

## School of Computer Science Athena SWAN Meeting Notes

27<sup>th</sup> October 10am Room C1

Attendees	Apologies
Uwe Aickelin Milena Radenkovic (Chair) Samantha Stapleford-Allen (Notes)	Fiona Cotterill Boriana Koleva Sarah Martindale Rong Qu Hannah Robinson Holger Schnädelbach Daniel Serotsky

Milena gave an update on ongoing Athena SWAN activities within the School as well as good practice summaries related to the preparation for our submission of the new form. The presentation slides will be circulated to the committee.

Key information included:

- The importance of moving forward with our surveys and focus groups – an update on this will be provided by Holger and Rong in the next meeting.
- In line with other Schools within the University it may be worthwhile looking in to having a CS Athena SWAN social media presence. This may be something to discuss in the next meeting as it would require someone to be responsible for regularly updating a Facebook page for example.
- Ensure that our own good practice is highlighted such as learning sets and the recent 'Women in Computer Science' event. We also need to provide information regarding the gender breakdown of committees and updates on outreach activities.
- Milena to investigate the gender breakdown of the School's invited speakers. WinSet are also looking for interested speakers to participate in a panel talk on career paths and barriers that are specifically experienced by women.
- It was noted that parental leave procedures for research staff and PhD students is in need of clarification. Issues often arise due to differing guidelines of various funding bodies.
- It was suggested that the CS Athena SWAN website could provide fuller transparency of the committee's goals, activities and celebration of achievements
- Milena is due to attend a meeting with HR regarding data gathering and processing in Tableau, she would ideally like at least one other committee member to be in attendance so will email the group with details.

- Group to review the current website as per questions posed on the 12<sup>th</sup> slide of Milena's presentation (circulated)
- Group to feedback as to whether any surveys (involving staff or students) were carried out in 2014
- Going forward the committee needs to review the new form in detail and draft the new action plan and associated timelines; confirm pending actions and responsibilities; look to coordinate on actions as a team
- Milena presented data regarding the profiles of the various workforce levels within the School. She will contact HR for information regarding APM levels 1-3 which has not been included thus far.

**Next meeting to take place March 1<sup>st</sup> 13:00-15:00 in C1**

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