1. Welcome and Apologies

The Convener welcomed members to the fourth meeting of the Athena SWAN Self Assessment Team (SAT).

The Convener acknowledged the apologies received.

Before proceeding with the agenda the Convener asked MT to report on her attendance at the first Athena SWAN Regional Network meeting which was held on Friday 17 August 2012.

MT reported she had attending the meeting, which was hosted by the University of Edinburgh, whose Chemistry department had just received their Gold departmental award. The meeting was well attended by other Scottish universities. The main speaker was Sarah Dickinson, Senior Policy Advisor for the Athena SWAN Charter.

MT noted that two Scotland universities (West of Scotland University and Glasgow Caledonian University) had failed in their recent bid to gain a University Bronze award. The main reasons cited for this was applications were too HR
focussed, lacked detailed data respectively or did not seem to have senior management commitment.

MT noted most people attending the network meeting were academics rather than equality practitioners. This highlighted the need to engage fully with the academic community here in Glasgow and ensure their ‘buy in’ to the process.

MT advised members one area had shown to be very important in gaining the University Bronze awards were that the Action Plans had to be robust and ‘SMART’.

The Convener reported Athena SWAN were looking for Assessment Panel volunteers and advised members MVLS had nominated 2 staff and he himself had volunteered. He invited members to also nominate themselves, if they were available to do so.

2. Minutes from previous meeting 22 May 2012

The minutes were approved as a correct record.

3. Draft Bronze Award Application – Paper 1

The Convener confirmed the application had been significantly reformatted and redrafted as a consequence of the word limits imposed in the application form.

LF noted the application was table ‘heavy’ and asked if these could be presented in appendices. MT reported Athena SWAN had confirmed that appendices would not be accepted - all information must be contained within the application. MT also advised members each application would be time limited for consideration by the assessment panel.

KM asked whether it was still the intention to update each of the graphs/tables with 2011-12 data (as at August 2012) and what the timescales were for her to provide the data. KM advised she would be unable to undertake this task until at least the end of September as she was currently fully committed to collating HESA required statistics.

Members agreed 2011-12 data should be included to ensure the application had the most up to date information. The Convener acknowledged KM’s workload commitments and agreed the data should be provided once the HESA return was completed.

