



Minutes - Confirmed

COMMITTEE	SAGE Self-Assessment Team
MEETING NO.	5
DATE / TIME	21 April 2017, 10.30am
VENUE	Mills Room
ATTENDING	Professor Richard Baker, Dr Nadine White, Ms Richelle Hilton, A/Professor Kuntala Lahiri-Dutt Senior Fellow, Professor Steve Eggins, Professor John Evans, Dr Joanna Sikora, Dr Megan Head, Dr Naomi Priest, A/Professor Emma Shultz, Mr Jamiyl Mosley, Ms Lisa Buckley
APOLOGIES	Professor Stephen Blackburn, Professor Paul Pickering, Professor Andrew Roberts, Professor Elanor Huntington, A/Professor Mark Nolan, Ms Sarah O'Callaghan, Ms Cecilia Phung, Ms Sara Rowley
OBSERVERS	Lucy McPherson, SAGE Project Officer, Caroline McGregor

Part 1. Procedural items

1. Introduction and apologies

Professor Richard Baker welcomed members to meeting five and outlined the agenda.

Apologies were received from Professor Paul Pickering, Professor Andrew Roberts, Professor Elanor Huntington, A/Professor Mark Nolan, Ms Sarah O'Callaghan, Ms Cecilia Phung, and Ms Sara Rowley.

2. Previous meeting minutes

Dr Nadine White moved a motion to have the minutes accepted as a true and accurate record of the SAT meeting held 22 March. The motion was seconded by Ms Richelle Hilton.

Resolution	Minutes from meeting four held on 22 March 2017 were accepted by the committee
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2.1. Matters arising and action items

The chair advised that the following actions are still outstanding:

Action ID	Description	Responsibility	Status	Notes
5	Committee members to pass details of best practice initiatives to Dr White as discovered so	Lucy McPherson to write to SAT	Ongoing	Areas with good practice will be

	representatives from the area can be invited to meetings	requesting information		invited to present to SAT
6	Profiling of data required for Athena SWAN application	Sara Rowley	Ongoing	Data profiling will continue throughout the project cycle
9	SAT members to send feedback on Maturity Model to nadine.white@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	
10	SAT members to identify possible data cuts to be requested of Voice	Lucy McPherson to write to SAT requesting information	Ongoing	
12	Data profiling list to be put on Alliance site and members advised to provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	
13	SAT members to review Cultural Audit on Alliance site and provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	A standard Cultural Audit needs to be created

Part 2. Key business items

3. Project Update

Ms Lisa Buckley updated the SAT on the SAGE Project as follows:

- The final draft of the communication plan has been distributed and will be finalised once feedback is received
- The SAGE project management support team consulted with Strategic Communications and Public Affairs (SCAPA) regarding promotion of the project:
 - SCAPA proposed a Gender Equity week to promote the project
 - Using the Vice-Chancellor's blog for regular updates on the project
 - Creating promotional material to hand out at related events
- The new website will be finalised and published shortly.

A discussion of potential events for Gender Equity week identified the following activities:

- Key note speakers such as Iris Bohnet, Leigh Sales, Dr Richard Dennis.
- An expert panel discussion.
- A webcast involving overseas experts.

Other suggestions are to be sent to sage@anu.edu.au by 26 May 2017.

Ms Buckley then updated the SAT on the most recent SAGE ACT & regional network meeting:

- The network discussed creating a video of high profile female scientists talking about their challenges and how they overcame them
- The possibility of the institutes in the network reviewing each other's applications before submissions was discussed

- Science and Gender Equity in Australia (SAGE) have engaged external consultants to review the Athena SWAN pilot project and at the next network meeting a representative from the reviewers will discuss the review.

Several SAT members offered suggestions of female academics who could be interviewed for the video, suggestions are to be sent to sage@anu.edu.au

Ms Richelle Hilton proposed a new structure for the SAT meetings:

- The application is separated into sections and each SAT meeting is dedicated to one section,
- The meeting topics are forward planned for the remaining duration of the project,
- Appropriate guest speakers are invited to present at each meeting,
- Upcoming topics can be promoted via the Vice-Chancellor’s blog and feedback on themes and action items invited from ANU staff and equity committees.
- To facilitate discussion, prior to each meeting SAT members will be provided with:
 - Any feedback from the broad campus or gender equity communities,
 - Relevant ANU policies,
 - Best practice case studies or academic research relevant to the topic,
 - Any benchmarking on the topic from other Athena SWAN participants in the UK and Australia,
 - Preliminary data analysis (based on feedback from the data reference group with what they would like to see based on what is available).

The topics will align broadly to the Athena Swan Bronze Application but are not strictly limited to these and SAT members were asked to draw on their own experiences and research to propose either more nuanced or missing agenda topics. Feedback on the proposed new structure and possible topics for the meetings should be emailed to sage@anu.edu.au by 28 April 2017.

The tabled data wish list will be uploaded to the SAT Alliance site. Additional topics proposed were:

- Data on who attends women only promotion information sessions and whether they applied earlier than those who did not attend
- Auditing the ANU website for gender equity in pictures
- The Gender representation of ANU Press publications
- Reviewing cohort data to identify potential difference in career trajectory for men and women

SAT members were asked to:

Consider how the list could be used when talking about the data required for the Application and review the data list and email sage@anu.edu.au with potential additional data.

