School of Computer Science Athena SWAN Meeting Notes

5th May 2015, 2pm Room C1

Attendees	Apologies
Uwe Aickelin Fiona Cotterill Elizabeth Davey (Guest) Lesley Fosh Milena Radenkovic (Chair) Hannah Robinson Holger Schnädelbach Daniel Serotsky Samantha Stapleford-Allen (Notes) Rong Qu	James Goulding Graham Hutton Boriana Koleva Sarah Martindale

Milena presented the slides she prepared and circulated before the meeting

Elizabeth Davey, the University of Nottingham Athena SWAN and WinSET Research Policy Officer, joined the meeting and provided the group with some feedback. She thought having Undergraduate representation on the committee would be a good thing to look in to, but said that it was positive that we had such a good mix of staff and student levels on the panel at the moment. She also pointed out the importance of having regular staff and student surveys in order to best monitor progress on the issues at hand. A survey held now (almost a year to go until submission) would work well. Horizon has a subscription to the survey tool, Qualtrics, which was used to run the last survey so this could be utilised again in order to compare results.

Elizabeth asked for us to nominate a representative from the committee for the purpose of gathering data and analysis for Workspace. **Fiona Cotterill is to act in this role and Elizabeth will give her the relevant Workspace permissions. Fiona is to contact Sheila Popple (Head of School PA) for committee data (who sits on them, who is the Chair) going back 3 years in order to show we are addressing issue of women on committees.**

Daniel reported to the group that the website was in a position to be made live, although it is not fully complete as yet. He is happy to continue working on the Athena SWAN site.

Holger and Boriana will be running the focus groups as agreed in the last meeting, but will look in to this in more detail once the new Athena SWAN guidelines have been released and clarified by Elizabeth. The previous focus groups were based on survey results so they should probably be reviewed. **Holger to find out who ran the survey last time around and look to conduct the staff focus groups in August 2015.**

Elizabeth has meetings with HR soon, so she should be able to clarify what data they can provide in order to help us with our submission. She advises that we put in to place a strong action plan and to be honest in regards to any shortcomings. It may also be useful to further investigate benchmarking with other Computer Science departments across the country in order to highlight that certain problems are faced by them, all rather than unique to UoN. **Sarah Martindale and Lesley Fosh are to help put together a national picture of CS and look in to data benchmarking. This will also include investigating outreach activities – Lesley to look in to this after contacting Julie Greensmith. It was decided that our Athena SWAN site should link back to the Outreach Activity section of the main CS site also.**

Elizabeth flagged that the gap between our 2015 meetings and the submission back in 2013 – this could cause problems and needs to be explained. It is also a positive step to be seen to be having more regular meetings. **Meetings are to be held every couple of months.**

Elizabeth feels that our action plan could benefit from having specific actions attributed across the board rather than having a Head of School focus. The action plan needs to be reviewed regularly with progress monitored more closely. **Milena to recirculate the action plan with actions needing to be reassigned from the original document. Relevant people will need to report back on progress in the next meeting.**

Lesley reported back that the recent MRL session (which was held independently of Athena SWAN activities) focusing on inclusivity went very well and that she would be willing to write a blog post style report to be added to our website for impact purposes.

Once the new guidelines have been properly reviewed by Elizabeth she will circulate relevant information to us. We will then need to decide which form (new or old version) to go along with for the submission.

Elizabeth to circulate WinSET event posters.

The group will meet again in early July with a 2pm start being preferable for most people on Monday, Tuesdays or Wednesdays. **Milena to circulate a calendar invite to group members in due course.**

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