



Minutes - Confirmed

Committee	SAGE Self-Assessment Team
Meeting No.	8
Date	18 August 2017
Venue	Ross Hohnen Room
Attending	Richard Baker (RB) (Chair), Stephen Blackburn (SB), John Evans (JE), Belinda Farrelly (BF) (for Sara Rowley), Megan Head (MH), Jamiyl Mosley (JM), Mark Nolan (MN), Naomi Priest (NP), Emma Schultz (ES), Joanna Sikora (JS), Nadine White (NW), Kuntala Lahiri-Dutt (KL)
Apologies	Steve Eggins (SE), Rae Frances (RF), Cecilia Phung (CP), Sara Rowley (SR), Sarah O'Callaghan (SC), Richelle Hilton (RH), Elanor Huntington (EH), Paul Pickering (PP)
Observers	Lucy McPherson, SAGE Project Officer

1. Welcome, Introductions and Apologies

Professor Richard Baker (RB) welcomed members to meeting eight and outlined the agenda.

Apologies were noted.

2. Previous Meeting Minutes

Dr Joanna Sikora (JS) proposed two minor changes be made to the Minutes for the SAT meeting held 22 June 2017. These changes were accepted by the SAT.

Associate Professor Mark Nolan (MN) moved a motion to have the Minutes accepted as a true and accurate record of the SAT meeting held 22 June 2017. The motion was seconded by Dr Megan Head (MH).

Resolution	Minutes from Meeting No. 7 held on 22 June 2017 were accepted by the committee.
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3. Previous Action Items

RB reminded SAT members to read Dr Penny King's paper on cultural surveys and send their feedback to sage@anu.edu.au.

4. Matters Arising

There were no matters arising from the previous SAT meeting.

5. Key Business Items

5.1. Project Manager Report

Dr Nadine White (NW) updated the SAT on the SAGE Project as detailed in the table below.

In the Friday 11 August VC's Update, the Vice-Chancellor asked people to contribute their ideas and initiatives, practices and opportunities for improving equity at ANU

As part of the application preparation, feedback is being invited from the ANU Community

The Annual SAGE Symposium is being held in Brisbane on 5-6 September

The Project team provided an update to the Gender Institute Management Committee meeting in early August 2017

The first meeting of the Steering Committee for the ANU SAGE Pilot is scheduled for **15 September 2017**

The Athena SWAN Handbook has been updated by the SAGE team and includes further clarification around what is expected in the peer review process

The SAGE Regional Network (ANU, UC, CSIRO, CSU) have been continuing work on the *Diversity in STEMM* video.

The next SAGE Workshop is Monday, 28 August 2017 from 12:30pm to 3:30pm at Geoscience Australia. Geoscience have joined Cohort 3 of the SAGE pilot.

This request generated some activity and feedback to the SAGE inbox and these ideas will be collated and submitted to SAT meetings.

- The School Directors email distribution list and the Gender Equity Committees across the University are being used as a conduit for information.
- While some feedback has been received, the number of responses is quite small (less than 10).
- It was suggested that SAT members add the SAGE Project as a standing item in any faculty meetings they attend.
- Ideas or suggestions for additional methods and ways of communicating about the project to members of the ANU Community to be sent through to sage@anu.edu.au.

RB and the Project Team are attending the symposium. MH will be attending and participating in the Super STEMM Communicator Workshop which is being hosted on day 2 of the symposium

- The Committee were very interested in the project and an overview of the first set of data gathered for the "Picture of the Institution" part of the application was discussed with them.
- The Committee indicated they would like to support and work with the project and would welcome regular updates.

The Steering Committee comprises the Vice-Chancellor, 3 x Deputy Vice-Chancellors, Chief Operating Officer, Convenor of the Gender Institute, Professor Richard Baker as Chair of SAT and Dr Nadine White.

The handbook has been uploaded to the Alliance site.

- Editing is currently underway and a first-cut of the video is expected this week.
- The video will be launched at the SAGE Symposium in Brisbane in September and will also be promoted internally.
- The Project team is working with SCAPA on the plan for promotion of the video. Any suggestions to be sent to sage@anu.edu.au.

The workshop will cover:

- Application Section 3 - The Self-Assessment Process
- Using Data to Identify Issues
- Application Section 6 - Supporting Transgender People
- Application Section 7 - Intersectionality
- Application Section 8 - Indigenous Australians

Action ID	Description	Due Date	Responsibility
30	SAT members to suggest ways of communicating about the SAGE Project to members of the ANU Community	25 August 2017	Lucy McPherson to email SAT members
31	SAT members to suggest methods of promoting <i>Diversity in STEMM</i> video	25 August 2017	Lucy McPherson to email SAT members

5.2 SAT Application: Supporting and Advancing Women's Careers - Key Career Transition Points

NW presented information gathered regarding key transition points which are identified as Recruitment, Induction and Promotion. NW asked the SAT to consider, assess and reflect on policies and practices in place and identify any areas for improvement.