ACTION: KM/EDU

Members then discussed the latest draft of the application question by question (question numbers as detailed in latest draft) and agreed further actions to be undertaken as detailed below.
<table>
<thead>
<tr>
<th>Question</th>
<th>Sub Question</th>
<th>Action</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All</td>
<td><strong>2011-12 Data to be provided</strong>&lt;br&gt;HR Data Management agreed to update all data to include 2011-12 data sets.</td>
<td>KM</td>
</tr>
<tr>
<td>1 Page 3</td>
<td>(b)</td>
<td><strong>Self Assessment Process</strong>&lt;br&gt;Highlighted ‘Xs’ in the commentary to be updated with required numbers.</td>
<td>EDU</td>
</tr>
<tr>
<td>2 Page 5</td>
<td>a) (i)</td>
<td><strong>Description of the University</strong>&lt;br&gt;- SUERC to be included in College of Science and Engineering ‘departments’&lt;br&gt;- Number of SET departments to be increased as a result of this.&lt;br&gt;- Wording in paragraph 3 to be amended accordingly.</td>
<td>EDU</td>
</tr>
<tr>
<td>2 Page 6</td>
<td>a) (ii)</td>
<td><strong>Academic Staffing Structure</strong>&lt;br&gt;- Grade terminology table to be amend as follows:&lt;br&gt;  Grade 6 – to have Research Assistant added to list&lt;br&gt;  Grade 7 – to have Research Associate added to list&lt;br&gt;  Grade 8 – to have Research Fellow added to list&lt;br&gt;  Grade 9 – to have Senior Research Fellow added to list&lt;br&gt;- Wording of sentence below the table to be amended&lt;br&gt;- Table of Clinical grades to have ‘Others’ removed.&lt;br&gt;- Footnote 6 to have month confirmed as August.</td>
<td>EDU</td>
</tr>
<tr>
<td>2 Page 8</td>
<td>b) (i)</td>
<td><strong>Data on gender balance – F:M ratio of academic staff</strong>&lt;br&gt;Table 3 to be amended to include SUERC data</td>
<td>EDU</td>
</tr>
<tr>
<td>2 Pages 10 &amp; 11</td>
<td>b)</td>
<td><strong>Data on gender balance</strong>&lt;br&gt;Charts 3 &amp; 4 to be updated following decision on assimilating Others into non-clinical grades.</td>
<td>HR/EDU</td>
</tr>
<tr>
<td>2 Page 12</td>
<td>b) (ii)</td>
<td><strong>F:M turnover of academic staff</strong>&lt;br&gt;- Commentary relating to ‘Clinical Others’ above Table 5 to be removed.&lt;br&gt;- Numbers to be re-added to Table 5.&lt;br&gt;- Years to be redrafted as 2009-10, 2010-11, and once new data available 2011-12.&lt;br&gt;- Paragraph below Table 5 to be amended to read ‘turnover figures for Senior Grades 2010-11’.</td>
<td>EDU</td>
</tr>
<tr>
<td>2 Page 13</td>
<td>b) (iii)</td>
<td><strong>F:M Academic staff on Fixed Term Contracts</strong>&lt;br&gt;- Commentary and Table 6 to reviewed.</td>
<td>EDU/Conv</td>
</tr>
<tr>
<td>2 Page 14</td>
<td>b) (iv)</td>
<td><strong>Equal Pay Audits</strong>&lt;br&gt;- Second paragraph to be worded to show figures are for whole university.&lt;br&gt;- Table 7 – amend title to show this too.&lt;br&gt;- (from last minutes) Notes on Equal Pay table to include wording re University has no control over Clinical pay as per NHS progression.</td>
<td>EDU/EDU (wording provided by FM)</td>
</tr>
</tbody>
</table>
| 2 | Page 15 | b) (iv) | F:M ratio in RAE 2008  
| | | | • Look at how best to present information from Chart 6  
| | | | • Wording relating to Chart 6 to be amended as ‘difference’ is statistically too negligible. | EDU/Conv |
| 3 | Page 16 | a) (i) | Job application and appointment success rates  
| | | | • Most recent updated date by grade has only just been provided and still to be analysed before tables can be added. | EDU/Conv |
| 3 | Page 18 | a) (ii) | F:M staff promotion rates  
| | | | • Commentary relating to Chart 9 and 10 ‘possible that there is something preventing’ to be rephrased.  
| | | | • Numbers to be included in Charts 9 & 10. | ConvEDU |
| 4 | Page 21 | a (ii) | Mentoring and Networking  
| | | | • Update section once Mentoring Report available | EDU |
| 4 | Page 21 | b) (i) | Career Development – Conferences and Seminars  
| | | | • Initial commentary to be strengthened to show how the University publicises events and successes. | Conv/EDU |
| 4 | Page 22 | b) (ii) | Career Development – Media Opportunities  
| | | | • Opening statement to be strengthened – Convener to contact Susan Stewart.  
| | | | • Consider grouping media outlets together.  
| | | | • EDU to continue gathering information from University website.  
| | | | • Consider including any such information gained from Consultation Process. | ConvEDU |
| 5 | Page 25 | a) (i) | Organisation and culture – Heads of...  
| | | | • Last sentence in first paragraph to include ‘because they were considered the best applicant’.  
| | | | • Reference to Tables 8 and 9 to be included in commentary. | EDUEDU |
| 5 | Page 26 | a) (iii) | Organisation and Culture – Influential Committees  
| | | | • Actual numbers on committees to be included in Table 11.  
| | | | • General Council membership to be discussed with Bob Marshall. | EDUEDU |
| 5 | Page 27 | a) (iii) | Organisation and Culture - Influential Committees  
| | | | • Senate Assessor information to be checked.  
| | | | • Table 13 - MVLS College Management Group information to be updated. | EDUEDU |
| 5 | Page 28 | b) | Policies and activities – Publicity materials  
| | | | • Section to be renumbered to 5(b)(ii). | EDU |
| 6 | Page 31 | (ii) | Parental Leave  
| | | | • Last paragraph ‘parental’ to be replaced with ‘maternity/adoption/additional paternity’. | EDU |
| 6 | Page 31 | (iii) | Childcare  
| | | | • Commentary to reference Action Plan. | EDU |
4. **Draft Action Plan – Paper 2**

The Convener presented the draft action plan and asked for comments.

KL suggested the action plan be redesigned to show ‘Grand Themes’ with related actions detailed below. Members agreed.

**ACTION:** Convener

Members asked for action plan to be more focussed and with more detail provided for ‘responsible’ column.

**ACTION:** Convener

5. **Athena SWAN Consultation Process – Paper 3**

MT presented the proposed method of consultation as detailed and asked for comments. Members agreed the proposed consultation process.

MT agreed to make contact with the relevant ASSAT members to make arrangements for the Consultation Groups.

**ACTION:** MT

6. **Future Athena SWAN departmental applications**

MT advised members School of Geographical and Earth Sciences and the School of Chemistry were planning to submit applications for a Bronze departmental award in April 2013.

FM advised all MVLS based Schools and RIs were very enthusiastic and aspired to submit for a Silver departmental award at the same time, if the resources can be found to support the applications.

Members noted this would be ambitious.

7. **Any Other Business**

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

8. **Date of Next Meeting**

The Convener noted the next meeting is set to be held 2 weeks before the final date for submission – 15 November 2012 at 10:00 – 12:00. The venue is still to be confirmed.