



Minutes

COMMITTEE	SAGE Self-Assessment Team
MEETING NO.	9
DATE / TIME	28 September 2017
VENUE	Mills Room
ATTENDING	Richard Baker (RB) (Chair), Rae Frances (RF), Stephen Blackburn (SB), John Evans (JE), Steve Eggins (SE), Emma Schultz (ES), Mark Nolan (MN), Megan Head (MH), Sara Rowley (SR), Sarah O’Callaghan (SO), Naomi Priest (NP) (teleconference)
APOLOGIES	Richelle Hilton (RH), Joanna Sikora (JS), Kuntala Lahiri-Dutt (KL), Elanor Huntington (EH), Paul Pickering (PP), Jamiyl Mosley (JM), Nadine White (NW)
OBSERVERS	Nicky Buttery, Interim Associate Director, Culture & Performance Development, Lucy McPherson, SAGE Project Officer

1. Welcome, Introductions and Apologies

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

Apologies were noted.

2. Previous Meeting Minutes

Associate Professor Emma Schultz (ES) moved a motion to have the minutes accepted as a true and accurate record of the SAT meeting held 18 August 2017. The motion was seconded by Professor John Evans (JE).

Resolution	Minutes from Meeting No. 8 held on 18 August 2017 were accepted by the committee.
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3. Previous Action Items

There were no previous action items for the committee members.

4. Matter Arising

There were no matters arising.

5. Key Business Items

5.1. Steering Committee Update

Sara Rowley (SR) updated the SAT on the first meeting of the ANU SAGE Project Steering Committee (PSC):

- The PSC endorsed the Terms of Reference and will have oversight of the project, offer guidance through the application process and monitor risks and issues.
- The Vice-Chancellor reiterated that the project scope covers the whole university not just STEMM disciplines.
- The PSC wants increased communication about SAGE at ANU

- One page briefing paper to be prepared for University Executive, senior staff and SAT with key messages
- Slides decks to be created for SAT members to utilise within colleges with key gender equity data and project updates.
- A feedback log to be created for communication from wider ANU community
- The PSC formalised the process for SAT membership renewal.
 - There will be an annual call for expression of interest to join a pool of interested candidates.
 - RB, SR, Dr Nadine White (NW), Richelle Hilton (RH) will review the needs of the SAT, the skills and background of the pool of applications and nominate the appropriate replacements.
 - Where a specific skill set or perspective is required the nomination sub-committee will review the broader ANU community and make a recommendation to approach identified staff.

The SAT agreed with the need for more communication with the broader ANU community and reflected that the slides created need to be specific for each area of the University. The data subgroup volunteered to review the currently available data sets and provide feedback on what to include in the slide deck.

Action ID	Description	Due Date	Responsibility
32	Data sub-group to review communication slides and available data	31 October 2017	Emma Schultz

5.2. SAGE Symposium Update

RB provided an overview from SAGE Symposium held in Brisbane on the 5th and 6th of September 2017. Highlights of the symposium include the session Thinking Like a Charter Panellist, presented by the Equality Challenge Unit.

Key messages from the session included:

- The key characteristics of a successful Bronze application are:
 - Candid, thorough analysis and accurate and specific identification of the issues
 - Development of context-specific aims and priorities to achieve gender equality
 - Development of evidence-based actions and initiatives to tackle gender inequalities
 - Institution-wide senior and middle management commitment and involvement
 - The allocation of adequate resources to achieve their strategy
- Action plans should be a live organic document that covers:
 - Objectives
 - Rationales
 - Action
 - Timeframes
 - Responsibilities
 - Baseline data
 - Success measures
 - Priorities

The Canberra Regional Network, including ANU, launched the collaborative video [STEMMs got talent but nearly lost it](#).

All the sessions presented on the first day were recorded, and will be loaded on the SAT Alliance site when available. Slides from the Thinking Like a Charter Panellist session are available from the SAT [Alliance site](#).

Action ID	Description	Due Date	Responsibility
33	SAGE Symposium videos to be loaded onto Alliance when available	22/12/2017	Lucy McPherson

5.3. SAT Application – Career Development

SR presented information gathered regarding career development opportunities.

