

**SCHOOL OF PHARMACY**

**Minutes**

A meeting of the

SWAN SAT Team

Thursday 30th June 2016

Present: Dr Deirdre Gilpin (Chair)

Dr Jonathon Coulter (Vice-Chair)

Professor Carmel Hughes (Head of School Pharmacy)

Dr Heather Anderson (School of Pharmacy Manager)

Dr Cian McCrudden

Dr Janine Cooper

Dr Lezley-Anne Hanna

Dr Maeliosa McCrudden

Dr Mei Zhou

Professor Michael Tunney

Apologies: Professor Marie Migaud

Professor Tracy Robson

Professor Ryan Donnelly

Professor Karl Malcolm

Dr Maurice Hall

In attendance: Mr Gervase McGivern

1. Dr D Gilpin welcomed and thanked everybody for attending.

**2 Matters Arising From Last Meeting**

2.1 (i) Meetings within School: Post-grads, Post-docs and Technical/Admin staff

**Post – Grads**

Dr J Coulter confirmed that 25-30 Post-Graduate students attended the meeting. A number of issues were raised with a major one being the Procure 2 Pay (P2P) System with regards to using the system and training for it. It was agreed by the students to put a factsheet together with regards to training. Dr Coulter praised this sense of ownership demonstrated by the students.

Some Post-Graduate students questioned the intensity of the Annual Review Process especially as written feedback was not provided informed Dr Coulter. Written feedback will now be provided with immediate effect confirmed Dr Coulter. Professor C Hughes stated that a guideline will be issued confirming this.

A concern of the Post-Graduate students was the means of allocation of Level 4 Project students. Some were of the opinion that the allocation was not fairly distributed and it was suggested that this should be done on number of research students that the Principal Investigator (PI) has. Another concern was that there was a large disparity in the level of support supervisors give Dr Coulter stated.

Professor Hughes responded by making clear that it was up to PIs to manage this and not Post –Doctoral members of staff or Post –Graduate students.

Dr C McCrudden informed the meeting that he has read introductions for students. Professor Hughes responded by emphasising that the onus should be on supervisors to read drafts.

Dr V Kett is to issue an email stating that Research staff are not responsible for reviewing work and advising how much time supervisors are to spend on drafts.

Professor M Tunney was of the opinion that supervisors should not always be reading drafts.

Dr Gilpin emphasised that there has to be a balance of allowing Post-Graduate students to get experience but at the same time not expecting them to do everything.

Dr H Anderson said that it should be made clear that Post-Graduate should not be expected to do everything.

**Post-Docs**

Dr M McCrudden confirmed that there was an attendance of 9 at the June 2nd gathering of the Post –Doctoral Forum and that there will be an open meeting in September for all of the Post-Doctoral community to attend in which their concerns can be raised with Academic members of staff including The Head of School Professor Hughes, Professor C McCoy who is a Dean at Faculty level and Professor K Malcolm who is a School of Pharmacy representative at Faculty level.

Dr M McCrudden thanked Dr Anderson for organising the noticeboards which will be used to communicate feedback from forum meetings to the Post-Doctoral and Post-Graduate community.

Dr M McCrudden stated that with only 9 out of 40 members of The School of Pharmacy Post-Doctoral community attending the Post-Doctoral forum would suggest that there is an issue with regards to engagement.

Dr Gilpin asked what can be done to improve engagement. Dr C McCrudden responded by airing the view that with the Medical Biology Centre and Whitla Building being separate from the main School of Pharmacy this would appear to suggest that this has caused an obstacle with regards to engagement as there has been a low attendance of Post-Doctoral members of staff from these buildings at forum meetings.

Professor Tunney responded by confirming that a lot of his Post-Docs are staff of the School of Medicine and not Pharmacy.

Dr Anderson said that the Post-Doctoral attendance at the recent School of Pharmacy barbeque would give an idea of engagement. Dr C McCrudden said that the barbeque was a great idea but that people spent time in their own groups.

Professor Hughes said that there could be a Post-Doctoral day like the successful recent Post-Graduate day.

Dr C McCrudden informed the meeting that he was at the Queen’s University Belfast Post-Doctoral Forum day chaired by Professor J McElnay and that the School of Pharmacy’s could adopt a similar structure.

Dr Gilpin stated that minutes were needed for Post-Graduate and Post-Doctoral meetings.

