



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT

Minutes of a meeting held on 18<sup>th</sup> November 2015

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

Action

1. **Apologies for Absence**

Vishal Barot, Lesley Bergemeier, Alan Cruchley, Robert Hill, Emma James, Sarah Redwood, Thushala Ubaya, David Williams

2. **Minutes of Previous Meeting and Matters Arising**

Minutes: Minutes were approved.

Matters Arising:

**Staff Survey**

- Several more responses were received after the survey was reopened; now closed and responses can be analysed.

**Outstanding Data**

- Most of the student data is complete except for DCPs which is in progress. Some discussion regarding whether this group of students should be included with UG section – it was decided that as it is an UG course they should be included. We can also include in the narrative some discussion of the issues that have been identified in relation to this group and describe the actions that have been or will be put in place to address these (eg support from Student Office in new education structure, plan to convert diploma to a degree course).

- MW is identifying any gaps in the staff data.

- Cover letter: MC will send this to MP asap. MP to arrange a time to meet MC before next meeting.

**Action: JE to arrange for MC/JK and MP to meet.**

JE

**Sections**

- MP continues to work on editing section 4 – will discuss with MW.

- Section 3: MW is working on this section: revising the focus of the pen picture of department to include context within QMUL and wider, very diverse community, also challenges faced with move to new hospital. Would be helpful to include an organogram of the Institute. We should also strengthen the explanation re our position in the lower quartile ie that it is not necessarily a negative thing

**Action: MP to send Dentistry organogram to MW.**

MP

**Drop-in Consultations**

- The second drop-in session has now taken place [held at the beginning of this meeting] and JE/MP will liaise re the final session at Mile End. We also still need to make this available electronically to provide the opportunity to comment for those who could not attend in person.

**Action: JE/MP to arrange date for Mile End drop-in session and then publicise.**

MP/JE

**Action: JE to create online version of the evaluation form and circulate to the Institute along with consultation slides.**

JE

**PG Focus Group**

- EJ's report will be considered at the next DEG meeting; RA will meet with MC to discuss.

- As previously discussed, we hope to run similar focus groups for PGT students – this should be included as an action in the new Action Plan.

**Action: JE to circulate PG focus group report to the SAT.**

JE

**Action: Include aim to run PGT focus groups in new Action Plan.**

MP

3. **AS Webpage**  
 AR suggested that we could include mini-profiles of different staff members (F & M) on the web-page – probably people who are not members of the SAT (as they are already profiled). These would feature a picture and a few quotes (could be answers to questions that we pose). AR would appreciate input on possible questions to ask. We will also need to be very clear about how we identify individuals to include. AR will draft an email that can be sent to possible individuals to be featured asking if they are willing to be involved.  
**Action: All please send ideas for questions for web profiles to AR.** ALL  
**Action: AR to draft email inviting people to be featured in mini-profiles on AS web.** AR
4. **Update on Draft Application**  
 - MP has returned part of section 4 to JK for comment and will shortly send the other part of section 4 back to LB for her to check.
5. **Discussion of Bronze Action Plan**  
 - MP has incorporated feedback from JK, AR & SS and has circulated to the SAT. Have yet to commence drafting the Silver Action Plan.
6. **AOB**  
**Timetable**  
 We only have a very short amount of time left to complete the application so it is imperative that we are clear on the timetable for remaining actions: we are aiming to have a draft of all documents ready by 25<sup>th</sup> November which would still allow time to circulate to the Institute for comment before final edits are made. We also need to ensure that those who will be tasked with actions in the Action Plan are fully aware and comfortable taking ownership.  
**Application Admin**  
 We need to ensure payment of the £500 fee for application submission is arranged, make plans to have hard copies made (too large to print locally), and prepare the declaration letter and email from the SAT chair that has to accompany the submission. We will aim to submit on 4<sup>th</sup> December.  
**Pathways to Promotion Workshop**  
 There has not been sufficient time to run a dedicated Promotions Workshop however MC will be involved in the SMD wide session that is planned for December/January. As there is still demand for a Dentistry specific workshop we could try and organise this for after the submission date.  
**AS Minutes on webpages**  
**Action: JE to send all minutes to AR for upload to web.** JE
7. **Date of Next Meeting**  
 25<sup>th</sup> November
- | Action Summary  | Who   | Deadline             |
|---|-------|----------------------|
| - JE to arrange for MC/JK and MP to meet.   | JE    | ASAP                 |
| - MP to send Dentistry organogram to MW.  | MP    | ASAP                 |
| - JE/MP to arrange date for Mile End drop-in session and then publicise.  | JE/MP | ASAP                 |
| - JE to create online version of the evaluation form and circulate to the Institute along with consultation slides. | JE    | 18 <sup>th</sup> Nov |
| - JE to circulate PG focus group report to the SAT.   | JE    | 18 <sup>th</sup> Nov |
| - Include aim to run PGT focus groups in new Action Plan.   | MP    | ASAP                 |
| - All please send ideas for questions for web profiles to AR.   | ALL   | Ongoing              |
| - AR to draft email inviting people to be featured in mini-profiles on AS web.                                      | AR    | Ongoing              |
| - JE to send all minutes to AR for upload to web.   | JE    | ASAP                 |