

**University of Aberdeen Business School
Equality, Diversity and Inclusion Committee
Draft Minutes of the Meeting held on 8 September 2020, 2pm on Microsoft Teams**

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

Apologies: Maria Cascio, Nathalie Kemp and Eleonora Monaci

		Actions
1.	<p>Minutes of Previous Meeting and Matters Arising. Approved</p> <p>Caterina Motta (AUSA - Economics/Geography student) and Lucy Holmes (marketing) were welcomed to their first meeting. Eleonora Monaci will be attending in the future.</p> <p>It was suggested that PGT/PGR students be invited in future.</p> <p>Re a calendar – we agreed previously to create an EDI ‘reminder’ calendar. CD shared a link to the University calendar which we hope to use as basis for the school one. Action: PC to invite student to future meetings once she hears from NL with details.</p>	<p>Photos taken at next meeting.</p> <p>CD, MW and Jaye Carr to meet with contact in Health Sciences re their buddy system/course. This no longer is require, the recent presentations are being made into blogs, they will be available on website too. Make them available for students.</p> <p>Students to be invited to future meetings and subgroups as required. Hope to have more blogs....</p>
2.	<p>Newsletter/Website</p> <p>PC to arrange the first meeting of the Newsletter Sub-Group to discuss getting an e-newsletter out in October (brought to Committee October 5th if possible). Sub Committee to include: AB, LH, NK and PC. CD and MW happy to be consulted if required.</p> <p>Suggested topics included: CM to include an article or blog from student perspective. Sharing student stories and experiences is important. History of the group and name change (AB), Introduction of co-leads, article from MM (move to Aberdeen, transnational education, overseas partners/EDI issues). At some point NL will produce an article about coping with childcare arrangements/work arrangements during Covid. Important to include pictures, address racial issues, raise awareness, have conversations with postgraduate students (sharing their experiences) Northern Star award (PC) Black History Month (we have our document with publications on it) The Uni is celebrating Black History Month and staff are encouraged to get involved, if interested contact LH. Further information will be sent out soon centrally.</p> <p>.</p>	<p>PC to circulate previous BS newsletter – on Teams.</p> <p>Group to send Blogs to LH on ongoing basis, with SK to prepare a blog based on what he recently submitted to the Committee.</p> <p>NL to speak to her PhD student to see if there’s any stories she has.</p> <p>CM to speak to student colleagues in hope to get blog o story for newsletter.</p>

	<p>Action: PC to circulate previous newsletter to the group and arrange meeting to get things off the ground setting deadlines taking into account design time. PC to resend the Black History month document.</p> <p>LH sends our regular requests for blogs, it would be great if the EDI group and students could send her regular blogs, make it part of our remit. MW wrote a blog recently and SK agreed he would send something to LH based on what he sent the group previously. Deadline – over next few months for blog.</p> <p>With regards to the website, it doesn't need to be too elaborate but should be regularly populated with minutes, newsletters, events,</p> <p>Action: Group to give LH material for blogs. LH to upload minutes onto EDI website.</p>	
3.	<p>Update from Cheryl Dowie</p> <p>AB and CD have met recently to discuss workload. AB is producing some questions re workload, then meet with Ashely and discuss. MW and AB work closely with this as MW has awareness about what is happening in each of the different sub groups and he is happy to liaise with workload model team. MW will be spokesperson, ensuring the workload team are not inundated with requests. Workload allocations for the EDI committee to be sought by MW when he contacts the workload team. Previously members got hours allocated. AL confirmed that she will update the spreadsheet when she gets information.</p> <p>Action: Workload model is still being worked on and will be revisited.</p>	Workload model – ongoing discussions – to be revisited.
4.	<p>Events</p> <p>It was agreed to have an event based on career progression in general, open to all staff, have it as internal event. Prof Margaret Ross has agreed to share her views. Hope to also include a Medical School contact. In the Longer term we aim to get feedback to see what staff would like. Take ideas before we do an external event. Date to be agreed.</p> <p>It was agreed we should have an Internal event on academic references (asking for them, and the content rather than the process). Helpful for academic staff.</p> <p>SK agreed to give a presentation at some point with time for questions in order to ensure we are all understanding the key points..</p> <p>Action: PC to liaise with SK to arrange a time for online event.</p>	Date to be agreed for SK presentation.
5.	<p>Sub Committee Updates</p> <p>Keen to get the plan together. Sub groups should also be thinking about questions for the survey.</p> <p>MW, CD and PC to meet and put together agendas for the Sub-Committees. Outcome of sub-committee meetings to be discussed at next meeting.</p> <p>22 September – will focus on sub committees.</p>	
6.	Survey/Focus Groups	

	No new updates. The latest survey is on teams along with a psychology one for reference.	
7.	<p>Schools</p> <p>PC was congratulated for getting through to the finals for the STAR awards for her school engagement. It was agreed that the competitions for schools would be to design a logo/slogan for EDI for the Business School.</p> <p>Action: PC to draft the competition and associated workshop.</p>	Action: PC to draft the competition and associated workshop.
8.	AOCB	
9.	Date of Next Meeting: 22 September 2020 1030am on Teams. Once the plan has moved forward a bit it hoped to start having meetings less regularly	