



**UNIVERSITY OF
BIRMINGHAM**

SCHOOL OF MECHANICAL ENGINEERING

Athena SWAN Assessment Team

Tuesday 24th June 2014

10.15 am

Room F25

A G E N D A

1. Apologies for Absence
2. Minutes of Last meeting
3. Membership of the Assessment Team
4. The Bronze Award Submission – Results and Feedback
5. Research and Academic Staff
 - 5.1 Recruitment
 - 5.2 Progress Development Review
 - 5.3 Work Load
 - 5.4 Promotions
6. Student
 - 6.1 Recruitment
 - 6.2 Attainment
7. Any other Business
8. Date of Next Meeting

Minutes of the Meeting

1. Attendance:

Prof. Duc pham
Dr. R. K. AL-Dadah
Dr. R. Cripps
Prof. D. Shepherd
Dr. K. Essa
Dr. S. L. Soo
Ms Sharon Green
Ms Vashti Bejai
Ms Kirandeep Kaur Bhamra

Apologies for Absence

Ms J. Sutcliff
Ms I. Lefort

2. Minutes of last meeting: Approved

3. Membership of the Assessment team

The feedback from the submitted application raised a concern on the membership of the committee and required the inclusion of more male academic staff. Three male academic staff (Professor D. Shepherd, Dr. S.L. Soo (senior lecturer) and Dr. K. Essa (Lecturer)) joined the assessment team.

Dr Essa also suggested the inclusion of a post doctorate research fellow. As. Dr. Parisha resigned from her employment at the University, Dr. AL-Dadah suggested to ask Dr. Aziza Mahmoud.

4. The Bronze Award Submission – Results and Feedback

Dr AL-Dadah informed the team about the outcome of the application submitted for the Bronze Award and distributed the feedback given.

5. Research and Academic Staff

- a. Recruitment
- b. Progress Development Review
- c. Work Load
- d. Promotions

Dr. AL-Dadah explained that the feedback required describing the school processes for recruitment, progress development review, promotions and work load and to describe how these processes can be improved to address the under-presentation of women in the school. Discussion was held regarding the recruitment process and the followings were suggested.

Adverts should include statement on the school stance on Athena swan.

The job description should include information about the school including its policy on equality, diversity and gender balance.

Make use of the scheme where staff can be employed for a short trial period which will allow candidates (male and female) opportunity to demonstrate their capabilities.

Action: RAD to write a description of the above processes for discussion in the next meeting.

Regarding progress development review, the process used in the School is according to the regulation of the University and this has been updated recently. The updated PDR form includes all the duties performed by a lecturer including research, teaching and administration. The PDR process will also be implemented for research staff to enable assessing their achievement and facilitate their development and progress to academic career.

Action: RAD in collaboration with the Head of School to write a description of the PDR.

Regarding the work Load, Prof. Duncan Shepherd has been given the responsibility to update / refine the work load model for the School.

Action: DS to write a paragraph describing the work load model

Regarding promotions, a discussion of the process was carried out and the following suggestions were made:

- 1- Encourage all members of staff to attend the promotions workshop held by the college and the PA to the Head of School to communicate frequently the dates of the promotion workshops.
- 2- The Head of School to discuss and actively motivate and support female staff to apply for promotions.
- 3- To include a senior female staff on the promotions committee.

6. Student

- a. Recruitment
- b. Attainment

Data on the attainment of the UG students who graduated in June 2014 were submitted to the committee for discussion. The data showed that the percentage of female who obtained 1st or 2.1 degree class is equal to that of the male students of 92%.

Also data on the recruitment of UG, PGT and PGR are submitted to the committee. The data shows a decreasing trend of UG female recruitment, therefore it was suggested to have a meeting with the outreach officer and develop a strategy for ensuring no further reduction in the UG female numbers. The recruitment of females on the PGT programmes remained constant at 28% and that on PGR remained constant at 16.6%.

Action: RAD to meet with Dr. Rustam Stolkin (outreach officer) to develop a strategy for maintain / improving number of female applicants.

7. Any other Business

No other business was raised

8. Date of Next Meeting

Dr. AL-Dadah explained that she will arrange for two meeting, one early September and another late October. Two meetings were set, one on the third of September and another on the 15th of October.

Student Recruitment data

2010/2011

Student group	Female	Male	total
Undergraduate	22 (14%)	133(86%)	155
Postgraduate taught	4 (23.5%)	13 (76.5%)	57

2011/2012

Student group	Female	Male	total
Undergraduate	12 (11%)	96(89%)	108
Postgraduate taught	1 (7.1%)	13 (92.9%)	14
Postgraduate research	2 (7.7%)	24 (92.3%)	26

2012/2013

Student group	Female	Male	total
Undergraduate	11 (10.5%)	95(89.5%)	106
Postgraduate taught	10 (28.6%)	25 (71.4%)	35
Postgraduate research	4 (16.66%)	20 (83.34%)	24

2013/2014

Student group	Female	Male	total
Undergraduate	10 (9.5%)	95 (90.5%)	105
Postgraduate taught	16 (28%)	41 (72%)	57
Postgraduate research	5 (16.66%)	25 (83.34%)	30

UG Students attainment data including 2013/14

Undergraduate degree classification by gender

Undergraduate degree classification by gender					
2010/11	1st	6	21%	37	25%
	2.1	13	47.5%	71	48%
	2.2	8	28%	32	21.5%
	3rd	1	3.5%	6	4%
	Pass	0	0%	2	1.5%
	Total	28	100%	148	100%
2011/12	1st	4	28.5%	30	27%
	2.1	5	36%	52	45.5%
	2.2	4	28.5%	29	26%
	3rd	1	7%	1	0.5%
	Pass	0	0%	1	1%
	Total	14	100%	113	100%
2012/13	1st	7	41%	34	42%
	2.1	6	35%	34	42%
	2.2	4	24%	11	13%
	3rd	0	0%	2	3%
	Pass	0	0%	0	0%
	Total	17	100%	81	100%
2013/14	1st	7	58%	44	63%
	2.1	4	34%	21	29%
	2.2	1	8%	6	8%
	3rd	0	0%	0	0%
	Pass	0	0%	0	0%
	Total	12	100%	71	100%