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**Summary Notes and Actions:**

**ASSAT 6 at 11:00 am Wednesday July 18th 2018**

1. **Minutes of ASSAT 5 were approved**

SMD suggested 15th August for the next meeting. She reminded the group that the deadline for first draft is 31 Aug/1 Sept.

1. **Matters Arising**

SMD contacted Tony McMahon to look at the School action plan and he has provided some feedback. TMcM was involved in the Ussher mentoring programme. On request TMcM has agreed to meet the School’s recent staff members, to talk to them about their integration/induction within the School, and to provide a collated anonymised report. Action SMD to organise this.

TMcM is also prepared to give an Unconscious Bias workshop and will be asked to brief the next ASSAT meeting if possible. ED noted that he has already run one workshop in Physics. Action SMD.

1. **Reports from Members [on individual actions]**

**AMD**

AMD followed up with the Equality office - 76% of staff have done the LEAD training.

24 out of 51 have done the Harvard implicit bias tests. Postgrads have also been asked to do LEAD.

Bios are almost all in.

Website: An extra page needs to be created for (GAP actions). The group discussed whether to put specific issues to address and their corresponding actions/measures of success online. The consensus was against this proposing that a positive action profile be presented on the web.

**Recommendations for inclusion:**

A scissor diagram specific to the School to show the leaky pipeline.

Highlight of events and positive actions via visuals e.g. Lectures/seminars

**IR (via SMD)**

Jackie Barton has agreed to attend the RSC tour and Cocker event. AMD suggested contacting Polly Arnold to build this into a half-day symposium. On balance this was felt this might dilute and/or complicate the purpose of the Cocker public evening lecture/RSC research lecture.

**GW**

GW circulated the draft Postdoc policy. This prompted lengthy discussion.

1. Possible objection at School level - this was countered by the fact that the policy must comply with the European Code of Conduct for hiring which TCD has signed-up to. Action PM to send this to GW.
2. Concern about garda vetting - the outcome of the discussion was that this would remain a statement of requirement and would not be made mandatory.
3. Concern about ability of HR to deal speedily with the hiring lead.

GW circulated initial data on graduate numbers by gender and their degree progression.

1. HEA national data categorisation appears to be inaccurate, due to specific sub-disciplines or interdisciplinary areas.
2. A gender gap was apparent in academic performance in separate student groups from years 1-4. GW to investigate this further.

Item (ii) prompted discussion on the amount of course material, teaching styles and methods, teaching evaluation and training, assessment processes, Leaving Cert. points at entry.

**NS**

Current results of the Chemistry UG exit poll showed 69% felt the course failed to meet their expectations. NS to action a response.

**MDA**

A town hall meeting took place and approximately 23 PDs participated. An issue is the lack of an updated list of postdocs in Chemistry.

Action to address this via the College nomination form (as postdocs in AMBER, CRANN, may not link back to Chemistry). FEMS are drafting a new nomination form. SMD to attempt to action this change via the FEMS office.

A postdoc webpage would be useful. Action this is in new AS application.

Feedback from the town hall meeting was that a regular postdoc meeting should be organised (action MDA). The postdoc society of TBSI are happy to help organise a career event, and funding could be requested from RSC (the requester should be member of RSC if possible). ML confirmed that the School will match any contribution.

ED mentioned her recent meeting with the new DoR, who may be supportive of a postdoc centre, but funding is limited.

**EMD**

There was good feedback from the careers’ event in June, but attendance was lower than expected. A date for the proposed Athena SWAN event with Serena Corr will be fixed for October (if this is problematic Gemma Louise Davies will be invited as a possible alternative speaker).

A postgrad day is being organised for 7 September and a photographer is being sought for the event.

SMD to write to (Paul Wix) for more details, and to send the information to ML.

EMD spoke to the Werner committee about the barbecue and the Keely Cup being a combined event. Information on tutors has been requested from the Senior Tutor’s office but could not be obtained. This information was provided to ED at the meeting.

**NS**

Sandra Kavanagh has requested UG data on progression from Peter Hynes. The undergraduate exit survey is out. The Alumni Office will help to contact graduates to complete surveys.

**ML**

ML discussed the application introduction piece. He proposes “a school in transition” theme. ML will consult with Sinead Boyce for suitable data to feed into this description of the school by end of July.

SMD raised the question of how to coordinate inputs into the application document, and ED advised that one document should be worked on in turn with tracked changes, possibly via Dropbox?

A standard font/colour scheme/format for graphs was provisionally agreed upon purple/turquoise and Ariel 12. GW to review/send examples.

**Date of next meeting: ASSAT 7 : aim to provide an opportunity to address bottlenecks in section writing + to participate in TMcM ‘application writing’ workshop (if possible).**

**15th August 11:00 New Seminar Room, Main Chemistry Building**