

SAT Working Group

Minutes | 11:00-12:00 Wednesday 25th March 2020

Present: Claire Edwards (CE), Emma Morris (EM), Nicky Iyer (NI), Louise King (LK), Ian Mills (IM), Emily Hotine (EH), Gemma Horbatowski (GH), Jane Niederer (JN), Katherine Corr (KC), James Fitzgerald (JF), Fadi Issa (FI), John Gilbert (JG)

Apologies: Regent Lee, Alastair Lamb, Jo Snoeck, Miriam O’Hanlon, Lauren Morgan

Location: ORCRB Ground Floor Meeting Room

Agenda Item 1	Welcome and Apologies
	EH welcomed Fadi Issa and Miriam O’Hanlon to SAT
Agenda Item 2	Minutes of last meeting
	No comments on minutes
Agenda Item 3	Athena SWAN and coronavirus: plans for the next few months
	Emily said that she has most of the information she needs for submission. Katherine Corr said that survey is still said to go ahead, but if still on lockdown won't necessarily get very useful information, might get pushed to Michaelmas 2020. Katherine said they will be able to run some form of survey for November applicants. Katherine said it is up to applicants whether they defer renewal application. It is an emerging situation, but there may be an option to extend the deadline. On action plan, there are some items that will not be carried out during coronavirus outbreak and will be paused. EH said we are aiming for November submission, but if extension is offered we will take it. EH has asked people to review and let her know about their membership of the SAT due to potential change in workload during this period. FCH thought it would be good to submit in November, if possible. CE thinks it depends on where we are with respect to the survey because we would not be able to show the impact of things that we have put in place. KC said that the Uni. is keen for everyone to keep to the original deadlines if possible. KC said the new working practices can be included in the Culture section - but to try and address from a gender perspective. CE asked about including new working environment (as a parent). Sally Baden and Sally Hopkins at Oxford Uni. can advise on this. CE need to include how we are supporting people with caring responsibilities. Louise is updating intranet and the SAT is looking at supporting staff from a Well-being perspective. KC in the MSD office there are frequent emails with

	updates that are reassuring about personal circumstances. EH to speak with Jo about structuring regular messages to the department. FCH suggested a chat corner for people to talk about their concerns. KC has suggested a daily session on SLACK. EH to look into SLACK and the best way to create support. KC said that SLACK has different streams. FCH said that we must be mindful of things other than COVID-19, there must be a balance.
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Agenda Item 4	Update: Athena SWAN independent review report
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	The independent review report on Athena SWAN is currently be reviewed by the University. EH said most report points are positive. Recommendations from the Athena Swann independent report; eg. wider definition of gender not just male/female, data collection being more streamlined. EH will post a link to the report on the SAT Team channel for members to read and will update when Advance HE and/or the university respond to the report.
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Agenda Item 5	Action plan update
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	<p>Currently redesigning intranet – won't be completed soon. Louise King training EH on how to edit. Will be launching mentor scheme on this. Everyone to let EH know about adding items.</p> <p>EH - maybe necessary to change approach to listing individual grant holders and funders. Any suggestion to support junior researchers with grant applications to share responsibility? CE suggested a general group of people can advise on applications. Can set up a Fellowship group - JG thought this would be the easiest to set up. EH has suggested putting out a call for volunteers to join this group - JG to also put together a list of people who have been successful and this list can be used to approach individuals and ask them to join. CE has suggested offering a small group of people to give a mock interview. JG said that Fellowships is definitely the place to start. Agreed to start with the Fellowship group. Panel for mock interviews not necessarily the same people but can be facilitated by the Fellowship group.</p> <p>EH - said that we offered 7 FHS placements to clinical students in 2020. How to we track how many undergraduates go on to specialise in surgery? FI said to also look at AFP as well as FHS which might be easier to track. Emma has suggested biochemistry students that go on to graduate entry medical course how to encourage to stay in the department and go on to surgery. KC suggested looking at Oncology about this. CE suggested also including the unique plus students (undergraduates with a disadvantaged backgrounds). FI mentioned Leiden/Oxford summer school - we sent 2 and some have gone onto postgrad degrees with us. FI could we include 10? undergrads to the NDS Awayday. FCH suggested that FI link with Ben Turney who is now running the MSC course. NHS also runs a shadowing programme (for a week?) to encourage young people. EH to talk to JS about tracking these students and encouraging more.</p>
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Agenda Item 5	AOB
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	No comments
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Agenda Item 6	Actions for SAT Working Group	Decision / Outcome
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	<ol style="list-style-type: none"> 1. EH to post survey questions in Teams 2. EH to circulate polling questions to the SAT, as well as the B&H Working Group, before the Away Day 3. JS to include questions on the polling questions in the Away Day feedback survey 	<ol style="list-style-type: none"> 1. Survey questions were released to department and posted to SAT team for input. Questions have now been sent to division
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	<ol style="list-style-type: none"> 4. JS to add further clarity/reassurance re anonymity to the Boss Board reminder email 5. ALL: send any specific questions about the renewal to KC 6. ALL: if you see any good action plans that are well managed and there is anything you are particularly interested in, let KC know 7. ALL: send anything relevant that has happened in the past four years which is worth putting in the submission to EH 8. EH to contact Emma Murphy to see if we can restart the Early Career Researchers Group 9. EH to email students to gain insight into what teaching courses they feel would be beneficial/popular 10. EH to email SAT members with low attendance to ask if they're still happy to participate in the SAT 11. JS to circulate previous survey highlights 12. EH to post link to Athena SWAN independent review report and update when new information is released - NEW 13. EH to speak with JS about structuring regular messages to the department - NEW 14. EH to look into setting up support channels for department on Slack - NEW 15. EH to send out call for volunteers to new Fellowship applications group - NEW 16. JG to send EH a list of successful grant holders - NEW 17. EH and JS to work through SAT recommendations regarding undergraduate placements and devise new strategy for encouraging undergraduates to pursue career in surgical sciences - NEW 	<ol style="list-style-type: none"> 2. Done. Polling session could not be carried out due to internet connectivity issues 3. Polling session could not be carried out and so wasn't included in feedback 4. Done – saw an immediate upsurge of activity as a result 5. No update 6. No update 7. No update 8. Done. ECR group was re-launched on Wednesday 11th March to approx. a dozen participants. Will probably need to be re-launched after the outbreak is under control. 9. Done 10. Done 11. Done
To be discussed at next SAT	<ol style="list-style-type: none"> 1. LK to announce the deadline for Associate Professorships and URLs in the Bulletin and the formation of the panel to assist with the applications 2. EH to look into a one-day introductory course for students 	<ol style="list-style-type: none"> 1. We have not been notified yet when the exercise is due to commence. 2. This will be delayed and revisited after coronavirus situation has resolved

Agenda Item 7	Actions for other committees or Management Board	Decision / Outcome
	No action points.	

Date of next meeting
Friday 22 nd May 10:00-11:00