Resolution	SAT endorsed new structure for the SAT meetings
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Action ID	Description	Due Date	Responsibility
15	SAT members to suggest possible events that could be included in Gender Equity Week to sage@anu.edu.au	26 May 2017	Lucy McPherson to write to SAT requesting information
16	SAT members to suggest female academics who could be interviewed for	5 May 2017	Lucy McPherson to write to SAT requesting information

	ACT & Regional Network video to sage@anu.edu.au		
17	SAT members to provide feedback on the proposed new structure and propose possible topics for the meetings to sage@anu.edu.au	28 April 2017	Lucy McPherson to write to SAT requesting information
18	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	5 May 2017	Lucy McPherson to write to SAT requesting information
19	Summarise and circulate action items that require urgent response	21 April 2017	Lucy McPherson

Part 3. Other Matters

4. SAT Diversity Audit

The data collected as part of the SAT Diversity Audit was presented to the SAT and will be uploaded on the SAT Alliance site. The information from the audit will be used as part of the Athena Swan Bronze Application and on the ANU website to promote the project. A short biography of each SAT member will also be needed. For academic staff their online researcher profile will be used, Professional staff are to send theirs through to sage@anu.edu.au.

Action ID	Description	Due Date	Responsibility
20	Professional staff to send short biography to sage@anu.edu.au	26 May 2017	Professional Staff on SAT

5. Cultural Audits

Ms Richelle Hilton advised that insufficient feedback on the cultural audit instrument had been received and requested that all SAT members provide their feedback to sage@anu.edu.au. Once the feedback is received the changes will be made and the updated instrument distributed to all SAT members for endorsement and transmission to the Senior Management Group. Ms Hilton will coordinate its release to schools who have requested it.

6. Data Sub-Groups

Dr Naomi Priest, Associate Professor Emma Schultz, and Dr Joanna Sikora nominated to form a data sub-group to assist the SAGE project management support team with guidance on methodology for data collation and analysis. SAT members interested in joining the data sub-group can nominate via sage@anu.edu.au.

Action ID	Description	Due Date	Responsibility
21	SAT members to nominate for the Data Sub-Group via SAGE@anu.edu.au	12 May 2017	Lucy McPherson to write to SAT requesting information

7. SAGE Handbook Update Consultation

The SAGE team at The Academy of Science are in the process of updating the Athena Swan Bronze Application Handbook and are requesting consultation from each institute involved. SAT members are to review the consultation document and send feedback to sage@anu.edu.au.

Action ID	Description	Due Date	Responsibility
22	SAT Members to provide feedback on the SAGE consultation document to sage@anu.edu.au	1 May 2017	Lucy McPherson to write to SAT requesting information

Part 4. Other Business

8. Next meeting

The next meeting is scheduled for 19 May 2017.

9. New and ongoing action items

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

Action ID	Description	Responsibility	Status	Notes
5 2/2017	Committee members to forward details of best practice initiatives to Dr White to enable representatives from the local area to be invited to meetings to present	Lucy McPherson to write to SAT requesting information	Ongoing	Areas with good practice will be invited to present to SAT
6 2/2017	Profiling of data required for Athena SWAN application	SAGE support staff	Ongoing	Data profiling will continue throughout the project cycle
7 3/2017	SAT Members to send feedback on Communication Plan, Project Overview flyer, and Component Update to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	As these documents will be public feedback is needed before the April SAT meeting
9 4/2017	SAT members to send feedback on Maturity Model to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	
10 4/2017	SAT members to identify possible data cuts to be requested of Voice	Lucy McPherson to write to SAT requesting information	Ongoing	Feedback is needed by 26 April
13 4/2017	SAT members to review Cultural Audit on Alliance site and provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Ongoing	A standard Cultural Audit needs to be created, feedback is needed before the April SAT meeting

15 5/2017	SAT members to suggest possible events that could be included in Gender Equity Week to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	
16 5/2017	SAT members to suggest female academics who could be interviewed for ACT & Regional Network video to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	
17 5/2017	SAT members to provide feedback on the proposed new structure and propose possible topics for the meetings to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	Feedback is needed by 28 April
18 5/2017	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	
20 5/2017	Professional staff to send short biography to sage@anu.edu.au	Professional Staff on SAT	New	
21 5/2017	SAT members to nominate for the Data Sub-Group via SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	
22 5/2017	SAT Members to provide feedback on the SAGE consultation document to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	New	Feedback is needed by 1 May

10. Completed action items

Action ID	Description	Responsibility	Status	Notes
1 1/2016	Circulate HR practitioners' presentation on SAGE pilot	Lucy McPherson	Completed	Uploaded on SAT Alliance page

2 2/2017	Item for meeting 2 "how SAT members will work within their area"	Richard Baker	Completed	Discussed at meeting 2
2/2017	Invitations to be sent for meeting 19 January 2017	Lucy McPherson	Completed	Invitations for all 2017 SAT meeting have been emailed
4 2/2017	Diversity survey to be sent to SAT members	Lucy McPherson	Completed	Sent via email 28 February
8 4/2017	Final Draft of Communication Plan to be present at SAT Meeting 5	Sara Rowley	Completed	
11 4/2017	Preliminary Data for Bronze Application presentation to be put on Alliance site	Lucy McPherson	Completed	
12 4/2017	Data profiling list to be put on Alliance site and members advised to provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	Feedback is needed before the April SAT meeting
14 4/2017	Iris Bohnet "What Works" podcast to be distributed to SAT members	Richard Baker Lucy McPherson	Completed	
19 5/2017	Summarisation and circulation of action items requiring urgent response	Lucy McPherson	Completed	Urgent action items circulated immediately after meeting