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