

## Equality and Diversity Committee Minutes 11am, 21<sup>st</sup> September 2016. Turing Room.



**Attendees:** Kami Vaniea (Chair) Vashti Galpin, Ajitha Rajan, Michael Rovatsos, Guido Sanguinetti, Heather Walker, Martin Wright, Anda Nicolson (Secretary)

**Apologies:** Christophe Dubach, Johanna Moore, Alina Selega

	Summary	ACTION
1.	<p><b>Approval of previous minutes and matters arising</b> The minutes were approved. The committee noted that in addition to the previously noted thanks for the work completed on the Athena SWAN submission, that the contributions of the HR team and Pim Totterdell should also be noted.</p> <p><b>Action:</b> AN to arrange feedback review for the Jamboree and look at possible updates for the 2017 event. (Rolled over action)</p>	AN
2.	<p><b>Changes to Athena SWAN requirements</b> KV and HW recently met with Caroline Wallace (HR Senior Partner – Equality) to discuss potential changes to Athena SWAN requirements. A lot more specific detail will be required around evidence and proof of statements in submissions. We will need to be able to provide statistical evidence for many of the measures. They will be providing tools for analysis of data which will allow for standardisation of format across institutions.</p> <p>HW queried if it would be possible for someone to be appointed to look at gathering these statistics across the College. <b>Action:</b> MJW to raise this with DoPs in other schools as part of the ongoing review process around joint level appointments. <b>Action:</b> MJW to investigate the job description of people in other Colleges who are in similar roles.</p> <p>The next submission will consider all staff, not just academic and research staff. It will still be very gender-focused.</p>	MJW MJW
3.	<p><b>Career talks with visiting speakers</b> KV has put out a call for female speakers to talk about their career experiences. The first speaker will be Anne Johnson on 29<sup>th</sup> September.</p>	
4.	<p><b>Female staff profile pages</b> Case studies are being written and being added to the website at the moment.</p>	
5.	<p><b>Undergrad prospectus book and degree program advertisements</b> <b>Action:</b> actions relating to this should be moved to the Athena SWAN Implementation Group.</p> <p>The prospectus could be rewritten to make it more accessible to different students. We should change the way that we talk about courses to try and broaden the reach of our programmes. Alumni case-studies showing the real-world applications of our degrees would also broaden their appeal.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Alumni videos hosted on our website</li> <li>• Tie the careers day to our open days</li> </ul> <p><b>Action:</b> HW to take these suggestions forward.</p>	HW
6.	<p><b>Any other business</b> Suggestion raised about having an equality and diversity section in the library area in MF1. KV has ordered some books which would suit this.</p> <p><b>Action:</b> KV to find out if these books are also available in the main library and advertise this if they are, or ask that they be ordered in.</p>	KV

	A generic email address could be created for “publicity” activities – anything such as outreach, featured talks or our alumni/staff in the news. <b>Action:</b> HW to check if this exists and create one if not then advertise.	HW
7.	<b>Date of next meeting</b> 11am, 14 <sup>th</sup> December 2016 in the Turing Room.	