The key initiatives which enable fair and transparent recruitment and selection processes to attract, select and retain the highest standard of staff identified for recruitment that are already in place include:

- Selection Committees should have a gender balance
- Achievements should be considered relative to opportunity
- Identified Positions: where the position may be advertised as an identified position and therefore only filled by a person with the identified particular attribute (i.e. female)
- Senior Management Appointments: once shortlisting has occurred, in cases where fewer than 30% or two women are shortlisted, an evidence-based case must be prepared as to why the recruitment process should not be re-opened and approval received from the Deputy Vice Chancellor (Academic) and Director Human Resources in order for the recruitment process to proceed to final interview
- Compulsory to merit-based selection, diversity, equity and unconscious bias training for Selection Committee Chairs.

The data showed that in 2015, 2016 and to 31 July 2017, more men applied for academic positions at ANU and that female applicants were slightly more successful.

The ANU Induction process is:

- A structured and supportive method of welcoming and introducing new staff members to the organisation.
- Designed to enable communication to new staff about the University's strategic direction, policies and procedures to ensure the new staff member has a thorough understanding of their role and responsibilities and the expectations of their supervisor.
- The responsibility for induction resides with the immediate supervisor of the new employee.
- Varies across the University given it is the responsibility of supervisors.

Data is only able to be collected on whole-of-University initiatives such as the New Staff Welcome and the compulsory online training programs.

Academic Promotion underpins the University's goal to recognise academic staff achievements in research/creative activity, education, service and leadership. Key initiatives identified are:

- Women's only information sessions hosted and tailored specifically to female applicants.
- One-on-one mentoring for female academics applying for promotion.
- Applicants have the ability to outline their achievements relative to opportunity.

The data shows that the number of women applying for academic promotion is increasing and that women have similar success rates to men.

SAT members offered suggestions on how recruitment, induction and promotion process could be improved at ANU. These included:

- Making sure all appointments are advertised to a broad candidate pool.
- Introducing a shortlisting quota of 30% or two women to all hiring processes, not just senior appointments
- Compulsory unconscious bias training for all selection committee members, not just the Chair
- Advertising policies such as Dual Career Hires to all applicants
- New teaching staff to shadow experienced staff member before teaching any large classes
- Including more information about life in Canberra at induction
- Research Schools to offer mock or practice interviews for staff applying for academic promotion
- More mentoring for staff applying for academic promotion
- Better sharing of best practice between ANU work areas

6. Next Meeting

The next meeting is scheduled from on **28 September 2017 from 2:00pm to 4:00pm.**

7. **New and Ongoing Action Items:** are identified in the table below for review and comment at the next meeting

Action ID	Description	Responsibility	Status	Notes
6 2/2017	Profiling of data required for Athena SWAN application	SAGE support staff	Ongoing	Data profiling will continue throughout the project cycle
23 6/2017	Project plan to be distributed to SAT members once finalised	Lucy McPherson	Ongoing	
30 8/2017	SAT members to suggest ways of communicating about the project to members of the ANU Community	Lucy McPherson to email SAT members	New	
31 8/2017	SAT members to suggest methods of promoting Diversity in STEMM video	Lucy McPherson to email SAT members	New	

8. **Completed Action Items:** are identified in the table below for review and comment at the next meeting

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
3 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

Action ID	Description	Responsibility	Status	Notes
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
9 4/2017	SAT members to send feedback on Maturity Model to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
10 4/2017	SAT members to identify possible data cuts to be requested of Voice	Lucy McPherson to write to SAT requesting information	Completed	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	Completed	A standard Cultural Audit needs to be created and feedback needed before the April 2017 SAT meeting
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	Completed	Feedback is needed by 28 April
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	Completed	As these documents will be public feedback is needed before the April SAT meeting
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	Completed	Feedback is needed by 1 May
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	Completed	
24 6/2017	Peer review panel nomination document to be distributed to SAT members.	Lucy McPherson	Completed	
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	Completed	
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	Completed	
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	Completed	Areas with good practice will be invited to present to SAT

Action ID	Description	Responsibility	Status	Notes
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	Completed	
20 5/2017	Professional staff to send short biography to sage@anu.edu.au	Professional Staff on SAT	Completed	
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	Completed	
25 6/2017	Information on SAGE Symposium to be distributed to SAT members.	Lucy McPherson	Completed	
28 7/2017	SAT Members to suggest guest speakers for each theme	Lucy McPherson to email SAT members	Complete	
29 7/2017	Comments or suggestions about the quantitative data to be sent to sage@anu.edu.au	Lucy McPherson to email SAT members	Complete	
26 7/2017	SAT members to read Dr Penny King's paper on cultural surveys	SAT members	Complete	
27 7/2017	Project timeline to be uploaded to Alliance site	Lucy McPherson	Complete	