1. Welcome and Apologies

The Convener welcomed members to the first meeting of the Athena SWAN Self Assessment Team (SAT) and thanked members for agreeing to be part of the SAT. The Convener acknowledged the apologies received.

As this was the first meeting of the SAT, he invited introductions from members.

2. Athena SWAN Overview – Paper 1

The Convener referred members to Paper 1 as this provided a brief overview of the principles, aims and objectives of the Athena SWAN Charter. He confirmed the University of Glasgow had taken the decision to join the Charter in August 2011.

The Convener clarified that the decision to join the Charter had been taken following discussions at the Equality and Diversity Strategy Committee (EDSC) and the Senior Management Group (SMG). The EDSC and SMG had agreed that following the advancements made as a result of the University’s Gender Equality Scheme and Action Plan, the Gender Equality Group and recent work done by the School of Physics and Astronomy, it was a natural step to look to
gain the Athena SWAN accreditation. The University is already committed to the advancement and promotion of the careers of women in SET and more widely within the University through the achievement of an inclusive and supportive environment. As such, the Principal sent a letter of endorsement to Athena SWAN in support of the application to join.

MT noted that the Paper 1 also provided a brief outline of the Athena SWAN awards and explained that these recognised and celebrated good practice in recruiting, retaining and promoting women in the Science, Engineering and Technology (SET) areas within higher education.

MT described the Athena SWAN award progression, highlighting that the University first had to apply for the University Bronze award. This requires the University to look at university-wide policy, procedures, and issues and produce statistical data and an action plan. This therefore required the SAT to have a University-wide representative membership.

The Convener noted that the REF2014 had equality embedded within it and having an Athena SWAN award would go someway to assist.

He also noted that it had been reported that all medical schools who wish to apply for NIHR Biomedical Research Centres and Units funding need to have achieved an Athena SWAN Charter Silver Award before the next round of funding in four years time. Although this funding is not relevant in Scotland it is anticipated, other research funding may be linked to Athena SWAN in the future and this made it imperative that the University start the Athena SWAN process.

3. SAT Terms of Reference – Paper 2

The Convener drew members’ attention to the draft Terms of Reference as shown in Paper 2.

MT confirmed that members would be expected to act as point of contact for their own areas and those within the SET based Colleges, would be expected to support their own School’s Athena SWAN award submission process.

Members agreed the Responsibility, Remit and Reporting sections as detailed within Paper 2.

The Convener noted that the Membership section would be updated to include Stephen Marritt as the second nominee from College of Arts. He noted it would also require further updating once the name of the second nominee from the College of Medical, Veterinary and Life Sciences was known.

4. Application Timeline – Paper 3

MT presented Paper 3 and explained that the main action which would require to be undertaken before the next SAT meeting was the collation of the large amount of HR data required for the submission.
She advised discussions had already been held with Kathleen McLaughlin, HR Data Management regarding this and EDU understood that it was expected SAT would have the required HR data by late spring 2012. This timescale should allow for the consultation time and creation of the Action Plan, as detailed in the timeline.

It was recommended that SET Schools consider waiting until the University had gained the overall bronze award before submitting an application for individual ‘School/Department’ awards as the timing would probably be too tight to gather the required information.

The Convener noted that should the University gain its Bronze Award, the School of Physics and Astronomy would automatically be given an Athena SWAN Silver Department award, without further submission, as it has recently been given the Institute of Physics (IoP) Juno Champion Award.

LF outlined the IoP Juno Champion status and agreed to forward the background information and Juno submissions to EDU for forwarding to SAT members.

5. Athena SWAN Bronze Award Guidance – Paper 4

The Convener stated Paper 4 was for background information which would allow SAT members to understand the layout of the Bronze university award application and the guidance that has been provided by Athena SWAN.

MT noted that although a large amount of HR data is required, much of this is already captured by the University, but it may not be in the required format or have been published before.

She also noted that where information is not available, the Bronze application/submission process allows and prompts the University to identify where those gaps exist and to put in place processes/procedures to rectify this. This type of action would form the basis of the Action Plan.

6. Initial University of Glasgow Bronze Award Application – Paper 5

MT presented the initial draft of the University’s Bronze Award application and noted the EDU had begun to populate some sections of the application form (highlighted in blue) but stressed that SAT would be fully involved and consulted during the journey to the final draft. MT also noted that EDU had already identified some sections where definitions would need to be confirmed with Athena SWAN.

Members discussed how best to present and breakdown the HR data required for the application. Members agreed that, where appropriate, the information should be broken down

- For University as a whole
- Then by SET / Non SET
- Then by School & Research Institute
Members reviewed the different sections within the application form and made a number of suggestions regarding how the information could be gathered and where assistance would be required for other areas within the University, such as Corporate Communications and the individual Schools and Research Institutes.

Members also suggested that Corporate Communications be approached to assist in raising the profile of the Athena SWAN Charter and the University’s intention to submit its Bronze application.

7. Other Institutions Applications

The Convener presented the following papers as examples of recent successful University Bronze awards and noted that these could provide pointers to what our own action plan and application should look like.

University of Strathclyde (2011) – Papers 6a, b & c

University of Liverpool (2010) – Papers 7a, b & c

MT noted that although the University of Liverpool’s submission was a recent application, the submission documents were very different to the current version, as used by the University of Strathclyde.

8. Any Other Business

No other business was brought to the meeting. The Convener closed the meeting.

9. Date of Next Meeting

TBC

Update – meeting now set for 26 March 2012 at 11.30am – Carnegie Room
<table>
<thead>
<tr>
<th>Action Point</th>
<th>Action Agreed</th>
<th>By Whom</th>
<th>Deadline</th>
<th>Completed</th>
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| 1 Agenda Item 3 | **SAT Terms of Reference**  
EDU to update the Membership Section with College of Art nominee, Stephen Marritt. EDU will update again once College of MVLS second nominee known. | EDU    | Next Meeting     | Green     |
| 2 Minute Item 4 | **Application Timeline**  
IoP Juno Champion Status  
LF to forward Juno Champion background and submission information to EDU for forwarding to SAT members. | LF/EDU | Next ASSAT Meeting | Green |
| 3 Minute Item 6 | **Initial University of Glasgow Bronze Award Application**  
Corporate Communications be approached to assist in raising the profile of the Athena SWAN Charter and the University’s intention to submit its Bronze application. | EDU    | Next ASSAT Meeting | Green |
| 4 Minute Item 9 | **Date of Next Meeting**  
EDU to organise next SAT meeting.  
*Update of Meeting Details*  
26 March 2012 at 11.30am – Carnegie Room | EDU    | Immediate        | Green     |