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**Summary Notes and Actions:**

**ASSAT 8 at 11:00 am Friday Sept. 20th 2018**

Apologies: Susan Cantwell, Graeme Watson, Peter Brien

The meeting did not consider the previous minutes (Chair assumes this are approved) but went straight to the agenda and reviewed the submitted material.

**[Action SMD to provide a checklist for EVERYONE to follow when reviewing their submissions]**

**Checklist for revision of subsections.**

* Each subsection (e.g. X.X ii) must have a well-flagged positive that represents an impact since our last application.
* Your section should have a figure/graphic/photo/’shout-out’/quote/hyper link or item that is not simply text.
* Your section should identify an issue (new or on-going) that needs to be addressed.
* Your section should give an action that you think is most likely to relieve this issue.

**[Action GWW - to send a new template for colours to the committee (as it was apparent that the current choices are indistinguishable if the application is printed in black-and-white).]**

**[Action SMD: to organise a photographer for committee photo at the next meeting - date to be confirmed but first week of October likely]**

**Specifics on the 2018 Application to date:**

**(yellow highlights reflect those items that need the most work - but there were lots of positives too !!)**

**Bios** - be mindful that these descriptions will be web accessible - suggestion that we could ask some to be redacted (and case studies, if appropriate) before being electronically displayed. (This is what QUB has done).

### MEGL - Letter of endorsement from the head of department - needed for next meeting

### SMD - The self-assessment process - far too negative - serious edit required!

### MEGL - A picture of the department and its composition (take comments on board and revise) e.g. challenges of staff offices being in multiple sites.

* 1. **Student data: NS, GWW, IR** - Section 3.2 ii to vi - to work on together - PG section to be completed, UG section to be presented in a less ‘data-heavy’ style.
	2. **Staff data:**
	3. **i Proportion of all categories of academic staff by gender** – **EMD**  re-thinking how the current table in 3.3 i should be presented.

**3.3 ii** - (l**eavers**) very small currently

**3.3 iii** - **proportion of staff on contract** **SMD -** (and Section 4.1) to work with SB about checking and analysing these data

1. **Supporting and Advancing Women’s Careers**

**4.1 i MEGL - to provide analysis of SB table 4.1**

**4.1 ii Induction** – **AMcD** - to revisit given feedback from Equality Officer

**4.1 iii** **Personal Development Review** –**MDA** - to work with AMcD

**PM** - to send paragraph on mentorship/career development programme that she would welcome/propose to be delivered at School level - send to MEGL and AMcD for inclusion in Induction.

**4.1 iv Promotion - needs serious work - MEGL**

**4.1 v Selection Committees - needs serious work - SMD to talk to SB**

**4.2 Career development EMD - to reflect on material available**

1. **Support given to students (at any level) for academic career progression** –
2. **Support given to postdoctoral researchers for academic career progression** –
3. **Training** - needs HR input - what have staff accessed? SB

**4.3 Flexible working and managing career breaks -PB** - to add a value judgement i.e. whether the current processes are working/adequate

**4.4 Organisation and Culture**

1. **Representation of men and women on committees** AMcD - to review and add trend lines
2. **Workload model** –MEGL - to consider formally assigning a specified amount of teaching relief for significant administrative roles e.g. HOS, DUGTL
3. **Timing of departmental meetings and social gatherings** - SMD
4. **Visibility of women as role models** - EMD - reflect on feedback
5. **Culture - EMD - to read and consider how to cut down/use material elsewhere**
6. **Outreach activities** - EMD to reflect on material
7. **HR policies** – SMD to talk to SB

**5. Additional Comments** - could have LEAD uptake ? could have the School’s website link re: Athena Swan ?

**6. Case studies:** PM to talk to PC

**7. Action Plan**