- The formal career development support mechanisms identified were:
 - Outside Studies Program (OSP)
 - Professional Staff Scholarship Scheme (PSSS)
 - Professional Staff Development Endowment Fund (PSDEF)
 - Carers' Career Development Assistance Fund (CCDAF)
- OSP is administered by each College. Data are not consistently recorded and not centrally accessible
- For career development and training sessions managed via HORUS enrolment data is available for analysis
 - Overall, female professional staff are attending the largest proportion of training sessions
- Performance Development Plans and online Performance Development Reviews (PDRs) ensures staff, their supervisors and managers, have clearly defined performance objectives and expectations consistent with the short and long term priorities of the University.
 - The online PDR e-form replaced the paper based Statement of Expectation (SoE) forms in 2015. Online forms allow the University to monitor the status of PDR forms across campus.
 - Uptake of PDRs varies across colleges. Three quarters of CBE academic staff have on track PDRs compared to one quarter of academic staff in CECS.
 - The College of Law is the only college to have a gender difference in the percentage of on track PDRs
- Support for career progression includes:
 - The Sciences Early Career Academic (ECA) Development Scheme:
 - Is open to all Level A and B, early stage Level C academic staff and late stage PhD students in CMBE, CPMS, and CECS
 - Includes mentoring, a leadership program, and other relevant workshops such as how to apply for funding and CV development.
 - 40 female and 26 male ECA staff are taking part in the mentoring scheme

The following comments and suggestions were made:

- OSP applications submitted via an Intelledox e-form
- Investigate travel approvals as a proxy for OSP
- Promote that OSP can be taken without leaving Canberra so more staff with caring responsibility take it up.
- The quality of PDRs be reviewed as well as the quantity.
- Require a current PDR in place to apply for academic promotion.
- Gather qualitative data to understand why more women are attending training and taking up mentoring schemes.

5.4. On implementing a workplace cultural survey – Penny King

The SAT discussed Dr Penny King's paper "On implementing a workplace cultural survey and how to best prepare for a culture survey:

- Be prepared for negative responses
- Have a plan in place before the survey is sent
- Advertise the survey to ensure good engagement

Primary data collection, including culture surveys designed to explain identified gender inequities, will be deployed approximately March 2018.

6. Other Business

JE raised a question around the communication of information discussed at the SAT meetings. SR explained that any publicly available data may be uploaded to the Athena SWAN webpages but many of the data discussed in the meetings are confidential. Once data collection is complete de-identified data that highlights gender inequities will be shared with the ANU community.








Dr Megan Head (MH) raised a question about Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) policies and how they are inequitable. RB requested that these issues be sent to him and he would raise them with the VC.

Action ID	Description	Due Date	Responsibility
34	SAT members send issues regarding ARC and NHMRC policies to pvc.ue@anu.edu.au	31 October	Richard Baker





7. Next meeting and action items

The next meeting is scheduled for 8 November 2017 2.00pm.

8. **New and ongoing action items:** are identified in the table below for review and comment at the next meeting

Action ID	Description	Responsibility	Status	Due Date	Action status	Notes
6 2/2017	Profiling of data required for Athena SWAN application	SAGE support staff	Ongoing	31/03/2019		Data profiling will continue throughout the project cycle
23 6/2017	Project plan to be distributed to SAT members once finalised and endorsed	Lucy McPherson	Ongoing	22/12/2017		
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	Ongoing	22/12/2017		
31 8/2017	SAT members to suggest methods of promoting Diversity in STEMM video	Lucy McPherson to email SAT members	Ongoing	22/12/2017		
32 9/2017	Data sub-group to review communication slides and available data	Data sub-group	New	31/10/2017		
33 9/2017	SAGE Symposium videos to be shared with the SAT when available	Lucy McPherson	New	21/12/2017		
34 9/2017	SAT members send issues regarding ARC and NHMRC policies to pvc.ue@anu.edu.au	Richard Baker	New	31/10/2017		

Current Status at ANU

	Green: Timescales are on track. Work is in progress.
	Amber: Work is in progress, however, there are minor concerns with either the quality and/or timescales are not on track.
	Red: Little evidence of quality work in progress and/or timescales are not on track.
	Blue: Work is upcoming.

9. 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	

Action ID	Description	Responsibility	Status	Notes
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
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	

Action ID	Description	Responsibility	Status	Notes
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
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	