

Heriot-Watt University

ATHENA SWAN STRATEGY COMMITTEE

Minutes of the meeting held on 16 September 2015

Present:

Mark Adderley, Director of Human Resource Development
 Dr Thomas Aspray, Assistant Professor, SLS
 Lamia Begic, Women's Officer
 Sue Campbell, Communications Manager
 Sahara Choudhury, Vice President Wellbeing
 Tina Donnelly, Athena SWAN Officer
 Sally Hamilton, EGIS
 Professor Gill Hogg, Deputy Principal, External Relations (Chair)
 Dr Dawn Maskell, Research Associate, EPS
 Dr Fiona McNeill, Associate Professor, MACS
 Dr Gillian Menzies, Associate Professor, EGIS
 Dr Gillian Thomson, Associate Professor, EPS
 Dr Hind Zantout, Associate Professor, MACS (HWU Dubai)
 Dr Kate Sang, Associate Professor, SML
 Kathryn Taylor, Executive Assistant (Clerk)
 Sharan Virdee, Equality and Diversity Advisor
 Professor Fiona Waldron, Head of School, TEX

Apologies:

Ms Ann Marie Dalton, Secretary of the University
 Prof Duncan Hand, Interim Deputy Principal, Research and Knowledge Exchange
 Prof Steve McLaughlin, Head of School, EPS
 Ambrose Okpu, PhD Student, EPS
 Dr Oluwafunmilola Ola, Research Associate, EPS
 Prof Gareth Pender, Head of School, EGIS
 Professor John Sawkins, Deputy Principal, Learning & Teaching

Min	Agenda Item	ACTION OWNER
1. FORMAL MATTERS		
1.1	Apologies were noted.	
1.2	Minutes of last meeting ASSC/15/12 Minutes were agreed. To note that Sally Hamilton attended .	
1.3	Matters Arising ASSC/15/13 The action log was received and reviewed. Further action was required to take forward outcomes, which might require different owners, from the fixed term contracts focus groups.	
2. Progress Update		
2.1	Bronze Action Plan Update ASSC/15/14 The update report was received. Development of a breastfeeding room at Riccarton campus was progressing. A suitable room had been located in the Hugh Nisbet building, to host private expressing spaces and open breastfeeding space. Les Allan was co-ordinating identification of suitable spaces in Dubai and Malaysia. A space had yet to be identified in SBC. The new breastfeeding policy would be finalised and widely promoted in due course.	

	<p>Children on Campus policy – Use of the Riccarton mothers room for breastfeeding would require consideration under the Children on Campus. GH advised that this policy was currently under review by Sue Collier.</p> <p>Ada Lovelace celebrations – A photoshoot celebrating women in STEMM would be exhibited on the Riccarton link bridge in October, and posted online for cross-campus access.</p> <p>Congratulations were given to Dr Tony Weir and Tina Donnelly who won the Association of Research Managers and Administrators 2015 Conference poster exhibition with their Athena SWAN-themed poster ‘Are you a Swan or a Duck?’”</p> <p>GH advised there was still work to be done around academic promotions to improve transparency of criteria. Annual promotion roadshows would increase in number and be promoted more widely this year.</p> <p>Papers on flexible working & career breaks policy had been considered at Secretary’s Board and would be going to next UE meeting on 24 September.</p>	
2.2	<p>Risk Register ASSC/15/15</p> <p>The updated risk register was approved. An additional risk raised was that the Equality Challenge Unit was now requesting further information as part of Athena SWAN applications e.g. PDR and training statistics, which might prove difficult for HWU to deliver.</p>	
2.3	<p>Schools Progress Report ASSC/15/16</p> <p>EPS and MACS had successfully submitted applications in April 2015. Results would be received by October 2015.</p>	
3. November Athena Swan Applications		
<p>SML and EGIS provided verbal progress report on their submissions. ASSC members were invited to participate in the mock panels which would be held 6 weeks before the November submission date. Due to the SLS Review, SLS were no longer submitting an application. The SLS Self-Assessment Team members were commended for their efforts to date.</p>		
3.1	<p>SML</p> <p>Dr James Richards provided a verbal update to the group. SML would be the first non-STEMM application from HWU. They hoped to apply for a silver award in November 2015.</p>	
3.2	<p>EGIS</p> <p>Professor Omar Laghrouche and Dr Helen Lewis provided a verbal update to the group. They advised that the application would be for a single award to incorporate the whole of EGIS. They hoped to apply for a bronze award in November 2015.</p>	
4.	<p>Any other business</p> <p>Student Union representatives, Sahara Choudhury and Lamia Begic, raised concerns on behalf of students relating to timetable changes and the impact of this on child care arrangements and consequently on their studies. They highlighted that whilst a local facility was available to staff and students, Pinocchio’s Nursery, there was a significant waiting list for a space and a drop in facility was not currently offered.</p> <p>Sharan Virdee was able to advise that student childcare issues could be raised in the first instance with Christine Johnstone, Head of Student Support and Accommodation, who was best placed to advise on the established policy and support in place.</p>	
5	<p>Date of Next Meeting</p> <p>The next meeting would take place on 9 December 10am-11.30am.</p>	