

University of Aberdeen Business School

Athena SWAN Committee

Draft Minutes of the Meeting held on 11 August 2020, 2pm on Microsoft Teams

Present: Maria Cascio, Cheryl Dowie (Chair), Shamima Haque, Nathalie Kemp, Sola Kasim, Ashley Lim Martin Meyer, and Mark Whittington

Apologies: Angela Black, Pam Cumming (Clerk) and Nan Liu

		Actions
1.	<p>Minutes of Previous Meeting and Matters Arising.</p> <p>Jennifer Duthie's session – Learning from Students has taken place. The event was well organised, resulted in excellent engagement, was very informative and helpful. Two more sessions still to take place, on Thursday (for staff) and Friday. Staff were encouraged to attend or watch the recordings if preferred. The Business School students did the school proud.</p> <p>AL attended the session and felt it would be helpful to provide support to international students in the Business School. She is happy to help with this. It should be support for the Students. Having AUSA involvement makes a difference and hopefully they can help with future.</p> <p>It was suggested that Jaye Carr is involved with regards to progression, she may know other schools/people and she works with student support services. She may even want to get involved. Health Sciences run a course called success plus for PGTs (a buddy/mentor system). Mark, Jaye and Cheryl will meet with Health Sciences to see what other schools are doing and perhaps incorporate into the Business School.</p>	<p>CD, MW and Jaye Carr to meet with contact in Health Sciences re their buddy system/course.</p>
2.	<p>Business School E&D/AS Structure</p> <p>MM met with MW and CD and confirmed that we will be part of EDI so AS and REC will be sub-branches under the EDI committee.</p> <p>MC confirmed that she can be contacted for assistance with data analysis.</p> <p>MW and CD will discuss the email from MC re the process for going for Athena SWAN. It is hoped it will be less of a burden going forward.</p>	
3.	<p>Formation of Sub Committees</p> <p>PC has set up most of the Sub Committee meetings, there's a few staff absences at the moment. MW reminded people that we are hoping groups will have met and be able to provide a very brief report to the meeting on 25th August. Nobody has any challenges or comments to share. Sub-group leaders asked to produce short report for 25th August, and feedback any issues, changes to group membership they require. Hope to involve students in the new term. Requested for 2 students to join the AS Committee.</p>	
4.	<p>Survey and Focus Groups</p> <p>Don't have any new data but will have more information after next meeting.</p> <p>We should have a focus group re COVID challenges (see below).</p>	

5.	<p>Events <i>Women in Leadership, Women in Academia.</i> AB and CD have discussed this further. 2 sessions, 1 to invite people from other schools to come to potentially in November (TBC) 1 hour session online. Then do session externally after that. SH asked for time slot for our staff to share their experiences during COVID, what challenges they are facing and how they are coping. SH has spoken to AS contacts in other Universities as part of her research. COVID has impacted especially on women who have caring responsibilities. We could perhaps discuss the challenges during COVID etc at School level. The University recently ran a COVID survey, further results will be sent out very soon. MC has asked for School results so it may be worth waiting til this is available so we can see what issues have already been highlighted in the Business School. Once we have this information we could follow up with Focus Groups (including admin staff). International event/race relations - SK will write something up before next meeting.</p>	SK will write something for next meeting.
6.	<p>Newsletter No new update, hoping to get something out at the start of the new academic year. First priority is get the sub groups up and running and then get the issues from them incorporated into items for the newsletter. Aim to discuss further at meeting on 6 September and set up a small group to produce newsletter.</p>	
7.	<p>Schools PC has put up a document on the MS Teams for the group to comment/feedback their preferences.</p>	Committee to look at the document on Teams and feedback to PJC.
8	AOCB	
9	Date of Next Meeting: 25 August 2020, 1030am, Teams	