



**QUEEN'S  
UNIVERSITY  
BELFAST**

**SCHOOL OF  
PHARMACY**

## **SCHOOL OF PHARMACY**

### **Minutes**

A meeting of the  
SWAN SAT Team  
Thursday 22 March 2018

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Present                      Dr Jonathon Coulter (Chair)  
                                    Professor Carmel Hughes (Head of School Pharmacy)  
                                    Dr Heather Anderson (School of Pharmacy Manager)  
                                    Professor Karl Malcolm  
                                    Dr Wafa Al-Jamal  
                                    Dr Rebecca Craig  
                                    Dr Maeliosa McCrudden  
                                    Mr Eoghan Mulholland (Post-graduate representative)  
                                    Miss Lee – Anne Howell (Clerical Officer Representative)

In attendance:              Mrs Melissa Patterson

### **1. Apologies**

Professor Michael Tunney  
Dr Maurice Hall  
Dr Lezley-Anne Hanna  
Mrs Aine McGuckin (Technician Representative)  
Ms. Elisha Dunwoody (School Representative)

### **2. Minutes and matters arising**

Dr J Coulter welcomed everyone to the meeting and thanked everyone for attending. The minutes of the last meeting were agreed. It was noted that Dr D Gilpin had given birth to a daughter.

### **3. SoP SWAN 2017 application**

Dr J Coulter thanked Dr D Gilpin for the huge amount of work that was put into the SWAN submission in 2017. It was noted that pending the outcome of the current submission the

School may aim for a gold Athena SWAN medal in four years' time. To achieve this the actions outlined in the action plan need to be implemented in a timely manner.

#### **4. Co-SWAN champion**

Dr J Coulter advised that Dr R Craig is the Co-SWAN champion and will take over Dr D Gilpin's responsibilities while she is on maternity leave.

#### **5. SAT team composition and meetings**

- a. The group welcomed Dr Wafa Al-Jamal and Mr Eoghan Mulholland. It was noted that Ms E Dunwoody was not in attendance and had not yet attended a School Board meeting. The action plan from the submission will be circulated to the SAT Team before the next meeting.

#### **6. Action points**

##### **a. Website**

It was noted that Miss LA Howell and Dr M McCrudden are responsible for updating the website. Dr M McCrudden will gather content and send to Ms LA Howell. Dr J Coulter suggested that the following updates/changes are made to the SWAN site:

- Details on Sat Team updated
- Newsletter uploaded (to include previous editions)
- Details of events/Events tab – Including International Women's day
- Photos of events to be uploaded
- Suggestion box/Feedback form/SWAN email
- Staff induction to be uploaded to the website (password protected)
- Live Twitter/Facebook feed – Paula O'Hagan

Professor Karl Malcolm advised that issues around privacy would need to be addressed as the website is accessible to the public. Password protecting documents may be an option.

It was reported that the School Christmas dinner event was extremely successful. Dr H Anderson advised that the Great Hall is unavailable this year but advised that she is looking at other venues including the Whitla Hall and Riddell Hall.

Professor C Hughes advised that there is an event planned for after accreditation. Details are still being finalised.

Results from the Staff Survey showed that a wider proportion of staff are likely to attend events that are held in neutral venues as opposed to bars, hence use of the great hall and in house venues (e.g. MG12/13 for accreditation celebration).

##### **b. Mentorship champion / mentorship scheme**

It was reported that currently only 26% of staff participate in the Mentoring Scheme yet 70% feel it would be beneficial. Dr J Coulter advised that for the next SWAN application, a target of 50% participation from staff has been set.

Professor C Hughes advised that Professor M Tunney's mentoring scheme document is in the process of being finalised. Professor C Hughes and Professor K Malcolm will be taking the lead on this.

The scheme will be available to staff at all levels and will include clerical staff.

It was reported that Staff Training and Development will provide training to mentors.

Recognition of the role of mentor will be recognised in the WAM.

It was reported that not all Postgraduate and Postgraduate Research staff want to pursue a career in academia. Professor K Malcolm advised that he is holding a conference (UKICRS) on 4 June 2018. One aspect of this meeting will consider moving from academia to industry. Professor Malcolm suggested opening the invitation to PhD students and Postdocs within the School, may be of interest, particularly in the context of SWAN as three of the invited speakers have successfully made this transition. Session of relevance is entitled: "Lessons from the other side: life after university" which comprises three talks from young female industrialists, followed by an industrial exhibition in the afternoon.

#### **c. Maternity leave champion**

It was reported that there are a lot of complex issues around Maternity leave and legal rights from a statutory perspective and from a University perspective. A champion will need to be appointed and the information then updated on the SWAN website.

It was suggested that a parental workshop is held annually or bi-annually for staff. Updates to follow.

#### **d. WAM**

Professor C Hughes advised that the calculations for WAM are completed and that Dr S Haughey is in the process of meeting with staff to discuss the outcomes.

Dr J Coulter informed the group that a staff survey is planned to measure the effectiveness of WAM and this would take place once all meetings with staff had been completed.

Dr H Anderson will issue a gender analysis of the WAM to members of the group.

#### **e. Fellowship workshop**

Dr M McCrudden advised that various workshops are available through the Postdoctoral Development Centre.

#### **f. Careers sessions**

It was reported that an event is being organised for undergraduates by postgraduates to provide more information on research. Dr W Al-Jamal suggested combining events to encourage more interaction and engagement. Mr E Mulholland advised that a lot of events run at the Graduate School. Events to be sent to Mrs M Patterson for onward circulation within the School.

#### **7. AOB**

Miss LA Howell reported that the last meeting of the Professional and Support Staff Working Group on Thursday 1 March was postponed. Updates to follow.