

Informatics Equality and Diversity Committee Meeting

13 November 2013/Updated 12 March 2014/Updated 19 June 2014

In attendance: Mirella Lapata (Chair), Christophe Dubach, Clare Llewellyn, Joanna McGregor, Ajitha Rajan, Mirjam Wester, Eileen Mehta (Secretary)

Apologies: Marjorie Dunlop, Vashti Galpin, Neil McGillivray, Guido Sanguinetti

Actions from the meeting

| Agenda Item | Action | Individual | Status of Action |
|---|--|---|---|
| 4. New Action plan ideas | Consider a CV surgery / 'Making Fellows' workshop | | Ongoing – decide who/how/when? |
| 4. New Action plan ideas | Event hosting/attendance - Keep record of small local events | All committee | Ongoing Keep record of events for next Athena Swan |
| 5. Code First Girls – option to run courses at University | VG send email to EE for follow up | VG | Actioned |
| | VG to follow up with NMcG | VG | Actioned |
| 6. Date of next meeting | Schedule next meeting | MD/ML | Actioned |
| 3. Committee remit | Committee would benefit from UG student representation; chat to Michael Rovatsos re suitable rep | ML | Actioned |
| | ML has approached Connor, an undergrad student in 3rd/4th year. He will join the committee. ML to invite him to the next meeting | ML | |
| 8. Implementation planning, Action Plan review | Get Man Inf data | Steve Scott | Ongoing |
| | Repeat Athena Swan survey in early October; give consideration to new questions, eg., flexible working | VG | Ongoing |
| | Investigate schedule of University wide Athena Swan survey | VG | |
| | Modification of feedback form for PG Open Day in November (similar to Post Application Visit Day) | VG (in collaboration with Effie McDonald) | |

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| | feedback form) | | |
| | Research staff workshops: PDR/appraisal, promotion, research data management | VG | |
| | Events and students in Action Plan; check that student stuff has been done | ML | |
| | Invite Alumni to attend event and ask Grad School to possibly give a talk on what a Post Grad does | ML | |
| 13. AOB | Web presence for E&D and Athena SWAN; write content | Steve Scott | Ongoing |
| | Women in Computing | Bonnie Webber | Ongoing |
| | Informatics lunches (not women specific) on topics such as promotion for research staff, appraisal process; some listed in Athena SWAN Action Plan Organise a lunch | Steve Scott | |
| Supporting and advancing women's careers (outcomes of coaching workshops) | to email for feedback and ask for statistics per institute may also consider extending scheme to 14/15 | ML | |
| Final comments (panel felt that the application lacked specific detail on the institutes) | chat to Biology re institutes, no demand made. Raise via Athena Swan network re: inconsistent data demands | ML | |
| Post UCAS days feedback | Review student feedback questions – consider adding more. EE send draft to VG | Steve Scott | |
| Review training for unconscious bias awareness | Review, consider strategy at next IEDC | Steve Scott | |
| | Presentation in mid-September | Steve Scott | |
| | HoDs need to do course | Steve Scott to | |

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| | | organise | |
| | Phil Wadler and Stuart Anderson to talk about unconscious bias awareness | Steve Scott to organise | |
| | Survey to be done | Steve Scott | |
| Seek expert input on female-targeted recruitment strategy | UHRHS contacted and useful input given | | |
| | Complete gender analysis of 3 rd tranche CF applications | Steve Scott | |
| Review HR web resources policy highlights | Underway but significant task | Steve Scott | Ongoing |
| Explore policy on extension of FTC to include maternity leave | Raise for discussion at College EQDC | ML | |
| Provision of mentoring training for interested staff (to be mentors) | Have determined that we can have a mentoring training session specifically for Informatics staff. ML to discuss with NMcG | ML | |
| Review provision of information on academic promotion mechanism | | Steve Scott/HoS | |
| Res staff representation on College RTC | Query Bob Fisher | Bob Fisher | Ongoing |
| Did or can EQD/gender/unconscious bias training be included in PI? | Confirmed as possible to include in Professional Issues course – ML to discuss further with DoT | ML | |
| Budget | Discussion on how to use funds. ML to speak with NMcG and Grad School | ML | |
| Jamboree (AR acknowledged it was a big success; participants would like to see more such events planned annually); recruit for help in September 2014; avoid dates of student exam times; involve more Admin team members if possible | Recruit for help in September 2014 | ML | |
| Next meeting | Schedule for mid-September 2014 | ML | |