

**Minutes of meeting held on
7th February at 10am in Room 114**

School of Geography

**Present: Alison Blunt (Co-Chair), Fran Darlington-Pollock, Lucy Diggens (minutes),
Anna Dulic-Sills (Co-Chair), Darren Dunn, Andrew Loveland, Cathy McIlwaine**

1. Introduction

AB to speak to AO about whether he can attend E&D meetings later in 2017. **ACTION AB.**
It would be good to speak about handing over in the cover letter.

Most departments/institutions are now attempting to attain silver awards. Focus on impact.
It is acceptable to discuss and explain negative impacts and what can be done.

CMc suggested that we could add work of DB (currently in ERS directorate) as a positive impact, as it shows impact of influencing the university policy. CMc said she was unsure of how to distribute the report; possibly within the RGS-IBG or publishing in a journal.

2. Section 4.2 – page 33

ADS updated the committee on the TA review which means that TAs now have appropriate, fractional contracts which include training and appraisal hours, and have been agreed with UCU and HR. AB added that this approach avoids staff casualisation.

AB said that there are new opportunities for TAs, such as first year tutorials which are now run by PhD students and post docs.

ADs raised a concern that not all TAs are on the HR system. DD said that the data has been tidied up and TAs are on MyHR this year and can be identified by grades.

AB added that TAs sometimes also give guest lectures and help with marking; some Masters students are now demonstrating due to large first year intakes.

The work with TAs within SoG is positive and should be included in the cover letter.

CMc added that the TA role actively feeds into professional development, primarily for our students. AL said it bridges the gap between finishing a PhD and starting a post doc.

ADS said there are also associate lecturers who deliver all, or part of, some modules.

How these staff were selected - it is through internal consultation based on expertise and availability; posts are not advertised externally as they are generally less than six months in duration based on their fraction.

**Minutes of meeting held on
7th February at 1pm in Room 114**

School of Geography

Present: Najma Ali, Alison Blunt (Co-Chair), Eleanor Coe, Fran Darlington-Pollock, Anna Dulic-Sills (Co-Chair, minutes), Leon Kennedy, Andrew Loveland

1. PGT Focus Group report

EC delivered a report on the PGT focus group that she organized and run. The group was attended by eight PGT students (4F and 4M). EC highlighted points from the report informing the meeting that the concerns were not raised about the uneven gender split, rather the lack of diversity was identified as an issue. The group thought that it may be that programme names and marketing may be more appealing to female students. The group also indicated that there would be interest to have:

- a greater opportunity for module choice outside of the School. AB pointed out that the School is already in the process of implementing this initiative to begin from the next academic year;
- internship opportunities which could potentially attract more students. A work-based dissertation could be considered, but would need to be explicitly advertised;

The group also identified that most teaching staff on PGT modules are females. AB explained that this imbalance is due to a number of senior male colleagues taking a sabbatical leave this year.

LK noted that there seemed to be a greater gender balance on joint honours degrees.

It was agreed that the main concern seems to be the issue of the lack of diversity at the PGT level, which does not match the diversity present at the UG level. The lack of diversity could not be attributed to the funding, as the new system of loans is available to all at PGT level. Students pointed out that the concerns about the debt are a real issue and may be deterring applicants.

EC agreed to provide help and set up the staff culture survey. **ACTION EC**

UGs and PGTs agreed to work together to produce a video clip on diversity. **ACTION EC, LK**

2. Data analysis

The group discussed the lack of benchmarking data. ADS contacted several HEIs and may be able to obtain a set of HESA extracted data by the colleagues at Nottingham University. ADS to contact ECU and queries about the advice on the benchmarking for geography. Additionally, ADS will seek advice on data presentation and the current policy. **ACTION ADS**

AB informed the meeting that the School has worked on the marketing materials and has put in place a new video for student recruitment.

LK informed the meeting that GeogSoc are thoughtful about the venue and type of events with regards to inclusivity and diversity. Recent event includes bowling, and a forthcoming event is a seminar with a high profile speaker. A discussion took place about the best way to reach all students in order to increase attendance uptake. It was agreed that in addition to emails, such events should also be posted on QMplus and be given shout-outs in lectures.

The group agreed that it would be helpful to have information about why post-graduate students chose to come to QMUL. A similar survey has been conducted and results should be available within the School. **ACTION ADS**

The initial impact on PGT numbers looks positive, and the School should be looking to maintain this change.

