



Barts and The London

School of Medicine and Dentistry

Institute of Dentistry
Athena SWAN SAT

Minutes of a meeting held on 22nd October 2015

Present: Mangala Patel (Chair) Ken Parkinson Marcia Williams
 Lesley Bergmeier Sharan Sidhu Juliet Ellwood (notes)
 Mike Curtis Thushala Ubaya

- Action
1. **Apologies for Absence**
 Alan Cruchley, Jo Kirner, Amitha Ranauta, Sarah Redwood, David Williams

 2. **Minutes of Previous Meeting and Action List**
Minutes: Minutes were approved.
Actions:
DEG
 MC/JK/MP/MW to meet – this is still outstanding, aiming to have it scheduled before next DEG meeting (4th November).
Pathways to Promotion
 MW is still in the process of identifying suitable dates for this event to take place.
Gender Balance of Interview Panels
 It was noted that the SMD is currently surveying this across the Faculty as data is not comprehensively recorded – it should be collected via the shortlisting forms that are sent to HR prior to an interview occurring but this does not always happen consistently (although in Dentistry the Assistant Institute Manager keeps a record of these).
Part-Time Working
 Date on P/T working has now been received by MW.
External/International Visibility of Female Academics
 MC had sent an email to the Institute requesting input on this – all submissions have now been collated and forwarded to LB for inclusion.
Action: LB/MW to discuss outside of this meeting how best to present information in a standardised format. LB/MW

 3. **PRES Focus-Group Feedback**
 EJ was absent but MW gave an update; a full report on the outcomes will be produced shortly. Some observations:
 - overall perception of the environment is largely positive;
 - the session was well attended by students with children; this group face certain issues not common to other student groups but that might benefit from specific support;
 - lack of cohesion felt between sites, limited opportunities to network/socialise with those on other campuses;
 - varying experiences dependent on supervisor/student dynamic: could sometimes be problematic and it was felt that more supervisor training was needed;
 - very useful to survey this group as the transition from PhD to post-doc is a key point in career trajectories when the decision to remain in or leave academic is often made.
 Ideally we will rerun these sessions for PGT students but as has been mentioned previously the shorter duration of these courses means it is hard to identify appropriate times to schedule them for this group.

4. **Feedback from circulated list of section owners**

MW has collated the various sections and placed a working draft in dropbox.

A picture of the department

Significant work still needs to be done on the data section to ensure that it is accurate (and that we answer the questions in line with the rubric in the template), that the graphs are presented in a consistent format, and to fully address the narrative context. Some elements of information that we have presented in this section could be moved into the organisation and culture section to make better use of the permitted word count if necessary.

Action: MW/MP to liaise with KP re this section.

Action: Amendments to section drafts to be submitted to MW/MP by 29th October.

Action: MW & MP will aim to have a complete draft application ready for circulation to the SAT on 2nd November for initial comments and then to circulate to the Institute on 5th November (confidential pen-portraits and case studies will be redacted) - deadline for comments to be 13th November.

MW/MP/KP
ALL
MW/MP

Organisation and Culture

- QMUL honorary contract holders: as they do not have substantive employment with the University they are not included in the data however if we can obtain some details on numbers/levels of these appointments that could be included in the narrative as these staff do make a significant contribution to the department and help to shape the working environment.

- A possible item for the relevant part of the Action Plan will be to discuss with Wendy Turner (UG programmes lead) the possibility of adjusting the start time of teaching clinics, which begin earlier in the day than Barts Health clinics (for apparently historical reasons).

The self-assessment process

SS has made further edits to the pen-portraits and has re-done part b. Further amendments may be necessary once the rest of the application has been completed.

5. **AOB**

- Staff Survey: relatively few responses received so far.

Action: JE to send reminder to all to complete the survey on 26th October.

JE

NIHR BRU/BCU Applications: The ECU have contacted all departments applying for an AS award in this round, requesting that we notify them now if we are intending to apply for BRU/BCU funding next year. Although the NIHR deadlines are not yet known, this will allow the ECU to consider relevant AS applications early in the process and potentially release outcomes ahead of the April notification date, in order to confirm eligibility for NIHR funding. MW has informed the ECU that we do intend to apply for BRU funding next year and would therefore like to take advantage of the option to have our AS application considered early.

6. **Date of Next Meeting**

5th November.

Action Summary

- LB/MW to discuss outside of this meeting how best to present information on female academic visibility in a standardised format.

Who
LB/MW

Deadline
29th Oct

- MW/MP to liaise with KP re the data section.

MW/MP/KP
ALL

29th Oct
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MW/MP

2nd Nov

- JE to send reminder to all to complete the survey on 26th October.

JE

26th Oct