

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

**Membership:**

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Apologies: Graeme Watson, Isabel Rozas, Eileen Drew, Aidan McDonald

**Summary and Actions ASSAT 5**

**3:00 pm Tuesday June 12th 2018, New Seminar Room**

**1.     Apologies**

**2.     Minutes of ASSAT(4): circulated on 27thApril**

**3.     Update on outstanding items**

PM updated the group on her review of the Physics application.

EMD reported that a postgrad alumni careers event had been organised for June 15th. There were 12 speakers (8 female: 4 male).

NS reported on the progress of the undergrad exit survey. GDPR now needs to be adhered to – the surveys will need to go through College Alumni.

NS had met with Sandra Kavanagh and had obtained some data on school student numbers for the last 5 years. Sandra would also coordinate requests for other data needed from College, including information on the number of students who sat Schol.

Difficulties in tracking undergraduate student progression were noted but back-tracking via the School-held data was felt to be a plausible method at least to identify any trends.

SMD reported that the further search for a dedicated Athena SWAN RA had not been successful and in view of this the two schools (Chemistry and Natural Sciences) would request the drawdown of their Faculty support and use them separately. SMD will enquire into potential candidates from the temping pool. MEGL agreed to make enquiries internally.

The responses from the Cultural survey had been gathered. 1/3 of respondents had indicated that they felt that the School was disinterested in terms of its social attitude. BBQ and Xmas parties were popular. A proposal was made to set up a focus group to respond to/review the responses. SMD to approach AnneMarie Farrell and Patsy Greene to see if they might be willing to be members.

**4.    Timeline for Renewal**

The deadline for renewal submission is Nov 30th however the School applications would be critically reviewed internally to align with the College application and will need to be sent to external ‘critical friends’ for feedback. A draft of all sections would be required by August 31st.

**5.     Action Plan: Writing Assignments**

Responsibilities for each section of the application were discussed according to the draft assignment circulated.

4.2 EMD will cover the career development of students.

MDA will look at postdoc research supports, and tie in with the Innovation Academy on this. The proposal to have a townhall meeting of Chemistry School PD was approved. MDA/SMD to organise.

4.3 (iii) PB agreed to review the Flexible working and parental leave aspects in this section. An honest account of the local response to needs would be articulated re: application of family and leave policies.

**The SAT approved the assignments.**

A draft of each SAT member’s own section should be ready by 1st September, for circulation amongst the group, and to gather feedback.

It was agreed that ASSAT should have two further meetings before the start of term. SMD will send out a doodle poll to capture availability

**Points of note in relation to the application writing were:**

* Any specific data requests should go through SD where possible, to avoid a lot of over-lapping individual requests. Useful data should be shared where possible.
* Give constant attention to the actions undertaken and needed. Comment on these and their outcomes throughout.
* Word count can be distributed over the whole application.
* EMD was advised to contact the Senior Tutor’s office to determine the numbers of Chemistry staff acting as tutors over the last 5 years.
* The UG section should include the mechanism of response to external examiners’ reports.