**Technical Staff**

Upon communication with the School of Pharmacy Chief Technician David McQuade it was agreed that it would be best to meet with Technical Staff in term time.

**Administrative Staff**

Professor Hughes informed the meeting that Administrative Staff are keen to reinstate meetings to keep up to date with what is happening in the School and that they can go to School Board meetings.

Dr Anderson confirmed that Administrative Staff are to have a representative at School Board meetings.

(ii) Work Allocation Model

Dr Gilpin confirmed that the School of Pharmacy Work Allocation Model is still work in progress and that hopefully there will be a new SWAN input into this process.

Dr Anderson has been in communication with the School Manager at Biological Sciences with regards to their Work Allocation Model.

(iii) Unconscious Bias

Dr Gilpin confirmed that with regards to Unconscious Bias training will be provided as part of the online traffic light system .Senior Management has received positive training.

Dr Gilpin stated that it is important that the School as part of its induction process demonstrates itself to be a more inclusive School. The staff induction brochure should be updated and uploaded on to the SWAN website.

Dr Anderson made clear that we need to take ownership of the SWAN website and that a meeting should be arranged with Paula Daly of the Faculty IT team with regards to improving the website. Dr Anderson also suggested that with regards to SWAN should there be a Faculty approach.

Dr Gilpin informed the meeting that Swan Champion representatives of Nursing and Midwifery, Medicine Dentistry and Biomedical Sciences, Biological Sciences and Pharmacy met and that the possibility of a SWAN Faculty Office is to be considered.

At the last Faculty meeting attended by Professor Hughes it was agreed that a SWAN Champion and a senior woman who do not currently sit are to be co - opted on to the Faculty Board.

Dr Gilpin said that it was great that SWAN was being taken seriously at Faculty level.

There is an argument to get a Post-Doc for example from Social Sciences to look at SWAN data from the Faculty on a rolling basis. Dr Anderson informed the meeting that the Schools of Biological Sciences and Geography have paid for a Post Doc for their respective Swan applications.

(iv) School Newsletter

It is important that staff forward photos and reports from conferences for inclusion in the newsletter to celebrate our achievement stated Dr Gilpin.

Dr Anderson emphasised the need for everyone in the School of Pharmacy to promote ourselves more. Dr Anderson confirmed that Professor R Donnelly is to take the lead with regards to assembling photos and reports for the School of Pharmacy newsletter.

Every time The Centre for Cancer Research and Cell Biology are awarded a huge grant it is published and promoted in their newsletter stated Dr Coulter.

The suggestion was made by Dr J Cooper that an email be sent out requesting material for the newsletter.

Professor Hughes asked would distribution of the newsletter be electronically or by hard copy. Dr Gilpin said that it would be nice to send a hard copy to staff.

Professor Hughes informed the meeting that she recently received a book from the School of Education with features on different members of staff. Dr Anderson suggested to Dr M Zhou that it would be an idea for MPhil students to write a piece about themselves which along with a photograph could be included in the newsletter.

(v) Appraisal Training

Dr Anderson confirmed that training will commence in September.

**3 SWAN at QUB**

3.1 There have been mergers in the Faculty of Arts, Humanities and Social Sciences. With regards to this Dr Gilpin stated that the impact on some School’s SWAN Status will be impacted with the possibility of losing their award due to the fact that some of the merged schools do not have SWAN.

Dr Coulter said from a SWAN perspective it is hard to see how SWAN can translate in merged schools.

The Queen’s Gender Initiative Director Professor Yvonne Galligan says that there is room for negotiation with regards to merged schools SWAN Status informed Dr Gilpin.

**4 ANY OTHER BUSINESS**

4.1 Professor C Hughes informed attendees that she recently attended the Pharmacy School Council (PhSC) meeting in which the Head of the School of Pharmacy at the University of Manchester Professor K Marshall expressed the idea of having a SWAN champions event amongst PhSC schools. Professor Hughes is to send an email out amongst PhSC Head of Schools to regenerate interest.

**Action: Professor Hughes to email PhSC Head of Schools to regenerate interest in the proposed SWAN champions event**

4.2 Dr Anderson proposed that the School of Pharmacy hold the SWAN Champions event. Professor Hughes agreed with this suggestion.

4.3 The deadline date for the School of Pharmacy SWAN submission was April 2017 confirmed Dr Gilpin.

4.4 The next Bi-Monthly School of Pharmacy SAT Team meeting will be held in the end of August/start of September.

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