



Barts and The London

School of Medicine and Dentistry

Institute of Dentistry
Athena SWAN SAT

Minutes of a meeting held on 6th October 2015

Present: Mangala Patel (Chair) Jo Kirner Sharan Sidhu
 Lesley Bergmeier Kaveh Memarzadeh Marcia Williams
 Mike Curtis Ken Parkinson Juliet Ellwood (notes)
 Emma James Amitha Ranauta

- Action
1. **Apologies for Absence**
 Alan Cruchley, Ankur Patel, Sarah Redwood, Thushala Ubaya, David Williams

 2. **Minutes of Previous Meeting and Action List**
Minutes: Minutes were approved.
Actions:
DEG
 MP & MW will meet with MC & JK to formulate a list of specific actions that DEG will be asked to approve, eg
 - supervisor training to be fully embedded
 - a response to issues raised by the PRES
 - actions around PGR progression and training
 - recommendation for AS observer to sit on all Institute committee**Action: MW/MP/JK/MC to meet to discuss specific recommendations for approval by DEG.** MW/MP/
JK/MC
Pathways to Promotion
 It was agreed that a Pathways to Promotion event could also incorporate a CV surgery session rather than running them as separate sessions. MW will try and identify suitable volunteers to be involved and then arrange a date as soon as possible.
Action: MW to identify panel volunteers and suitable dates for Pathways to Promotion workshop. MW
Write to Mike Shore-Nye about central support for mentoring schemes.
 This is still outstanding - MC will take this forward.
REF Data
 MW had looked at the College's quality analysis of the entire REF submission and found that Dentistry had a high rate of inclusion for female staff, who were in fact slightly more likely to have been returned than males, and who also contributed 2 of the 4 impact case studies. This was however in the context of an objectively small number of female academics.
Web
 Work is ongoing on adding/updating all the relevant policy documentation etc - aiming to be complete in time for the Staff Development Session on 21st October.

 3. **Feedback from circulated list of section owners**
 Revisions that had been made to the application sections since the last meeting were discussed; key points and actions arising are as follows:

Career transitions & flexibility

- At present it is not entirely clear what role AS observers play on Faculty panels (eg what are they specifically being asked to do, how are their observations being fed back and acted upon?). Dentistry could offer to draft a brief for this role.

- Gender balance of interview panels – to note in the application that we will aim to move from a target of at least 1 female on each panel to a 50:50 balance. This can place a burden on small departments – QM have updated guidelines on gender balance of panels to reflect this.

- Part-time staff – we have a relatively high proportion of PT staff. This is something that is worth discussing in the narrative, either in this section or the following (organisation and culture).

Action: JK to speak to Nick Smith and Amrita Ahluwalia re defining a brief for the role of AS observers on faculty panels. JK

Action: JK to incorporate points around gender balance of interview panels into the application. JK

Action: MW to request data on part time working from HR systems. MW

Organisation and Culture

- LB has incorporated various suggestions into this section – LB and JK to liaise on their sections to make sure information is consistent and is not duplicated. Would be helpful to include examples of external/international visibility of our female academics.

- Seminar rooms could be named after notable females relevant to the organisation eg 1st woman dental graduate etc.

Action: MC to send email to Institute requesting information on external/international visibility of female staff which LB can incorporate into the application. MC

Action: MC to solicit suggestions from students (via DentSoc President) and staff on nominations for seminar room names. MC

The self-assessment process

SS has updated this section to include additional/revised pen-portraits. In addition to the pen portraits this section also needs to describe the process that the SAT went through as we worked towards completion of the application. For example, how we are attempting to embed our E&D priorities across the Institute as a whole (not just limited to those directly involved in the SAT) and how we have sought to include input from Trust representatives (eg the Clinical Director) as the working environment for many of our staff is partly shaped by Barts Health.

A picture of the department

- KP/KM sent latest version of this section. Data on PGT looks strong, ratio of female UG students appears to be slightly declining although may reflect a national trend. Staff data has weak areas that could benefit from being presented slightly different – will be important to reflect on this in the narrative.

- MW showed some examples of strong visual representations that other Institutions have used in their applications to summarise certain things eg key goals of the SAT, focus groups that have run, career progression pathways. This can be an effective and clear way to illustrate certain information instead of a lengthy description of a process.

Action: MW to send examples of visuals (for application) to JE to circulate to SAT. MW

4. AOB

- EJ has organised a focus group for PGR students on 13th October to look at feedback arising from the PRES. It may be possible to organise a similar event for PGT students however timing of those courses makes it difficult logistically.

5. Date of Next Meeting

22nd October at 1pm

Action Summary	Who	Deadline
- MW/MP/JK/MC to meet to discuss specific recommendations for approval by DEG	MW/MP/JK/MC	4 th Nov
- MW to identify panel volunteers and suitable dates for Pathways to Promotion workshop.	MW	ASAP
- JK to speak to Nick Smith and Amrita Ahluwalia re defining a brief for the role of AS observers on faculty panels.	JK	ASAP
- JK to incorporate points around gender balance of interview panels into the application.	JK	ASAP
- MW to request data on part time working from HR systems.	MW	ASAP
- MC to send email to Institute requesting information on external/international visibility of female staff which LB can incorporate into the application.	MC	ASAP
- MC to solicit suggestions from students (via DentSoc President) and staff on nominations for seminar room names.	MC	ASAP
- MW to send examples of visuals (for application) to JE to circulate to SAT.	MW	22 nd Oct