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**Summary Notes and Actions:**

**ASSAT 7 at 11:00 am Wednesday Aug. 15th 2018**

1. **Apologies from AMcD, IR, ED, SC, MDA, PM**
2. **Minutes of ASSAT 6 were approved**
3. **Matters Arising**

**GW** circulated the final draft of the School’s proposed new PG recruitment policy. The committee was invited to suggest amendments.

* Specific instruction to consult the HR web page e.g. ‘In adhering to this policy you will need to consult the HR web page about recruitment (http://www.tcd.ie/hr/resourcing/).’
* include a link to EU Charter and code of conduct for the recruitment of researchers as a contributing factor in the rationale for the policy change: <https://euraxess.ec.europa.eu/jobs/charter>
* include a link to the adverse effect of using gendered language in the wording of job advertisements e.g. <http://www.eremedia.com/ere/you-dont-know-it-but-women-see-gender-bias-in-your-job-postings/>

In order for the policy to be implemented it was noted that

* It must be approved at the School Executive Committee (first meeting 6th Sept)
* A **School web page with general information about the school including a School diversity statement and reference to Athena Swan must be developed.**
* An excel template for the required basic statistical information is required.

To be actioned at the next ASSAT.

GW circulated data on gender disaggregated UG student progression (for 5 years) for the 4 Chemistry associated moderatorship degree programmes.

The group reflected on the possible interpretations/conclusions to be drawn as no clear pattern emerges. There is a trend toward reduced gender gaps since 2014/15 in the Med. Chem classes but a worsening of the gender gap since 2014/15 in the TRO71 Chemistry classes.

The committee considered how to present this data in the renewal application and the discussion centred around

* the origin of the prevalent gender gap on UG entry
* the consequence of the loss of class identity in the large TR071 Chemistry cohort
* the need to present comprehensive data sets

**SMD report:**

Information on the PG Day and its organisation had been gathered.

Amendment request re: FEMS nomination forms had been made. Action SMD to report at next ASSAT

PG exit survey - only one respondent. Action SMD to contact Alumni Office to check mailing lists used for PG and UG surveys.

No update on gender disaggregated data requests. Action SMD

**NS report:**

Briefing on the UG exit survey - 14 repondents

F:M UG progression data sent to GW

F:M PG demonstrating lists sent to EMD, F:M freshmen teaching contact hours sent to EMD.

**EMD report:**

Discussion centered around the focus and content needed in section 4.4 on the ‘the visibility of women as role models’ - website, contact hours, research success etc.

**PB report:**

Update on numbers of staff accessing paternity leave and parental leave.

**TMcM:**

The committee discussed the failings of SITS in providing F:M statistical data, the anomalies in the HEA data and the problems associated with PD mailing lists.

Action TMcM: to provide information on ‘gendered language in advertisements’ and to review at College level the issue of PD nomination forms/recruitment policies.

TMcM provided valuable advice/insight into the AS evaluation process :…….

* Address the AS principles
* Actions should be SMART and referred to in sections - close the loop - the actions should emerge from the evidence drawn from the data
* Actions can be prioritised and themed but don’t make the links between the body of the application and the actions complicated
* Where the College has failed to deliver, and the School has applied a local action/solution as a result this should be flagged. Representing the School honestly but in the best light is our priority.
* Make it clear who is responsible for delivering on the actions
* The full dataset does not need to be presented - only where issues have been identified that need to be addressed. Appendices to applications are unusual.
* Do refer to the previous application and highlight its successes
* IMPACT is key to silver. EVERY section is evaluated and needs to demonstrate a POSITIVE outcome from the actions taken previously.

TMcM can provide an Unconscious Bias workshop for staff if we think this is worthwhile.

**Committee was reminded of the 1st Sept first draft deadline.**

**Date of next meeting ASSAT 8 to be determined by doodle (most likely meeting date mid-Sept).**