

**Chemistry Athena Swan Action Committee/Self-Assessment Team:**

**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>; Graeme Watson <watsong@tcd.ie>; Parvaneh Mokaria<mokariap@tcd.ie>; Sylvia Draper <SMDRAPER@tcd.ie> (Chair)

**Notes and Actions from 2nd ASSAT meeting held on 6th February 2018, Head of School Office**

**Report on Actions:**

1. SMD reported that Prof. Graeme Watson and Dr. Parvaneh Mokaria had joined the ASSAT.
2. SB reported that two excellent candidates had come forward as possible Post-doctoral representatives (PDR) as a result of her circulated email. It was agreed that the ASSAT PDR would be selected with a view to adding a diversity of experience to the committee.
3. AMcD reported that the Bronze AS logo was now on the moving panel on the School homepage and that the wording of the School snapshot reflected diversity and AS.
4. IR noted that the photos needed to be more reflective of the diverse School community. This was agreed.
5. SB confirmed that the AS logo would be used in all official school material/communications/marketing.
6. A School AS webpage has been generated but some access problems were being sorted (AMcD).
7. IR reported on the content of the previously draft PG exit survey. Some changes were proposed:

Refine the list of career paths, or split into 2 questions.

Clarify that it is anonymous.

Remove question on status of supervisor.

Add a question on whether further training (outside of research) was engaged in.

Add a question on future career aspirations (where do you see yourself in 10 years’ time – define possible options e.g. team member, group leader, CEO etc)

1. AMcD reported on progress in relation to obtaining the % of staff that had gained LEAD training.
2. The explanatory text relating to the LEAD training was approved.
3. A number of ASSAT committee members reported back on their experience of the Implicit Bias Awareness Training. Noting the limitations of the training it was agreed that this would be circulated as planned.
4. ED explained the HEA funded Implicit Bias Awareness ‘Training the Trainer’ action at College level (Peter Jones) and suggested how the School might interface with the College’s trained individual in September.
5. SB reported that she had met with Louise Walsh (recently appointed to provide administrative support for the Faculty of Health Sciences AS Faculty application).
6. SMD reported that regrettably Catherine Housecroft had not been able to accept the invitation to give the 2018 Cocker Lecture. Other profile raising activities were discussed and possible role models proposed.
7. The ASSAT began the process of reflecting on the RAG analysis (SMD). The discussions informed a set of new actions.
8. SMD reported that matching funding had been made available to the School by the Dean of FEMs to support making a joint administrative appointment.

**Roll-over and New Actions as allocated to individuals**

1. SMD – to email ASSAT with a link to the School’s previous ‘Bronze AS application’ and the reviewers feedback, to send any Cocker lecture invitation material to IR, to confirm/initiate the process for advertising the inter-school AS admin support position (to contact Tony McMahon in relation to the recent FHS appointment), to gather a list of individuals that might be invited to contribute to a cooperative inter-School AS application workshop (suggestions were Sandra Kavanagh, Aline Vidotto/Louise Bradley), to source the School’s previous inclusive culture questionnaire and to revise it as required.
2. AMcD – to populate School AS webpage, to contact School GO with a view to sourcing appropriate photos, to follow-up remaining issues with LEAD training with College Equality Officer and report back to the ASSAT, to send out the Implicit Bias Training link and an invitation to complete it to all staff.
3. NS/SB – to provide an update on their review of disaggregated/student progression data.
4. NS – to locate the previous UG (final year) exit survey, to review/amend it and to circulate it to the ASSAT for review.
5. SB – to notify PDR in relation to their membership of the ASSAT and School Exec. Committees (one on each), to report on the content of the College equality report, to request data from Aoife Crawford in relation to any gender data relevant to the School, to list the staff recruitments since the previous AS application (August 2015) and to review where the CORE data on the % of F:M applicants was available.
6. IR – to provide information to MEGL in relation to revising the School’s workload model, to circulate a revised PG survey to the ASSAT (before wider circulation), to invite Caroline Bertosi to give the 2018 Cocker Lecture.
7. MEGL – to update HoS welcome on webpage to include AS and diversity statement, to gather information/discuss the progress on revising the School’s workload model, to review % of F:M applications to IRC funded research positions (PG and PD) 2015 onwards.
8. GWW/PM – to exchange information on best practise in relation to advertising Ph.D. and PD positions in the School and to draft a School policy document for bringing forward to the School Exec.
9. E-MD – to propose a speaker (Serena Corr) to the Werner Committee for an evening seminar event on work/life balance (March/April).
10. PB – absent.

**Next meeting – Tuesday 6th March at 3pm, venue to be confirmed due to numbers**