It was suggested that data on gender split could be collated for events such as the masters promotion evening and celebration event for UGs.

AB agreed to seek the RACE work outcomes at the RGS-IBG E&D meeting later this month.

The School has revised its guidance about distinguished visiting fellows to include a greater diversity.

AB informed the meeting that the School now has a new administrative role fulfilled by an academic staff member to look at the engagement, retention and success, to continue building on CMc's study. In addition, the WP work is continuing successfully with a series of short videos.

It was agreed that NA will share her IGS study once it is completed – the study will be looking at the QMUL's profile of black academic staff.

The group discussed the feedback box actions.

7. Date of next meeting

Wednesday 8th March

ACTIONS:

Item	Action	Owner
1	Set up the staff culture survey	EC
1	Produce a diversity video	EC, LK
2	Seek advice from ECU on benchmarking and data presentation	ADS
2	Consult on questions for PG survey and approach BN about the last survey	ADS

3. Section 4.2 – page 41

The data for PS staff for men is below the benchmark. ADS expressed concerns about the available data and requested a set including the names so that it could be checked. DD explained that the data for the year will include leavers and anyone employed on a new contract; DD will speak to SB about providing data with names. **ACTION DD.**

Snapshot of data, not cumulative; if looking at cumulative data should have an establishment figure and then how many individuals have filled each post.

ADS advised the percentage of men in PS will still be under benchmark but higher once the data has been cleaned. An action that could be taken to increase this - it would be possible to include a line on adverts for PS roles to indicate that applications from men would be encouraged. An additional problem is that posts are advertised internally first so the pool of male applicants is already smaller.

ADS said only included research roles of more than a year last time - will clean data and send to FDP. **ACTION ADS.**

AB said that the five new lectureships will start in September, and that CMc's post will be appointed at a lower grade. The staff in the School are 50:50 gender split, and we should have an aspiration to keep it like that. AB suggested that this and other impacts go into future newsletters. **ACTION LD.** CMc commented on the professorial and balance that she will be the only female professor in the HEI that she is moving to.

As the TAs have access to training their titles should maybe be revisited e.g. early career academics. ADS said that these are positive posts that allow experience to be gained and could be mentioned in the narrative.

AL said we should make the point that we actively encourage and advertise applications for fellowship schemes.

4. Section 4.2 – page 47 onwards and Section 5

ADS said that we have had low turnover and no leavers have been for negative reasons; exit interviews were completed for all. Where data has figures of less than three, the data should be wrapped up for data protection reasons.

AL explained that there are a few ways for researchers to develop - development programme including academic versus non-academic career paths, post doctoral network and advertisement of fellowships. AB said she meets with academics on fixed-term contracts to discuss future applications and careers. AL will speak with post docs about any courses they may have attended. **ACTION AL.**

AB said that QMUL has a centrally set long service anniversary of 25 years. AMcG added that retention rates could be linked to the School culture and that there is opportunity for progression in the School - a pipeline graph for such staff would be a good way to show it.

AL mentioned that GW and AG have students who have gone on to work in catchment management creating an ad hoc network.

AB and ADS said that the newsletter will be circulated shortly and then the staff culture survey, with the results being ready for the end of February; these will be analysed at the next E&D meeting on 8th March. **ACTION ALL.**

AL will provide data on mentoring uptake. **ACTION AL.** AB added that the mentoring is peer to peer, not just junior/senior staff.

AB said that the School is proud to have put forward nominations for the staff bonus scheme, rather than relying on self-nominations.

AL said that the REF working group is gender balanced and explained that the reading group accepts papers from ECRs so they can gain feedback.

CMc added that the 'lunch and learn' sessions initiated by DH are good for development. AB added that this initiative is a good way of sharing good practice.

AB informed the committee that the Away Day this year will include a session by Ian Roberts from CAPD about working well together.

7. Date of next meeting

Wednesday 8th March

ACTIONS:

Item	Action	Owner
1	Speak to AO about attending E&D Committee meetings	AB
3	Speak to SB about providing staff data with names	DD
3	Clean data and send to FDP	ADS
3	Add aspirations and impacts to future newsletters	LD
4	Speak to post docs about courses	AL
4	Analyse staff culture survey results	EC, All
4	Provide data on mentoring uptake	AL