

Minutes of the second Athena swan meeting held on the 25th of June 2013

Attendance:

Professor Duc Pham (DP), Dr. Robert Cripps (RC), Ms Sharon Green (SG), Ms Susan Squires (SS), Ms Satwinder Rani (SR), Ms Isaline Lefort (IL) and Dr. Raya AL-Dadah (RAD).

Apologies: Ms J. Sutcliff (JS). Also Miss Parshia Moghabadi left her position as a research fellow in the School and hence she will no longer be part of the assessment team.

This meeting was dedicated to discussing sections 2 and 3 of the application.

RAD introduced the application to the members of Athena Swan Assessment Team.

Section 2 of the application describes the process of self-assessment with

- Part 2.a dedicated to describing the team members (action 1: RAD to ask the team members to write few lines about themselves)
- Part 2.b dedicated to giving an account of the self-assessment process (action 2: RAD to establish a page on WebCT/CANVAS/ Web to store the minutes of the self-assessment team meetings)
- Part 2.c dedicated to describing plans for the future of the self-assessment team (action 3: RAD to establish a web page for the Athena Swan activities in the school)

Section 3 of the application gives a picture of the school (3.a) and provides data for the last three years on the Female / Male population within the School (3.b).

Section 3.b(i) reports on the number of males/female on access or foundation courses. (action 4: RAD to coordinate with Sharon and Vash on the number of Females on the access courses). Section 3.b(ii) reports on the number of undergraduate males/female. Section 3.b(iii) reports on postgraduate male and female numbers completing taught courses. Section 3.b(iv) reports on postgraduate male and female numbers on research degrees. Section 3.b(v) reports on ratio of course applications to offers and acceptances by gender for undergraduate, postgraduate taught and postgraduate research. Section 3.b(vi) reports on degree classification by gender for undergraduate and postgraduate programmes. Section 3.b(vii) reports on the female: male ratio of academic and research staff. Section 3.b(viii) reports on the turnover by grade and gender for academic and research staff.

Issues discussed regarding section 3:

- Data used in the application: RAD explained that the data included in the application was provided by Ms Squires, however, SG, RC and DP suggested that we should use data from the school of mechanical engineering rather than the data from the centre. (action 5: RAD to request data from the various admin staff in the school to go into the application).
- Offering scholarship for females applying for undergraduate, postgraduate taught or postgraduate research programmes: RC commented that we do not distinguish between males and females when we allocate scholarships and hence allocating scholarships

specifically for females may not be acceptable. SG mentioned that some universities do offer scholarships to female applicants. RAD commented that stating that we offer scholarships to female applicants in our publicity material will encourage Females to apply but when we allocate the scholarship there should be no compromise in terms of the quality of the applicant. RAD also commented that for postgraduate research programs, two of the five scholarships awarded recently were for females. While this was not planned, academic staff will be encouraged to attract excellent female students to our postgraduate research degree. (action 6: RAD to discuss with admission tutors the allocation of 1-2 scholarships for female applicants).