker (RB)	Head of School Administration
	Rachel Spilsbury (RS)	Human Resources Partner
	Floriana Tuna (FT)	Research Fellow
	Marion Wrackmeyer (MW)	Post-Doctoral Representative
	Meriel Barham (MB)	Outreach Administrator (Part time, Mon-Wed)
	Pamila Sharma (PS)	Administrator
	Emma Mellor (EM)	Administrative Secretary
Guest:	Paul Mark-Jones (PMJ)	Equality and Diversity Advisor, UoM

1. Apologies for absence

Richard Layfield, Darien Rozentals, Cinzia Casiraghi, Helen Ryder

2. Minutes of last meeting, 9 February 2015

3.2. Feedback now received and all actions have been taken care of.

Application Deadline for Athena Swan must be completed by the 30th November 2016. Have decided to apply for the Silver renewal rather than go for Gold (an attempt for Gold to be made in the future).

3. How can we gather Gender Data

3.1. Chemistry Equality and Diversity Action Plan presented by Mr Paul Marks-Jones. Each school has an E&D Action Plan which is submitted in November and reviewed in May. 6 May workshop to go through the Action Plan to see how each school can achieve their goals. RB is attending this. PMJ left handouts.

PMJ presented the Diversity Calendar, which provides religious holidays and events etc – there are both paper and online copies.

21 May is World Diversity Day. Staff are being encouraged to put data into MyView. Noted that this is a good way for us to get a snapshot of how the SoC is doing regarding gender balance. Updating data on MyView will help towards our Athena Swan Silver Renewal.

Diversity in the workplace training mandatory for all new members of staff since January 2015 as part of an induction process. This is sent via email. MA mentioned the importance of having all staff take this training – PMJ stated that the school can make it mandatory and we can track who has completed the training. The mention of Teddy training for interviewers by RB. More training is accessible online.

Website guidance in 6 key areas to provide support for all categories of staff. Latest updated training is on "locations to visit when travelling abroad."

The WE GET IT campaign. A campaign against discrimination – can sign a pledge for zero tolerance/discrimination in the workplace, a supporters' rubber wrist band is given to those who have taken the pledge. Launched November 2014.

Harassment advisors

Staff Network Groups – to get people involved in different activities and get issues heard at a higher level. A way to encourage people to take concerns to the E&D forum.

Helen is in the team. UoM is #43 for LGBT in the country.

Will leave flyers and offered to provide other info for, e.g. an E&D event.

3.2. Outreach- Dr Frank Mair and Ms Meriel Barham attended the meeting to discuss further

Highlighted as an area to improve on by Athena Swan in our last Silver Application.

FM – Outreach is not monitored as well as it could be regarding gender data. A gender box was added to the feedback forms for Outreach events. There needs to be a continual focus on this to ensure that data is as accurate as it can be. ACTION – will be a gender tick box system in place on feedback forms for male, female and prefer not to say.

Concerns with schools – some are all boys and others all girls schools. Schools are encouraged to bring 2x male students and 2x female students to the events. If same gender schools invited this is not a possibility. ACTION – to check if we have a balance in all boys and all girl participating schools.

Concerns with monitoring attendees' genders at events. At larger events it is nearly impossible. ACTION – MA suggested photographs. MB and FM agreed the monitor applications of students to attend events rather than actual participants on the day in the hope to ascertain a more accurate gender count for the day.

ACTION – need to be more proactive in getting females to attend the outreach events. Data that Outreach collects from now on will be more accurate and any negative impact on female participation can be stopped. In order to go for the AS Gold Award we could initiate a Research Project to collect gender data (student help?). We need to make it clear that we recognise and encourage female participation at these events.

Brief discussion that we also need to find out how many Chemistry academics are female and compare all data gathered to National Averages.

3.3. Admissions - Excel document attached.

MA – we need to have the data available to us sooner than we have had in previous years. It is crucial between now and next Athena Swan meeting that we have data in place to feed into the Silver renewal application. The last silver application we were under the national average of women. We are showing improvement but have to monitor this and get these numbers up.

Need to look at the data.

Visit days are predominantly male.

Interviewing should be women involved.

How are we going to compile the data for the next Athena Swan Silver Application? ACTION - NA's need to be in everything that we are presenting (After 21 May should have a snapshot of current data of employees).

ACTION – have a working group define the list of all the data we need and ensure that we are getting it – volunteers MD, RS, RB.

ACTION – questionnaire for why 4th year students are not wanting to progress. Target females, collect data from males for comparison.

ACTION: Set-up a share point for depositing data. JH gave MA a directory with all the stuff he had as past chair of Athena Swan. MA to give this date the MW, who will also provide MD dropbox items she has from the previous committee.

3.4 Suggestions/action plan for future

MA has three suggestions after analysing the Athena Swan feedback comments:

- 1) Establish a realistic goal. Athena Swan is concerned with whether or not we are making a tangible difference. Report Card system for Quantifiable Deliverables.
- 2) Define and need to decide on one or two items that we can push for before the renewal application for both PSS and Academics.
- 3) Case Studies of how the school has assisted staff whilst on leave – we need to have better case studies with tangible goals. Podoc to cover research for when away?

6. Any other business

MW on Spring MRS in San Francisco. 6000 people attended. This will be added to the Newsletter which DR makes. Issues with size – MW happy to accommodate where necessary.

Next Meeting: 8th June 2:00pm.