

University of Aberdeen Business School

Athena SWAN Committee

Draft Minutes of the Meeting held on 16th June 2020, 1030am on Microsoft Teams

Present: Angela Black, Pam Cumming (Clerk), Cheryl Dowie, Shamima Haque, Sola Kasim, Ashley Lim, Nan Liu, Martin Meyer, Rhiannon Thompson and Mark Whittington (Chair)

Apologies: None

		<i>Actions</i>
1.	<p>Housekeeping: Committee were informed that Meetings are being recorded. Meetings will be rescheduled to include some on afternoon. POK no longer on Committee. PC to check.</p>	<p><i>PC to reschedule meetings and check with POK.</i></p>
2.	<p>BME Advisory Board</p> <p>Whilst issues of gender are discussed at Athena SWAN meetings, race is also critical and the group aims to take issues of diversity seriously, ensuring staff are supported and educated.</p> <p>It was proposed that a BME Advisory Board within the school is created. Creating an atmosphere where people have knowledge and understanding and feel that they are being listened to. Some of the issues to consider are mediation, complaints procedures, an area where we ask students and staff to share their experiences with regards to race and discuss what else is going on within the University.</p> <p>Invite Janine Chalmers (E&D advisor) to future meeting.</p> <p>Agreed : Await advice from Janine before moving forward.</p>	<p><i>SK to send the Union Race proposal to PC for forwarding with confidential warning.</i></p> <p><i>PC invite JC to future meeting.</i></p>
3.	<p>Formation of Sub Committees</p> <p>Martin has sent letter for extension to Athena SWAN. MW informed the Committee of the need to revise our action plan to include adding a 5th year. We need to prepare for Nov 2021 submission for extending bronze medal. When reconsidering the action plan it was suggested we add something new eg CoVid, Race related issues or include any items that have lapsed.</p> <p>The Link to plan is available at https://www.abdn.ac.uk/about/strategy-and-governance/meet-the-team-683.php</p> <p>The equality action plan has 7 sections. We need 7 sub committees each headed by one member of the AS Committee. The group were advised not to put too many action points on race it should be focussed on gender.</p> <ul style="list-style-type: none"> • Promoting Gender Equality • Student Recruitment, Attainment and Progression • Staff Recruitment and Induction • Staff Career Progression • Research • Flexible Working • Communication and Governance 	<p><i>Pam to ensure sub group leaders are formed.</i></p>

	<p>MW encouraged staff to have a look at the list of sub-committees and volunteer (via Pam) to be involved with one. Each sub com will then focus on one part of action plan.</p>	
4.	<p>Events Suggested ideas for events/research day include: Equality in Business, Leaders in Business. Supporting colleagues (Personalities) – self worth and ability to speak out. Mentoring/promotion opportunities. It was mentioned that the Uni was hosting an E/D event in September, it might be possible to have some involvement, this can be discussed at next meeting. Create a forum where people can come and feel free to discuss E&D within the School. Equality and Diversity day or event would be welcome with particular concern raised about diversity in Line Management within the Disciplines in the Business School. MM keen to look at how we encourage more diverse group of individuals to become line managers. We could have something to highlight opportunities for staff. Think about this a little more with a view to having something Aug/Sept. It was agreed that events would be discussed at the next meeting with Janine present.</p>	<p><i>Events to be on agenda at next meeting (PC) with JC present.</i></p>
5.	<p>Newsletter It was suggested that there could be an item in the newsletter on line-management opportunities. Looking for volunteers for the newsletter subcommittee. Nathalie has agreed to be on Athena SWAN Committee, she was involved previously. Perhaps include a section - When we get back to work proper - have focus group to discuss our experiences during the pandemic. One students one with staff... It was agreed to discuss further in future meeting.</p>	<p><i>Newsletter to be on agenda for next meeting (PC)</i></p>
6	<p>Survey There was brief discussion on surveys in the School, keen to understand how staff are coping during Covid as well as the usual survey questions. RT may be able to obtain information from the Uni based survey. Focus groups are usually well attended, though caution raised about having too many meetings. One for staff and one for students was agreed over the next academic year. Look at focus groups/surveys ensuring not too many focus groups/surveys. It was agreed to discuss further at next meeting.</p>	<p><i>Survey to be on agenda for next meeting (PC) RT obtain info on Uni survey.</i></p>
7	<p>Suggestions for Local Schools PC is keen to sustain good relations with schools and would like to include an element of Athena SWAN into her school activities, whether that be a competition, or a recorded session sent out to local schools -MM suggested this be shared at a Forum. NL mentioned the potential for focusing on the implications for gender and race equality of moving so much activity online. Action: Suggestions to be discussed at future Forums.</p>	<p><i>Athena SWAN to be on agenda for next Forum. (PC)</i></p>
8	<p>AOCB- Nothing.</p>	
9	<p>Date of Next Meeting: 30 June 2020 10am and alternate with 2pm afternoon meetings.</p>	

