

EDC 22.02.17, seminar room 3

Meeting 1

## Agenda

1. What is Athena Swan? Why are we applying?
  - a. Intersectionality, p. 35
2. What goes into the application?
  - a. 18-month process, applications due in November or April
  - b. Data gathering
    - i. surveys
    - ii. statistical breakdown
    - iii. focus groups?
  - c. Application sections
    - i. Assessment: using data to address gaps but also identifying good practice (see p. 17, 28 of Handbook)
    - ii. 4-Year Plan to address gaps/poor practice
    - iii. development of organizational structure
3. Strategic Action Team (SAT)
  - a. make-up
  - b. workload: *document every hour spent*
  - c. purpose
4. Actions for semester
  - a. meet twice more, early April and early May
  - b. gather data and begin to analyse; form 3 subcommittees:
    - i. REF submission by gender comparing 2008 and 2013
    - ii. Student numbers
      1. UG
      2. PGT
      3. PGR
    - iii. Staff breakdown across levels and pay scales