**Chemistry Athena Swan Self-Assessment Team (ASSAT):**

**Membership:**

Aidan McDonald <aidan.mcdonald@tcd.ie>; Eileen Drew <EDREW@tcd.ie>; Eva-Maria Dürr <DURRE@tcd.ie>; Isabel Rozas <ROZASI@tcd.ie>; Michael Lyons <MELYONS@tcd.ie>; P. Noelle Scully <PNSCULLY@tcd.ie>; Peter Brien <Peter.Brien@tcd.ie>; Sinead Boyce <SBOYCE@tcd.ie>; Susan Cantwell <SCANTWE@tcd.ie>; Sylvia Draper SMDRAPER@tcd.ie (Chair)

**Notes and Actions from 1st ASSAT meeting held on 19th January 2018**

**Decisions made in relation to the constitution and organisation of the School of Chemistry’s ASSAT were:**

The committee will be known as the Athena Swan Self-Assessment Team (ASSAT)

The team will meet monthly and in the week prior to the School Committee/Executive meetings

The team will put forward proposals for monitoring the implementation of Gender Equality Diversity (GED)

The team will convey proposals/decisions and the implementation of actions via the AS item on the School Committee and the School Executive Committee

Two additional members were proposed to add additional expertise and input to the committee

The decisions/actions agreed at the ASSAT will be minuted and included on a dedicated School AS webpage.

Actions:

1. Committee noted lack of Post-doctoral representative (PDR). (SB to follow-up)
2. Prof. Graeme Watson and Additional Member (future case study) will be approached to sit on the ASSAT (SMD)
3. Bronze AS logo to be on School homepage and background information and logo on a newly generated AS webpage. AS logo to be used in all official school material/communications/marketing (SB)
4. A School AS webpage will be generated and populated (AMcD, SB)

ASSAT meeting schedule

ASSAT membership

ASSAT terms of reference

ASSAT agreed actions

1. The PG exit survey will be circulated to all graduates completing from 2014-2017. From 2018 at the start of each academic year the exit survey will be circulated to the graduating list. Notification that this will be required will be sent with a link to PIs and students as part of the instructions email on thesis submission. (SB, IR).
2. Explanatory paragraph to accompany PG exit survey will be written (SMD, AMcD)
3. Up-date on the percentage of staff who have completed LEAD training by Jan 2018 (AMcD)
4. The LEAD training will be rolled out to all PG/PD in the School with an explanation of its role and context within the School’s AS Silver application. (SB, AMcD, SMD)
5. It has been agreed at School Committee that all members of School decision-making committees will undertake on-line Implicit Bias Awareness Training. The proposal for implementation will be discussed at the next ASSAT. (AMcD, ED)
6. The author of the College equality report (Aoife Crawford) will be contact to obtain any gender data relevant to the School. (SB)
7. A number of AS profile raising activities will be undertaken. Starting with a student led Werner seminar (E-MD)
8. The Action Plan from the last Bronze award application will be analysed and RAG flagged. The ASSAT will reflect on progress to date and outstanding items (SMD)
9. Actions requiring disaggregated/ student progression data will be reviewed (SB, NS)
10. Proposal seeking matching research assistant support will be made to the Dean of FEMs (SMD)

**Next meeting – Tuesday 6th Feb at 3pm, Head of School Office**